



DEPARTMENT OF ROADS AND PUBLIC WORKS

Circular 35 of 2017

CHIEF DIRECTOR: OPERATIONS

An all-inclusive remuneration package of R 1 068 564 per annum (Level 14)

The incumbent will be required to sign a performance agreement.

Ref No: DRPW 01/09/2017, Head Office (Bhisho)

This is re-advertisement. Candidates who applied before are encouraged to reapply

Minimum Requirements: The candidate must be in possession of Bachelor Degree in Public Management/ Administration (NQF level. 7) with 5 years' experience as a Director in a Public Sector, Post graduate diploma in project management will be an added advantage. A Valid Driver's License

Knowledge and Skills: Functioning of government Programme management •Project management •Financial management • General management skills • Computer skills • Report writing skills • Communication (verbal and written) •Marketing • Interpersonal skills • Decision making skills • Lobbying skills • Diplomatic skills• Programme and project management skills •Service delivery innovation and analytical thinking skills• Policy development, implementation and analysis• Negotiation and motivation

Values: • Ability to work under pressure •Ability to communicate at all levels; including the highest political levels •People orientated •Analytical thinking •Hard-working •Self Driven •Self-motivated •Honesty and Integrity •Professionalism •Commitment• Assertiveness

KPA'S: **1. Manage and guide the implementation of the strategic plan:** Guide the implementation of the strategic plan of the Department and the Regions in ensuring they meet the performance target • Coordinate the standardization of service delivery standards and ensure adherence to these by line functions and Regions • Develop and deploy reporting methodologies and metrics and consolidate performance reporting to Top Management and other structures • Monitor overall performance and monitor progress in implementing interventions **2. Departmental operations are efficient and effective:** • Ensure the formulation, implementation and continuous review of best practices, policies and procedures • Develop and implement performance guideline and standards on operational management. **3. Manage records of the Department:** •Develop and maintain the Department's Records Management Policies procedures and systems • Ensure Department's records management practices comply with the National Archives and Records Service Act 1996. • Develop and maintain the Department's file plan •Act as a Custodian of all Departmental records •Ensure correct classification of documentation in line with Minimum Information Security Standards (MISS) **4. Manage the Project Management Office (PMO)** •Ensure the establishment and operation of a PMO as a knowledge repository of Project Management practices with a province-wide mandate •Ensure the PMO is an effective custodian of the Department's Project Management Frameworks •Manage delivery on the Department's portfolio of projects through

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.**