

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

: 22 September 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 not 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. NB:(For Senior Management Positions Only: Kindly note that the emailed applications and attachments should not exceed 15mb)
ERRATUM: Kindly note that the following position was advertised in Public Service Vacancy Circular 31 dated 01 September 2023, Assistant Director: Acquisition Management with Ref No: 2023/364, Centre: Gqeberha Regional Office please be informed that the position mentioned has been withdrawn.

MANAGEMENT ECHELON

POST 32/52 : **DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATION REF NO: 2023/351**

SALARY : R1663 581 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 7 and a post graduate qualification NQF 8 as recognised by SAQA in construction or policy development or equivalent qualification; 8-10 senior management experience in relevant field. Knowledge: Functioning of national, provincial and local government, Fundamental economics, Financial management, EPWP goals and objectives, Employment creation strategies, Appropriate labour intensive technologies and Skills development strategies. Skills: Strategic management, Executive management skills, Tender processes, Effective communication (verbal and written), Marketing and liaison, Programme and project management, Relationship management, Influencing skills and Negotiation skills. Solution orientated & ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including political office bearers.

DUTIES Provide strategic leadership in the development and implementation of legislation, strategies, and policies for the branch: Commission researches on latest trends. Ensure the development and implementation of effective and efficient acts, strategies and policies. Ensure that all branch policies are in line with 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. Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry: Provide strategic leadership in the development of building regulations, norms and standards. Research, develop, monitor and review construction sector policies. Establish best practice partnerships with various stakeholders in the construction industry, local and international. Facilitate policy integration with DPW Public Entities. Oversee the development of policies within the Department. Regulate the property industry to promote transformation, growth and development; and to promote uniformity and best practice in immovable asset management in the public sector: Research, develop, monitor and review policies and regulations. Establish best practice partnerships with various stakeholders in the property industry, local and international. Provide support to Immoveable Asset Management. Oversee the development of policies within the Department. Develop and manage the implementation of international relation framework: Manage, integrate and coordinate international relations. Identify and articulate issues of strategic significance to the department. Develop international relations framework. Manage the Policy Research & Regulation branch: 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs TB Hlatshwayo Tel No: (012) 406 1990
	:	All applications for this position must be submitted only via email to: Recruitment23-67@dpw.gov.za)
<u>NOTE</u>	:	The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests
<u>POST 32/53</u>	:	<u>REGIONAL MANAGER (CHIEF DIRECTOR LEVEL)</u>
<u>SALARY</u>	:	R1 371 558 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE</u>	:	Polokwane Regional Office Ref No: 2023/352A Johannesburg Regional Office Ref No: 2023/352B
<u>REQUIREMENTS</u>	:	An Undergraduate qualification (NQF Level 7) in the Property, Built Environment discipline or Management Science, Behavioural Science or Law coupled with 5 years relevant experience at senior management level. Knowledge: Property management, the Public Finance Management Act, Government budget procedures/timeframes (MTEF), financial management and administration, Project management, Construction regulations, Financial administration processes and systems, the Public Service Act, Public service regulations, Financial manual and Treasury regulations. Skills: Construction management, Financial management, Client/ customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, Advanced report-writing, Planning and organising, Diplomacy, Policy analysis and development, Problem solving, Presentation and Budgeting.
<u>DUTIES</u>	:	Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region. Develop, review and implement the Region's Business plan in line with the strategic plan. Ensure implementation of the departmental strategic plan in the Regional office. Manage the implementation of the Department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S Mdakane Tel No: (012) 406 1282
	:	All applications for this position must be submitted only via email to: Recruitment23-61@dpw.gov.za
<u>POST 32/54</u>	:	<u>CHIEF DIRECTOR: EPWP SUSTAINABLE LIVELIHOODS, CONVERGENCE AND COMPLIANCE REF NO: 2023/353</u>
<u>SALARY</u>	:	R1 371 558 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A B Degree (NQF 7) in Statistics, Economics, Econometrics, Demographics, Geography, Mathematics, Social Science (with Statistics or Mathematics as major subjects/ or related qualifications). 5 years Senior Management experience in the relevant field. Knowledge: Expanded Public Works Programme, Government Job Creation Policies, Programme and Project Management, Monitoring and Evaluation methods, Public Finance Management Act and Government prescripts. Skills: Effective communication (verbal and written), Language proficiency, Report writing, Financial administration, Organising and planning, Computer literacy, Basic numeracy, Advanced interpersonal and diplomacy skills, General office management and organisational skills, Project management, Time management,

DUTIES

Problem solving skills, Decision making skills, Motivational skills and Influencing skills. Personal Attributes: Analytical thinking. Innovative. Creative. Solution orientated & ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including political office bearers. People orientated. Hard-working. Highly motivate. Extensive travelling.

: Oversee the execution of all the Secretariat functions of the Public Employment Programmes -Inter-Ministerial Committee (PEP-IMC), Technical IMC, Technical Working Group and the NCC: Oversee the coordination of PEP-IMC meetings and secretariat functions. Ensure the annual schedules for the PEP-IMC, Technical IMC, Technical Working Group and National Coordinating Committee (NCC) are developed. Ensure all the resolutions of the PEP-IMC and NCC are captured, implemented and recommend remedial action for non-compliance where possible. Manage the PEP-IMC research studies. Ensure proper records and documents management for the PEP-IMC and NCC. Manage the development of EPWP Frameworks (policy, SOPs and guidelines): Undertake and/or manage research for the development of EPWP Frameworks. Oversee the drafting of EPWP Frameworks. Review the frameworks as and when required. Manage the development and review of EPWP Convergence Frameworks and convergence of other sectors in relation to the EPWP by: Oversee the coordination of sector convergence (awareness creation & strategic guidance). Ensure the profiling and showcasing of good practice on convergence. Promoting cross-cutting issues across sectors. Promote the development of cross-sector norms and standards. Promotion of sector convergence in the EPWP. Manage the coordination of the Audit Processes of the EPWP Branch by: Ensure the development of guidelines on audit processes. Managing the pre-audit visits on sampled projects for audits. Ensure the compilation of responses for Confirmation of Factual Findings (COFF) issued to the EPWP. Managing the audit register. Ensure follow ups are done on unresolved findings and communicate to Accounting Officers of public bodies. Guiding public bodies and sectors in response to audit queries. Manage the analysis of EPWP reports based on the same reference data source and customised to the needs of different stakeholders by: - Ensure the drafting and submission of quarterly reports to DPW M&E (APP & Business Plan). Manage the consolidation of progress reports for DPW EXCO & MINTOP, Technical MINMEC and MINMEC (& WO) and beyond, including spatial analysis). Oversee the compiling of NEDLAC reports as per NEDLAC template, Outcome 4 reports. Ensure compilation of response to Parliamentary Questions. Commissioning programme analysis studies. Conduct analysis and trends across sectors. Monitor compliance of EPWP public bodies to Legislative prescripts (e.g., Ministerial Determination, Code of Good Practice and Recruitment Guidelines). Effective management of the Chief Directorate: Manage the co-ordination and administration of the component. Manage the employment related processes the administration and development of staff. Oversee the implementation and maintenance of financial control systems. Manage the budget and expenditures of the component. Ensure that all financial transactions comply with Treasury Regulations. Report and breach or failure to comply with any financial and cooperate governance guideline and frameworks.

ENQUIRIES
APPLICATIONS

: Ms. CJ. Abrahams Tel No: (012) 492 3080
: All applications for this position must be submitted only via email to: Recruitment23-62@dpw.gov.za

POST 32/55

: **DIRECTOR: EPWP PROGRAMME MANAGER REF NO: 2023/354**

SALARY

: R1 162 200 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services.

CENTRE
REQUIREMENTS

: Head Office, Pretoria
: An Undergraduate qualification (NQF level 7) in Business Administration/Management, Development Studies, Economics, Commerce, Public Management, Accounting, Human Sciences, Behavioural Sciences, Construction Management and Built Environment, or related field of study plus 5 years relevant working experience at Middle/Senior level. Knowledge: Expanded Public Works Programme, Governments Job Creation Policies and Programmes, Programme and Project Management, Labour-Intensive Methods of Construction,

Stakeholder Management; Functioning of national, provincial and local government, Monitoring and Evaluation methods, Training, Enterprise Development and Communication, SAQA / NQF framework, the Public Financial Management Act, Municipal Public Finance Management Act (MFMA), Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act and Government prescripts. Skills: Management. Client Orientation, Customer Focus, People Management, Conflict Management, Policy Development, Numerical, Analytical, Computer Literacy, Planning and Organising, Project Management, Problem Solving, Report Writing, Financial Administration, Presentation, Decision Making and Research Methodology. Willingness to adapt to working schedule in accordance with office requirements.

DUTIES

: Support the development frameworks, incentive grant agreements & frameworks, policies, protocols and guidelines for the EPWP. Facilitate and conclude the signing of contracts, protocols, business plans, incentive grant agreement and any other documents with stakeholders. Ensure stakeholder dialogue and buy-in of frameworks, standard operating procedures (SOPs), business plans (BPs), incentive grant agreements/frameworks, policies, protocols and guidelines and any other key documents. Lead on EPWP policy, protocols and key stakeholder engagement related documents. Support the development and buy-in of governance, capacity building, training, enterprise development, knowledge management, audit related matters, EPWP Sector issues, communications and monitoring & evaluation guidelines/frameworks and any other key documents for the EPWP. Establish and maintain relationships between EPWP and relevant stakeholders. Manage communication and feedback processes between the EPWP, municipal and provincial structures with relevant structures; identify and communicate programme opportunities to various EPWP sectors. Coordinate EPWP governance and institutional arrangement interventions. Provide reports to EPWP units as requested. Manage the compilation of the EPWP provincial and municipal contact database. Participate and represent EPWP in municipal and provincial structures; promote and encourage participation of municipal, provincial and other institutions; monitor performance of provincial institutions. Identify and communicate programme opportunities to various EPWP sectors. Conduct regular reporting sessions with provinces. Ensure efficient engagements in the province. Support, manage, monitor and oversee data capturing, reporting and monitoring of work opportunities and key performance data within the programme for the province. Oversee and manage external and internal audits within the province, as per the prescribed guidelines. Ensure compliance with the audit action plan. Oversee EPWP technical support in the province. Oversee and support EPWP training through public body funds in the province. Oversee, support and implement EPWP communications in the province. Oversee and support EPWP sector coordination in the province. Oversee the EPWP capacity building initiatives in programme. Manage the coordination of sustainable livelihood initiatives for EPWP participants. Oversee the implementation (planning, preparation, recruitment and monitoring) of sustainable livelihood support initiatives by training and enterprise development in the province. Implement training and enterprise development initiatives. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Regional Office/Directorate 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. Monitor the budget and expenditures for the Regional Office/Directorate. Managing the all the resources i.e. financial, human resources of the Regional Office/Directorate, in-line with the departmental policies.

ENQUIRIES APPLICATIONS

: Ms CJ. Abrahams Tel No: (012) 492 3080 / (012) 492 1443/ (012) 492 1445
 : All applications for this position must be submitted only via email to: Recruitment23-63@dpw.gov.za)

NOTE

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

<u>POST 32/56</u>	:	<u>DIRECTOR: STRATEGIC PLANNING REF NO: 2023/355</u>
<u>SALARY</u>	:	R1 162 200 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE REQUIREMENTS</u>	:	Head Office: Pretoria An Undergraduate qualification (NQF Level 7)/ B Degree in Public Administration or related qualification. 5 years Middle management in strategic planning or in the relevant field. Knowledge of Strategic management processes; business planning processes; applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; sound analytical and problem identification and solving skills; marketing and liaison; advanced communication; advanced report writing; research methodologies; financial administration; financial analyses; computer literacy; programme and project management; decision making skills; conflict management; motivational skills. Ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; able to establish and maintain personal networks.
<u>DUTIES</u>	:	Manage the development and maintenance of the departmental strategic and annual performance plan in line with planning policies and strategies:- Undertake researches on the latest development of policies, professional guideline and standards; Ensure that all policies, guidelines and standards implemented are aligned to the Departments outcomes; Develop and implement procedures, tools and systems for effective organizational performance information management and strategic planning; Develop strategies to effectively communicate planning objectives, developmental performance indicators and performance outcomes to internal and external stakeholders; Monitor and ensure the implementation and continuous adherence to professional guideline and standards. Manage the development, adoption and publishing of the departmental Strategic Plan, APP and Business Plans for the department: Lead the annual planning process for DPW/PMTE; Support top management in strategy formulation, strategic process improvement and communication of strategies to all stakeholders; Coordinate research and data collection initiatives in support of departmental strategic/other planning processes; Undertake scenario planning and develop forecast projections; Develop, maintain and update the strategic information portal for planning purposes; Oversee integration of the strategic planning processes with other processes such as risk management, budget plans, service delivery improvement and audit action plans; Prepare and submit executive reports. Advise DG, DDG and top management on strategic matters relating to internal operations and policy; Ensure the organizational alignment of impacts and outcomes into operational plans and performance agreements; Manage and coordinate stakeholder input processes; Facilitate the development and maintenance of measurable performance indicators for all departmental planning instruments. Oversee the strategic planning process and planning documents of the public entities and BECPs- Set out the annual strategic planning process for Public Entities and BECPs. Arrange workshops to brief public entities and BECPs on the planning requirements. Attend the strategic planning session of the public entities and BECPs and provide strategic guidance on the sector priorities. Conduct a review of the SPs and APPs of the public entities and BECPs in accordance with the Framework for Strategic Plans and Annual Performance Plans. Provide written feedback and workshop public entities and BECPs on the SPs and APPs submitted to the Department. Participate in the development of core performance indicators for the Public Works Sector:- Engage Provinces to commence the process of setting core performance indicators. Coordinate workshop with Provinces (logistics and content). Facilitate the workshop and set core performance indicators and technical indicator descriptions for each Programme. Assess and review the implementation and impact of the SP and APP; provide ongoing support to the

Business units; prepare and submit executive reports; prepare and submit environmental scanning reports which include policy analysis and interpretation of relevant government policy interpretation; develop trend analysis of organizational past performance, conduct benchmark of measures, targets and formulate baselines of performance targets per year; identify performance barriers and conduct root cause analysis; make recommendations on alternative courses of action incorporating risk management. Manage the Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Develop and manage the operational plan of the Directorate 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; Monitor the budget and expenditures for the Directorate.

**ENQUIRIES
APPLICATIONS**

: Ms K. Sebati Tel No: (012) 012 406 1351
 : All applications for this position must be submitted only via email to: Recruitment23-64@dpw.gov.za

POST 32/57

: **DIRECTOR: GOVERNANCE AND COMPLIANCE REF NO: 2023/356**

SALARY

: R1 162 200 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services. Note: The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

**CENTRE
REQUIREMENTS**

: Head Office, Pretoria
 : A Degree (NQF L7) in Corporate Law, Finance, Business Administration or related field (Corporate Compliance). A minimum of 5 years relevant experience at middle/senior managerial level in the field. Knowledge: Financial prescripts (GAAP and GRAP), Government Financial systems (PERSAL, PMIS, WCS, LOGIS and BAS), Public Finance Management Act, National Treasury Regulations (Directives and Guidelines), Budget Management Systems and Procedures, Supply Chain Management Framework and International Accounting Services. Skills: Administrative skills, Managerial skills, report writing, Accounts and numeric skills, Finance, Analytical thinking, Communication Skills, Interpersonal skills, Problem solving skills, Organizing and planning, Goal and solution orientated, Assertiveness, People and client orientated, Team player, Leader, Innovative, Ability to work under stressful conditions, Dedicated, Hardworking, Ability to communicate at all levels, Ability to adapt in accordance to office requirements and Trustworthy.

DUTIES

: Manage and oversee control systems to prevent or deal with violations of legal guidelines and internal policies: Develop and oversee systems for uniform handling of non-compliance issues, Ethics and proper reporting; Evaluate the efficiency of controls and improve them continuously; Revise procedures, reports etc. periodically to identify hidden risks or non-conformity issues; Collaborate with relevant stakeholders to monitor enforcement of standards and regulations; Assess the department future ventures to identify possible compliance risks and Ethical Conduct; Keep abreast of regulatory developments within or outside of the department as well as evolving best practices in compliance control; Report on the departmental governance and compliance; Manage the implementation of corporate governance framework: Review and guide corporate strategy through the establishment of key policies and objectives; Determine potential risks faced by the department and establish processes to mitigate them; Ensure that the objectives of the department are achieved within its ethical and cultural framework; Forecast the organizational leadership involvement in Ethics and organizational culture building; Manage the implementation of compliance framework to provide central oversight of compliance with identified policies, regulations and processes: Support policy owners to ensure policies are accessible to and adopted by employees; Develop a compliance framework to provided central oversight of compliance with identified laws and regulations; Strengthen compliance approaches and build relevant skills and knowledge in teams; Brief colleagues on new developments as appropriate and implementing new processes required to ensure compliance; Develop and implement corrective action plans for resolution

of problematic issues; Provide continuous support and advice on policy implementation; The Management of the Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations; Maintenance of discipline; Management of performance and development; Establish implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the directorate and report progress as required; Compile and submit all required administrative reports; Serve on transverse task teams as required; Quality control of work delivered by employees and Monitor the budget and expenditure.

**ENQUIRIES
APPLICATIONS**

: Mr L Mahlangu Tel No: (012) 406 1977
: All applications for this position must be submitted only via email to: Recruitment23-65@dpw.gov.za

POST 32/58

: **DIRECTOR: PRECINCT CONCEPTUALISATION & MASTER PLANNING
(METROPOLITAN PLANNING) REF NO: 2023/357**

The main purpose of this position is to: Oversee the in-depth development of site-level plans to meet business plan objectives of the provision of appropriate accommodation solutions to national client departments.

SALARY

: R1 162 200 per annum, (all-inclusive package), (Total package to be structured in accordance with the rules of the Senior Management Services.

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: A Bachelor's Degree in Town and Regional Planning or equivalent qualification (NQF level 7) as recognized by SAQA with extensive relevant applied post-registration experience in various facets of metropolitan planning and property development of which five (5) years must be at a middle/senior managerial level. Registration as a Professional Planner and valid membership with the South African Council for Planners (SACPLAN) is compulsory. Valid driver's license and willingness to travel extensively. Experience in urban design will serve as an advantage. Knowledge: Knowledge of Programme management; Built environment and related legislation; Government regulatory framework; Client relations. Properly developed knowledge and understanding of National Government's responsibility to improve access to Government social services. Inter-related macro/micro design aspects related to the revitalization and development of metropolitan urban centers for improved metro inner-city (CBD) economics. Guide development of design concept and site development to meet inner-city regeneration and initiatives. Project management principles (including coordination of various activities and processes). Liaison with metropolitan authorities / structures. Feasibility studies. Legislative and legal aspects of built environment developments and informed decision making. Knowledge of GIS and how it is relevant in sustainable spatial planning. Skills: Management skills; Advanced report writing; Advanced communication; Strategic planning; Advanced facilitation skills; Analytical thinking; Policy formulation; Financial management; Communication skills; Ability to effectively and efficiently perform under pressure; Ability to meet tight deadlines whilst producing excellent results. Well-developed project management, analytical, planning and legal compliance. Computer literacy.

DUTIES

: Provide guidance on the objective of inner city regeneration ventures and specific site development deliverables. Monitor precinct concept development and packaging, project budget, spending and job creation success. Advise/monitor public participation, participate in precinct development seminars, briefing of management on precinct roll-down performance. Manage site planning and development intervention, moratoriums, objections and risk. Oversee the in-depth development of precinct development deliverables and ensure such development initiatives are sustainable and implemented. Attend/participate in precinct meetings with other spheres of government, service providers, role players and design forums. Ensure community and other stakeholders/role-player liaison as required on precinct development. Oversee the delivery of in depth precinct development plans to meet business plan requirements. Revitalization and development of urban centres for urban economies. Guide the co-sponsoring of development/regeneration initiatives, National Treasury approvals. Oversee appointment and co-management of service providers on precinct development level. Advise on precinct development funding methodologies and models in

conjunction with National Treasury. Oversee planning and implementation projects development: Develop and implement strategic government renewal projects that will support efficient utilization of national government assets in urban centres. Identify and package government site and renewal projects for implementation. Monitor that precinct projects are delivered to the required specification and standards within agreed budget and programs, in order to meet expenditure, receipt and physical output. To verify that the renewal projects contribute to social, economic and physical renewal of targeted areas. The revitalization of the selected urban localities and job creation through the refurbishment or redevelopment of infrastructure, local economic development projects and social integration. Oversee the closing of SLA's with local authorities renewal site/project implementation. Support/manage regional renewal project. Oversee the appointment of appropriate consultants required to implement the approved government site and renewal projects. Attend project initiation and precinct meetings. Advise on the packaging of government catalytic projects. Oversee the preparation of project schedules, execution plans and project management documentation. Oversee the procurement of required service providers to finalise precinct development and to execute the work. Monitor and assess precinct management/development. Coordinate with relevant stakeholders and DPWI support services. Ensure good corporate governance and management of the Directorate of Planning and Precinct Development (Metropolitan Planning).

ENQUIRIES : Mr. T Rachidi Tel No: (012) 406 1885
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-66@dpw.gov.za

OTHER POSTS

POST 32/59 : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (SCM) REF NO: 2023/373**
 (Re-advertisement, applicants who applied previously are encouraged to reapply)

SALARY : R424 104 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management/ Commerce/ Accountancy/ Auditing / Supply Chain/ Logistic Management. At least with a relevant experience in Supply Chain Management in Demand and or Acquisition Management, with appropriate working experience at supervisory Level. Computer skills in Microsoft Office Applications. Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations Relevant and Supply Chain Management prescripts. A valid driver's license.

DUTIES : Management of the Bid Acquisition Management Administration duties which includes opening of the bid box at the stipulated closing time; Carry out inspections to ensure results are being recorded and published; Ensure that bids administrative functions are rendered in accordance with legislative prescripts; Ensure tender registers are maintained and monthly tender stats are compiled; Ensure that any complaints received in the tender office are attended to and resolved; Render assistance to internal and external clients pertaining to tender matters and ensure same assistance is rendered by the tender office. Assist with audit queries and requests from auditors; Serving as an advisor and or member to Bid Evaluation Committees; Assist in ensuring due processes are followed in terms of SCM prescripts; Provide advice as and when required Management and co-ordination efficient and effective Bid Evaluation Committee functions Management and co-ordination efficient and effective Bid Adjudication functions Supervision and Management of staff.

ENQUIRIES : Mr. TE Matiso Tel No: (041) 408 2007
APPLICATIONS : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Gqeberha.

FOR ATTENTION : Ms. PT Buwa

<u>POST 32/60</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2023/374</u>
<u>SALARY</u>	:	R424 104 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Finance / Auditing with appropriate working experience in internal control environment within finance or supply chain management or internal audit. Post graduate will be added advantage. Appropriate working experience at a supervisory level. Extensive working experience in the environment of Internal Control or Auditing. Valid driver's license Knowledge. Financial prescripts (GRAP & MCS). Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS) Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework. Tender Solutions Suites. ICT Procurement. Skills: Communication skills both written and verbal. Interpersonal skills. Administrative skills. Report writing. Problem solving skills and decision-making skills. Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels. Assertiveness, accuracy and attention to detail Dedicated. Hardworking. Ability to work under stressful conditions. Team player. People and client orientated. Goal and solution orientated. Trustworthy. Leadership. Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	The effective implementation of internal controls within Finance, Supply Chain Management and Legal Contract performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental Finance and SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts. Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes. Conduct assessments and determination tests. Coordinating internal compliance review and monitoring activities. Review and provide inputs for the updating of SCM standard operating procedure manual, delegations document and policy for the Department. Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury. Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis. Reporting non-compliant/irregularities to National treasury monthly. Compile report on Non-compliance for condonation for purpose of financial statements. Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties. Make follow up on cases of financial misconduct referred to investigations. Adopt systematic approach to prevent risk Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit. Serve as Secretariat to the Audit Steering Committee as and when required. Supervise, mentor and manage staff.
<u>ENQUIRIES</u>	:	Ms. A MdludluTel No: (041) 408 - 2170
<u>APPLICATIONS</u>	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms. P. Buwa
<u>POST 32/61</u>	:	<u>CHIEF WORKS MANAGER: MECHANICAL REF NO: 2023/375</u>
<u>SALARY</u>	:	R359 517 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Mechanical Engineering with relevant working experience or N3 plus Trade Test in Mechanical related field with 5 years' experience. Extensive knowledge of Occupational Health and Safety Act and Mechanical Engineering Regulations (i.e PER, LEPC, SANS 10400 etc) and PFMA. A valid driver's license is required. Registration or candidacy with a profession body in the built environment would be advantageous. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Project management skills. Knowledge and

understanding of the government procurement processes (SCM directives and circulars)

DUTIES : Manage day to day maintenance of mechanical equipment's. Facilitate effective project execution in terms of cost, quality and time in the state owned properties. Manage project costs and budgets. Conduct site inspections to ensure compliance with specifications set out by the department and laws. Ensure OHS and regulations compliant. Assist in development of building programs and conduct conditional surveys and report regularly on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients. Update asset register.

ENQUIRIES APPLICATIONS : S Khumalo Tel No: (013) 101 0130
: Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuzza

POST 32/62 : **SCIENTIFIC TECHNICIAN: WATER CARE REF NO: 2023/376**

SALARY CENTRE REQUIEREMENTS : R353 013 per annum, (all-inclusive package in accordance with OSD rules)
: Gqeberha Regional Office
: A three year tertiary qualification (NQF Level 6) in Water Care or Analytical Chemistry, Chemical Engineering and Water and Sanitation qualification with relevant exposure or experience in water and wastewater treatment. Valid motor vehicle driver's License and registration with SACNASP as a Certificated Natural Scientist is compulsory. Three years minimum post qualification experience demonstrating a high level of competencies in water and wastewater treatment practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and environment is required. Performance of analytical techniques for the analysis of water samples, handling of electronic laboratory equipment and the handling of the treatment plants equipment (pumps, dosing, siphons, distribution arms on bio filters, aerators, mechanical screens etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of technology with regard to drinking and wastewater treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of great advantage. Knowledge of the applicable legislative framework like Water Act, Water Service Act, National Environmental Management Act and relevant Regulations e.g. Blue Green No Drop.

DUTIES : Scheduled inspections on weekly, monthly, quarterly and six monthly basis. Sampling of drinking and wastewater treatment plants, final effluent and plant components as necessary. Interpret, review Operation and Maintenance Manual and as built drawings. Operator training as necessary. Assessment of drinking and wastewater plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, and amongst others analysis of final effluent, perform calculations for the determination of sludge age, dosage quantities etc. from drinking and wastewater treatment plants, report writing on compliance/non-compliance of plants, Analysis of water samples if required. Maintenance, calibration and operation of scientific equipment. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Compilation of reports on final drinking water and wastewater quality. Operation of IRIS system to ensure compliance with DWS Regulations. Assessment and recommendations on improvement of water quality. Forming partnership with Project Managers in addressing challenges during Water Management related projects execution.

ENQUIRIES APPLICATIONS : Mr. M Ntshona Tel No: (041) 408 2307
: Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.

FOR ATTENTION NOTE : Ms. P. Buwa
: Ring fenced for women & people with disabilities.

POST 32/63 : **ARTISAN FOREMAN GRADE A: (PAINTING) WORKSHOP REF NO: 2023/377**

SALARY : R344 811 per annum, (all-inclusive package in accordance with OSD rules)
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Trade Test in Painting in terms of the provision of Section 13 (2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act. Five years post qualification experience as an Artisan. Valid driver's license. Computer literate, knowledge of Occupational Health and Safety Act, 85 of 1993 and relevant Regulations. Must have the understanding of engineering drawings.

DUTIES : The successful candidate must be able to compile material list per project, will be required to maintain all Government Buildings including new work to buildings. Must be willing to work overtime if and when required, and compile progress reports on projects and monitor/train/mentor Artisans, Artisan assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per Occupational Health and Safety Act, 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building & other Islands (Marion, Gough and Antarctica).

ENQUIRIES : Mr E. Rykklief Tel No: (021) 402 2163
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION : Ms. C Rossouw

POST 32/64 : **ADMINISTRATION OFFICER: PROVISIONING & LOGISTICS REF NO: 2023/378**

SALARY : R294 321 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Public Management/ Public Administration, Business Management, Management, Finance. Minimum relevant working experience in Provisioning environment. Knowledge: Sound knowledge of administrative delegations. Comprehensive knowledge of Treasury prescripts. Experience on applicable financial business systems (LOGIS, BAS, SAGE and ARCHIBUS). Excellent verbal and written communication skills. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

DUTIES : Ensuring effective operation of Provisioning Unit. Ensure compliance with applicable National Treasury Regulations, Supply Chain Management, Public Finance Management Act, Preferential Procurement Policy Frame Act in relation to procurement of goods and services, travel and accommodation management. Ensure timely processing of invoices and reconciliation of accounts. Updating of invoices' status on Reapatala tracking system. Ensure effective management of Transversal/Term contract. Ensure application and implementation of effective internal control measures and adherence to applicable departmental policies. Facilitates maintenance and registration of new supplier's banking details on LOGIS/ SAGE systems. Assist with preparation of quarterly and annual financial statement. Ensure effective control measures are implemented and adhered to. Management of human resource related issues, supervision of personnel.

ENQUIRIES : Sibulele Tyhomfa Tel No: (021) 402 2083
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION : Ms. C Rossouw
NOTE : People with disabilities are encouraged to apply

<u>POST 32/65</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY DISPOSALS REF NO: 2023/379</u>
<u>SALARY</u>	:	R294 321 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Town and Regional Planning, Real Estate and/ or Property Studies; Public Administration or Law Degree; Appropriate experience within a property management environment. Knowledge of Department policies, procedures and processes regarding the disposals of State Immovable Assets will be added advantage. Sound knowledge and understanding of State Land Disposals Act, Government Immovable Asset Management Act, Preferential Procurement Policy Framework Management, Broad-Based Black Economic Empowerment. Supply Chain Management and treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High levels of computer proficiency. Ability to work within diverse team, working extended hours and willingness to travel extensively is necessary. Must have a valid driver's license.
<u>DUTIES</u>	:	Conduct research to obtain information for the disposal of property and the compilation of reports. Conduct site inspections, Prepare information to be presented at the Provincial State Land disposals and Vesting Committee (PSLDVC) to support disposal of property. Implement the disposal process in terms of property donation, Servitude, removal of restrictive condition, long term lease. Provide admin support in redressing of the property ownership problem through Land Reform. Liaise with Regional Land claims Commission to check for claims against property to be disposed. Prepare submission to obtain concurrence from Minister of Rural Development and Land Reform. Prepare submission to obtain approval from Minister of National Department of Public Works & Infrastructure (NDPWI). Administer financial processes on the disposal of fixed assets. Keep an accurate Property Disposal documentation. Liaise with land owners and other stakeholders.
<u>ENQUIRIES</u>	:	Mr. S Maholwana Tel No: (021) 402 2111
<u>APPLICATIONS</u>	:	Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 32/66</u>	:	<u>ARTISAN PRODUCTION GRADE A: (CARPENTRY) WORKSHOP REF NO: 2023/380</u> (Re-advertisement, applicants who applied previously are encouraged to reapply)
<u>SALARY</u>	:	R220 533 per annum, (all-inclusive package in accordance with OSD rules)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Trade Test in Carpentry in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant experience. A valid Driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge in Carpentry fraternity. Must have General knowledge of tools, equipment and machinery in the workshop. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island.
<u>ENQUIRIES</u>	:	Mr T. Mudau Tel No: (021) 402 2333

APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

FOR ATTENTION : Ms. C Rossouw

POST 32/67 : **SCM CLERK: PROVISIONING AND LOGISTICS REF NO: 2023/381**
(Re-advertisement, applicants who applied previously are encouraged to reapply)

SALARY : R202 233 per annum

CENTRE : Mmabatho Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 Certificate, with appropriate relevant experience. A three year tertiary qualification in Logistics Management or Public Administration will be added advantage. Knowledge: Interpersonal skills, hardworking, people orientated, ability to work under pressure. Understand Advance SCM Concepts, Procurement Policies, Tender Procedures, Logis Literacy, Financial Systems (LOGIS) (BAS), knowledge of payments, orders, posting. Skills: Organising, Planning, Report writing, Problem solving, Computer Literacy, Communication, General Office Management.

DUTIES : Capture requests for goods and services on the LOGIS system, oversee LOGIS process with regard to stock, capture requests for goods and services, obtain quotations, place orders with suppliers, monitor stock level, maintain supplier database, address general enquiries on Logis, co-ordinate stock takes, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with payments for goods and services, generate orders and capture supplier's invoices. Provide administrative support with regard to the resolution of audit queries; gather information to resolve audit queries.

ENQUIRIES : Mr. P Ndukulu Tel No: (018) 386 5270

APPLICATIONS : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr. T. Oagile