

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.



CLOSING DATE : 03 April 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. 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 11/22 : **DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT (DEPARTMENT OF DEFENCE AND SOCIAL SERVICES) REF NO: 2020/55**

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 : An undergraduate degree (NQF Level 7) in the Built Environment, Finance or relevant qualification, 5 years of experience at a middle/senior managerial level in the relevant field, preferably in the Built Environment or Finance, Experience in Immovable Asset, Property Management and Strategic Management of immovable asset portfolios, Excellent knowledge of property investment, property financing, property law, property developments and refurbishments, maintenance, property management and property valuation. Knowledge:, Immovable Asset Management, Property Management, The Government Immovable Asset Management Act, 2007, The Public Finance Management Act, 1999, Treasury regulations, Property related legislations, Project management. Skills: Problem solving, Planning and organising, Strategic planning, Time management, Computer literacy, Facilitation skills, Report writing, Feasibility analysis, Analytical thinking, Good communication skills, Interpersonal skills. Personal Attributes: Goal and solution orientated, Assertiveness, People and client orientated, Team player, Innovative, Ability to adapt work schedule in response to operational requirements, Willingness to travel and a valid driver's licence.

DUTIES : The incumbent will be responsible for immovable asset management functions within the department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies, Develop and review of Custodian Asset (immovable) Management Plans, Develop Implementation Programmes to address user departments and custodian's accommodation requirements, Programme management, Facilitate the assessment of the performance of Assets (immovable), Prioritise investment solutions in line with life cycle asset (immovable) management principles, Ensure that the budget framework is in line with Medium Term Expenditure

Framework, Exercise custodial activities on assets (immovable), Develop Asset (immovable) Management policies, strategies and guidelines, Manage the identification, evaluation, management and implementation control of risks, Manage Asset Performance Reports, Ensure optimal utilisation and performance of assets, Provide management support to the unit/section.

**ENQUIRIES
APPLICATIONS**

: Ms M. Tshabalala, Tel. No: (012) 406 1915.
: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

**FOR ATTENTION
NOTE**

: Ms NP Mudau
: Applicants must be in provision of a pre-entry certificate into the Senior Management Services in the Public Service. This is an online programme offered by the National School of Government.

OTHER POSTS

POST 11/23

: **SENIOR ADMINISTRATION OFFICER: ACQUISITION REF NO: 2020/56 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 Per annum
: Head Office (Pretoria)
: A three year tertiary qualification in Supply Chain Management/Purchasing Management/ Business Management/ Economics/Finance/Administration/Management Sciences. Appropriate relevant experience in Procurement/Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES

: Execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES : Mr. Keabaka Magano/Mr. Vuyile Baliso Tel No: (012) 406 1034/(012) 406 1540

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

POST 11/24 : **IT TECHNICIAN: INFORMATION SERVICES (IT SUPPORT) REF NO: 2020/57**

SALARY : R316 791 per annum

CENTRE : Kimberley Regional Office

REQUIREMENTS : A three year tertiary qualification in Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a network environment. Strong communication and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suite. Understanding of Linux and Open Source will serve as an advantage. A valid driver's licence.

DUTIES : Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide and maintain printing from transversal systems. eg. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support. Manage and maintain a virus-free network. Perform back-ups. Monitor wide and local area networks. Liaise with suppliers. Install and support software/applications.

ENQUIRIES : Ms L Skhosana Tel No: (012) 406 1286/1395

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley

FOR ATTENTION : Ms D Mashapa

POST 11/25 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2020/58**

SALARY : R319 791 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A three year tertiary qualification in Mechanical accompanied by proven technical experience within mechanical environment or N3 plus trade test completed successfully plus appropriate technical experience in the mechanical environment. A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES : Mr. B Dlabantu Tel No: (051) 408 7364

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

POST 11/26 : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2020/59**

SALARY : R257 508 per annum

CENTRE : Mmabatho Regional Office

REQUIREMENTS : A three year tertiary qualification in Property Management, Real Estate, Property Law, Financial Management or B.Com Economics. Appropriate experience in Real Estate or Property Acquisition. Computer Literacy.

Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' licence is a must have. Willingness to travel extensively.

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

EQUIRIES APPLICATIONS : Ms J Setlhoke: Tel No: (018) 386 5223

: 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

POST 11/27 : **STATE ACCOUNTANT: FINANCE REF NO: 2020/60**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
: Johannesburg Regional Office
: A three year tertiary qualification in Finance/Accounting or equivalent in financial related field and appropriate experience in financial administration. The following will serve as recommendation; Knowledge of PFMA and treasury regulations, Knowledge of transversal systems: PMIS, WCS, BAS, SAGE and be computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver licence will be added advantage.

DUTIES : To process payments on various systems. To request reports, compile and capture journals and clearing of suspense accounts. To handle the efficient and effective budgeting process for finance-Sub Directorate. Ordering of stationery and perform stock taking. To develop and submit the budget analysis for section to Budget on monthly basis. Ensure the attendance of queries, including audit queries. Attend to other related duties as delegated by management. Administer petty cash, receive cash, issue receipts and bank cash. Attend to other related duties as delegated by management.

ENQUIRIES APPLICATIONS : Mr J Marakalala Tel No: (011) 713 6139
: (Johannesburg Regional) 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

POST 11/28 : **WORKS MANAGER: MECHANICAL REF NO: 2020/61**

SALARY CENTRE REQUIREMENTS : R208 584 per annum
: Johannesburg Regional Office
: A three year tertiary qualification in the Mechanical Engineering field/equivalent qualifications or N3 and passed trade test (Manpower Training Act, 1981) in the Building environment, accompanied by basic knowledge of technical background. A valid Driver's license, computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body would be an advantage.

DUTIES : Oversee the work of contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process of variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is

maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work.

- ENQUIRIES APPLICATIONS** : Mr KC Muthivheli Tel No: (011) 713 6097
: (Johannesburg Regional) 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
- POST 11/29** : **ADMINISTRATIVE CLERK: PROVISIONING REF NO: 2020/62**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum
: Mmabatho Regional Office
: Senior certificate/Grade 12 with appropriate experience. Tertiary qualification in Provisioning or Public Administration will be added advantage. Interpersonal skills, hardworking, people orientated ability to work under pressure. Understand advance concepts, procurement policies, tender procedures, LOGIS literacy, financial systems (LOGIS) (BAS), knowledge of payments, orders, posting. Skill: Organising, planning, report writing, problem solving, computer literacy, communication, general office management.
- DUTIES** : Capture request 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 levels, 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 payment for good and services, authorize orders and payments and requests, receive and issue stock, ensure payment of suppliers, provide petty cash. Provide administrative support with regard to the resolution of audit queries; gather information to resolve audit queries.
- ENQUIRIES APPLICATIONS** : Mr AT Matseke: Tel No: (018) 386 5268
: 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