

DEPARTMENT OF ROADS AND PUBLIC WORKS

Circular 35 of 2017

Assistant Director: Property Management

Component: Fixed Asset Management

Salary Notch: R334 545 per annum (Level 9)

DRPW 02/09/2017; OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: An appropriate Bachelor's Degree / National Diploma in any Built/ Property discipline/ Public Administration 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 at least four (4) years relevant in Fixed Asset Management (Property Management) of which 2 years must be at supervisory level. A valid driver's license.

Knowledge And Skills: Advanced computer skills and good communication skills. Sound knowledge and workable understanding of State Land administration and land use management including legislation within the property industry. Knowledge and understanding of PFMA, GIAMA and the role and functions of PSLDC will be to the candidate's advantage. Good understanding of Constitutional obligations and programmes of Government to address the imbalances in the property ownership and land use patterns of our country.

KPA's: Manage the acquisition and disposal of immovable assets and property rights e.g. servitudes. Assist with the acquisition of immovable assets required by user departments for state domestic purposes by way of Expropriation, Donation, Exchange, and Common Law. Liaise with various stake holders regarding the acquisition and disposal of immovable assets. Prepare submissions to Head Office for approval of acquisitions and disposals by Premier. Prepare and submit applications for the disposal of properties to the PSLDC. Issue instructions to the State Attorney and private Conveyancers for the registration of transfer including real rights. Request appointment of various service providers, e.g. Valuers, land surveyors. Assist the Manager with other related tasks and duties which may be assigned from time to time. Supervision of staff.

CLOSING DATE: 22 SEPTEMBER 2017

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 through one of the following options:

Hand Delivery: Room 1043, First Floor, Office of the Premier Building, Independence Avenue, Bhisho.
Post to: The Recruitment Centre, Office of the Premier, Private Bag X0047, Bhisho, 5605. Enquiries:
Mr. M. Mbangi at (040) 609 6424 / 6248 / 6290

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 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). **Persons with disability and females are encouraged to apply.**