

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

*The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively (specifically persons with disabilities and women), will receive preference. 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.*



**CLOSING DATE**  
**NOTE**

: 12 May 2023 at 16H00  
: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. 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, posted, hand delivered or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. 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/.Applications must be submitted as a single document to the email addresses specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. 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.

#### **MANAGEMENT ECHELON**

- POST 14/139** : **DIRECTOR GENERAL: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE REF NO: 2023/139**  
(Five (5) Year Contract)  
(This is a re-advertisement applicants who applied previously are encouraged to re-apply)
- SALARY** : R2 068 458 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A postgraduate qualification (NQF Level 8) as recognised by SAQA in Public Management or an equivalent qualification. 8 to 10 years' experience at Senior Management Level, of which three (3) years must have been as a member of Senior Management Services in an organ of the state. An extensive track record of leading a large organisation and being on the cutting edge of service delivery. Astute managerial and leadership abilities that will enable the incumbent to lead the Department of Public Works and Infrastructure (DPWI) through transformation. Strategic planning experience linked to strong conceptual visionary and leadership skills. Ability to establish relationships with political, business, investment and community structures. Acumen for managing the political-administrative interface. **SKILLS:** Strategic, executive management skills. Extensive drive, energy and enthusiasm and ability to be innovative, creative in designing and implementing ideas with direction. People-orientated, with exceptional negotiation, communication and interpersonal skills. Solution orientated, with the ability to work under stressful situations.
- DUTIES** : As the Accounting Officer of the Department of Public Works and Infrastructure (DPWI), inclusive of the Property Management Trading Entity (PMTE) and Infrastructure South Africa (ISA), the incumbent will provide strategic leadership and direction in the delivery of the Department's mandate, manage and oversee the administration, and render related executive advice to the Executive Authority. These include: Overseeing the management and implementation of EPWP to contribute to the national goals of job creation and poverty alleviation. Overseeing the provision and management of intergovernmental relations, strategic management, governance and risks management services. Management and oversight of the development of public works and infrastructure sector policies and legislations. The provision of strategic leadership on the administration, executive support and corporate services. Oversight and strategic direction of the PMTE. Oversight and strategic management of ISA in their implementation of the SA-Infrastructure Investment Plan. Contribute in the implementation of the Economic Reconstruction and Recovery Plan (ERRP) plus oversee and provide strategic direction on projects and programmes towards realising a clean-audit for DPWI. The incumbent will further be responsible for providing strategic direction towards the operations and financial sustainability of the PMTE and overseeing the operations of public entities and councils reporting to DPWI.
- ENQUIRIES** : Ms TB Hlatshwayo Tel No: (012) 406 1990
- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment23-10@dpw.gov.za](mailto:Recruitment23-10@dpw.gov.za)
- NOTE** : General: The successful candidate will be required to enter into a 5-year employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to

personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to a government specific competency assessment.

**POST 14/140** : **SENIOR EXECUTIVE OFFICER: PROPERTY MANAGEMENT TRADING**  
**ENTITY REF NO: 2023/140**  
(Five (5) Year Contract)

**SALARY** : R2 068 458 per annum, all-inclusive salary package, (total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : An undergraduate qualification (NQF level 07) in built environment discipline, real estate, property management, management sciences, finance or related fields and a post graduate qualification (NQF level 08) as recognised by SAQA, 8-10 years relevant senior management experience in the construction and property sectors, investment management and finance of which three (3) years must in an organ of the state. Knowledge: Knowledge of the construction and property sector policies and regulations and relevant Public Service legislation. Knowledge and understanding of project management. Knowledge and understanding of government procurement policy framework. Understanding government planning processes, including municipal planning processes. Skills: Strategic capability and leadership Programme and project management. Information and Knowledge management. People Management and empowerment. Problem solving and change management. Policy analysis and development. Client orientation and customer focus; Service delivery innovation. Financial management. Communication (verbal and written). Computer literacy. Stakeholder management. Planning and coordination; Presentation and facilitation; Quality management. Personal Attributes: Good interpersonal relations. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Adaptability. Independent thinker. Cost consciousness. Honesty and Integrity. Influencing. Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours.

**DUTIES** : Oversee the development and implementation of the PMTE Strategy, Business and Financial Model, business processes, and standard operating procedures to support the implementation. Develop the strategic and annual performance plans for the entity in line with the national government priorities. Establish and maintain governance structures. Ensure the development of a comprehensive risk management strategy. Provide strategic direction towards a self-sustainable PMTE through revenue generation and maximization. Manage the provision of office accommodation to client departments through the construction and leaseholds. Ensure the development and implementation of norms and standards and maintenance plans for state assets. Oversee the development, management and maintenance of asset register. Development and implementation of the built environment Green Economy Programmes and institutionalization on of Operation Phakisa within the PMTE. Oversee the development and implementation of specific programmes in support of the transformation of the construction and property industries. Oversee the implementation of GIAMA Provide strategic leadership in of the implementation asset management. Ensure effective and efficient asset management in relation to planning, client relations, asset investment and analysis and leasing of state owned properties (leasehold & freehold).

**ENQUIRIES** : Mrs. TB Hlatshwayo Tel No: (012) 406 1990

**APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment23-11@dpw.gov.za](mailto:Recruitment23-11@dpw.gov.za)

**NOTE** : The successful candidate will be required to sign a five (5) year employment contract, performance agreement, annually disclose the financial interests and be subjected to security clearance.

**POST 14/141** : **HEAD OF INFRASTRUCTURE OF SOUTH AFRICA REF NO: 2023/141**  
(Five (5) Year Contract)

**SALARY** : R2 068 458 per annum (Level 16), (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	An undergraduate qualification (NQF level 7) and a post-graduate (NQF level 08) qualification in or related to Business Management, Built Environment, Finance, Development Finance, Public Administration, Economics or Law. 8 to 10 years' experience at Senior Management Level, of which three (3) years must have been as a member of Senior Management Services in an organ of the state.
<b><u>DUTIES</u></b>	:	Provide leadership and strategic direction to the Infrastructure South Africa's (ISA) Team and ensure adherence to governance systems and processes and manage risks. Manage the implementation of SA's Infrastructure Investment Plan, inclusive of coordinating the development, assessment, management, project preparation, implementation and monitoring of the comprehensive infrastructure pipeline. Manage infrastructure investment and funding through the mobilisation of the public and private sector (national and international), financial community, MDBs and DFIs. Manage the property, land and buildings portfolio to maximize public land value. Ensure that ISA enables the intent of the Infrastructure Development Act (IDA), supports the structures within the IDA and executes the infrastructure investment, development and implementation provisions of the IDA. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters, and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission Council, Management Committee and Secretariat. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the ISA's infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings, with specific reference to the SIP Steering Committee.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms TB Hlatshwayo Tel No: (012) 406 1990
	:	All applications for this position must be submitted only via email to: <a href="mailto:Recruitment23-12@dpw.gov.za">Recruitment23-12@dpw.gov.za</a>
<b><u>NOTE</u></b>	:	The successful candidate will have to enter into a five (5) year employment contract, an annual performance agreement and annually disclose his/her financial interests.
<b><u>POST 14/142</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT EXECUTIVE: PMTE (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: 2023/142</u></b> (This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R1 590 747 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	An undergraduate qualification (NQF level 07) in Supply Chain Management, Logistics, Finance, Public Administration and Management Economic Management Sciences or any of the Built Environment qualifications and a postgraduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years' experience at senior managerial level. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge: SCM systems, processes and controls, Public Finance Management Act, Public Service Regulations, Treasury Regulations. Skills: Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management, Sound analytical and problem identification and solving skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated, ability to design ideas without direction, People orientated,

- Hardworking, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results.
- DUTIES** : Undertake research on latest SCM management trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advise and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations; undertake the effective monitoring and evaluation of department's SCM policies. Implement and oversee an efficient and logistics functions that are compliant with policies, procedures and applicable legislation. Develop, manage and oversee the implementation of the procurement plan, movable asset management plans and disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods and services, infrastructure, property and facilities management. Render demand management services. Manage the development, implementation and maintenance of corporate governance policy and ensure complies with all statutory frameworks established within the public service and the department. Provide advice to the Accounting Officer on procurement related matters and report any breach or failure to comply with SCM processes guidelines and frameworks.
- ENQUIRIES** : Ms TB Hlatshwayo Tel No: (012) 406 1990
- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment23-13@dpw.gov.za](mailto:Recruitment23-13@dpw.gov.za)
- NOTE** : The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests
- POST 14/143** : **DEPUTY DIRECTOR - GENERAL: PROGRAMME MANAGEMENT OFFICE AND SPECIAL PROJECTS REF NO 2023/143**  
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
- SALARY** : R1 590 747 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An under-graduate qualification (NQF Level 07) Built Environment, Project Management Commerce, Business Administration or related fields and postgraduate qualification (NQF Level 08) as recognized by SAQA plus minimum of 8 - 10 years senior management experience in the relevant field. Knowledge: Programme and Project Management, Quality Management, Business Management, Public Finance Management Act, Strategic Management, Monitoring and evaluation methods, Government functioning, Client relations. Skills: Strategic capability and leadership; Information and Knowledge management, Policy analysis and development, Service delivery innovation, Financial management, Communication (verbal and written), Computer literacy, Stakeholder management, Planning and coordination, Presentation and facilitation Quality management. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances.
- DUTIES** : Oversee all turnaround and efficiency enhancement/ intervention programmes. Ensure proper implementation of the required project management and best practice mythologies (IDMS) across the value chain is enabled. Ensure necessary the capacity and capability to properly align cross-cutting interventions between the DPW and PMTE. Ensure the use of standardized processes are implemented. Ensure dependencies across multiple projects and the value chain are adequately managed through the setting of specifications and quality standards. Institutionalize SDIF and IDMS in the implementation of Business Improvement Plan. Mainstream and streamline the Departmental programmes in line with Service Delivery Improvement Framework (SDIF) and IDMS components; develop Service Delivery Improvement Plans (SDIP) informing the organisational Strategic Plans enabled by the Service Delivery Model (IDMS). Manage the establishment of an integrated programme management enabled by service delivery framework for improved services and seamless performance. Manage the establishment and maintain

partnerships and Communication with stakeholders to support Business Improvement. Provide strategic solutions, guidance, coordination and fast tracking the delivery of the identified special projects within the department. Identify and prioritise projects in consultation with the Ministry. Facilitate rapid research and write up of individual project proposals and project plans and timelines. Identification and mobilisation of necessary resources (human and funding) to fund projects. Effective monitoring and evaluation of projects, including regular reporting of progress to the Minister. The effective management of financial resources allocated to the programmes.

**ENQUIRIES** : Ms TB Hlatshwayo Tel No: (012) 406 1990  
**APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment23-14@dpw.gov.za](mailto:Recruitment23-14@dpw.gov.za)

**NOTE** : The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

**POST 14/144** : **DEPUTY DIRECTOR - GENERAL: CORPORATE SERVICES REF NO: 2023/144**  
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)

**SALARY** : R1 590 747 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Management Sciences, Behavioural Sciences, Social Sciences or related fields and a post-graduate qualification (NQF level 8) as recognised by SAQA. Demonstrated relevant management experience in managing a complex or diverse portfolio of functions, 8 - 10 years relevant experience at Senior Managerial level. Knowledge: Understanding of the Public Sector environment and transformation challenges, financial management systems, corporate services' goals and objectives, human resource management and implementation. Skills: Strategic management, Executive management, Supply Chain Management processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and project management, Relationship management, Interpersonal and diplomacy skills, Problem solving, Decision making, Motivational and influential, Negotiation. Personal Attributes: Analytical thinking, Innovative, Creative and Solution orientated, Ability to design ideas with direction, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, people orientated, hard-working, highly motivated.

**DUTIES** : Manage and direct the strategic support functions of the Department in the advancement of service delivery, compliance and good corporate governance, Provide the required corporate services advise to Ministry, ODG and EXCO of the Department, Design and application of staffing and skilling solutions in support of an efficient, effective and development-oriented Department of Public Works and Infrastructure. Provision of modern and appropriate information management systems, technologies and architecture, which are responsive to the key business requirements of the Department, Implementation of both strategic and developmental communication systems aimed at empowering citizens and mobilising public participation, Interpretation of legal concepts and other precepts applicable to the Department in the daily undertaking of its business, Develop and maintain business plans of the various functional areas or components within Corporate Services, Develop an integrated business system that will assist with business planning of Corporate Services, Promote strategic support and planning to the transformational and change management programmes of the Department according to the requirements of the Public Service Act and related legislation, Participate in EXCO, MinTop, MinMec and other governance structures of the Department. Overall management of the Corporate Services functions of the Department.

**ENQUIRIES** : Mr SC Zaba Tel No: (012) 406 1544  
**APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment23-15@dpw.gov.za](mailto:Recruitment23-15@dpw.gov.za)

**NOTE** : It will be expected of the candidate to sign a performance agreement, annually disclose his/her financial interests and be subjected to security clearance.

<b><u>POST 14/145</u></b>	:	<b><u>DEPUTY DIRECTOR - GENERAL: GOVERNANCE, RISK AND COMPLIANCE, REF NO: 2023/145</u></b>
<b><u>SALARY</u></b>	:	R1 590 747 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Services).
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 7) in Public Management and Administration, Business Administration/ Management, Auditing and/or Strategic Management or related field of study and a post graduate qualification (NQF 8) as recognised by SAQA plus 8 - 10 years Senior Management experience in the relevant field. Knowledge: Strategic Planning, Strategic Knowledge Management, Business analyses and risk management, Change management and organisational development, Extensive knowledge of department strategic objective, In-depth knowledge of government protocol processes, Development and implementation of strategies, Public Finance Management Act, Supply Chain Management, Financial and budget administration processes and systems, Structure and functioning of the Department. Skills: Executive management skills, Sound analytical and problem identification and solving skills, Language proficiency, Advanced report writing, Organising and planning, Computer utilisation, Policy formulation, Negotiation skills Advanced communication (verbal and written), Advanced interpersonal and diplomacy skills, Time management, Decision making skills, Conflict management, Motivational skills, Programme and management skills. Personal Attributes: Innovative, Resourceful, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results, People orientated, Trustworthy, Assertive, Ability to work independently, Team player.
<b><u>DUTIES</u></b>	:	Commission research on latest trends; Ensure the development and implementation of effective and efficient plans, strategies and policies. Ensure that all GRC policies contribute to the departments` strategic objectives. Determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Manage the development and implementation of strategic plan and annual performance plans for the Department. Oversee the coordination of all components business plans into a single strategic plan. Manage the development, implementation and maintenance of business processes. Promote the implementation service delivery improvement programme policies, tools and frameworks. Manage the development and implementation strategies to ensure business efficiency. Oversee the implementation of guidelines and Service Delivery Improvement Programme plans. Oversee the provision of advice on Service Delivery Improvement Programmes activities and functions; provide reports on Service Delivery Improvement Programme. Manage the development and implementation of monitoring and evaluation strategy and Policy frameworks. Manage performance monitoring, evaluation & assessment of the impact of Departmental programmes including EPWP. Ensure compliance of the policies and legislated requirements of accounting. Manage the development and the implementation of risk strategies in support of effective corporate governance of the Department. Manage the development and maintenance of governance and management structures within the department. Promote a culture of intolerance to fraud and corruption in the Department and among service providers. Promote and support the implementation and maintenance of the fraud prevention plan and the fraud policy and response plan. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Branch and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Manage and monitor the budget and expenditures for the Branch.
<b><u>ENQUIRIES</u></b>	:	Ms TB Hlatshwayo Tel No: (012) 406 1990
<b><u>APPLICATIONS</u></b>	:	All applications for this position must be submitted only via email to: <a href="mailto:Recruitment23-16@dpw.gov.za">Recruitment23-16@dpw.gov.za</a>

- NOTE** : The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- POST 14/146** : **DEPUTY DIRECTOR - GENERAL: FACILITIES MANAGEMENT REF NO: 2023/146**  
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
- SALARY** : R1 590 747 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services).
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF Level 7) in the Built Environment disciplines, Management or in the relevant field of study and a post-graduate qualification (NQF Level 08) as recognised by SAQA plus a minimum of 8 - 10 years senior management relevant experience. Knowledge: Best practiced Asset Management processes; Department internal business process in Property and construction. Knowledge: Client relations, financial management, Supply Chain Management; Change Management, Public Service Regulation, Black Economic Empowerment Act and Preferential Procurement Policy and Framework Act. Skills: Advanced report Writing; Advanced communication; Language proficiency; People management skills; Computer utilization; Negotiation skills; Analytical thinking; Facilitation skills; Strategic planning; Time management; Programme and project management skills; Conflict management; Sound analytical and problem identification and solving skills; Organising and planning; Policy formulation; Decision making skills; Motivation skills; Numeracy Advanced interpersonal and diplomacy skills. Personal Attributes: Innovative; Creative; Resourceful; Liaising skills; Ability to effectively and efficiently work under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Able to establish and maintain personal networks; Trustworthy; Hard working; Assertive; Highly motivated; Ability to work independently.
- DUTIES** : Provide strategic leadership in the development and the reviewing of legislation, strategies, and policies for facilities management and occupational health and safety. Undertake research on latest facilities management and OHS trends. Ensure the development and implementation of effective and efficient property management acts, strategies and policies. Ensure that all facilities management policies contribute to the departments` strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies. Provide strategic facilities management, support and security services to department`s clients and stakeholders; Facilitate completion of agreements between the department and client stakeholders. Ensure effective administration and performance of buildings for client satisfaction. Provide strategic leadership in the implementation of overall maintenance of state and non-state facilities to ensure the extension of life and use of existing government facilities as well as maintaining the value thereof Oversee the development and implementation of the built environment Green Economy Programmes; Conduct research and analyses to identify innovative incentives that support the transition to a green economy within DPW; Manage and monitor the implementation of the Built Environment Green Economy Programme; Establishment and management of BEGEP Project Management Office. Provide strategic management advice and oversee compliance on matters relating to statutory compliance on projects of client departments; Undertake surveys, inspections and audits to ensure proper monitoring and implementation of legislations and policies for statutory compliance on the Departmental projects; Develop and maintain governance and assurance management system and monitoring system to identify the areas facilities activities that pose risks; Implement statutory compliance awareness programmes.
- ENQUIRES** : Ms TB Hlatshwayo Tel No: (012) 406 1990
- APPLICATIONS** : All applications for this position must be submitted only via email to: [Recruitment23-17@dpw.gov.za](mailto:Recruitment23-17@dpw.gov.za)
- NOTE** : The successful candidate will have to enter into an annual performance agreement, annually disclose his/her financial interests.