



Circular 10 of 2018

Posted Date:
2018/05/27

DEPARTMENT OF PUBLIC WORKS

DIRECTOR: INTERGRATED PLANNING AND REPORT COMPONENT: STRATEGIC MANAGEMENT UNIT

REF NO: DPW 01/05/2018, Centre: Head Office (Bhisho)

An all-inclusive remuneration package: R 948174.00 (Level 13)

REQUIREMENTS: A Degree / National Diploma in Public Administration / Public Management or any other related field. A post-graduate qualification in the related field will be an added advantage. A Minimum 5 - 7 years' experience in administration of which 5 year must be at a Deputy Director level. Proven experience related to main objectives / outputs (Section D).

KNOWLEDGE AND SKILLS: In-depth knowledge of Public Service Legislation/Policies/ Prescripts and Procedures governing planning and strategic management. Sound understanding of government policies, priorities and programmes. In-depth knowledge of Public Service Regulatory Framework. Sound knowledge Information and Performance Management. Basic knowledge of Financial Administration. Strategic Thinking. Conflict Management. Problem Solving. Analytical and Policy Analysis Skills. Advanced research skills. Project Management. Report Writing Skills. Team building and strong inter-personal skills. Excellent verbal and written communication skills Time Management High Level of Reliability. Facilitation and organizing skills. Advanced computer literacy skills.

KPA'S: 1. Coordinate the review of strategic management policies and methodologies in line with best practice. Review policies and standard operating procedures for Strategic Planning (when necessary). Development and continuously improve processes and procedures. Ensure staff receives training on and access to policies and procedures. Monitor implementation of policies, processes and procedures. Take appropriate corrective steps on deviation. 2. Provide strategic direction and guidance in coordinating integrated planning processes in the department. (In developing strategic planning, annual performance planning, operational planning and cascading down to regions.) Coordinate the review of Departmental Strategic Plan. Perform environmental/situational analysis to establish significant policy changes and their impact. Coordinate programme inputs for the development and submission of 1st draft APP. Facilitate alignment with the 1st Budget submission as well as national and provincial requirements and standards. Coordinate provision of support to departmental input(s) in preparation for participation in IDP forums. Coordinate participation to sector forum for the development of national sector indicators. Direct coordination of one on one session in refinement of and submission of the APP 2nd draft .Coordinate Departmental inputs for contribution and participation in provincial Makgotla (ANC & CABINET). Coordinate Departmental inputs for contribution and participation in provincial economic development cluster. Coordinate input for refinement, completion and submission of the APP 3rd draft. Facilitate and manage the printing and tabling of the final APP. Coordinate development of Operational Plan including regional Operational Plans. 3. To effectively manage the Audit of Predetermined Objectives: Review AG report and management reporting AOPO findings and recommendations and develop an AOPO Audit Improvement Plan. Ensure implementation of actions in the AIP and prepare monthly inputs into the AIP Implementation report to PT. Attend scheduled Audit Steering Committee meetings (on request or invitation). Prepare AOPO audit readiness reports for governance structures and oversight bodies. Review responses and advice on AOPO related RFIs and COAFs. Review AG report and management reporting AOPO findings and recommendations and develop an AOPO Audit Improvement Plan. 4. Facilitate research and policy coordination: Develop and maintain protocols for internal and external research; Provide support to internal units on public and administrative policy development and approval protocols; Ensure alignment of departmental programmes and policies to public policy. 5. Development and maintenance of sound Governance environment in the Directorate. Ensure effective finance management controls for the component. Ensure efficient budget planning and control for the component. Ensure Human Resource Management. Manage high risks and fraud prevention measures for the component

CHIEF ENGINEER - GRADE A X3 POSTS

Ref. DPW 02/05/2018 Head Office (Bhisho), X1Post Provincial Department

Ref. DPW 03/05/2018, Sarah Baartman Regional Office (Port Elizabeth) X1 Post Professional Services

Ref. DPW 04/05/2018, Amathole Regional Office (East London) X1 Post

An all-inclusive remuneration package of R 935 172 per annum (OSD)

REQUIREMENTS: An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification. •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.

CHIEF QUANTITY SURVEYOR (GRADE A) X 3 POSTS

Ref No: DPW 05/05/2018, Centre: Head Office (Bhisho) X1 Post Provincial Departments (Buildings)

Ref No: DPW 06/05/2018, Centre: Head Office (Bhisho) X1 Post Education Portfolio

*Ref No: DPW 07/05/2018, Centre: OR Tambo Regional Office (Mthatha) X1 Post
An all-inclusive remuneration package of R 805 806 per annum (OSD)*

REQUIREMENTS: Degree in Quantity Survey or relevant qualifications. Six years quantity Survey post-qualification experience required. Compulsory Registration with the South African Council for Quantity Survey Profession (SACQSP) as a Professional Quantity Surveyor. A valid Driver's license.

KNOWLEDGE AND SKILLS: Programme and Project Management. Quantity Survey Legal and operational compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Research and development. Computer aided engineering applications. Creating high performance culture. Technical Consultancy. Professional Judgement

KPA's: **Quality Survey analysis effectiveness:** Perform final review and approval or audits on quality survey procedure, co-ordinate quality survey efforts and integration across discipline to ensure seamless integration with current technology **Maintain quality survey operational effectiveness:** Manage the execution of quantity survey strategy through the provision of appropriate structures, systems and resources, Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey effectiveness according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. **Financial Management:** Ensure the availability and management of funds to meet the MTEF objectives within the quantity survey environment / services, Manage the operational capital project portfolio for the operation] to ensure effective resourcing according to organization needs and objectives, allocate, monitor, control expenditure according to budget to ensure efficient cash flow management and Manage the compilation added value of the discipline –related programmes and projects. **Governance:** Allocate, monitor and control resources, Compile risk logs (database) and manage significant risk according to sound risk management practices and organizational requirements, Provide technical specialist services for the operation of quality survey related matters to minimize possible risks, Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirement and return on investment. **People Management:** Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey according to organizational needs and requirements and Manage subordinates key performance arrears by setting and monitoring performance standards and taking action to correct deviations to achieve department objectives.

PRINCIPAL ARTISAN SUPERINTENDENT: BUILDINGS

Ref No: DPW 08/05/2018 Centre: OR Tambo Regional Office (Mthatha)

Salary Notch: R 779 295 per Annum (Salary Level 12)

REQUIREMENTS: A recognized Bachelor's Degree/ National Diploma, in the built environment with at least eight (8) years relevant experience in the built environment of which three (3) years must be at a supervisory level. Registration with the relevant body as a Construction Project Manager or Professional Engineering Technician will be an added advantage. Computer Literacy. Knowledge of project and Programme management. A valid driver's licence.

KPA's: Responsible for the overall management of the in-house maintenance unit. Maintenance of government buildings. Construction of minor new works. Responsible for the departmental artisan development program. Responsible for the management of resources (financial and human). Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the Department. Manage the assets of the directorate by: Holding regular inspections of tools and equipment registers. **Manage administrative and related functions:** - Manage the assets of the directorate by: Holding regular inspections of tools and equipment registers. Planning for future depot equipment requirements and specifications under the guidance of the Head of Buildings. Assist with the preparation of specifications by means of obtaining quotations from the suppliers for repairs and renovations to existing government structures. Ensure the correct usage of government vehicles and equipment. Assist with the motivation for new equipment and tools. Identify and assist with redundant plant disposal within the Region. Ensure safe keeping of the Directorate's assets as well as make recommendations for the upgrading of the security requirements as and when necessary. Supervise the workshop planning by means of: Ensuring the implementation of preventative maintenance by conditional assessments monthly. Supervise and inspect the quality and quantity of work done or services rendered by the contractors. **People Management:** Manage the development and utilization of human resources for the discipline and ensure competent knowledge base for continued success of technical services according to organizational

needs and requirements. Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the OR Tambo Depots.

SENIOR LEGAL ADMINISTRATION OFFICER

Ref No: *DPW 09/05/2018*, Legal Services Head Office, Head Office (Bhisho)

An all-inclusive remuneration package of R 420 909 per annum (OSD)

REQUIREMENTS: An appropriate recognised Bachelor's Degree in Law. Practical experience in the relevant environment for a minimum period of 2 years. Litigation experience is essential as well as admission as an attorney or advocate. Knowledge of the constitution of the Republic of South Africa, 1996, Promotion of Access to Information Act (PAIA), 2000 and regulations, Promotion of Administrative Justice Act (PAJA), 2000 and regulations, Public Finance Management Act (PFMA), 1999 and regulation and all Acts and regulations administered by the Department.

DUTIES: The successful candidate will be responsible for, amongst others, the following specific tasks: Provide verbal and written legal opinions on a variety of matters pertaining to litigation involving the Department. Ensure a legal support service in general litigation matters (both motions and actions), which includes the issuing of instructions to State Attorney. Inform and advise the Department on court orders and monitor the implementation thereof. Advise the Department on trends that could lead to litigation against the Department, as well as litigation trends. Render professional legal representation in all litigation matters affecting the Department. Act as liaison between the Directorate and Departmental Programmes on all matters pertaining to litigation involving the department. Facilitate the capturing, tracking, and payment of invoices received from the Department of Justice and Constitutional Development (State Attorneys) as well as private attorneys where applicable relating to litigation matters pertaining to the mentioned Department. Management of litigation fees in respect of the Department. Conduct, analyse, interpret, advice and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/ justifiable outcome/ result. Draft legal documents and advise on an and or mentor juniors on the drafting of legal documents that provide clear motivation/ justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard

DEPUTY DIRECTOR: CONTRACT MANAGEMENT COMPONENT: SUPPLY CHAIN MANAGEMENT

Ref. *DPW 10/05/2018*, Head Office (Bhisho)

An all-inclusive remuneration package: R 657 558.00 (Level 11)

REQUIREMENTS: A Three year Degree (NQF level 7) or National Diploma (NQF Level 6) in Supply Chain Management/Commerce/ Public Management/ Law/ Auditing. At least 5 years relevant working experience in Supply Chain Management of which at least 3 years at Assistant Director level with traceable working experience in Contracts Management. Experience in the drafting, management, monitoring and evaluation of contracts and SLA's. Good project management, operational and financial management skills, reviewing and drafting contracts and legislation and applying them to business/organizational requirements, good knowledge of operational performance planning and monitoring, corporate governance. Knowledge of the PFMA, Treasury Regulations, Law of Contracts and Supply Chain Management prescripts. Proven knowledge of Government procurement processes related to construction procurement. Understanding of JBCC, GCC, NEC and other forms of contracts related to construction. The applicants must be in a possession of a valid driver's license of at least code EB.

COMPETENCIES: Excellent analytical, numeric, communication and report - writing skills. Financial Management skills. Ability to handle multiple and complex tasks and projects. Good computer skills in MS Word, MS Excel, MS Project and PowerPoint. People Management skills with the ability to deal with stakeholders at all levels. Ability to work in a team. Ability to develop and analyse policies. Ability to work under pressure and meet tight deadlines

KPA'S: Signing of Contracts and Service Level Agreements. Ensure consistent application of SCM processes across all contracts including compliance with legislative and regulatory framework. Liaise with relevant line managers in preparation and reviewing service level agreements and business contracts between service providers and the Department. Coordination and management of contracts administration. Analyze bids and proposals and ensure that the specifications of binding agreements with service providers are legal and comply with Government policies. Safeguarding of contracts related documentation and contract files. Maintain an up to date departmental contract register. Maintain contract guarantees and related matters. Deal with underperforming and non-performing vendors and contractors/service providers. Report and advise on all Contract management risks. Prepare appointment and termination letters on contract awarded. Management of Commitments. Management of staff. Render support to the

monitoring and implementation of internal controls systems in order to meet delivery expectations · Manage and implement SCM Contracts Risk Management and audit plans.

DEPUTY DIRECTOR: PROPERTY MANAGEMENT (FIXED ASSETS)

Ref. DPW 11/05/2018, Joe Gqabi Regional Offices (Sterkspruit)

An all-inclusive remuneration package: R 657 558.00 (Level 11)

REQUIREMENTS: • A Bachelor's Degree / National Diploma in Town Planning/ Public Management or Administration/ Property Administration/ Built Environment. 5 years' relevant experience in State Land Administration or Property Management of which 3 years must be at an Assistant Director level • A valid driver's license

KNOWLEDGE AND SKILLS: • Sound knowledge and workable understanding of State Land administration and management including legislation (e.g. Eastern Cape Land Disposal Act) and practices (e.g. land surveying, valuations, lease management) pertaining to the property industry • A good understanding of the Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country • Good financial management skills and proven budgeting ability • Good computer skills in MS Word, Excel and PowerPoint • An ability to execute analytical analyses in the property environment, supported with strong communication skills (written and verbal) is essential • The person must also be able to multitask and be results driven orientated, motivated, meet deadlines and accept responsibility • Knowledge of Asset Management • Knowledge of Properties as well as operations of the Office of the Survey- General, the Registrar of Deeds and Surveys and Mapping • The applicant must be willing to travel extensively • Knowledge and experience in the vetting of State Land • Knowledge and understanding of the PFMA, GIAMA, the Property Charter and the role and functions of the PSLDC as well as operational knowledge in the GIS (Esri- products) and property database environment will be advantageous

KPA'S: • Ensure the effective administration and management of the property portfolio of the Eastern Cape Provincial Government in all aspects • Manage the acquisition, disposal and leasing of immovable property and rights (e.g. servitude & mineral) therein • Manage the control of property rights and the confirmation of vesting of properties that should be in the asset register of the Region in terms of legislation • Manage the verification of State and other public land by conducting appropriate land use investigations and audits thereon • Ensure the administration and performance of buildings within a region as to obtain maximum yields on investment, optimum levels of maintenance and utilization, and client satisfaction • Manage client relations by ensuring effective liaison with client departments on various levels • Assist client departments in drafting inputs for the compilation of their immovable asset management plans • Ensure economic efficiency in the Department's leasehold portfolio in line with market trends • Ensure that immovable property assets support government's socio-economic objectives such as the release of State Land for land reform and municipal development purposes • Manage the regional asset register, the tenancy management portfolio and the property holdings portfolio by designing and implementing strategies and best practices to minimize property expenditure and maximize property utilization and income • Ensure that all expenditure and revenue in respect of State-owned and leased properties are captured in the relevant property information/financial systems • Manage the timeous and correct payment of property rates, municipal service charges, lease payments, cleaning, gardening & security contracts and revenue collection from property sales, leases, user charges, etc • Manage the rendering of cost-effective and efficient cleaning, gardening and security services • Address all property and land related enquiries: from the public • Liaise with client departments, other provincial Governments, national Government, municipalities, parastatals, and other organs of the State • Manage the appointment and supervision of service providers and consultants • Support the Management, update and maintenance of the Regional Strategic Accommodation Plan • Prepare budgeting programmes for accommodation according to the provincial Strategic Accommodation Plan • Determine optimal acquisition and disposal strategies • Undertake research and development to ensure highest and best use of properties • Identify superfluous properties that are not needed over the long term • Compile User Asset Management Plans and Custodian Asset Management Plan for the Region for submission to Head Office • Undertake human resource management

PROFFESIONAL CONSTRUCTION PROJECT MANAGER – GRADE A (X2 POSTS)

COMPONENT: BUILDINGS

Ref No: DPW 12/05/2018 Head Office (Education) (Bhisho)

Ref No: DPW 13/05/2018 OR Tambo Regional Office (Mthatha) Professional services

An all-inclusive remuneration package of R637 875 per annum (OSD)

REQUIREMENTS: - National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience / BTech (Built Environment field) with a minimum of 4 years certified managerial experience / Honours Degree in any Built Environment field with a minimum of 3 years' experience. A Valid driver's license •Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

KPA's: - **Manage and co-ordinate all aspects of projects:-** (i) Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology; (ii) Create and execute project work plans and revise as appropriate to meet changing needs and requirements; (iii) Identify resources needed and assign individual responsibilities; (iv) Manage day-to-day operational aspects of a project and scope; and (v) Effectively apply methodology and enforce project standards to minimize risk on projects. **Project Accounting and Financial Management:** - (i) Report project progress to Chief Construction Project Manager; and (ii) Manage project budget and resources; **Office Administration:** - (i) Provide inputs to other professionals with tender administration; (ii) liaise and interact with service providers, client and management; (iii) contribute to the human resources and related activities; (iv) maintain the record management system and the architectural library; and (v) utilize resources allocated effectively. **Research and Development:** - (i) Keep up with new technologies and procedures; (ii) Research/literature on new developments on project management methodologies; and (iii) Liaise with relevant bodies/councils on project management.

ARCHITECT

COMPONENT: BUILDINGS

Ref No: DPW 14/05/2018, Centre: Alfred Nzo Regional Office (Mount Ayliff)

An all-inclusive remuneration package of R 549 639 per annum (OSD)

REQUIREMENTS: B Degree in Architecture or relevant qualification. Three years post qualification architectural experience required. Valid driver's license. Compulsory registration with SACAP.

KPA'S: - **Perform architectural activities on state-owned or leased buildings, structures or facilities:-**(i)

Co-ordinate professional teams on all aspects regarding architecture; (ii) Ensure adherence and compliance to legal, safety and health requirements; (iii) provide architectural advice and technical support in the evaluation of solutions; (iv) ensure the adoption of technical and quality strategies; (v) Develop architectural related policies, methods and practices; (vi) Provide solution on non-compliance and failure of designs; (vii) Review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel; and (viii) Ensure adherence to the requirements of professional registration. **Human capital development:-**(i) Mentor and train

candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; (ii) Supervise architectural work and processes; (iii) Administer Performance management and development. **Office administration and budget planning:-** (i) Manage resources , prepare and consolidate inputs for the facilitation of resource utilisation; (ii) Ensure adherence to regulations and procedures for procurement SCM and human resource administration; (iii) Monitor and control expenditure; (iv) Report on expenditure and service delivery. **Research and development:-** (i) Continuous professional development to keep up with new technologies and procedures; (ii) Research/literature studies on architecture to improve expertise; (iii) Liaise with relevant bodies/councils on architectural-related matters.

QUANTITY SURVEYOR X3 POSTS

COMPONENT: HEALTH PORTFOLIO - BUILDINGS

Ref No: DPW 15/ 05/2018, Centre: Head Offices (Bhisho) X2 Posts

Ref No: DRPW 16/ 05/2018, Centre: Amathole Regional Offices (East London)X1 Post

An all-inclusive remuneration package of R 549 639 per annum (OSD)

REQUIREMENTS: A 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.

CHIEF ARTISAN - GRADE A: BUILDINGS X3 POSTS

Ref No: DPW 17/05/2018 Centre: Amathole Regional Office X1 Post Construction, X1 Post Buildings

Ref No: DPW 18/05/2018 Centre: OR Tambo Regional Office (Mthatha) X1 Post

Salary Notch R 343 329 per annum (OSD)

REQUIREMENTS: An appropriate Trade Test Diploma certificate. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Valid driver's license.

KNOWLEDGE AND SKILLS: Project Coordination. Technical design and analysis knowledge. Research and development. Computer-Aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills

KPA's: Manage technical services: - Manage technical services and support in conjunction with Technicians/Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and Ensure quality assurance in line with specifications. Manager administrative and related functions: - Provide inputs into budgeting process; Compile and submit reports as required; Provide and consolidate inputs to the technical operational plan; Update databases and Manage artisans and related personnel and assets. Financial Management: - Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline-related activities and services. People management: - Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of technical 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. Maintain and advance expertise: - Continuous individual development to keep up with technologies and procedures; Research/literature studies on technical/engineering to improve expertise; Liaise with relevant bodies/councils on technological/engineering-related matters.

OFFICE MANAGER: OFFICE OF THE CHIEF DIRECTOR: CORPORATE MANAGEMENT

Ref No: DPW 19/05/2018, Centre: Head Office (Bhisho)

Salary Notch R 343 545 per annum (Level 09)

REQUIREMENTS: An appropriate Bachelor's Degree/ National Diploma with majors in Administration Management/ Office Management and Technology/ Management/ Human Resource Management with advanced computer skills. A minimum of 3 – 5 years in the Corporate Management and experience in office management. Excellent understanding of the Corporate Management functions and systems. Be adaptable and able to meet deadlines on assignments, juggle multiple demands and to work with all types of officials in the department. Strong skills in negotiating, relationship building, problem solving, and timely problem escalation. Excellent time management and organizational skills. Detail oriented but able to quickly grasp the big picture. Ability to adapt to change quickly and multi-task. Strong analytical, written & verbal communication, interpersonal, and relationship building skills. Systems knowledge and familiarity. Valid driver's licence.

KNOWLEDGE AND SKILLS: Good interpersonal, organizational, communication and record-keeping skills. The ability to liaise at Senior Management level and ability to work and cope under pressure are important prerequisites. Experience in customer relations and client liaison is also a prerequisite. The successful applicant must maintain confidentiality and be able to work independently, with minimum supervision. The applicant must have advanced computer literacy in MS Office packages (MS Word, MS PowerPoint, MS Excel), and have excellent Intranet and Internet capabilities. The applicant must also have excellent typing skills. A working knowledge of PERSAL, LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage. The person must be multi-tasked and performance result driven orientated, motivated, work independently, meet deadlines and accept responsibility. The applicant should have a keen interest and understanding of all corporate management elements. Extensive knowledge in Public Sector prescripts that govern operations of corporate management including Public Service Act, Treasury Regulations, PFMA, Public Service regulations, National and Provincial Treasury Regulatory Framework and other relevant prescripts

KPA'S: Analyses and concludes on effectiveness and efficiency of control environment. Identifies control gaps and opportunities for improvement. Prepares timely reports for executive management, and the HOD's Office. Acts as primary client liaison within Corporate Management to all the stakeholders'. Provides advice on internal control and participates in enhancing corporate management standards and practices within the Unit. Researches new or technical subjects when required to support Corporate Management. Maintain open communication with management and stakeholders. Maintain filing system of the unit. Manage financial and human resources of the unit.

CHIEF SECURITY OFFICER: FACILITIES MANAGEMENT X2 POSTS

Ref No: DPW 20/05/2018 Joe Gqabi Regional Office (Sterkspruit) X1 Post

Salary Notch: R 281 418 per annum

REQUIREMENTS: • A Bachelor's Degree or National Diploma in Security Management/ Policing / Law with a minimum of 5 years' experience in the security field of which 3 years should be proven as a supervisor. Registration with PSIRA at (Grade B). • A Valid Code B drivers licence.

KNOWLEDGE AND SKILLS: • Knowledge of Control of access to Public Premises and Vehicle Act (Act 53 of 1985, MISS , MPSS, Firearm control Act, OHS Act, Criminal Act, Act 53 of 1977, Constitution of the Republic of South Africa and any other security legislations • Knowledge of PSIRA Compliance • Ability to liaise with security stakeholders • Good Investigating Skills and problem solving skills • Sound leadership skills • Must be able to take decisions in the absence of the Head of Security • Good organizational , planning and team building skills • Excellent communication and interpersonal skills • Computer Literacy

KPA's: • Reporting of Security breaches • Ensure that physical security measures (machines, turnstiles) are functioning properly • Control and supervise staff: Administer basic human resources matters e.g. discipline, leave etc. • Conduct investigations and provide report to the Control Security Officer • Ensure that inspection of the internal building, premises and perimeter fence is performed • Liaise with all security stakeholders • Ensure all departmental and security policies and procedures are implemented • Perform security management duties as delegated • Conduct and co-ordinate monthly meeting with staff and in-service training for security personnel at the regional office • Report incidents and irregularities to Control Security officer • Conduct risk analysis in the building and camps • Follow up incidents or irregularities discovered when perusing.

CHIEF WORKS INSPECTOR: ELECTRICAL

Ref No: DPW 21/05/2018 Sara Baartman Regional Office (Port Elizabeth)

Salary Notch: R 281 418 per annum

REQUIREMENTS: A National Diploma in Electrical Engineering (T/ N/ S stream) or an equivalent qualification **OR** A N 3 and a passed Trade test in the Electrical environment **OR** Registered as an Engineering Technician • 3 to 5 years' experience gained in the electrical field • A valid driver's license • Computer literacy • Knowledge and ability to supervise contractors; compile technical specifications and detailed reports for submission to controlling officer.

KPA'S: Manage planned and unplanned maintenance projects in order to ascertain that they progress according to plan and specifications • Compile progress payment certificates on all in house projects • Administer maintenance and capital works projects • Travel to sites on a regular basis for quality control inspections • Conduct condition assessments of provisionally state owned assets • Prepare/Check tender documentation and adjudication of same • Prepare estimates and call for quotations for work done • Be prepared to travel and work overnight within the district • Monitor performance and management of multi-disciplinary consultants/contracts in terms of time, cost, quality and socio- economic objectives • Compile specifications for in-house projects.

ENGINEERING TECHNICIAN- GRADE A X2 POSTS

Ref No: DPW 22/05/2018 Alfred Nzo Regional Office (Mount Ayliff) X1post,

Ref No: DPW 23/05/2018 Sara Baartman Regional Office (Port Elizabeth) X1post,

Salary Notch R 274 440 per annum (OSD)

REQUIREMENTS: National Diploma in Engineering or relevant qualification with 3 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa (ECSA) as a Professional Engineering Technician. A valid driver's license.

KNOWLEDGE AND SKILLS: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting

KPA's: Manage Technical Services:- Manage technical services and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical designs with specifications and authorize/make recommendations for approval by the relevant authority. **Manage administrative and related functions:-** To provide inputs into the budgeting process. Compile and submit reports as required Provide and consolidate inputs to the technical/engineering operational plan. Ensure the development, implementation and maintenance databases; and Manage, supervise and control technical and related personnel and assets. **Research and development:-** Continuous professional development to keep up with the

new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise and to liaise with relevant bodies/councils on engineering related matters.

ARTISAN FOREMAN - GRADE A

Ref No: DPW 24/05/2018 Chris Hani Regional Office (Whittlesea) X1postPlumbing

Ref No: DPW 25/05/2018 Chris Hani Regional Office (Cala) X1post Plumbing

Ref No: DPW 26/05/2018 Chris Hani Regional Office (Cala) X1post Carpentry

Ref No: DPW 27/05/2018 Amathole Regional Office (East London) X1post Construction

Ref No: DPW 28/05/2018 Amathole Regional Office (East London) X1post Buildings

Ref No: DPW 29/05/2018 OR Tambo Regional Office (Mthatha) X1post Buildings

Salary Notch R 267 756 per annum (OSD)

REQUIREMENTS: Appropriate trade test certificate. Valid driver's license. Five years post qualification experience as an Artisan. Must be able to work after hours at remote construction site. Experience in earthmoving equipment

KPA'S: (a) Design: Supervise and produce designs according to client specification and within limits of production capability (b) Production: Produce objects with material and equipment according to job specification and recognized standards; Quality assurance of produced objects (c) Maintenance: Inspect equipment and/or facilities for technical faults; Repair equipment's and facilities according to standards; Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according to schedule; Quality assure serviced and maintained equipment and/or facilities (d) Perform administrative and related functions: Update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; Compile and submit reports as required; Provide inputs to the operational plan; Ensure adherence to safety standards, requirements and regulations (e) Human and Capital Resource Management: Supervise and mentor staff; Planning of resources; Scheduling of works (f) Maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research/literature studies on technical/engineering technology to improve expertise

ARCHITECTURAL TECHNICIAN: BUILDINGS X2 POSTS

Ref No: DPW 30/05/2018, Alfred Nzo Regional Office (Mount Ayliff) X1 post

Ref No: DPW 31/05/2018, Amathole Regional Office (East London) X1 post

Salary Notch: R274 440 per annum (OSD)

REQUIREMENTS: Bachelor's Degree in Architecture with Three (3) years post qualification technical experience. Valid Driver's Licence. Compulsory Registration with SACAP as a professional Architectural Technician.

KPA'S: Render Architectural Services. Assist Architects, technologists and Associates in CAD drawing and technical documentation in respect of housing and other projects. Promote Safety in line with Statutory and regulatory requirements. Evaluate standard drawings and procedures to incorporate new technology and produce plans with specifications, submit for evaluation and approval by the relevant authority. **Perform Administrative and related functions. Provide inputs into the budgeting process as required.** Compile and submit reports as required. Provide and consolidate inputs to the technical/ architectural operation plan. Develop, implement and maintain databases and supervise as well as control technical and related personnel and assets. **Research and develop continuous professional development to keep up with new technologies and procedures.**

Research/ literature studies on technical architectural technology to improve expertise and liaise with relevant bodies/ councils in Architectural related matters.

FIRE TECHNICIAN: BUILDINGS

Ref No: DPW 32/05/2018, Alfred Nzo Regional Office

Salary Notch: R 183 558 per annum (Level 6)

REQUIREMENTS Fire Fighter 2/ Certificate in Fire Technology (SAESI)/ National Diploma in Safety Management or equivalent qualification with 2 years relevant experience, or SAMTRAC with 3 years' experience in relevant field. A valid driver's license. Good Communication skills (both written and verbal). Must be able to work in a team. Computer literacy

KNOWLEDGE AND SKILLS: Thorough knowledge of Occupational Health and Safety ACT (85 of 1993)

KPA'S: Implement technical policies regarding planning, installation, operation and maintenance of fire systems, Conduct fire safety systems and surveys on different buildings on regular basis. Maintain good interpersonal relations Promote the importance of Fire Safety and Prevention within the region. Conduct demonstrations on the operation of hand held fire protection equipment.

WORKS INSPECTOR

*Ref No: DPW 33/05/2018, Centre: Alfred Nzo Regional Offices (Mount Ayliff) X1 Post Buildings
Salary Notch: R183 558.00 per annum (Salary Level 6)*

REQUIREMENTS: A National Diploma in Engineering (T/N/S) stream or a N3 and a passed Trade Test Certificate in Brick Laying. Ability to read, interpret drawings, layouts and specifications. A valid driver's license (Code 08). Three years' experience.

KPA's: Travel to sites for quality control inspections and attend site meetings. Inspect and monitor the structural work, new and maintenance, done by Contractors and in – house teams to determine compliance with relevant norms and standards. Liaise with Consultants, Contractors, and in – house in execution of capital projects. Provide advice and guidance to Contractors and Client Departments. Report to Supervisor on the progress of projects.

WORKS INSPECTOR X3 POSTS

*Ref No: DPW 34/05/2018, Centre: OR Tambo Regional Offices (Mthatha) X1 Post Health
Ref No: DPW 35/05/2018, Centre: Chris Hani Regional Offices (Queenstown) X1 Post Health
Ref No: DPW 36/05/2018, Centre: Amathole Regional Offices (East London) X1 Posts Health
Salary Notch: R183 558.00 per annum (Salary Level 6)*

REQUIREMENTS: A National Diploma in Engineering (T/N/S) stream or a N3 and a passed Trade Test Certificate. Knowledge of Air Conditioning, Refrigeration and Boilers is necessary. Ability to read, interpret drawings, layouts and specifications. A valid driver's license

KPA's: Project quality management on built environment infrastructure. Monitor project team on both new and maintenance projects. Conduct condition assessments to determine compliance with relevant registration. Diagnose and analyze problems on built environment. Implement solutions on any built environment related challenges Carry out inspections on a continuous basis to ensure that work is performed according to the set standards. Trace defects in equipment. Inform on serviceable and or unserviceable equipment

ARTISAN: BRICKLAYER (GRADE A): BUILDINGS X8 POSTS

*Ref No: DPW 37/05/2018, Centre: Alfred Nzo Regional Office (Mount Ayliff) X4 Posts (X1 Electrical, X1 Post Plumbing, X1 Post Carpentry, X1 Painting)
Ref No: DPW 38/05/2018, Centre: Amathole Regional Office (East London) X2 Posts (X1 Post Construction, X1 Buildings
Ref No: DPW 39/05/2018, Centre: OR Tambo Regional Office (Mthatha) X1Post
Ref No: DPW 40/05/2018, Centre: Chris Hani Regional Office (Queenstown) X1Post Electrical
Salary Notch: R167 778.00 per annum (OSD)*

REQUIREMENTS: Appropriate Trade Test Certificate. Valid driver's license.

KNOWLEDGE AND SKILLS: Technical analysis knowledge. Technical report writing. Production, process knowledge and skills Problem solving and analysis. Communication. Decision making. Team work

KPA's: Design: Produce designs according to client specification and within limits of production capability. **Production:** Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. **Maintenance-** Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. **Perform administrative and related functions:** Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/register; and Supervise and mentor staff **Maintain expertise:** Continuous individual development to keep up with new technologies and Procedures.

CLOSING DATE: 15 JUNE 2018

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

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 Roads and Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba 040 602 4270 or Ms S. Mdoda 040 602 4140.

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 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.**