



Circular 25 of 2018/19
Posted: 2018/01/03, 04 &
07
Closing Date: 22/02/2019

PUBLIC WORKS

DEPUTY DIRECTOR: BUILDINGS INFRASTRUCTURE

Ref No: *DPW 01/01/2019*, Provincial Departments Infrastructure

Center: Head Office (Bhisho)

An all-inclusive remuneration package of R 697 011 per annum (Level 11)

REQUIREMENTS: A recognised Bachelor's Degree / National Diploma in Built Environment discipline with at least 8 - 10 years post qualification experience in Built Environment of which 3 years must be at an Assistant Director level in active construction, facilities or quality management as a site agent, facilities or quality management on a construction site. Professional registration with a Professional regulatory council although not mandatory will be an added advantage. A valid driver's licence. Understanding and application experience of SANS and ISO quality control provisions together with the relevant Built Environment Legislation. Excellent communication skills. Extensive computer literacy. Willingness to work after hours during emergencies. Knowledge of Public Service Management Framework. Understanding of Public Management Finance Act. Treasury instructions and regulations.

KPA's: Manage, co-ordinate and monitor the overall management of the Provincial In-house Maintenance Units and the activities of inspectorate services. Construction of minor new works and maintenance of government buildings. Responsible for the Provincial Departmental Artisan Development Programme. Develop, maintain and render broad maintenance management function in DPW managed buildings. Ensure that norms and standards are adhered to in all projects for both outsourced and in-house. Report and provide information regularly, as well as on demand to management. Manage sub-ordinates, key performance areas and taking actions to correct deviations to achieve departmental objectives. Ensure implementation of monthly preventative maintenance, supervise and inspect the quality and quantity of work done or services rendered by the contractors. Manage the development and utilisation of Human Resources for the discipline and ensure competent knowledge base for continued success of technical services according to organisational needs and requirements. Perform any other duties which may be allocated from time to time by supervisors in line with the responsibilities of the department.

CONTROL SURVEYOR TECHNICIAN: BUILDING PROFESSIONAL SERVICES

Ref No: *DPW 02/01/2019*

Center: Alfred Nzo Regional Offices

Salary notch: R 422 139 per annum (OSD)

REQUIREMENTS: National Diploma in Survey or Cartography or relevant qualification. Valid driver's license. Compulsory registration with PLATO as a Survey Technician/Survey. Six years post qualification survey experience.

DUTIES: Survey design and analysis effectiveness: Perform final review and approval or audits on new survey applications according to set standards and design principles or theory, Co- ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.

Maintain survey operational effectiveness: Manage execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set survey maintenance standards, specification and service levels according to organizational objectives. Monitor maintenance efficiencies according to organizational goals to direct or redirect survey services.

Financial Management: To ensure the availability and management of funds to meet the MTEF objectives within the survey environment/ services, Manage the operational survey project portfolio for the operational to ensure the 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 proposal to ensure validity and adherence to organizational principles, Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

Governance: Allocate, monitor and control resources. Compile risk logs(databases) and manages significant risk according to sound risk management practice and organizational requirement, provide technical consulting services for the operation of survey related matters to minimize possible survey risks, 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



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investment, Continuously monitor the exchange and protection of information between operation and individuals to ensure effective knowledge management according to departmental objectives.

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

ARCHITECTURAL TECHNICIAN: BUILDING PROFESSIONAL SERVICES

Ref No: *DPW 03/01/2019*

Center: Alfred Nzo Regional Offices

Salary notch: R 293 652per annum (OSD)

REQUIREMENTS: National Diploma in Architecture or relevant qualification. Three years post qualification technical experience. Valid driver's license. Compulsory registration with SACAP, as a professional Architectural Technician.

DUTIES: 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 existing standard drawings and procedure to incorporate new technology; and Produce plans with specifications and 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 plan Develop, implement and maintain databases; and Supervise and control technical and related personnel and assets. **Research and development:** 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 on architecturally related matters.

ENGINEERING TECHNICIAN: PROFESSIONAL SERVICES (BUILDINGS)

Ref No: *DPW 04/01/2019*

Centre: Sarah Baartman Regional Office (Port Elizabeth)

Salary Notch: R293 652.00 per annum (OSD)

REQUIREMENTS: A National Diploma in Civil Engineering or relevant qualification• Three years post qualification technical (Engineering) experience within the Built environment. Valid driver's license. Compulsory registration with ECSA as Engineering Technician.

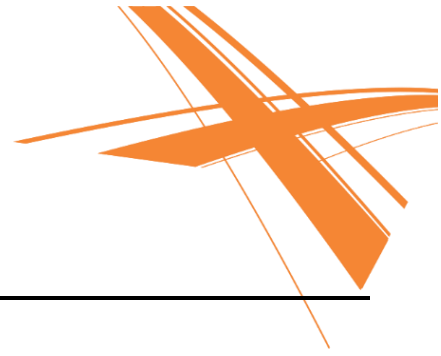
DUTIES: Render technical services: - Assist Engineers, technologist and associates on site and technical office activities, promote safety in line with statutory and regulatory requirements, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs with specifications and 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/engineering operation plan; develop, implement and maintain database; and supervise and control technical and related personnel and assets. **Research and development:** - Continuous professional development to keep up with new technologies and procedures; research/literature studies on technical engineering technology to improve expertise; and liaise with relevant bodies/councils on engineering-related matters.

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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:



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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 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.**