

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

RE-ADVERT: Applicants that previously applied may re-apply

ASSISTANT DIRECTORS: EPWP TECHNICAL SUPPORT SERVICES X 6 (1 YEAR CONTRACT)

Ref No: DPWI 01/03/2021, Alfred Nzo Regional Office (X 3 posts)

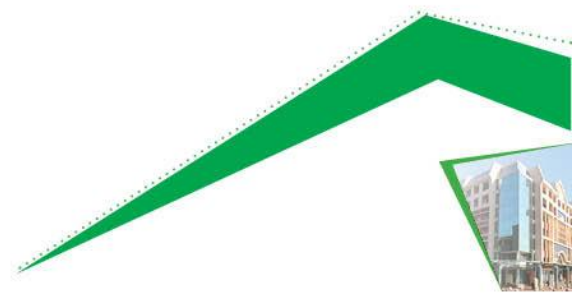
Ref No: DPWI 02/03/2021, Sarah Baartman Regional Office (X 3 posts)

Salary Notch R376 596.00 per annum (Level 09)

MINIMUM REQUIREMENTS: National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in Social Sciences/Public Administration/Public Management/Community Development/Development Studies or related field. Four (4) years working experience in EPWP environment/Local Government or Related Field of which three (3) years must be at a supervisory level or salary 7 or 8. A valid driver's license. Operating in a Built environment will be an added advantage.

KNOWLEDGE AND SKILLS: Knowledge of Construction Industry and Project Management. Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution /Problem Solving.

DUTIES: Provide technical support to municipalities implementing Emerging Contractor Development Facilitate and manage implementation of the programme; continuously monitor the development of the projects; Compile feedback reports on the programme; Ensure improved performance of staff on the current projects. Provide assistance in quality assurance of assets constructed; Compile and submit updated reports on progress and management of large projects model. **Facilitate planning for EPWP/ Projects and monitor adherence to EPWP prescripts** Engage relevant stakeholders around the objectives of EPWP. Provide support to public bodies to ensure compliance with EPWP guidelines. Provide tender and design guidelines to ensure proper labor intensive execution of projects. Inform the relevant municipality about planned projects to be implemented within its boundaries. Provide assistance to public bodies in identifying suitable EPWP projects. Develop plans to meet targets. Ensure alignment within existing planning mechanism such as IDP/SDBIP submissions. **Facilitate and monitor project designs.** Engage stakeholders on particular policies and procedures. Conduct workshop to public bodies in labor intensive methods. Provide assistance to municipalities in setting and proclaiming EPWP wage rate. Review and align municipality contracting documents to EPWP guidelines and Supply Chain Management processes. Facilitate training of contractors in labor intensive methods of construction. **Facilitate and monitor reporting and performance of projects** Support public bodies to develop effective management information systems and processes. Provide assistance in ensuring that reporting is done on EPWP projects implemented. Review progress of public bodies, including reviewing site visit reports and performance information. Manage generation of reports. Identify and understand blockages to implementation and developing innovative methodologies for resolving them. Monitor implementation of planned interventions. Submit monthly reports on the municipality performance. Give monthly feedback to municipality officials and activate project interventions where necessary. Report monthly to the joint infrastructure team. **Provide assistance on the implementation of EPWP Integrated Grant** Determine parties eligible for EPWP grant as well as basis for its allocation and distribution. Ensure that signed agreement meets EPWP targets and requirements. Monitor project implementation and management. Report on performance and achievements of set targets. Make necessary interventions on non-performing projects and report thereof.



CLOSING DATE: 19 March 2021

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdpw.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

Applications for posts in **Alfred Nzo Region (Mount Ayliff)**: Hand Deliver - Department of Public Works & Infrastructure, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- enquiries can be directed to Ms N Gcabi Tel: 039 254 6842 or Ms L Mncwabe Tel 039 254 6764 or Post to Private Bag X3556, Kokstad, 4700.

Applications for posts in **Sarah Baartman Region (Port Elizabeth)**: Hand deliver: Department of Public Works & Infrastructure, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026 or Ms A. Meyer Tel: 041 390 9032;

Note: Applications must be submitted on the new Z83 Form effective 01 January 2021, obtainable from any Public Service department or on the internet at http://www.info.gov.za/documents/forms/employ.pdf_Z83 which must be signed (an unsigned Z83 form or the use of the old Z83 will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Full details about the Pre-entry certificate for the Senior Management Service (SMS) can be sourced from the following link <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**