



DEPARTMENT OF PUBLIC WORKS

The Department of Public Works 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.

CHIEF ENGINEER - GRADE A (STRUCTURAL/CIVIL)
Ref. DPW 01/12/2019, Amathole Regional Office (East London)
An all-inclusive remuneration package of R 1 042 827 per annum (OSD)

REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification in Mechanical Engineering. •Six years post qualification experience as a registered Professional Engineer. A valid driver's license. Compulsory registration with ECSA as a Professional Engineer.

KPA'S: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources.

Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e. g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/ services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management

People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

QUANTITY SURVEYOR: GRADE A (BUILDINGS)
An all-inclusive remuneration package of R 898 569 per annum (OSD)
Ref No: DPW 02/12/2019, Amathole Regional Office (East London)

REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor

KPA's: • Perform quantity survey activities on buildings, structures or facilities: - Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: - Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery. Research and development: - Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/ councils on quantity survey related matters

ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSAL
Salary Notch: R376 596 Per Annum (Level 09)
Ref No: DPW 03/12/2019, Centre: Head Office (Bhisho)

MINIMUM REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) Bachelor's Degree Diploma in Real Estate/ Property Valuation field with 4 years relevant experience in Property/ Real Estate Management/ Property Valuations of which 3 years must be at a supervisory level or salary level 7/8. Must be registered with the South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a candidate Valuer or Professional Associated Valuer. A valid driver's license.

Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 Of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self- motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 17 of 2019/20
CLOSING DATE: 20 DECEMBER 2019

thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements

DUTIES: Assist in the managerial and administrative functions related to Property/ Real Estate Management/ Property Valuations: Conduct valuation and inspections on various properties. Determine market rentals for state and privately Owned Properties and verify rentals for privately owned properties for lease purposes by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practices by checking that the valuation has been done according Sound valuation principles and methods. **Office administration:** Participate in procurement processes for procurement of Private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfers. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. **Research and development:** Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations/ property/ real estate management. Assist in reviewing and contesting municipal valuation on state owned properties lodge objection where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer's profession in general. Conduct feasibility studies prepare options analysis reports, determine highest and best use of land and buildings and Viability studies on different types of investment properties; Conduct land administration and other real estate related research and compile comprehensive reports on properties for investment related purposes.

ASSISTANT DIRECTOR: LEASES
COMPONENT: PROPERTY MANAGEMENT AND DEVELOPMENT

Ref No: DPW 04/12/2019, Centre: Head Office (Bhisho)
Salary Notch: R376 596.00 per annum (Salary Level 9)

REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 7) B-degree in Property management/Property Studies/Public Administration/ Finance/ Public Management/Project Management/ Building or Construction. 4 years relevant experience in the property management or property industry of which three years (3) must be at a supervisory level or salary level 7/8. in the property management or property industry. A valid code B driver's license.

KNOWLEDGE AND SKILLS: Knowledge and understanding of Government procurement systems and property legislation. Knowledge and understanding of leasing prescripts and processes– Good communication (verbal and written) skills, strong negotiation skills and leadership skills. Computer Literacy skills. Good organizational skills, filing and office management skills. People management skills and sound analytical, problem solving skills. Must be able to work independently as well as in a team. Able to work under pressure. Follow-up on decisions taken at meetings and ensure implementation. Good administrative and client liaison skills, Strong sense of responsibility, sense of urgency and able to give attention to detail.

DUTIES: -Obtain cost effective hired office accommodation for Provincial Public Work's client departments according to the market trends. -Liaison with the landlords to ensure timeous payments of rental payments and services -Liaison with the Clients departments and landlords to ensure client needs are fulfilled. -Prepare submissions for further recommendation and approval by the SCM committees. -Ensure optimal utilization leased properties.-Ensure that weekly and monthly statistical reports are submitted timeously. Ensure effective communication between the landlord and the user departments relating all contract matters. Ensure effective and efficient contract management of all projects. Render guidance and or advice on project related matters. Supervise, develop and evaluate all staff that report to you.

SENIOR ADMIN OFFICER: LEASES
COMPONENT: PROPERTY MANAGEMENT AND DEVELOPMENT

Salary Notch: R 316 791 per annum (Salary Level 08)
Ref No: DPW 05/12/2019, Centre: Head Office (Bhisho)

MINIMUM REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 6) National Diploma in Public Management/ Public Administration/ Finance/Building or Construction qualification- A minimum of 1-2 years' experience in the property management or property industry. A valid code B driver's license.

KNOWLEDGE AND SKILLS: Knowledge and understanding of Government procurement systems and property legislation. Knowledge and understanding of leasing prescripts and processes. Good administrative and communication skills, Client liaison skills, organizational skills, computer literacy skills management and strong negotiation skills. – Sound analytical and problem solving skills. Able to function independently-unsupervised. Good reading and writing skills.

KPAs: To assist in obtaining cost effective hired office accommodation for Provincial Public Work's client departments according to the market trends. -Liaison with the landlords to ensure client's needs are fulfilled. -Liaison with the Clients departments and landlords to ensure client satisfaction. -Prepare submission/s for the recommendations and approval of the bid committees -Ensure optimal utilization of leased properties. Ensure contract management of all projects assigned including the timeous payments of rentals and

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 17 of 2019/20
CLOSING DATE: 20 DECEMBER 2019

municipal services and document and records management. Follow-up on decisions taken at meetings and implement accordingly. Ensure Submission of all statistical weekly and monthly reports to the Head of the section. Render guidance and or advice on project related matters. Supervise, develop and evaluate all staff that report to you.

PROJECT COORDINATOR: COMMUNITY DEVELOPMENT EPWP (2 POSTS)

Salary Notch: R316 791 Per Annum (Level 08)

Ref No: DPW 06/11/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A Senior Certificate, an undergraduate qualification (NQF level 6) National Diploma in Public Administration/ Public Management/ Development Studies/ Project Management or Social Sciences. 1-2 years' relevant experience in Expanded Public Works. A valid driver's license and willingness to travel.

KNOWLEDGE AND SKILLS: Public Finance Management Act (PFMA); Public Service Regulations, EPWP Prescripts. Community Development, People Management, Process implementation, Programme and project coordination, Report writing and Presentation Skills.

DUTIES: Administer the creation of work opportunities by implementing EPWP flagship programme. Provide guidance in the creation of work opportunities in DPW projects. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Provide support to the Project Steering Committee (PSC) members and facilitate the training of the PSC. Monitor compliance of DPW projects to EPWP requirements. Provide support and supervision to subordinates. Manage performance and development of subordinates to ensure competent knowledge base for the continued success of the sub directorate.

SENIOR STATE ACCOUNTANT: FINANCIAL ADMINISTRATION

Sub-Component: Creditors Reconciliation

Salary Notch: R316 791 Per Annum (Level 08)

Ref No: DPW 07/11/2019, Centre: Sarah Baartman Region (Port Elizabeth)

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate National Diploma in Financial Management, Accounting, Taxation or Cost and Management Accounting with 1-2 years working experience in Financial Management environment in particular reference to Creditors Reconciliation Unit. Extensive knowledge and experience of BAS and Logis and Reapatala. Computer skills (MS Word, Excel, PowerPoint and Access). Knowledge of the Public Finance Management Act, Treasury Regulations as well as financial policies. Sound ability to communicate well both verbal and written, a sense of urgency and ability to work under pressure. Good interpersonal as well as customer skills. A valid driver's license.

DUTIES: Monitor and coordinate payment so creditors. Monitor and coordinate the Accrual Invoice Tracking Register and Supplier Statements. Ensure that accruals are cleared monthly. Monitor and coordinate the reconciliation and maintenance of Supplier Reconciliation files. Analyse statements from supplier. Draw reports on outstanding invoices. Liaise with suppliers and deal effectively with their queries. Supervise personnel. Prepare and submit monthly reports to the Assistant Director: Financial Administration.

ENGINEERING TECHNICIAN - GRADES A X2 POSTS

Ref No: DPW 08/11/2019, Buildings (Health Portfolio), Centre: Head Office (Bhisho)

Salary Notch R311 859.00 per annum

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate recognized Bachelor's Degree / National Diploma in Mechanical Engineering or relevant qualification • Three years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with Engineering Council South Africa (ECSA) as a Professional Engineering Technician.

KNOWLEDGE AND SKILLS: **Technical:** Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal Compliance. Technical report writing. Technical Consulting. **Generic:** Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising • Change management • People management

DUTIES: Render technical services: - (i) Assist Engineers, Technologists and associates in field, workshop and technical office activities. (ii) Promote safety in line with statutory and regulatory requirements; (iii) Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and (iv) Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. **Perform administrative and related functions:** - (i) Provide inputs into the budgeting process as required; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical/engineering operational plan; (iv) Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets. • **Research and development:** - (i) Continuous professional development to keep up with new

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 17 of 2019/20
CLOSING DATE: 20 DECEMBER 2019

technologies and procedures; (ii) Research/literature studies on technical engineering technology to improve expertise; and (iii) Liaise with relevant bodies/councils on engineering-related

**ADMIN OFFICER: FACILITIES MANAGEMENT
COMPONENT: FIXED ASSET MANAGEMENT**

Salary Package: R257 508.00 Per Annum (Level 07)

Ref No: DPW 09/11/2019, Centre: Amathole Regional Office (East London)

MINIMUM REQUIREMENTS: A Senior Certificate, plus an appropriate National Diploma in Public Management or Administration/ Management/Real Estate/ Facilities Management qualification with a minimum of 1-2 years' experience in the property field. A valid driver's license will be an added advantage.

KNOWLEDGE AND SKILLS: GIAMA, PFMA, Computer literacy, report writing, communication, good interpersonal.

KPA's: Conclude lease agreements with tenants. Open and update tenant files. Liaise with tenants to provide the copies of the signed lease agreements. Update the Income lease register accurately. Confirm property ownership through deeds-web. Conduct physical verification to prevent sub-letting in state properties. Liaise with Finance component to provide signed copies of lease agreements. Allocate office space to user departments. Assist to implement the parking policy in the region. Assist in the compilation of U-AMPs. Organise client forum meetings.

MESSENGER: OFFICE SERVICES

Salary Package: R 102 534 per annum (Level 02)

Ref No: DPW 10/11/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A Grade 9 / STD 7/ ABET Level 4 Certificate with one year relevant experience. Good communication skills, able to read write. Must be able to communicate with people. Good team player.

KPA's: Collect and deliver mail and parcels inside the department. Collect and deliver mail at neighboring departments and outside the department. Sorting of mail and delivering of urgent mail.

CLOSING DATE: 20 DECEMBER 2019@ 12H00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED.

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 to the following address:

DEPARTMENT OF PUBLIC WORKS

For **Head Office Bhisho, Hand Delivery:** Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, **Post to:** The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

For **Amathole Region (East London): Hand Delivery:** Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or **Post to:** Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel: 043 711 5772

For **OR Tambo Region (Mthatha): Hand Delivery:** K.D. Matanzima Building, Owen Street, Mthatha, 5099 or **Post to:** Department of Public Works, Private Bag X5009, MTHATHA, 5099 Enquiries Mr V. Sokhahleleka/ Ms V. Potelwa Tel: 047 505 2767

Applications for posts in **Sarah Baartman Region (Port Elizabeth):** Hand deliver: Department of Public Works, 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 a Z83 Form, 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 will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 17 of 2019/20
CLOSING DATE: 20 DECEMBER 2019

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. 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.**