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08&09/07/2018

DEPARTMENT OF PUBLIC WORKS

DEPUTY DIRECTOR: IMMOVABLE ASSET MANAGEMENT SUB COMPONENT: ASSET REGISTERS

Ref No: DPW 01/07/2018

Centre: Head Office (Bhisho)

An all-inclusive remuneration package of R 697 011.00 per annum (Salary Level 11)

REQUIREMENTS: - • A recognized Bachelor's Degree in Accounting or National Diploma in Accounting with at least five (5) years relevant financial experience of which three (3) years must be at an Assistant Director level • Experience working in the public sector environment (PFMA control and reporting) • Proven relevant experience in the administration and management of immovable properties is necessary • Candidates with relevant experience in the maintenance of an immovable asset register will be given preference • Strong computer skills in MS Word, MS Excel, MS Project, MS Office and PowerPoint abilities • Research skills • A Valid driver's license.

KNOWLEDGE AND SKILLS: • Working knowledge of National Treasury prescribes and guidelines related to the recording and accounting for immovable assets • Sound knowledge on Basic Accounting Principles (GRAP and Modified Cash Basis) and proven ability to apply them. • Knowledge of property prescripts and procedures • Working knowledge on the preparation of Annual Financial Statements (AFS) in terms of GRAP- related to immovable asset management • Computer literacy – data base administration • Ability to compile reports for the Manager • Knowledge and understanding of the definition of State Land • Working knowledge of Act 1 of 1999 (the PFMA) • Very good communication skills – both verbal and writing • People management and strong problem-solving skills • Must be able to work independently as well as in a team • People management and problem-solving skills • Ability to work under pressure • A sense for accuracy and detail is very important.

KPA's: • Manage the enhancement of the financial component of the immovable asset register (LOG/ICA) through the verification of property data and obtaining value added financial information (e.g. municipal valuations, income lease information, work completed on buildings, etc.) • Responsible for the annual financial disclosure of immovable assets in the Annual Financial Statements (AFS) • Liaise with various stakeholders in the private and public domain regarding property financial information, including municipalities and other government Departments • Ensure that all relevant guides and prescripts are correctly implemented for financial disclosure of immovable assets • Data

cleaning related to financial component of the IAR • Prepare Lead Schedule and Working Papers and for monthly reporting packs and Interim/Final Financial Statements • Manage S42 transfers in terms of the PFMA • Updating of Work in Progress (WIP) register and IAR and Annual Final Financial Statements (AFS) related to the provincial immovable asset property portfolio • Assist with update of property information • Analyze the immovable asset register and produce status reports on the financial component thereof • Ensure opening balance in register agrees to closing balance as per audited Financial Statements • Address all prior year adjustments to the IAR • Record all disposals / transfers to the IAR - capture proceeds of disposals to the register • Other *ad hoc* requests from the Director: Asset Registers • It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.

CHIEF ARCHITECT

COMPONENT: EDUCATION PORTFOLIO (BUILDINGS)

Ref No: DRPW 02/07/2018, Centre: Head Office (Bhisho)

An all-inclusive remuneration package of R 854 154 per annum (OSD)

REQUIREMENTS: • A Bachelor's Degree in Architecture or relevant qualification. • Six years post qualification Architectural experienced • Valid driver's license • Compulsory Registration with SACAP as a Professional Architect

KPA`s: Architectural Design and analysis effectiveness: (i) Perform final review and approvals or audits on architectural designs according to design principles or theory. (ii) Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology (b) **Maintain architectural operational effectiveness:** (i) Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources (ii) Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability (iii) Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attachment of organizational objectives.(c) **Financial Management:** (i) Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services; (ii) Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; (iii) Manage the commercial value add of the discipline-related programmes and projects: (iv) Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; (v) Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. (d) **Governance:** (i) Allocate, monitor and control resources; (ii) Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; (iii) Provide Technical consulting services for the operation of architectural related matters to minimise possible architectural risks; (iv) Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; (v) Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. (e) **People Management:** (i) Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements; (ii) Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

CONTROL ARCHITECTURAL TECHNICIAN

SUB-COMPONENT: PROFESSIONAL SERVICES

Ref No: DPW 03/07/2018

Centre: Sarah Baartman (Port Elizabeth)

Salary Range: R 422 139.00 per annum (OSD)

REQUIREMENTS: B.Tech/ National Diploma in Architecture or relevant qualification• Six years post qualification technical (Architectural) experience• Valid Driver's license• Compulsory registration with SACAP as an Architectural Technician.

KPA'S: Manage technical services:- Manage technical services and support in conjunction with 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 existing standard drawings and plans with specifications and authorize/make recommendations for approval by the relevant authority • Manage administrative and related functions:- Compile and submit reports as required, Provide inputs into the budgeting process, Provide and consolidate inputs to the technical/architectural operational plan, Assist in general project management of projects, Ensure the development, implementation and maintenance of databases; and Manage, supervise and control technical and related personnel and assets • Research and Development:- Continues professional development to keep up with new technologies and procedures; Research/literature studies on technical architectural technology to improve expertise; and To liaise with relevant bodies/councils on architectural-related matters.

**PROJECT COORDINATOR: EXPANDED PUBLIC WORKS PROGRAMME
SUB- PROGRAMME: COMMUNITY DEVELOPMENT**

Ref No: DPW 04/07/2018

CENTRE: Sarah Baartman (Port Elizabeth)

Salary: R 299 709.00 per annum (Salary Level 8)

REQUIREMENTS: An appropriate Tertiary qualification at NQF Level 6 with (3) three years relevant experience in Expanded Public Works Programme or working with Poverty Eradication Programmes **OR** Relevant Certificate of RPL (as assessed and awarded by a recognized institution of learning, with a minimum of 120 credits at NQF Level 6) with (3) three years relevant experience in Expanded Public Works Programme or working with Poverty Eradication Programmes• Excellent communication skills• Sound knowledge of government protocol, processes and regulations• Knowledge of EPWP and PFMA• Willingness to work beyond the normal working hours• Computer literacy• A valid driver's license.

DUTIES: • Ensure community participation in all EPWP sectorial projects. Monitor projects performance and prepare reports thereof• Attendance of progress meetings• Ensure compliance with standards specifications• Ensure that training programme is aligned with labour intensive methods• Monitoring of households and overseers• Conduct Social Facilitation in all departmental projects• Supervise and monitor Emerging Micro Enterprises attached to Household Contractor programme• Monitor and manage Regional Business Cooperative• Formation of project steering committees on all departmental projects• Monitoring of progress against time and timeous reporting• Liaise with contractors, consultants and stakeholders on project related issues• Arrange suitable trainings for Household contractors• Monitor and report on the project expenditure submissions during weekly and monthly meetings• Attend to general correspondence and liaise with stakeholders from time to time.

WORKS INSPECTOR: ELECTRICAL

Ref No: DPW 05/07/2018

Centre: Sarah Baartman (Port Elizabeth)

Salary Range: R 196 407 .00 Per Annum Level 6

REQUIREMENTS: A National Diploma (T/ N/ S stream) in Electrical Engineering or an equivalent qualification• A N 3 and a passed trade test in the electrical environment or •Registered as an Engineering Technician • A valid driver's license• Computer literacy.

DUTIES: •Render a basic inspection service of work done on minor new and existing structures on a project basis: 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 works and maintenance work to be undertaken• Analyze and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications• Participate in the adjudication process and provide recommendations on quotations• Liaise with relevant stakeholders in respect of technical aspects• Oversee the work contractors:
•Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards• Advise and guide contractors in respect of the relevant legislation and regulations• Compile payment documents• Compile and process variation orders and requests for the extension of deadlines• Ensure effective contract administration• Timeous development of reports on problems emanating from projects.

WORKS INSPECTOR: BUILDINGS

Ref No: DPW 06/07/2018

Centre: Sarah Baartman (Port Elizabeth)

Salary Notch: R 196 407.00 Per Annum Level 6

REQUIREMENTS: A National Diploma (T/ N/ S stream) in Buildings or an equivalent qualification• A N 3 and a passed trade test in the built environment or •Registered as an Engineering Technician • A valid driver's license• Computer literacy.

DUTIES: •Render a basic inspection service of work done on minor new and existing structures on a project basis: 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 works and maintenance work to be undertaken• Analyze and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications• Participate in the adjudication process and provide recommendations on quotations• Liaise with relevant stakeholders in respect of technical aspects• Oversee the work contractors:
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CLOSING DATE: 27 JULY 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.**