

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



- APPLICATIONS** :
- Head Office Applications:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. For Attention: Ms. NP Mudau
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056 For Attention: Mr. SS Mdlaka
- Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town For Attention: Ms. N Mtsulwana
- Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria For Attention: Ms. A Mafa/ Ms K. Tlhapane
- Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ Khotsa
- CLOSING DATE** : 05 March 2021 at 16H00
- NOTE** :
- An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance. Note: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

OTHER POSTS

POST 06/27 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: JUSTICE AND COMMISSIONS REF NO: 2021/31**

SALARY : R869 007 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Marketing & Communication, Public Administration, Client Relationship Management, Project Management, Built and/or Construction Sciences. Extensive middle management experience in the field of key account management within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES : To manage the accommodation requirements of the Justice and Commissions portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; Issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Justice and Commissions regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Justice and Commissions - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Justice and Commissions clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub directorate. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES : Ms. J Pardesi Tel No: (012) 406 2091

POST 06/28 : **DEPUTY DIRECTOR: IT PROJECTS REF NO: 2021/32**

SALARY : R869 007 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Information Technology. Relevant experience in Information Technology project management at ASD level. Project Management Certificate. Knowledge of Project Management Body of Knowledge (PMBOK) Framework, Information Technology policies and standards, Contract Management, Applications and Server Infrastructure management, Information Technology Audit and Governance, Procurement processes, Computer systems analysis and Compilation of management reports. Skills: Ability to work independently. Ability to oversee the phase's implementation of ICT projects and communication including managing project risks and issues. Problem solving. Training, Research. Ability to work under pressure. Good interpersonal relationship. Willing to learn new technologies. Ability to communicate at all levels.
<u>DUTIES</u>	:	Design and implement an appropriate project management framework: - Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Set project, goals, scope, costs, standards, specifications and service levels according to organisational objectives. Develop project's business cases, TORs, work plans and revise as appropriate to meet changing needs and requirements. Interact with the NBAC and other governance structures. Identify resources needed and assign individual responsibilities. Monitor the project in line with the project plan: - Monitor project management efficiencies according to organisational goals and direct or redirect for the attainment of organisational objectives. Ensure effective utilisation of allocated resources allocated. Effectively apply methodology and enforce project standards to minimise risk. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Ensure project management administration: - Ensure regular progress meetings with the project team. Reports on projects progress, offers viable solutions and opportunities as they arise. Foster partnerships with stakeholders. Implement change practices. Manage IT Projects Sub-directorate:- Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan and report on progress as required. Knowledge of Public Finance Management Act. Mr. B. Zwane, Tel No: (012) 406 1578
<u>ENQUIRIES</u>	:	
<u>POST 06/29</u>	:	<u>DEPUTY DIRECTOR: PUBLIC ENTITIES: INTERGOVERNMENTAL RELATIONS REF NO: 2021/33</u>
<u>SALARY</u>	:	R733 257 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Finance or Public Administration, plus extension practical experience in public entities oversight. Good understanding of strategic planning, as well as monitoring and evaluation process of Government: Excellent knowledge of the Public Finance Management Act (Act 1 of 1999) and Treasury Regulations; Good knowledge of legislation applicable to the four public entities and six Built Environment professionals' councils reporting to the Department of Public Works and Infrastructure (DPWI); Computer literacy with particular emphasis on MS Office (WORD, PowerPoint and Excel); Proven skills in coordination, analysis, communication (verbal and written), problem solving and interpersonal relations; Ability and willingness to work under pressure and meet tight deadlines; Ability to work independently and as part of a team; Maintain confidentiality of information.
<u>DUTIES</u>	:	Ensure alignment between planning process of all DPWI public entities and the DPWI mandate (including the Government Programme of Action); analyse the DPWI public entities' strategic plans, quarterly and annual reports and ensure alignment with Government's quarterly and annual reporting requirements; Coordinate the departmental review on the performance of its public entities; Facilitate the appointment of new board/council members for the Department's public entities and professional councils and the filling of vacancies in the boards and councils; Facilitate regular reporting to the Executive Authority on all matters concerning the public entities boards/councils; Facilitate the resolution of Governance challenges confronting the public entities' boards and councils; Facilitate the resolutions of matters brought to the attention of the Executive Authority by any member of public; Facilitate payment of Government Grant to the Schedule 3A public entities and other public institutions where applicable; Monitor legislative compliance by all public

	:	entities reporting to the Department.
<u>ENQUIRIES</u>	:	Mr M Mashaba Tel No: (012) 406 1671
<u>POST 06/30</u>	:	<u>DEPUTY DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2021/34</u>
<u>SALARY</u>	:	R733 257 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) A three year tertiary qualification in the Financial (Project Budgets) or administrative fields and relevant experience in project budget administration. Extensive knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports from the WCS system. Sound budgeting, financial, programme management and administrative skills with specific reference to the Capital and Repair and refurbishment budgets. Recommend appropriate interventions in the management of the Capital and Repair and Refurbishment budgets. Possess analytical and problem-solving skills. Have an understanding of the various facets of the built environment with specific reference to the Programme Management environment. Knowledge of the PFMA, PMDS and all other relevant legislation. Excellent communication and training abilities. Computer literacy in MS Office (with specific reference to MS Word, MS Excel and MS Outlook). A valid driver's licence as well as the willingness and ability to travel as and when required.
<u>DUTIES</u>	:	Facilitate monitoring of the Implementation Programmes and monthly expenditure reports for forced tender dates, correct cash flow projections and expenditure. Budget control of the Capital, Repair and Refurbishment and Recoverable budgets for all Head Office projects. Budget analysis, control and monitoring of expenditure. Report shortages or surplus of funds to the relevant units within the Department. Provide budget inputs on requirements for the Capital Works, Repair and Refurbishment and Recoverable budgets for Head Office projects. Facilitate the liaison/communication with Client Departments and Regional Offices for additional budget requirements. Distribution of the monthly Programme Management Schedules to all executing units and return to the relevant Head Office stakeholders on or before the set deadlines for completion. Co-ordinate and solve of problems, complete budget reports/submissions/presentations as required. Ensure the data integrity of WCS with relevance to all budget related matters. Training of staff.
<u>ENQUIRIES</u>	:	Ms J Prinsloo, Tel No: (012) 406 1220
<u>POST 06/31</u>	:	<u>SENIOR SYSTEM ANALYST REF NO: 2021/35</u>
<u>SALARY</u>	:	R733 257 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) A three year tertiary qualification in Information Technology, Computer Science or Related fields. Extensive relevant experience on Systems Analysis on compiling Technical and Functional Specification and management experience, Knowledge of Business Process principle, practices, technique and tools, Knowledge and appreciation of business concept and requirements, Ability to develop and deliver presentation, Ability to create, compose and edit written materials, Knowledge of change management, Performance management, Ability to manipulate and analyse information to support decision making, Interpretation of policies, guidelines etc. Research, Analytical and Problem Solving on Business Systems and Technical Architecture, Risk Analysis, Service Delivery, Quality Assurance and Innovative, Planning and Organizing, Conduct JAD sessions Good verbal and written communication, Ability to communicate at all levels, Creative and Independent person, A valid driver's licence.
<u>DUTIES</u>	:	The effective management of business needs information gathering processes- consult with clients to identify their business requirements; consult with staff and users to identify operating procedure problems; undertake investigations and researches on business requirements; undertake the analysis of business information needs; The provision of procurement management support together with State Information Technology Agency- development of tender document specifications and pricing schedules; assist with the facilitation of tender adjudication processes; inform winning tenderer

on the outcome of the tender processes; The provision of solutions and quality assurance on solutions provided on business needs- develop information system specifications based on business needs; install and maintain business information systems; ensure that all solutions provided conform to standards set; analyse and test computer programs and systems to test the quality of solution provided; The provision of effective management support service to the directorate- coordinate the installation of computer programs and tests thereon; Facilitate training on systems and infrastructure projects; Draft and review SLA's; undertake feasibility studies on solutions; monitor compile reports on Service Level Agreements; the effective management of financial resources allocated to the section. Knowledge of Public Finance Management Act. Supervise and Develop staff.

ENQUIRIES : Mr BS Zwane Tel No: (012) 406 1578

POST 06/32 : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2021/36**
(36-Month Contract)

SALARY : R733 257 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification in Financial Management/Financial Accounting. CA (SA) or equivalent qualification will be an added advantage. Extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Shortlisted candidates will be subjected to an assessment. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Ms N Kani Tel No: (021) 402 2087

POST 06/33 : **ASISSTANT DIRECTOR: CLIENT SUPPORT MANAGER REF NO: 2021/37**

SALARY : R470 040 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Information Technology/Information Systems or equivalent ICT qualification (relevant working experience in an IT environment). Expert knowledge of ICT governance frameworks and an understanding of System Development Life Cycle. ICT technical professional certifications (A+, N+, Ms Proficient level) will be advantageous. Knowledge of Networks Infrastructure, IT Governance, Procurement processes, Computer systems analysis, various IT equipment, software, call logging systems and

		general IT troubleshooting and Public Finance Management Act. Possess strong verbal and written communication. The candidate must demonstrate high interpersonal and report writing skills. Possess tact, good ethics and high level of diplomacy. Hands-on team approach and have ability to take initiative. An exposure to ICT client / customer services environment will be an added advantage. A valid driver's license.
<u>DUTIES</u>	:	Develop and ensure the implementation of Information Technology related Client Relations Management strategies-: Drive the delivery of high quality client services across the organisation and become the single entry point of contact for all users' complaints. Manage the relationship between business units and ICT. Coordinate the schedules and allocation of tasks to the technicians. Enable the support team to carry the day-to-day tasks. Keep up to date with new developments in the information technology field; development of client relations management strategies; ensure that all stakeholders adhere to the developed client relations management strategies; Ensure provision of frontline ICT support for users-: manage the system for logging, monitoring and resolving ICT systems-based problems; liaise and interact with users on call logging procedures; monitor and ensure timeous resolution of all calls logged through the call centre; oversee and ensure that technicians attend to all calls logged; Identify opportunities to deliver a high level of customer experience and satisfaction-: improve the quality of support delivered to users through the ongoing review of services provided; make sure team/unit staff understand expected goals and acknowledge success; identify resource needs and ensure goals are achieved within budget and deadlines; Undertake quality assurance testing across systems, platforms and devices and to ensure compliance with appropriate accessibility guidelines. Supervise employees to ensure an effective service delivery-: General supervision of employees; Allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance and conduct discipline supervisees and Prepare reports. Communicate Technology and systems related issues to ICT clients.
<u>ENQUIRES</u>	:	Ms L Skhosana Tel No: (012) 406 1286 / (012) 492 2317
<u>POST 06/34</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITIONS REAL ESTATE MANAGEMENT SYSTEMS REF NO: 2021/38</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum Port Elizabeth Regional Office
	:	A three year tertiary qualification in Property-related disciplines or equivalent qualifications in the Built Environment/Real Estate, with relevant experience. Knowledge of procurement policies and directives. Knowledge of the Public Financial Management Act. Knowledge of contract administration, property trends and financial administration. Computer literacy. Analytical thinking. Good communication/writing skills. Driver's licence.
<u>DUTIES</u>	:	Establish the availability of funds for client departments. Inspect and select suitable accommodation according to the requirements of the client departments. Update the Property Management System. Compile monthly reports regarding procured and leased accommodation. Administer lease portfolios and lease agreements. Present submissions related to leasing to bid committees. Conduct the Component's monthly report meetings. Support the financial administrative processes of the section. Negotiate and manage renewals of the leased accommodations.
<u>ENQUIRIES</u>	:	Ms S. Minne Tel No: (041) 408 2067
<u>POST 06/35</u>	:	<u>ASSISTANT DIRECTOR: UTILIZATION AND CONTRACT ADMINISTRATION REF NO: 2021/39</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R470 040 per annum Polokwane Regional Office
	:	A three year tertiary qualification in Real Estate/ Property Science/ Urban & Regional Planning or related appropriate qualification with appropriate experience in Property Management and/or information systems or fixed asset management related environment. Knowledge of property related legislation. Computer literacy, good communication and interpersonal skills. Good written, analytical and financial skills. Willingness to travel extensively. A valid driver's license is a pre-requisite.
<u>DUTIES</u>	:	Conduct physical verification to ensure that state owned properties are utilized

efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stake holders and units to ensure that property information is captured correctly and in good time. Assist in the preparation of reports to top management and all relevant stake holders. Liaise with client departments to ensure optimal utilization of state owned properties. Supervision of staff. Comply with the requirements of the PFMA.

ENQUIRIES : Mr. Y.T. Siweya Tel No: (015) 291 6415

POST 06/36 : **ASSISTANT DIRECTOR USER DEMAND MANAGEMENT (VARIOUS CLIENT DEPARTMENTS) REF NO: 2021/40 (X2 POSTS)**

SALARY : R470 040 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS :

A three year tertiary qualification in the Built Environment, Real Estate Management, Marketing, Commerce or equivalent in Administration field with extensive appropriate experience in client relations. The ideal candidate should have strong strategic planning, programme management and client relations skills. An understanding of the different facets of the built environment and property industry is essential. Sound budgeting, project management and financial management skills. Knowledge of Works Control System. Computer literacy. Knowledge of PFMA. Ability to work under pressure, think analytically, innovative and self-motivated. Good verbal and written communication skills. A valid driver's license.

DUTIES : The incumbent will be responsible for the Key Account Management as a contact point between the National Department of Public Works & Infrastructure and assigned client departments. Assist with the consolidation and compilation of accommodation related information in reporting to the client. Ensure monitoring and implementation programmes for leased accommodation, capital works and planned maintenance services. Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset plans and budget. Ensure efficient turnaround times on strategic initiatives and programme related reports. Facilitate and minute regular forum meetings with client departments. Advice, interact and source information from client departments and departmental service providers. Assist with the implementation and management of Service Level Agreements. Give inputs towards the compilation and implementation of annual business plans for the Directorate. This post will require official travelling and the incumbent must be willing and able to travel as and when required.

ENQUIRIES : Ms J Smith PH Cell No: (084) 632 4344

POST 06/37 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING (PMTE) REF NO: 2021/ REF NO: 2021/41**
 (36-Month Contract)

SALARY : R376 596 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS :

A three year tertiary qualification in Financial Accounting or equivalent qualification plus extensive relevant finance experience, GRAP or accrual accounting practical experience performed within the last 4 years. Audit articles will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Implement efficient and effective systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses,

commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the monitoring of the audit action plan. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for drafting responses to audit findings. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES :

Ms N Kani Tel No: (021) 402 2087

POST 06/38 :

ASSISTANT DIRECTOR: SCM ACQUISITION REF NO: 2021/42

SALARY :

R376 596 per annum

CENTRE :

Polokwane Regional Office

REQUIREMENTS :

A three year tertiary qualification (NQF 6) in Supply Chain Management/ Finance/ Procurement or related field plus relevant supervisory level experience in Supply Chain Management and Procurement Management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

DUTIES :

Manage and supervise the Procurement Office. Co-ordinate the procurement and processing of bids. Scrutinise specifications. Co-ordinate the compilation agenda for the Bid and Sub-bid Committees. Compile accurate minutes of the proceedings of the bid and sub-bid committees. Advise the Bid and Sub-bid Committees on procurement processes and prescripts. Assist the Head of SCM on all on all Procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decisions made by sub-bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub-bid Committees of all decisions taken. Maintain records for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinising bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM. Manage and supervise subordinates.

ENQUIRIES :

Mr M. Ntshani Tel No: (015) 291 6444

POST 06/39 :

ASSISTANT DIRECTOR: BUDGETS REF NO: 2021/43

SALARY :

R376 596 per annum

CENTRE :

Pretoria Regional Office

REQUIREMENTS :

A three year tertiary qualification (NQF 6) in Accounting/ Finance related. Appropriate budgeting experience. Knowledge of transversal systems applicable in the Public Service. Ability to implement systems and exercise control to ensure sound financial management. Understanding of PFMA and relevant Government regulations and policies. Computer literacy, with emphasis on working with spreadsheets and report writing.

DUTIES :

Ensure effective monitoring, evaluation and reporting on the budget. Compile progress reports and submit to Management for financial reporting. Ensure that budget estimates or proposals are complete, accurate and conform to established procedures, regulations and departmental objectives. Analyze the entire Regional Office budget and expenditure reports. Provide regular feedbacks to Line Functions and recommendations regarding interventions. Confirm availability of funds against procurement procedures and payments. Compile, coordinate and capture the budget projections from Line Managers on BAS. Co-ordinate revised budget inputs from line managers. Coordinate shifting of funds. Advise Managers on their spending patterns in line with their projections and their expenditure. Ensure that correct SCOA codes are used every time procurement is made. Attend to Audit queries.

ENQUIRIES :

Mr M. Selepe Tel No: (012) 310 5194

POST 06/40 : **SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: DEFENCE & OTHERS REF NO: 2021/44**

SALARY : R316 791 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A three year tertiary qualification in Financial and/or Public Administration, Marketing, Real Estate Management or Built environment. A minimum of three years relevant work experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver's licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES : You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: Justice and Commissions. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES : Ms L. Swanevelder Tel No: (012) 406 1118

POST 06/41 : **STATE ACCOUNTANT FINANCIAL PLANNING REF NO: 2021/45 (X3 POSTS)**

SALARY : R257 508 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A three year tertiary qualification in Financial Management, Accounting or equivalent qualification. Relevant experience in budgeting and planning. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; budgeting. Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.

DUTIES : Assist in consolidation of budget costing and funding inputs from regions and head office; Assist with the monthly budget review meetings, assist with the allocation of funds to executing units, administer budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the reconciliation of the expenditure from WCS and SAGE and with the verification of the Day to Day Maintenance services on PMIS.

ENQUIRIES : Mr. D Meintjes Tel No: (012) 406 1250

<u>POST 06/42</u>	:	<u>SECURITY ADMIN OFFICER: PHYSICAL SECURITY REF NO: 2021/46</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Security Management, Extensive relevant experience in security management and supervisory experience. Valid grade C Psira registration valid driver's licence. Knowledge: Relevant security legislation and the Minimum Information Security Standards (MISS), Classification of sensitive information, Conduction of Threats and Risk assessment (TRA), and conduction of security plan during departmental events, good communication and supervisory skills. Effective report writing. Computer literacy, record keeping, filing, duty roster.
<u>DUTIES</u>	:	Manage the administrative functions of physical Security. Develop and implement duty roster, Supervise Senior Security officers and performance, Management of the security officers, Keeping records, Assist with procurement of service, Assist in monitoring budget and resources, Assist in managing private security contracts, conduct Inspection visits to guarded sites, Subordinates, develop and maintain all relevant Security databases, records and security registers, Supervise access control and protection of assets, Personnel and sensitive information.
<u>ENQUIRIES</u>	:	Mr T Marageni Tel No: (012) 406 1632
<u>POST 06/43</u>	:	<u>ADMINISTRATION OFFICER: ACQUISITIONS – SCM REF NO: 2021/47</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management, Finance or Logistics. Relevant working experience in supply chain management. Knowledge and experience in the application of the legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of government procurement systems. Excellent verbal and written communication skills.
<u>DUTIES</u>	:	Compile and update quotations register for approved procurement strategy. Compile and check bids and quotations administrative responsiveness criteria. Keep record of all minutes and approved submissions on file; monitor validities of closed tenders; writing monthly reports on tenders evaluated; assist with opening of envelopes after closing date for tenders; Capture tenders & quotations awarded on departmental procurement toolkit & NT website. Contact and fax the contractor call-out request for emergency work. Inform the relevant project manager regarding the appointment on site. Ensure proper maintenance of call-out in terms of emergency. Check and validate submissions before submitting to the sub-Bid Committee; process and bind documentation received from evaluation committee for submission to sub-bid committee and distribution to committee members, arrange sub-bid committee meetings with all role-players; take minutes at the sub-bid committee meetings; distribute adjudicated submissions to relevant units. Open envelopes after closing dates for tenders. Assist with general office administration functions.
<u>ENQUIRIES</u>	:	Ms R.M. Motimele Tel No: (015) 293 8060
<u>POST 06/44</u>	:	<u>CLEANER: FACILITIES MANAGEMENT REF NO: 2021/48 (X7 POSTS)</u>
<u>SALARY</u>	:	R102 534 per annum
<u>CENTRE</u>	:	Polokwane Regional Office (X2 Posts) Naphuno Magistrate Court (X2 Posts) Groblersdal Magistrate Court (X1 Post) Sibasa Regional Court (X1 Post) Mutale Magistrate Court (X1 Post)
<u>REQUIREMENTS</u>	:	ABET level 3 / or Grade 10 certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.
<u>DUTIES</u>	:	Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe

environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES : Ms. N.A. Sipungela Tel No: (015) 291 6389

POST 06/45 : **TRADESMAN AIDS: PRETORIA WORKSHOP REF NO: 2021/49 (X5 POSTS)**

SALARY : R102 534 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Grade 10 Certificate or Abet level 4 Certificate plus general experience of workshop practices and clerical services. Good communication, leadership and organizational skills. Code 8 driver's license will be an added advantage.

DUTIES : The incumbent will assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, electrical and boiler operating and cleaning of equipment. Assists Artisans with obtaining quotations related to equipments and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.

ENQUIRIES : Mr J. De wit Tel No: (012) 321 7104