

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



- APPLICATIONS** : quoting the relevant reference number and the centre of the post, should be submitted as follows:
- Head Office Applications:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau
- Pretoria Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele
- Durban Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Mr R Joseph
- Bloemfontein Regional Applications:** The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus
- Nelspruit Regional 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
- Johannesburg Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau
- Mmabatho Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile
- Port Elizabeth Applications:** The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. For Attention: Ms F. Clark.
- Kimberley Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. For Attention: Ms N Hlongwane
- Polokwane Regional Applications:** The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa
- Cape Town Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- Mthatha Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention Mr S Makhonzi
- CLOSING DATE** : 07 February 2020 at 16H00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on

submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply. Note: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

- POST 03/171** : **DEPUTY DIRECTOR-GENERAL: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: 2020/07**
 Job Purpose: Provide strategic leadership in the development and implementation of legislation, strategies, and policies for EPWP, oversee the delivery of services in the areas of the Infrastructure Sector, Environment and Culture Sector, Social Sector and Non-State Sector, oversee the implementation of the technical secretariat functions to the PEP-IMC and ensure that sustainable livelihoods and convergence are infused into the programme, oversee monitoring and evaluation of the Expanded Public Works Programme; manage stakeholder relationships and co-ordinate economic development across all sectors of the Expanded Public Works Programme.
- SALARY** : R1 521 591 per annum, (All inclusive negotiable package) including basic salary (70% of package) State's contribution to Government Employee Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office: Pretoria
 : An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in Public Management or Public Policy, or related qualification as recognised by SAQA plus 8-10 years' experience at senior managerial level in the relevant field, Knowledge of functioning of national, provincial and local government, fundamental economics, financial management, EPWP goals and objectives, employment creation strategies, appropriate labour-intensive technologies, skills development strategies. Skills: Strategic management, executive management skills, tender processes, effective communication (verbal and written), numeracy, marketing and liaison, programme and project management, relationship management, interpersonal and diplomacy skills, problem solving skills, decision making skills, motivational skills, influencing skills, negotiation skills, Extensive travelling. 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 with political office bearers, people orientated, hard-working; highly motivated.
- DUTIES** : Manage and tie in agreements with funding agents (such as SETAs and others) for on-going support and resources to fund the participant training on EPWP projects, Manage, co-ordinate and monitor support systems to ensure implementers' training for EPWP projects, Support the implementation of EPWP across all three spheres of government, Commission research on latest trends to advance implementation of Public Employment Programmes, Ensure the development and implementation of effective and efficient acts, strategies and policies, Ensure that all EPWP policies contribute to the department's 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 the Medium Term Expenditure Framework, Oversee the coordination of various training and capacity building initiatives of the EPWP, Support public bodies in the different sectors to implement the EPWP to contribute to Full Time Equivalents (FTEs) and work opportunity targets, Ensure promotion of labour-intensive methods across all

spheres of government, Oversee the Implementation of the Technical Support Programme to ensure the participation by public bodies, Oversee the implementation of the labour-intensive infrastructure programmes; oversee the coordination of social and environmental development across all sectors of the Expanded Public Works Programme, Facilitate & co-ordinate all Non-State Sector activities within the EPWP, Oversee the coordination of Public Employment Programmes, Oversee the monitoring of the implementation of PEP-IMC resolutions within the branch and in collaboration with the relevant Departments, Oversee the analysis of the conditions and developments in the economic environment to ensure that sustainable livelihoods and convergence infuses into the programme, Prepare reports on the state of the implementation of the EPWP Service Level Agreements, Manage and analyze research data, Manage the development, implementation and maintenance of an effective monitoring and evaluation framework, Oversee the design and management of a risk management plan, Analyse reports for the EPWP Programme, Manage the spatial analysis of Public Employment Programmes.

- ENQUIRIES** : Mr C Mtshisa Tel No: (012) 406 1546
- NOTE** : It will be expected of the candidate to sign a Performance Agreement and be subjected to Top Secret Security Clearance
- POST 03/172** : **DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATIONS REF NO: 2020/08**
- SALARY** : R1 521 591 per annum, (All-inclusive negotiable package) including basic salary (70% of package) State's contribution to Government Employee Pension Fund (13% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: An undergraduate qualification (NQF 7) and Post graduate (NQF 8) in Public Management, Policy, policy management or related field of study, 8-10 years' Senior Management experience in the relevant field, Learning Fields: Economics, Public Works Programmes, Contract Management, Project Management, Incubator Programme, Knowledge: Understanding of the Public Sector environment and transformation challenges, PFMA, Strategic Planning, Project Management, Delivery Innovation, Built Environment, Personal Attributes: Analytical thinking, Innovative, Creative, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, People orientated, Hard-working, Highly motivated, Skills: Strategic management, Executive management skills, Tender processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and Project Management, Relationship Management, Interpersonal and Diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Influencing skills, Negotiation skills, Change Management, Service delivery, Other: Travelling.
- DUTIES** : 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 Immovable 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.
- ENQUIRIES** : Mr C Mtshisa Tel No: (012) 406 1546

<u>POST 03/173</u>	:	<u>CHIEF DIRECTOR: LEGAL SERVICES REF NO: 2020/09</u>
<u>SALARY</u>	:	R1 251 183 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>	:	Bachelors Degree in Law/Legal or LLB degree (NQF Level 7) plus 5 years' experience at a Senior Management level with extensive relevant experience in management and drafting of contracts/leases, Knowledge of the Constitution, the Government Immovable Asset Management Act, (GIAMA), the Public Service Act (PSA), the Labour Relations Act, (LRA), the Basic Conditions of Employment Act, (BCEA), Preferential Procurement policies and related legislation, functioning of National, Provincial and Local Government, the inter-governmental related policies, the Public Finance Management Act, (PFMA), the Promotion of Access to Information Act, (PAIA) and the Promotion of Administrative Justice Act, (PAJA). Skills: Legislation drafting, Liaison with the Chief State Law advisors in conducting International Agreement, Report writing, advanced interpersonal relations, Diplomacy Negotiation.
<u>DUTIES</u>	:	Manage legal services, Provide high-level expert advice, guidance and opinions on legal matters pertaining to the Minister and top management, Liaise with the office of State Attorneys and the Department on litigation-related matters, Administer legal matters and contracts, Provide training to Regional Offices' components on contracts administration, Coordinate activities of legal services in all the Regional Offices, Effectively manage the Component, Manage the budget and expenditure of the component, Manage the administration and safekeeping of contracts.
<u>ENQUIRIES</u>	:	Mr C Mtshisa Tel No: (012) 406 1546
<u>POST 03/174</u>	:	<u>CHIEF DIRECTOR: EPWP MONITORING & EVALUATION REF NO: 2020/10</u>
<u>SALARY</u>	:	R1 251 183 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>	:	Bachelor's Degree (NQF 7) in the relevant field, 5 years' senior management experience in the relevant field, Monitoring and evaluation theory, methodology and systems, Public work programmes. Knowledge: Monitoring and evaluation theory and methodology, Monitoring and evaluation systems, Statistics, Databases, Goals of public works programmes. Skills: Working with databases (programming queries), Statistical skills, Strategic management, Senior management skills, Financial management, Tender processes, Effective communication (verbal and written), Numeracy, Relationship management, Programme and project management, Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Negotiation skills. Personal Attributes: Analytical thinking, Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situation, Ability to communicate at all levels, including political office bearers, People orientated, Hard-working, Highly motivate, Driver's license, Extensive travelling.
<u>DUTIES</u>	:	Oversee the development and the implementation of legislations, strategies, and policies for EPWP Monitoring & Evaluation-: Undertake researches on latest trends, Ensure the development and implementation of effective and efficient acts, strategies and policies, Ensure that all EPWP Monitoring & Evaluation 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, Oversee the development, implementation and maintenance of an effective monitoring and evaluation framework-: Ensure that quarterly monitoring reports on the implementation of EPWP are compiled, Oversee the management of data analysis collected nationally, provincially and at municipal level, Oversee the management of budgetary functions related to monitoring, development and implementation of the reporting system, Commission evaluation studies in line with the Monitoring and evaluation framework, Over the design and management of a risk

management plan with regard to the quality of monitoring data:- Oversee promotion of data quality in all sectors within the EPWP, Oversee and manage the risk plan for data quality, Conduct research to inform optimal budget allocation in support of the EPWP and all other departmental programme, Manage the spatial analysis capacity in support of the EPWP and all other departmental programmes- : Oversee the promotion of spatial analysis in all sectors of the EPWP, Manage the process to map progress of the EPWP, Oversee the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes, Oversee the development and maintenance of web based GIS to publish data and facilitate the location of projects, 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.
Mr S Henderson Tel No: (012) 406 1405

ENQUIRIES

POST 03/175

DIRECTOR: EPWP GEOGRAPHICAL INFORMATION SYSTEM REF NO: 2020/11

SALARY

R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIREMENTS

Head Office: Pretoria
Bachelors Degree in GISc or relevant qualification Geography, Demography, Cartography, or related qualifications. Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation, Spatial modelling design and analysis knowledge, GIS, legal and operational compliance, data management processes and statistical analysis experience, Applicant must have 5 years' experience in middle/senior management, A valid driver's license and must be prepared to travel, Knowledge and understanding of Microsoft computer and its packages, Strong analytical and project management skills, high level of numeric and data analysis skills, Good communication (verbal and written), Presentation and training skills.

DUTIES

Provide strategic direction to the Directorate, Manage the research, design, development and implementation of GIS technology and its applications, Promote spatial analysis in all sectors of the EPWP, Manage the process to map progress of the EPWP performance against set targets, Manage the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes of the DPWI, Manage the development and maintenance of a web-based GIS to publish data and facilitate the location of projects, Manage the geo-coding, analysis, maintenance and disseminate the EPWP spatial performance to relevant stakeholders, Managing the overall resources in the Directorate.

ENQUIRIES

Ms K Zantsi Tel No: 012 492 3014

POST 03/176

DIRECTOR: EPWP REPORTING AND DATA MANAGEMENT REF NO: 2020/12

SALARY

R1 057 326.per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE REQUIREMENTS

Head Office: Pretoria
Bachelors Degree in information Technology/Computer Sciences or related preferably with a post graduate qualification. Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation, System development, reporting, data management processes and statistical analysis experience, Applicant must have 5 years' experience in middle/senior management, A valid driver's license and must be prepared to travel, Knowledge and understanding of Microsoft computer and its packages, Strong analytical and project management skills, high level of numeric and data analysis skills, Good communication (verbal and written); presentation and training skills.

DUTIES

Provide strategic direction to the Directorate, Provide, implement and maintain an effective and efficient EPWP reporting system, Develop business processes and

standard operating procedures for EPWP reporting to comply with EPWP frameworks and policies, Provide reporting technical support to all public bodies implementing EPWP, Ensure that all reporting public bodies have access to the reporting system, Develop guidelines and frameworks to promote data quality in all sectors of the EPWP, Manage the development and implementation of procedures for effective data management, Manage the capturing, collation, validation, maintenance and disseminate EPWP performance to all EPWP stakeholders, Managing the overall resources in the Directorate.

ENQUIRIES : Ms K Zantsi Tel No: (012) 492 3014

POST 03/177 : **DIRECTOR: EPWP NATIONAL YOUTH SERVICE AND BUILDING MAINTENANCE REF NO: 2020/13**

SALARY : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Head Office: Pretoria

REQUIREMENTS : Bachelors Degree in Social Science, Civil Engineering, Construction management or equivalent qualification, 5 years' relevant middle/senior management experience. Knowledge: Construction Industry, Structure and functioning of the Department and Government, Labour-intensive construction methods, National Youth Service, A valid Driver's licence, Skills: Research methodology, Project management, Financial administration, Negotiation skills, Conflict management, Ability to meet tight deadlines whilst delivering excellent results, Ability to communicate at all levels, particularly at an executive level, Ability to work independently, Good communication (verbal and written), Presentation and training skills, Knowledge and understanding of Microsoft computer and its packages.

DUTIES : The effective management of EPWP/NYS Projects- develop and formulate strategy on efficient management of NYS projects, Identify projects within the public works portfolio for the implementation of EPWP and NYS, Increase the labour-intensity of DPWI projects, Assist with the planning and design of these projects so that they contribute to EPWP and NYS, Assist provincial public works departments and municipalities with establishing EPWP/NYS programmes in the built environment, Assist with the implementation of the NYS projects model, Supervise the activities on the project, Manage relationships with external stakeholders, especially NYDA and DOEL maintain the effective implementation of NYS projects; ensure that work is carried out according to industry standards, Ensure that process will reach the proposed deadline on time, Compile and submit updated reports on progress and management of large projects model, The effective monitoring and reporting on the implementation of the NYS-EPWP - facilitate and manage implementation of the project, Continuously monitor the development of the programme, Monitor and report on EPWP/NYS building projects, Ensure that EPWP/NYS programme is aligned with DPWI overall capital and maintenance strategy, Compile feedback reports on the NYS/EPWP programme with DPWI, Ensure improved performance of staff on the current projects.

ENQUIRIES : Mr I Ariyo Tel No: (012) 492 1447

POST 03/178 : **DIRECTOR: LITIGATION, LEGISLATION AND CONTRACT ADMINISTRATION REF NO: 2020/14**

SALARY : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office: Pretoria

REQUIREMENTS : Bachelors Degree/NQF 7 legal qualification in the Legal Discipline (LLB). 5 years' of experience at a middle/senior management experience in Legal Services and/or Contract Administration, Knowledge of Property, Industry and Asset Management, Constitution of the Republic of South Africa, Intellectual and Property Law, Mandate and Functions of the Department, System and Operation of South African Courts of Law, Interpretation of Legislation, Functioning of National, Provincial and Local Government, Employment Equity Act and related policies, Public Financial

Management Act, Public Service Act, Promotion of Access to Information Act, Magistrates Court Act, Supreme Court Act, Promotion of Administrative Justice Act. Skills: Legislation drafting skills, Excellent communication, Report writing skills, Analytical thinking, Advanced interpersonal and diplomacy skills, Negotiation skills, Ability to work independently, Able to establish and maintain personal networks, Ability to communicate at all levels, particularly at an executive level, Ability to meet tight deadlines whilst delivering excellent results.

DUTIES : Develop essential strategies, policies and procedures for Litigation, Legislation and Contract unit-: Undertake research on trends and review best practices, Manage the development of effective and efficient strategies, policies and procedures aligned to applicable prescripts, The effective management support and legal advice to the department on contract administration matters, The effective coordination of the contract administration function within the department, Proper functioning of the Contract Administration Components in the Department, The effective management of the legislative drafting process, Management of the Litigation, Legislation and Contract 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 on progress as required, Collate inputs from the various legal officers, both at Head Office and in the regions and compile the annual audit report, at financial year-end, Compile and submit all required administrative reports, Serve on transverse task teams as required, Plan and allocate work, Quality control of work delivered by employees.

ENQUIRIES : Mr C Mtshisa Tel No: (012) 406-1546

OTHER POSTS

POST 03/179 : **DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT DISPOSALS REF NO: 2020/15**

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

CENTRE : Head Office

REQUIREMENTS : A three-year tertiary qualification in the Built Environment or equivalent with extensive relevant experience in Property Management preferably in Property Disposals. Appropriate management experience at Assistant Director Level. Knowledge of State Land Disposal Act, Broad Based Black Economic Empowerment Act, Government Immovable Asset Management Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, administration skills, decision making skills, problem solving, writing skills, ability to operate under pressure, highly motivated, good understanding of asset management, valid driver's licence, excellent interpersonal and communication skills.

DUTIES : The incumbent will be responsible for assisting the Director in facilitating disposal of immovable assets for Government socio economic objectives and those identified as superfluous to the needs of the State with the following key result area: Manage the disposal process of State land- co-ordinate and facilitate the process of disposing immovable assets requested for Government's key strategic objectives; co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposal.

ENQUIRIES : Mr Moses Cele Tel No: (012) 406- 1204

<u>POST 03/180</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL REPORTING POSITIONS REF NO: 2020/17(X11 POSTS)</u> (36-Month Contract)
<u>SALARY</u>	:	R733 257 per annum. (All inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Bloemfontein (X1 Post) Cape Town (X1 Post) Durban (X1 Post) Johannesburg (X1 Post) Kimberley (X1 Post) Mmabatho (X1 Post) Mthatha (X1 Post) Nelspruit (X1 Post) Polokwane (X1 Post) Port Elizabeth (X1 Post) Pretoria (X1 Post)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial Accounting or equivalent qualification. Extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
<u>DUTIES</u>	:	Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.
<u>ENQUIRIES</u>	:	Mr H Abrahams Tel No: (012) 406 1270
<u>POST 03/181</u>	:	<u>OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2020/16</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in the Secretarial/Administration/Management fields. The ideal candidate should possess the following attributes: Extensive relevant experience. Advanced computer literacy in MS Office packages (Word, Excel, Power point) and the ability to use E-Mail. Interpersonal, organizing, and communication skills at all levels. Ability to take initiatives. Ability to maintain confidentiality. Ability to work independently with minimum supervision. Highly organized, hardworking, dynamic self-motivated professional. Capable of learning quickly. Ability to work under stressful situations. Knowledge of the following will

		be an advantage: PFMA, Minimum Information Security Standards Act, medium term expenditure budgeting processes, procurement processes and procedures, financial administration processes and systems.
<u>DUTIES</u>	:	Events (diary) management: co-ordinate/arrange meetings/workshops and arrange logistics. Co-ordinate/arrange the Regional Manager's itinerary, travel arrangements and accommodation. Attend to external visitors (Head Office/Clients etc). Co-ordinate/arrange catering for events/meetings/workshops. Attend meetings, take minutes and prepare and distribute them appropriately. Review tenders and prepare schedules for the tender committee meetings. Budget/Financial Administration: Manage the petty cash, prepare and submit relevant claims, manage/control the commitment register and budget. Office Administration: Manage correspondence to and from the office (distribution, tracking, copying and filing). Create/type documents, Co-ordinate/follow up on/consolidate inputs, reports, work plans and business plans from the Regional manager's direct reports. Manage telecommunications (phone, fax, e-mail and internet). Order Office supplies. Ensure the security profile and classification of documents and information related to the office. Undertake office inventory control. Reporting: provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure).
<u>ENQUIRIES</u>	:	Mr. M. Ntshani Tel No: (015) 291 6443
<u>POST 03/182</u>	:	<u>ASSISTANT DIRECTOR INTERNAL AUDIT REF NO: 2020/18</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum Head Office three year tertiary qualification in Auditing, Accounting, Internal Audit Technician (IAT). Extensive practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL and Professional Internal Auditor (PIA) will be an added advantage.
<u>DUTIES</u>	:	Supervise audit field work and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Ensure adequate audit working paper development and review. Evaluate audit findings. Develop conclusions on audit findings. Develop draft and final internal audit reports. Discuss the internal audit report with Audit Manager. Transfer auditing skills to Internal Auditors and Internship students.
<u>ENQUIRIES</u>	:	Mr. B Motlhamonyane Tel No: (012) 406 1159
<u>POST 03/183</u>	:	<u>ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2020/19 (X13 POSTS)</u> (36-Months Contract)
<u>SALARY CENTRE</u>	:	R376 596 per annum Bloemfontein (X1 Post) Cape Town (X2 Posts) Durban (X1 Post) Johannesburg (X1 Post) Kimberley (X1 Post) Mmabatho (X1 Post) Mthatha (X1 Post) Nelspruit (X1 Post) Polokwane (X1 Post) Port Elizabeth (X1 Post) Pretoria (X2 Posts)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial Accounting or equivalent qualification (NQF Level 6). Extensive relevant finance experience with GRAP or accrual accounting practical experience performed within the last 4 years. Audit articles will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the

PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES

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

ENQUIRIES

: Mr H Abrahams Tel No: (012) 406 1270