

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF INFRASTRUCTURE DEVELOPMENT**

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

<u>APPLICATIONS</u>	:	To apply for the below position, please apply online at https://jobs.gauteng.gov.za . Only online applications will be considered and for general enquiries please contact Human Resource at 076 521 4118.
<u>CLOSING DATE</u>	:	22 August 2025
<u>NOTE</u>	:	In line with the Department's Employment Equity Plan, People with Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents , all other documents are submitted by shortlisted candidates). Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

<u>POST 28/145</u>	:	<u>DEPUTY DIRECTOR-GENERAL: HEALTH BRANCH REF NO: REFS/023045</u> Branch: Health Infrastructure, Maintenance and Technical Portfolio Support
<u>SALARY</u>	:	R1 813 182 - R2 135 835 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 8 or equivalent qualification as recognised by SAQA in Built Environment. A minimum of 8 Years' experience at senior management level. A valid driver's license. Must be registered with the relevant Council. Pre-Entry SMS Certificate. Competencies: Knowledge of: Intergovernmental Fiscal Relations Act of 1997. Intergovernmental framework Act of 2005, National Building Standards Act of 1977 and Regulation, Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA and Treasury Regulations, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Public Service Act of 1994 and Regulations of 2001, Occupational Health and Safety Act of 1993 and Regulations, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils, Health Act, Regulations and Guidelines pertaining to infrastructure, All different contract options for leases, Basic Conditions of Employment Act, 1997, SDA, Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System, Project management, Basic Supply Chain Management, Strategic capability, PFMA & Treasury Regulations, Basic research analysis, Diversity management, People

DUTIES

management & empowerment and Change management. Skills: Leadership, Networking, Negotiation, Conflict management and Planning and organization. Attributes: Strategic, Decisive, Quality oriented.

: Manage and direct the provision of credible information and inputs to the Provincial Department of Health in terms of the preparation of the User Asset Management Plan [U-AMP]. Oversee timeous assessments of land suitability and availability. Provide strategic leadership for the determination of technical and functional norms and standards. Provide strategic leadership for the design and implementation of condition assessments for Health Facilities. Manage and direct the development of life cycle costs and maintenance plans taking into consideration maintenance backlogs. Oversee that credible data for the preparation of financial and non-financial reports from a GIAMA perspective that should be submitted by the Provincial Department of Health. Manage and direct the development & implementation of maintenance plans for all Health Facilities. Manage and direct the development and approval of the Infrastructure Programme Implementation Plan [IPIP] for Health. Manage and direct the finalisation and approval of the procurement plans supported by Departmental SCM. Manage any high level interaction in terms of contract management and reporting. Manage reporting on infrastructure delivery to Provincial & National Treasury, Heads of Departments, MECs and the Provincial EXCO. Manage and direct adherence to the Service Delivery Agreements and resolve any disputes. Report on the effective management of financial resources for projects. Report progress regarding implementation of infrastructure projects to relevant Governance structures. Manage and direct the finalisation of needs for framework contracts in close consultation with Health. Manage and direct the implementation of the construction procurement strategy, as developed by GDoH, to deliver on time and in line with all legislative imperatives. Meet on a regular basis the Head of Infrastructure within Department of Health, to resolve any issues pertaining to the delivery of services by DID to Health. Guide the development and updating of the longer term integrated provincial infrastructure plan. Manage and direct high-level interaction with key stakeholders such as Municipalities and Public Entities to promote delivery of services within the required timelines of the longer term integrated provincial infrastructure plan. Manage and direct effective functioning and provision of engineering inputs to the design and implementation of Capex projects. and direct effective functioning and provision of engineering inputs to the design and implementation of non-Capex projects. Manage and direct effective maintenance of laundries and boilers. Manage and direct the improvement and roll-out of the maintenance management system. Manage and direct any maintenance issues reported by the Provincial Department of Health. Manage adequate resources and functioning of Academic Maintenance Hubs. Manage adequate resources and functioning of District Maintenance Hubs. Manage the Service Delivery Agreements and resolve any disputes. Manage plans for supplies and interact with Departmental Supply Chain Management [SCM] to promote seamless procurement and delivery. Manage and direct gaps in technical skills. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the of the departmental budget allocations. Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. Manage and monitor financial risk. Continuously look for new opportunities to obtain and save funds. Prepare financial reports and guidelines based on prescribed formats. Understand and weigh up financial implications of propositions. Align expenditure to cash flow projections. Develop corrective measures/actions to ensure alignment of budget to financial resources. Develop operational plans for the Directorate and work plans for each direct subordinate. Manage written contributions to Departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Impact positively on learn morale, sense of belonging and participation. Achieve strategic objectives against specified performance measures. Translate strategies into action plans. Secure cooperation from colleagues and learn members. Seek mutual benefit/win-win outcomes for all concerned. Manage human resources in unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written

		feedback [aligned to quarterly performance assessments] to personnel on performance.
<u>ENQUIRIES</u>	:	Ms. Amanda Nene at 072 668 0029/076 521 4118
<u>POST 28/146</u>	:	<u>DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: REFS/023050</u> Branch: Corporate Services
<u>SALARY</u>	:	R1 813 182 – R2 135 835 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary) The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Johannesburg (Head Office) An undergraduate qualification at NQF level 8 and a Postgraduate qualification at NQF level 8 or equivalent qualification as recognised by SAQA in Public Management/Administration, Social Science, Business Management/ Administration, Law, Management, Human Resources Management or related qualification. A minimum of 8 Years' experience at senior management level. A valid driver's license. Pre-Entry SMS Certificate. competencies: Knowledge of PFMA/ Treasury Regulations. Knowledge of Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management. Skills: Planning and organising. Leadership. Policy formulation. Policy analysis. Attributes: Strategic. Decisive. Influential.
<u>DUTIES</u>	:	Manage the coordination strategic planning services, service delivery plans, standards and customer care. Manage the implementation of integrated monitoring and evaluation services. Manage the provision of internal and external communication services. Manage the development and implementation of knowledge management. Manage the development and monitoring of the implementation of ICT policies, processes and procedures. Manage the provision and facilitation of infrastructure and operational support services. Manage the provision and maintenance of ICT administrative systems and data integrity. Manage conducting of ICT research. Manage the monitoring of adherence to implementation of information technology policies based on MISS. Manage provision of human resources management in the department. Manage the provision of legal advice, litigation and legal compliance and legal contract administration services. Manage the development and implementation of security management policies, systems and procedures. Manage the administration and monitoring of the implementation of security measures, including access control. Manage the provision of vetting services. Manage the development of policies and processes for office support and auxiliary services. Manage the provision and maintenance of internal record management. Manage the development of transformation policies, programmes, strategies and the monitoring of implementation. Manage the conducting of research, development of internal systems and maintenance of baseline information on beneficiaries and services offered. Manage the establishment of forums and engagement of stakeholders on the promotion and implementation of programme and projects. Manage the monitoring and conducting of impact assessments. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the

		Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Manage and monitor financial risk. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan and any other report required.
<u>ENQUIRIES</u>	:	Ms. Amanda Nene at 072 668 0029/076 521 4118
<u>POST 28/147</u>	:	<u>CHIEF DIRECTOR: HEALTH INFRASTRUCTURE AND TECHNICAL PORTFOLIO SERVICES REF NO: REFS/023047</u> Branch: Health Infrastructure, Maintenance and Technical Portfolio Support
<u>SALARY</u>		R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Built environment as recognized by SAQA. Registration with Engineering and Built Environment Council as a Professional in the Built environment. A minimum of 5 years' experience at senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of: Intergovernmental Fiscal Relations Act of 1997. Intergovernmental framework Act of 2005, National Building Standards Act of 1977 and Regulation, Construction Industry Development Board Act of 2000 and Regulations, Council for Built Environment Act of 2000, PFMA and Treasury Regulations, Provincial/Departmental Supply Chain Management Policies, Preferential Procurement Act of 2000 and Regulations, Public Service Act of 1994 and Regulations of 2001, Occupational Health and Safety Act of 1993 and Regulations, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils, Health Act, Regulations and Guidelines pertaining to infrastructure, All different contract options for leases, Basic Conditions of Employment Act, 1997, SDA, Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System, Project management, Basic Supply Chain Management, Strategic capability, PFMA & Treasury Regulations, Basic research analysis, Diversity management, People management & empowerment and Change management. Skills: Leadership, Networking, Negotiation, Conflict management and Planning and organization. Attributes: Strategic, Decisive, Quality oriented.
<u>DUTIES</u>	:	Manage interaction with the Provincial Department of Health to Department of Health to develop and agree on a Service Delivery Agreement for the provision of day to day, routine/ preventative and emergency maintenance services to all Health Facilities [Head Office, District Managers and Chief Executive Officers of Hospitals]. Manage regular meetings with the Provincial Department to provide feedback on service rendered. Manage the determination of budgetary requirements for work to be outsourced. Manage the budgeting and issuing framework contracts to be issues for maintenance work that cannot be provided through in-house technical personnel supported by Departmental Supply Chain. Manage consultation with Health on integration of contract framework contracts to promote efficiency and savings. Manage the use of framework contracts [package orders and task orders]. Monitoring contract implementation to validate conditions of contracts within agreed time frames, budgets and quality standards. Manage the readiness of Capital Infrastructure designs for Health portfolio for tenders to facilitate the delivery of infrastructure projects. Manage the timeous, affordable, and quality completion of refurbishment and renovations of Health facilities. Provide guidance regarding the validation of finding performance. Provide guidance regarding the assessments to determine progress and optimisation of how infrastructure budgets are achieving intended deliverables. Guide validations to ascertain adherence to the implementation of service delivery agreements. Guide the assessments of infrastructure programme implementation plans and consolidated infrastructure plans. Provide advice/ inputs regarding the review of infrastructure procurement processes. Guide the review and monitoring of

different infrastructure projects. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of funding for special green technology projects and programmes. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans and work plans for subordinates. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto Tel: 076 942 4090
<u>POST 28/148</u>	:	<u>CHIEF DIRECTOR: MAINTENANCE REF NO: REFS/023051</u> Branch: Health Infrastructure, Maintenance and Technical Portfolio Support
<u>SALARY</u>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Engineering/ Built Environment as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. Registration with one of the Engineering/Built Environment professions in South Africa as a professional is compulsory. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Preferential Procurement Act of 2000 and Regulations. Skills: Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Excellent communication skills. Attributes: The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to handle conflict. Good interpersonal relations, strong leadership and ability to motivate staff. The ability to lead and direct teams of professionals and service provider.
<u>DUTIES</u>	:	Client Management. Manage interaction with the Provincial Department of Health to develop and agree on a Service Delivery Agreement for the provision of day-to-day, routine/preventative and emergency maintenance services to all Health Facilities. [Head Office, District Managers and Chief Executive Officers of Hospitals]. Manage regular meetings with the Provincial Department to provide feedback on service rendered. Manage the determination of budgetary requirements for work to be outsourced. Manage agreements with the Provincial Department of Health on the budgeting for work to be outsourced. Maintenance Management System. Manage the determination of budgetary requirements for the implementation of the maintenance management system. Roll out of the maintenance management system at all Health Facilities. Monitor that each Health Facility has a maintenance plan. Monitor that technical condition assessment information are collected by District Maintenance Hubs and updated on the Immovable Asset Register. Manage

Framework Contracts. Manage the budgeting and issuing framework contracts to be issued for maintenance work that cannot be provided through in-house technical personnel supported by Departmental Supply Chain Management. Manage consultation with the Education and Other Provincial Departments Branch on integration of framework contracts to promote efficiency and savings. Manage the use of framework contracts [package orders and task orders]. Monitor contract implementation to validate conditions of contracts are being adhered to. Manage implementation of contracts within agreed time frames, budgets and quality standards. District and Facility Maintenance Hubs. Manage adequate resources and functioning of Academic Maintenance Hubs. Manage adequate resources and functioning of District Maintenance Hubs. Manage the development of plans and budgets for supplies and tools required by maintenance personnel. Manage the procurement of supplies and tools [equipment] supported by the Departmental Supply Chain Management Unit. Manage the design and roll out of the asset management system at each Health Facility to safeguard the supplies and equipment [movable assets]. Manage the budgeting and implementation of maintenance programmes for all equipment. Manage financial reporting on the use of movable assets [equipment, tools and supplies]. Technical Support Services. Manage the budgeting for and rendering of Category 3 Maintenance Services to all Health Facilities. Manage the provision of electrical, mechanical, building and medical gas maintenance services through outsourced contracts and provision of internal specialised service. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs for the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Financial Management. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Strategic Management. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans for the unit and work plans. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 742 4090
<u>POST 28/149</u>	:	<u>CHIEF DIRECTOR: OTHER PROVINCIAL DEPARTMENTS REF NO: REFS/023057</u> Infrastructure Maintenance and Technical Portfolio Services Branch: Education and Other Provincial Departments Infrastructure Maintenance and Technical Portfolio
<u>SALARY</u>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 7 in Built Environment as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. Registration with one of the Built Environment professions in South Africa as a professional is compulsory. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act

of 2007. Preferential Procurement Act of 2000 and Regulations. Skills: Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Excellent communication skills. Attributes: The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to handle conflict. Good interpersonal relations, strong leadership and ability to motivate staff. The ability to lead and direct teams of professionals and service provider.

DUTIES

: Manage and direct the provision of professional inputs to Other Provincial Departments in terms of the preparation of the User Asset Management Plan [U-AMP]. Manage and direct the validation of the suitability and availability of land and services for Other Provincial Departments. Manage and direct integrated planning for the acquisition and/or disposal of land and property for Other Provincial Departments. Determine lifecycle costs for immovable assets of other Provincial Departments. [Including all Offices]. Develop maintenance plans for immovable assets of Other Provincial Departments. [Including all Offices]. Manage the submission of information for the updating of the Provincial Asset Register for Other6 Provincial Departments' immovable assets. Manage and direct the planning and design for Technical Condition Assessments for Departmental Facilities in consultation with Other Provincial Departments. Manage interaction with all relevant stakeholders to provide property services timeously and adequately to Other Provincial Departments. Manage the collaboration with Municipalities and Public Entities in terms of the provision of services to Other Provincial Departments. Manage and direct the provision of professional inputs to Other Provincial Departments in terms of the preparation of Infrastructure Programme Management Plans [IPMPs]. Manage and direct the provision of professional inputs and appropriate systems to Other Provincial Departments to submit successful infrastructure bids for the allocation of performance-based grants. Manage the provision of professional inputs to Other Provincial Departments in terms of the determination of technical and functional norms and standards for infrastructure projects, coordinate development of RPRP based on IPMP. Manage the approval process for building plans in terms of National and Local Government Building Regulations, relevant SANS and any heritage requirements. Finalise the Infrastructure Programme Implementation Plans [IPIPs] for sign off by Other Provincial Departments. Manage the preparation and implementation of Service Delivery Agreements with Other Provincial Departments. Prepare the annual procurement plan for all Other Provincial Departments' infrastructure projects/programmes and submit to Departmental Supply Chain Management for sign off. Manage social facilitation with local communities and contractors and intervene where required. Monitor adherence to timeframes, budgets and quality assurance standards for all infrastructure contracts being implemented for Other Provincial Departments. Report progress regarding implementation of infrastructure projects to relevant Governance structures. Manage property and infrastructure inputs for longer term integrated infrastructure planning in the province. Manage maintenances projects and soft services for Other Provincial Departments. Manage the effective spending of infrastructure grant funding. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan or any other reports.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090

POST 28/150

: **CHIEF DIRECTOR: INFRASTRUCTURE RESEARCH, PLANNING AND SYSTEMS FEF NO: REFS/023059**
Chief Directorate: Infrastructure Research, Planning and Systems

SALARY

: R1 494 900 – R1 787 328.per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 in Economic and Management Sciences (informatics) and/or Built Environment as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of

PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Project Management. People Management. Financial Management. Conflict Management Skills: Financial management skills. Presentation Skills. Communication skills (verbal and written). Computer literacy. Project management skills. Attributes: Responsive. Credible. Flexible. Quality-oriented. Creative. Responsive.

DUTIES

: Manage and direct the commissioning of relevant research as requested by line managers and trends in the institutional environment within which GDID functions. Manage and direct research projects in line with the approved research agenda of GDID. Manage and direct the interpretation of relevant research publications and include findings in policies and/or public debate of GDID. Manage and direct the development and updating of guidelines, standards and norms for any policy to be developed by GDID. Manage and direct the implementation of quality assurance on all policies developed by GDID and provide feedback to line managers. Manage and direct the development of all policies on green technology. Manage and direct the drafting of legislation and regulations in consultation with Legal Services and related stakeholders. Manage and direct compliance with legislation and regulations in relation with policies and research findings. Manage and direct the coordination of tracking of National and Provincial Legislation updates and amendments. Manage and direct the sharing of knowledge in collaboration with Corporate Services. Review and sign off on research. Manage and analyse property management rates, market related rates and trends. Manage and direct research into appropriate best practice property management, facilities management and portfolio management systems and processes. Review and sign off on research. Manage and direct relevant research pertaining to occupational health and safety & quality. Manage and direct the setting of quality and occupational health and safety standards in line with legislative requirements and international standards. Manage and direct the establishment, roll out and continued improvement of the project and programme management systems in infrastructure delivery. Manage and direct the provision of professional guidance to EPWP for the design of contractor development programmes. Manage and analyse industry trends for infrastructure delivery. Manage and direct research into appropriate best practice for construction methodologies, alternative built solutions and site management. Manage and direct relevant aspects related to the use of Professional Service Providers including appropriate fee structures. Manage and direct research on market related trends regarding construction and Professional Service Providers fee rates. Manage and direct sharing of knowledge in terms of changes made to construction procurement contracts. Manage and direct the establishment, updating and continued improvement of the built environment specific documentation system. Manage and direct the analysis of protocols and policies to determine specific green technology projects and programmes. Manage and research into worldwide development in green technology. Manage and direct the planning, design and budgeting of green technology projects. Manage and direct the implementation of green technology projects. Manage and direct the reporting on and monitoring of green technology projects. Manage and direct the implementation of post project evaluations to inform future design of green technology projects. Manage and direct the cost effectiveness of proposed green technology projects and programmes. Manage interaction with local and international stakeholders to inform longer term infrastructure planning in close collaboration with related Planning Forums. Manage interaction at different inter and intra governmental fora. Manage the development of inputs for longer term infrastructure and property planning from the perspective of GDID. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance

		Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of funding for special green technology projects and programmes. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans and work plans for subordinates. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 072 668 0029/076 521 4118
<u>POST 28/151</u>	:	<u>CHIEF DIRECTOR: CONSTRUCTION PROCUREMENT SCM REF NO: REFS/023056</u> Branch: Finance and SCM
<u>SALARY</u>	:	R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Supply Chain Management/ Economics/ Accounting/Business Administration as recognized by SAQA. A minimum of 5 years' experience at senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Change Management. Project Management. Conflict Management. Financial Management. People Management. Strategic Management Skills: Strong conceptual and formulation skills. Strong leadership skills with specific reference to the ability to display thought leadership in complex applications. Excellent communication skills. Attributes: The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances. The ability to handle conflict. Good interpersonal relations, strong leadership and ability to motivate staff. The ability to lead and direct teams of professionals and service provider.
<u>DUTIES</u>	:	Manage and direct the development of a Supply Chain Management policy framework that deals with the whole spectrum of construction procurement. Manage the determination of delegations for construction procurement. Establish construction procurement processes and procedures [Standard Operating Procedures] that are fair, competitive, equitable, transparent and cost effective. Manage the design and implementation of a system to monitor performance of suppliers and the performance of the Contracting Institution. Manage the development of risk mitigation strategies to evaluate performance of suppliers. Manage the development of Standard Procurement Templates. Manage the appointment, training and vetting of Tender Committee members. Monitor implementation of construction procurement strategies requested/submitted by sector departments. Manage and direct inputs to the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Manage finalisation of procurement plans. Manage finalisation of Bid Specification Documentation, Advertisement processes and Tender Clarification Meetings. Manage the processes related to the receipt and opening of Tender Proposals and/or Expressions of Interest. Manage and direct responsiveness testing. Manage and direct Tender Evaluation processes. Manage and direct Tender Adjudication processes. Monitor the trends on tender amounts submitted by various contractors in various sectors. Manage the design and implementation of controls to comply with contract requirements. Manage and review all cancellations, amendments, expansions, variations, extensions or transfer of contracts awarded through the Bid Committee System. Manage implementation of penalties where required. Manage expansions of contracts

above the amounts provided in terms of contingencies. Manage motivations to authorise increases in the total prices excluding price adjustment for inflation in excess of the amount stated in the contract and make recommendations. Manage motivations for events which in terms of the contract increase the total of prices or time for Completion by more than 1% and make recommendations. Manage the preparation of performance reports for the professional service provider based on inputs received from the relevant infrastructure units. Monitor communication between SCM and infrastructure units in order for various branches to meet all contractual timelines and related obligations. Manage and direct the preparation, submission and/or presentation of monthly reports. Manage and direct the preparation, submission and/or presentation of annual reports. Manage and direct the preparation, submission and/or presentation of general/ad hoc reports. Manage registration of projects awarded to contractors with CIDB. Manage updates of information on CIDB website pertaining to various projects (i.e. from start to completion/cancellation). Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the of the departmental budget allocations. Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. Manage and monitor financial risk. Continuously look for new opportunities to obtain and save funds. Prepare financial reports and guidelines based on prescribed formats. Understand and weigh up financial implications of propositions. Align expenditure to cash flow projections. Develop corrective measures/actions to ensure alignment of budget to financial resources. Develop operational plans for the Directorate and work plans for each direct subordinate. Manage written contributions to Departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Impact positively on learn morale, sense of belonging and participation. Achieve strategic objectives against specified performance measures. Translate strategies into action plans. Secure cooperation from colleagues and learn members. Seek mutual benefit/win-win outcomes for all concerned. Support stakeholders in achieving their goals. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

:

Ms. Sikelelwa Mboto at 076 942 4090

POST 28/152

:

CHIEF DIRECTOR: FACILITIES AND ESTATE MANAGEMENT REF NO: REFS/023061

Branch: Property Management
(12 Months Contract)

SALARY

:

R1 494 900 – R1 787 328 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees. Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

:

Head Office (Johannesburg)

:

An undergraduate qualification at NQF Level 7 in Property Management/ Facilities Management/ Real Estate/Bsc in Civil/Electrical/Building Engineering as recognized by SAQA. A minimum of 5 years' experience at senior managerial level in facilities or buildings management. A valid driver's license. Pre-Entry SMS Certificate. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016, PFMA/ Treasury Regulations, all different contract options for leases, Provincial/Departmental Supply Chain Management Policies, Government Immovable Asset Management Act of 2007, Gauteng Land Administration Act of 1996, Provincial Land Administration Act, 1998, Spatial Planning and Land Use Management Act, 2013, Provincial Infrastructure Delivery Management System, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils, Basic Conditions of Employment Act, 1997, National Building Standards Act of 1977 and Regulations, Council for Built Environment Act of 2000, Occupational Health and Safety Act of 1993 and Regulations. Change Management, Project

Management, Conflict Management, Financial Management, People Management, Strategic Management. Knowledge of Contract Management and the interpretation and implementation of contracts with supplier. Knowledge and experience of Accommodation and Office Space Planning. Skills: Communication. Report writing. Analytical. Negotiation. Facilitation. Presentation. Planning and organising. Leadership. Attributes: Strategic. Decisive. Influential.

DUTIES

: Develop strategic plans for current issues in facilities management (including capital works). Manage facility assessments including planning and budgeting to inform maintenance services for leased out, unoccupied buildings and Surplus to Requirements (STRs) properties. Manage the provision of hard and soft services. Manage the provision of property physical verification and inspections (leased and unoccupied properties and vacant land). Ensure that facilities meet legislative prescripts (including health, security and energy efficiency requirements). Ensure that landlords maintain facilities and comply with OHS and other legislative requirements in line with Service Level Agreements. Conduct research to identify new technologies to improve efficiency and cost reduction in facilities management. Coordinate Architects, Engineers and Contractors to ensure facilities management projects are completed within time and costs. Establish and enforce safety protocols in all facilities to ensure employee health and wellbeing. Manage development and implementation of maintenance plans for all government-owned facilities. Manage and direct standardization of Facilities Management processes, procedures and controls to ensure uniformity within DID to minimize the organisation's financial and legal risks. Manage facilities lease contracts and bidding processes. Ensure optimal occupancy of all immovable assets leased (Space Planning). Manage the setting of norms and standards for leases. Manage interaction with Provincial Departments to ascertain budgets for leases and finalized lease requirements. Manage the procurement of leases supported by the Departmental Supply Chain Management. Manage lease portfolios and contracts in line with service level agreements and contract conditions (Operating leases & Leasing of GPG owned portfolio). Manage structured facility assessments and inspections of all leased in facilities and ensure that landlords maintain facilities and comply with OHS and other legislative requirements in line with Service Level Agreements. Manage the payment of operating leases. Manage the design of guidelines for the inspection of leased properties and capacitate infrastructure units on the application of the guidelines. Oversee and coordinate all matters related to Tenant Installation requirements on leased properties, including space customization, landlord obligations, cost allocations and ensuring compliance with lease provisions and departmental needs. Manage debtors in terms of utilities services. Manage and direct the development and implementation of building maintenance policies, processes, standard procedures and control framework to ensure compliance with governance and best practice. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to implementation of risk mitigation strategies quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage client relations and stakeholder management. Manage risks and. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans for Branch and work plans. Manage written contributions to departmental quarterly

		progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090
<u>POST 28/153</u>	:	<u>DIRECTOR: ACADEMIC MAINTENANCE HUBS REF NO: REFS/023052</u> Chef Directorate: Maintenance
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Mechanical/Electrical Engineering as recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level. Must be registered with Engineering Council of South Africa. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of Intergovernmental Fiscal Relations Act of 1997. Intergovernmental Framework Act of 2005. National Building Standards Act of 1977 and Regulations. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. PFMA and Treasury Regulations. Skills: Interpersonal Relations. Conflict management. Communication. Networking. Negotiation. Computer literacy. Presentation. Analytical. Report writing. Facilitation. Attributes- Proactive and resourceful, Cost conscious, Quality oriented, Responsive, People oriented, Innovative, Credible, Problem-solving ability, Strategic, Decisive, Credible and Motivating.
<u>DUTIES</u>	:	Prepare annual operational and procurement plan. Manage funds in the District Maintenance Hub in compliance with Public Finance Management Act and the Treasury Regulations. Manage the roll out of the maintenance management system and full capacitation of the District Maintenance Hub. Monitor the updating the maintenance management system in terms of approved plans. Make recommendations on interventions to be implemented. Ensure safety compliance in all machinery and buildings. Implement preventative and planned maintenance on all plant and equipment. Manage and monitor implementation of technical repairs. Oversee the provision of suppliers and spares. Manage the customisation of specifications. Manage procurement within delegations. Monitor performance of suppliers and contractors. Intervene if performance of suppliers and contractors are below standard. Recommend payments of suppliers and contractors. Liaise with suppliers and contractors in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the procurement process within delegations. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Validate performance by suppliers and contractors before invoices are approved for payment. Manage the effective and efficient functioning of stores. Manage offices and movable assets. Manage the provision of corporate services in the district and to the Facility Maintenance Hubs. Manage financial and supportive logistical services. Prepare budgets for the Academic Maintenance Hubs. Manage training for maintenance personnel. Manage the effective and efficient use of job creation programmes. Meets with Heads of Health Facilities, Health District Manager, Municipalities, and Public Entities. Manage service delivery standards and turnaround times. Keep Clients informed on progress. Follow up if Clients are satisfied with service standards and timeframes. Address complaints of Clients and manage feedback to Clients. Monitor compliance with Occupational Health and Safety Act (OHS) in the District and Facility Maintenance Hubs. Plan for the required resources to comply with OHS requirements. Manage implementation of OHS activities and prepare regular progress reports in line with the legislative requirements. Manage compliance of technical personnel in terms of all aspects pertaining to a safe environment. Participate in the OHS committees and provide technical guidance to OHS committee members. Manage compliance with SANS i.e. SANS 0142 Electrical compliance; HVAC; Building regulations. Manage compliance with Health care core standards. Manage the implementation of electrical, mechanical and building inspection services. Manage the implementation of condition assessments. Manage the validation of technical information and submit for updating on the immovable asset

register. Manage implementation of inspections on capex and maintenance projects. Keep updated with new technologies and procedures. Manage human resources in the Maintenance Hub and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine Human Resources needs of the Academic Maintenance Hub. Develop and update the service delivery and work plan for Maintenance Hub. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Maintenance Hub and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090
<u>POST 28/154</u>	:	<u>DIRECTOR: INFRASTRUCTURE DELIVERY NORTHERN CLUSTER REF NO: REFS/023053</u> Chief Directorate: Education Infrastructure, Maintenance and Technical Portfolio Services
<u>SALARY</u>	:	R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) An undergraduate qualification at NQF Level 7 in built environment as recognised by SAQA. A minimum of 5 years' experience at middle/ senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: PFMA/DORA/Treasury Regulations. All different contract options for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management. Customer focus and responsiveness. Communication. Computer and People management skills. Planning and organising. Conflict management. Negotiation skills Change management Attributes- Responsive. Credible, Flexible, Quality-oriented, Creative, Responsive. Decision making. Team leadership.
<u>DUTIES</u>	:	Manage the professional inputs being provided to the Provincial Department of Education in terms of the preparation of the construction procurement strategy and the Infrastructure Programme Management Plan [IPMP]. Manage the professional inputs being provided to the Sub Directorate Technical Portfolio Services in terms property management norms and standards. (Life cycle costs, maintenance plans, etc). Manage the professional inputs being provided to the Provincial Department of Education in terms of new technology, revised norms, standards, innovations, and renewable energy. Manage the professional inputs being provided to the Provincial Department of Education in terms of the final project list and budgetary implications. Manage the agreed procurement strategy to optimise economies of scale, reduce costs, reduce inefficiencies, and promote seamless service delivery. Manage the enforcement of standardised designs where applicable. Direct and prepare the Infrastructure Programme Implementation Plan [IPIP] for sign off by the Provincial Education Department. Direct and prepare the procurement plan for the Provincial Department of Education supported by the Departmental Supply Chain Management. Manage the development and agreement of the Service Delivery Agreements. Manage the implementation of services in line with the signed Service Delivery Agreements. Manage the updating of IPIP including cash flow projection aligned to allocated budgets. Manage the validation of building plans in terms of National and Municipal Building Regulations.

Manage the nomination and appointment of suitable professionals from the Provincial Education Department and the Directorate in collaboration with the Departmental Supply Chain Management Unit (SCM). Manage the registration of projects on the CIDB i-tender system. Manage the final appointment of Professional Service Providers and Contractors on successful conclusion of procurement processes [SCM] supported by the Department of Education and SCM. Manage the issuing of work and batch orders, where applicable. Manage sign-off by the Provincial Department of Education in terms of the IPIP and different Project Execution Plans (PEPs). Manage the implementation of contacts in line with budgets, timeframes, and quality standards. Manage regular site visits. Manage all cost and scope variations. Manage the signing-off on invoices. Prepare regular progress reports to the Provincial Department of Education. Manage regular interaction with the Provincial Department of Education to pro-actively identify problems and jointly agree on solutions. Manage the provision of inputs and credible data to the financial and non-financial performance reports being submitted by the Provincial Department of Education. Provide progress reports at all the relevant Governance Infrastructure Structures. Consolidate and provide reports on projects implemented by Alternative Implementing Agents until phasing out of Alternative Implementing Agents have been completed. Manage the validation of final accounts in close collaboration with Departmental Supply Chain Management (SCM). Manage the release of construction guarantees in close collaboration with SCM. Manage the collection of all documentation including as-built plans and submission to the centralised document warehouse. Manage the final cost analysis of each project. Manage inputs for updating of cost and space norms based on learning generated during post project evaluation. Manage the preparation of performance reports for submission to CIDB. Manage the close out of all projects and prepare close out reports. Approve contract documentation as prepared by the relevant Infrastructure Professionals before submission to the Departmental Supply Chain Management. Monitor that award and/or contract cancellations are captured on the required databases including on the CIDB register of projects. Guide performance reports on contracts being prepared by the relevant Infrastructure Professionals. Assess and recommend motivations for waiving of penalties and low performance damages and submit to the Departmental Supply Chain Management. Assess and recommend an increase in time or prices in terms of a contract provided it does not exceed the total of prices at award by more than the amounts stated in the Treasury Regulations in consultation with Legal Services and relevant Infrastructure Professionals before submission to Departmental Supply Chain Management. Assess and recommend termination and/or cancellation of contracts based on inputs from Infrastructure Professionals and Legal Services. Analyse recommendations made by the relevant Infrastructure Professionals and decided on the implementation of appropriate mitigation strategies to manage in a pro-active manner potential contractual implications. Obtain the inputs of the Deputy Director Contract Management Specialist and the Legal Services on all aspects of contract management. Undertake ad hoc independent site visits to verify correctness of information submitted in reports and status on sites. Participate in site visits arranged by Provincial Treasury and/or other stakeholders. Report all non-performance issues to Risk Management.

ENQUIRIES

: Ms. Amanda Nene at 072 668 0029/076 521 4118

POST 28/155

: **DIRECTOR: MANAGEMENT ACCOUNTING REF NO: REFS/023055**
Chief Directorate: Financial Management

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

**CENTRE
REQUIREMENTS**

: Head Office (Johannesburg)
: An undergraduate qualification at NQF level 7 in Financial Management/Accounting/Business Administration. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of GPG and DID policies and procedures. Relevant legislation and Public Service Regulations.

DUTIES

Understanding DID related projects or agencies. Knowledge of SLAs. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations and Risk Management. Skills: Communication. Report writing. Analytical Presentation. Planning and organising. Leadership. Negotiation, Influencing. Attributes- People oriented. Innovative. Credible.

: Support the Chief Director and other departmental officials in the execution of their functions in terms of the Public Finance Act and Treasury Regulations. Establish and maintain appropriate systems (analytical tools, information systems and models or projections of cost behaviour) and policies to ensure effective and efficient management of resources. Establish and implement strategic budget systems. Manage performance of the departmental programmes. Manage budget and expenditure and trading accounts of the department. Maintain communication with the CFO and availability of relevant financial information. Maintain full and proper records of financial affairs of the department. Ensure correspondence of departmental expenditure with the vote of the department and the main division within the department. Develop effective and appropriate mechanisms to prevent unauthorised expenditure. Manage the identification of revenue sources. Reconcile revenue records. Manage compliance with the annual Division of Revenue Act. Implement and monitor well-designed best practice revenue models for the department. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the of the departmental budget allocations. Demonstrate knowledge of general concepts of financial planning, budgeting and forecasting and how they interrelate. Manage and monitor financial risk. Continuously look for new opportunities to obtain and save funds. Prepare financial reports and guidelines based on prescribed formats. Understand and weigh up financial implications of propositions. Align expenditure to cash flow projections. Develop corrective measures/actions to ensure alignment of budget to financial resources. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the workplans of the unit with the priorities of DID. Develop operational plans for Branch and work plans. Manage written contributions to Departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090

POST 28/156

: **DIRECTOR: FINANCIAL ADMINISTRATION AND ACCOUNTING SERVICES**
REF NO: REFS/023060
Chief Directorate: Financial Management

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE **REQUIREMENTS**

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 in Financial Management/Accounting/Business Administration or related qualification as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: knowledge of GPG and DID policies and procedures. Relevant

		legislation and Public Service Regulations. Understanding DID related projects or agencies. Knowledge of SLAs. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations, Financial Delegations and Risk Management. Skills: Communication. Report writing. Analytical Presentation. Planning and organising. Leadership. Negotiation, Influencing. Attributes - People oriented. Innovative. Credible.
<u>DUTIES</u>	:	Manage the development and monitoring of financial administration and accounting policies, systems and processes. Manage the provision of delegations and governance frameworks. Manage financial information systems. Manage the provision PAYE, UIF and debt management services. Manage the provision of reconciliation and accounting services. Manage the submission of monthly financial reports. Manage the preparation of quarterly and annual financial statements. Manage the analysis of expenditure and provision of financial support to Responsibility Managers. Manage the provision of support to District Maintenance Hubs in terms of expenditure against budgets. Manage the certification of payroll and processing of employee costs, advances, claims and transfers. Manage the allocation and approval of payments on systems. Manage payment-related queries. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Directorate with the priorities of GDID. Develop operational plans for Directorate and work plans for each Director in the Directorate. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/157</u>	:	<u>DIRECTOR: SCM CONSTRUCTION PROCUREMENT (EDUCATION)</u> <u>HEALTH REF NO: REFS/023046</u> Chef Directorate: Construction Procurement: SCM
<u>SALARY</u>	:	R1 266 714 - R1 433 355 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	An undergraduate qualification at NQF Level 7 in Supply Chain Management/Logistics/Cost and Management Accounting/Business Management/Business Administration/Strategic Source/Purchasing Management recognized by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the procurement policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Knowledge of BAS. Change Management. Project

DUTIES

Management. Conflict Management Financial Management. Skills: Planning and organising. Leadership. Policy formulation. Policy analysis. Attributes- Strategic. Decisive. Influential.

: Manage demand and planning. Manage the review of business cases for procurement. Manage the confirmation of needs and priorities of Sector Departments for infrastructure projects. Manage the finalisation of procurement plans. Manage cross functional teams to finalise bid specification documentation. Manage contracts and supply chain performance. Manage the administration of contracts. Manage the opening, updating and maintenance of project records and files. Manage supply chain performance. Manage guarantees and retention. Manage administrative and financial close out of projects. Manage acquisition. Manage the supplier database, vetting and tender administration. Manage evaluation and award of tenders. Manage professional secretariat services to procurement committees. Manage the provision of professional secretariat services for Documentation Review Committee. Manage the provision of secretariat services for Bid Evaluation Committee. Manage the provision of professional secretariat services for Bid Adjudication Committee. Manage the provision of professional secretariat services for tender briefing meetings. People Management. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Financial Management. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Strategic Management. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans for the unit and work plans. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090

POST 28/158

: **DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: REFS/023049**

Chief Directorate: Human Resources Management

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)

: A qualification at NQF Level 7 in Human Resources Management as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Full PESRSAL Certificate is mandatory. Competencies: knowledge of GPG and DID policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of Contracts. Management information knowledge. Project management methodologies. Project Management. People Management. Financial Management. Conflict Management. Skills: Problem solving. Diversity awareness. Communication. Analytical. Initiative. Innovation/ continuous

	improvement. Planning and organising. Leadership Negotiation. Influencing Attributes - People oriented. Innovative.
<u>DUTIES</u>	: Manage the advertising of posts. Manage the provision of support with selection processes. Manage the administration of appointments. Manage the provision of conditions of services. Manage the provision of HR registry services. Manage the administration of termination of services. Manage the conducting of HR audits. Manage and provide support with the implementation of PILLIR. Manage the development and maintenance of database and systems regarding HR information. Manage HR reports and staff establishment. Manage HR communications. Manage the staff establishment. Manage payroll. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Chief Directorate with the priorities of GDID. Develop operational plans for Chief Directorate and work plans for each Director in the Chief Directorate. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118
<u>POST 28/159</u>	: <u>DIRECTOR: LOGISTICAL OFFICE SUPPORT SERVICES REF NO: REFS/023054</u> Directorate: Logistical Office Support Services
<u>SALARY</u>	: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	: Head Office (Johannesburg) : A qualification at NQF Level 7 in Public Administration /Public Management/Business Administration/ Social Sciences. A minimum of 5 years' experience at middle/ senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: GPG and DID policies and procedures. Relevant legislation and Public Service Regulations. Contract Management. Knowledge of SLAs. Understanding of expectation of customers. Skills: Communication, Analytical, Research, Negotiation and Report writing. Planning and Organising. Ability to convert Policy into action. Attributes- Self Driven, Innovative. Team player and Flexible, Proactive and Resourceful. Quality oriented. Influential and problem-solving Client focused/centric.
<u>DUTIES</u>	: Manage the development of policies and processes for office support and auxiliary services. Develop a master plan to manage the logistics of all GDID buildings. Develop full review report for gap analysis and intervention strategies. Set minimum standards for registry services and transport services. Establish appropriate service provider and contractor databases. Manage the provision and maintenance of internal record management services. Manage administration and coordination of proper Records. Manage registry according to the National Archives Act. Manage the provision of centralised secretary and driver/messenger services. Manage the development of transport services

blueprint. Manage parking allocations and set requirements for occupancy ratios. Manage the daily rendering of Messenger and Courier services. Manage the provision of professional secretariat services for executive meetings and executive committees. Manage the provision of food and office support services. Manage rendering of departmental Diaries services. Manage the provision of auxiliary services. Manage the provision of printing services. Develop policies and processes. Manage the provision of telecommunication services. Manage the provision of reproductive and printing services. Manage mass reproduction functions. Manage the provision of reception and switchboard services. Manage the Switchboard and Telephonic activities. Manage the co-ordination of Tele-directory communications. Manage front line Reception desk services to depart internal and external clients. People Management, Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Financial Management. Strategic Management. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of funding for special green technology projects and programmes. Strategic Management. Align the strategic priorities and the work plans of the unit with the priorities of DID. Develop operational plans and work plans for subordinates. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

POST 28/160

: **DIRECTOR: ORGANISATIONAL RISK MANAGEMENT REF NO: REFS/023048**
Branch: Office of the HOD

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 in Risk Management or Commerce as recognised by SAQA. A minimum of 5 years' experience at middle/ senior managerial level. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: GPG and DID policies and procedures. PFMA and Treasury regulations. Relevant legislation and Public Service Regulations. Understanding DID related projects or agencies. Knowledge of Financial Management and Provisioning Administration. National Treasury Risk Management Framework. Policy development. Change management. Project Management. Skills: Financial management. Human Resources and Administration. Project management. Presentation and Report writing. Planning and Organising. Stakeholder relationship management. Negotiation and dispute resolution. Facilitation of workshops and meetings with diverse spectrum of role players at senior level. Attributes- Decisive, Team worker. Diversity and Customer focused. Proactive and resourceful. Flexible/ Change oriented. Cost conscious. Quality oriented. Responsive, People oriented, Credible and Innovative. Problem solving ability. Decisive and Strategic.

DUTIES

: Manage the development, implementation and execute a comprehensive process for identifying, assessing, mitigating, monitoring and reporting on risk. Manage the development, implementation and maintenance of the department's enterprise risk management (ERM) strategy and supporting policies. Manage the conducting of risk analysis, develop and manage the department's risk maturity profile in the core and support business. Manage the compilation of the strategic and operational risk register. Manage the reporting of all relevant ERM matters, including findings, risk positions and recommendations to relevant stakeholders. Manage the coordination of

SCOPA and Audit Committee. Manage the evaluation and prioritization of risk analysis projects across the department. Manage the utilization of sources of information (e.g. internal audit reports, investigation reports, security reports etc.) to validate results of risk identification and assessment processes/workshops. Manage the supporting of Risk Management Operational Committee. Manage the development and implementation of the business continuity management plans, policies and strategies. Manage the conducting of awareness campaigns to alert employees of disruptive events. Manage the supporting of the Business Continuity Management Committee. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the unit in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the unit in terms of the departmental budget allocations. Manage the effective spending of infrastructure grant funding. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Directorate with the priorities of GDID. Develop operational plans for unit and work plans for each Deputy Director in the unit. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

Ms. Amanda Nene at 072 668 0029/076 521 4118

ENQUIRIES

POST 28/161

: **DIRECTOR: PROPERTY MANAGEMENT AREA 2 (REVENUE AND EXPENDITURE MANAGEMENT) REF NO: REFS/023058**
Branch: Property Management

SALARY

: R1 266 714 - R1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 or equivalent in Property Studies/ Finance/Business Economics or related as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level in property finance environment. A valid driver's license. A Pre-Entry SMS Certificate. Competencies: Knowledge of PFMA/ Treasury Regulations. Property Finance. All different contract options for leases. Provincial/Departmental Supply Chain Management Policies. Revenue Management. Debtors Management. Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Change Management. Project Management. Conflict Management. Financial Management. People Management Strategic Management. Skills: Planning and organising. Communication. Computer literacy. Analytical. Presentation. Report writing. Interpersonal skills. Attributes – Strategic. Decisive. Influential. Team player. Able to work independently. Professional. Confidential. Ability to work under pressure. Quality- driven.

DUTIES

: Manage Property Financial planning, budgeting and reporting. Manage and coordinate the financial planning and budgeting process for the Branch. Manage and ensure inclusion of identified risks and opportunities into the financial forecast/plans. Manage the validation of all municipal account. Manage the payments of all municipal accounts services, rates & taxes and lease payments. Manage the payments of all landlord accounts. Manage all debtors and creditors related to municipal services and rental accounts. Manage and direct payments of rentals in line with lease contracts. Creditor's management. Manage payment of all creditors within prescribed period. Manage and ensure accurate monthly billing of all rentals and recoveries (rates & taxes, water, electricity). Manage and direct the collection of lease payments. Conduct monthly/quarterly/annual accounts reconciliation. Debtor's management. Manage reconciliation of all accounts. Manage relationship between the Directorate, internal and external audit team. Manage and ensure timeous response on all internal and external audit request for information. Manage and co-ordinate all directorate queries and responses. Manage implementation of audit mitigation plans to reduce audit findings in the Property Branch. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans and Operation Plans of the Department. Manage human resource in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback (aligned to quarterly performance assessments) to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the Directorate in consultation with Corporate Services. Develop and update the service delivery and work plan for the Directorate. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities to the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the Directorate and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage funds in the entire Chief Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Property Management branch in terms of the departmental budget allocations. Ensure timeous allocation of all accruals. Conduct analysis activities to improve the Branch's financial performance. Manage and review the actual performance against the plan to identify gaps, update forecasts and recommend actions to improve performance where required. Manage development of contingency plans. Manage the accuracy and alignment in reporting between the reporting done by Departmental financial team and the Branch. Manage client relations and stakeholder management. Manage risks and implementation of risk mitigation strategies. Align the strategic priorities and the work plans of the Directorate with the priorities of DID. Develop operational plans for the Directorate. Manage written contributions to departmental quarterly progress reports, Annual Reports, SCOPA, Budget speeches, Annual Performance Plan, etc. Provide adhoc, monthly, quarterly and annual financial reporting.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/162

: **DIRECTOR: OFFICE OF THE HOD REF NO: REFS/023183**
Branch: Office of the HOD

SALARY

: R1 266 714 - R 1 492 122 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 7 in Public Administration/Business Management or related field as recognised by SAQA. A minimum of 5 years' experience at middle/senior managerial level. A valid driver's license. Pre-Entry SMS Certificate. Competencies: Knowledge of GPG and DID policies and procedures. Understanding of different project management principles. Relevant legislation and Public Service Regulations. Understanding DID related projects or agencies. Understanding of

expectations of customers. Knowledge of SLAs. Management information knowledge. Planning and organisation of meetings, conferences & travel schedules. People management. Financial Management. Project Management. Policy development. Skills: Ability to draft complex documentation. Ability to manage various office activities. Ability to work under pressure. Ability to make sound judgements. Customer service oriented. Financial management. Change management. Attributes – Diversity management. Self-management. Quality Orientated. Problem solving ability. Cost conscious. Innovative. Decisive.

DUTIES

: Ensure efficient liaison between the Offices of the HoD and MEC. Ensure the effective coordination between the Office of the HoD and Office of the Premier. Ensure provision of effective secretariat support services to the HoD. Establish and maintain systems for effective workflow to enable enhanced function of the Department through the Branches of the Department. Monitor compliance with relevant committees and legislature bodies' resolutions, to which the department accounts. Ensure that all reports from different branches in the Department are coordinated, analysed and consolidated. Facilitate and prepare monthly management reports for the MEC. Coordinate the planning and budgeting for the office of the HOD. Supervise the provision of secretariat services to ensure formalised decision-making structures in the Department. Ensure document management and classification of documents. Ensure the management of the HoD's diary, year plan and decision notices, effectively. Ensure appropriate accessibility arrangement for key stakeholders to the Office of the HoD. Sign performance agreements for the Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Directorate and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Manage funds in the Directorate in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending by the Directorate in terms of the departmental budget allocations. Align the strategic priorities and the work plans of the Directorate with the priorities of GDID. Develop operational plans for Directorate and work plans for each employee in the Directorate. Manage written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 742 4090

OTHER POSTS

POST 28/163

: **CHIEF ENGINEER: MECHANICAL REF NO: REFS/022707**
Chief Directorate: Engineering Services

SALARY

: R1 266 450 - R2 388 657 per annum, (all-inclusive package). The package includes a basic: salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE REQUIREMENTS

: Head Office (Johannesburg)
: A Degree at (NQF 7) in Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad. Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2016. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and

DUTIES

leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering 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 investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow 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 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.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/164

: **CHIEF ENGINEER: STRUCTURAL/ CIVIL REF NO: REFS/022708**
Chief Directorate: Engineering Services.

SALARY

: R1 266 450 - R2 388 657 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

**CENTRE
REQUIREMENTS**

: Head Office (Johannesburg)
: A Degree at (NQF 7) in Civil/Structural Engineering (B Eng/ BSC Eng) or relevant qualification as recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007.

	Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.
<u>DUTIES</u>	: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering 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 investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow 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 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.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/165</u>	: <u>CHIEF ENGINEER: CIVIL/STRUCTURAL REF NO: REFS/022727</u> Directorate: Infrastructure Delivery Eastern/Central Cluster
<u>SALARY</u>	R1 266 450 - R2 388 657 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	: Head Office Johannesburg : A Degree (NQF 7) in Structural/Civil Engineering (B Eng/ BSC Eng) in Civil/Structural Engineering or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations,

Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership. Competencies: Knowledge of Public Service Act of 1994 and Regulations of 2016. Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Spatial Planning and Land Use Management Act, 2013. Provincial Infrastructure Delivery Management System. National Environmental Management Act, 1998 and related Protocols and Regulations. PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental Supply Chain Management Policies. Construction Industry Development Board Act of 2000 and Regulations. Hazardous Substances Act 15 of 1973. Broad Based Black Empowerment Act of 2003. Knowledge of Engineering Profession Act of 2000. Skills: Strategic capability and leadership. Problem solving and analysis. Creativity, Financial management, Customer focus and responsiveness. Communication, Computer skills, People management, Planning and organising, Conflict management, Negotiation skills and Change management. Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative, Decision making and Team leadership.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering 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 investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Assist with the establishment of the statutory structures as required in terms of the Act. Monitor OHS training interventions at all Health Facilities in terms of equipment. Monitor compliance of equipment with the OHS Act in all Health Facilities. Monitor training and related activities. Monitor safety audits. Monitor waste management policies and procedures. Monitor effective implementation of waste management and compliance with legislative requirements. Ensure continuous professional development to keep up with new technologies and procedure. Research on technical engineering technology to improve expertise. Liaise with relevant bodies and councils on engineering related matters. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient

		communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/166</u>	:	<u>DEPUTY DIRECTOR: PROVINCIAL MAINTENANCE HUB REF NO: REFS/023158</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A qualification at NQF Level 6 or 7 in Built Environment /Project Management. A minimum of. 5 years' experience, of which 3 years must be at ASD level. A valid driver's license. Competencies: GPG and Department of DID policies and procedures. Relevant legislation and Public Service Regulations. Understanding Department of DID related projects or agencies. Understanding of expectations of customers. Knowledge of SLAs. Management information knowledge. Skills: Analytical thinking, Research. Computer Literacy. Policy formulation. Interpretation of statutes and policies. Financial management. Customer relationship management. Performance management. Adaptability during changes to meet goals Attributes- Decisive, Team worker, Diversity focused. Customer focused. Proactive and resourceful. Flexible/ change oriented. Cost conscious, Quality oriented, Innovative. Problem solving ability.
<u>DUTIES</u>	:	Prepare annual operational plan. Prepare annual procurement plan. Manage funds in the Provincial Maintenance Hub in compliance with Public Finance Management Act and the Treasury Regulations. Monitor the updating the maintenance management system in terms of approved plans. Analyse technical information. Make recommendations on interventions to be implemented. Monitor implementation of technical repairs. Provide guidance on repairs. Manage the provision of supplies and spares. Manage the customisation of specifications. Manage procurement through LOGIS. Monitor performance of suppliers. Intervene if performance of suppliers is below standards. Recommend payments of suppliers. Liaise with suppliers in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the procurement process. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Validate performance by suppliers before invoices are approved for payment. Meet with Heads of Health Facilities and suppliers. Agree on service delivery standards and turnaround times. Keep Clients informed on progress. Follow up if Clients are satisfied with service and timeframes. Address complaints of Clients and manage feedback to Clients. Keep updated with new technologies and procedures. Apply new technologies and research findings in the work environment. Sign performance agreements for the Provincial Maintenance Hub based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the Provincial Maintenance Hub and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/167</u>	:	<u>DEPUTY DIRECTOR: TECHNICAL SERVICES REF NO: REFS/023160</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE</u>	:	Tshwane District Maintenance Hub

<u>REQUIREMENTS</u>	:	A qualification at NQF Level 6 or 7 in Built Environment. A minimum of 5 years' experience, of which 3 years should be at the ASD level. A valid driver's license. Competencies: GPG and DID Policies, Strategies and Processes. Relevant legislation, regulations and policies. PFMA and Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Intergovernmental Fiscal Relations Act of 1997 and Intergovernmental Framework Act of 2005. Skills: Communication, Risk Analysis, Technical specification and designs. Report- writing. Computer Literacy. Attributes- People centred. Honesty and integrity. Attention to detail. Problem-solver. Results-focused.
<u>DUTIES</u>	:	Manage the preparation of the annual operation plan. Manage the preparation of the annual procurement plan. Manage updating of the maintenance management systems in terms of approved plans. Manage the customizations of specifications. Manage the procurement processes of all goods and services, technical spares and supplies, including specification and participation in evaluation and bid adjudication. Control and monitor funds for the maintenance in compliance with PFMA and Treasury Regulations. Manage procurement through the prescribed system. Manage maintenance schedules (corrective and preventative) and maintenance plans. Conduct condition assessments related to all disciplines. Perform inspections, verify lifespan of electro-mechanical equipment and maintenance records. Manage implementation of day-to-day maintenance services. Manage implementation of routine and preventative maintenance services. Meet with Heads of health facilities and suppliers. Agree on service delivery standards and turnaround times. Follow up if clients are satisfied with services and timeframes. Address complaints of clients and manage feedback to clients. Sign performance agreements for the unit based on approved job descriptions, strategic and annual performance plans of the department. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs. Provide regular verbal and written feedback to personnel on performance. Mentor and coach personnel. Develop a succession plan for the unit. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage skills transfer between personnel in the Maintenance Hub and outside technical assistants and/or consultants. Plan & allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/168</u>	:	<u>DEPUTY DIRECTOR: BOILERS REF NO: REFS/023161</u> Chief Directorate: Engineering Services
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Tshwane
	:	A qualification at NQF Level 6 or 7 in Built Environment. A minimum of 5 years' experience, of which 3 years should be at ASD level. A valid driver's license. Registration with Professional Body [Technician/ Technologist/Engineer] will be added advantage. Competencies: GPG and DID Policies, Strategies and Processes. Relevant legislation, regulations and policies. PFMA and Treasury Regulations. Provincial/Departmental Supply Chain Management Policies. Intergovernmental Fiscal Relations Act of 1997 and Intergovernmental Framework Act of 2005. Skills: Communication. Risk Analysis. Technical specification and designs. Report- writing. Computer Literacy. Attributes- People centred. Honesty and integrity. Attention to detail. Problem-solver. Results-focused.
<u>DUTIES</u>	:	Prepare annual operational plan. Prepare annual procurement plan. Manage funds for the boiler maintenance compliance with Public Finance Management Act and the Treasury Regulations. Monitor the updating of the maintenance management system in terms of approved plans. Analyse technical information. Make recommendations on interventions to be implemented. Monitor implementation of technical repairs. Provide guidance on repairs. Manage the provision of suppliers and spares. Manage the customisation of

specifications. Manage the procurement through prescribed system. Monitor performance of suppliers. Intervene if performance of suppliers is below standards. Recommend payments of suppliers. Liaise with suppliers in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the procurement process. Oversee effective implementation of new installations. Validate that users are trained on the use of new equipment. Validate that maintenance management system has been updated. Validate performance by suppliers before invoices are approved for payment. Plan and budget for water treatment. Manage procurement of Service Providers for water testing. Manage water treatment contracts. Interpret water testing results for updating of maintenance plans for Boilers. Meets with Heads of Health facilities and suppliers. Agree on service delivery standards and turnaround times. Keep Clients informed on progress. Follow up if Clients are satisfied with service standards and timeframes. Address complaints of Clients and manage feedback to Clients. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/169</u>	:	<u>DEPUTY DIRECTOR: SECURITY MANAGEMENT SERVICES REF NO: REFS/023166</u> Directorate: Security Management Services
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A qualification at NQF 6 or 7 in Security Management/ Policing Science/Criminology. A minimum of 5 years' experience, of which 3 years must be at ASD level. A valid driver's license. State Security Agency (SSA) Security Manager's Course. Competencies: Public Service Act and Regulations. GPG and GDID policies, procedures, strategies and plans. Public Financial Management Act (PFMA) and Treasury Regulations. National Information Security Policy. Service Delivery Principles (Batho Pele) Principles of security investigations. Skills: Verbal and written communication. Time management. Negotiation. Problem solving and analysis. Facilitation. Interpersonal relation. Computer Literacy. Attributes- Ability to work independently. Reliable. Honest. Customer-oriented. Quality-oriented.
<u>DUTIES</u>	:	Draft internal security policy and guidelines for all departmental buildings and monitor compliance. Develop a strategy to mitigate risk, maintain continuity of operations and safeguard the institution. Provide advice and guidance with regards to security policies and standards. Advise management on security matters. Conduct threat and risk assessments within the Department and recommend countermeasures commensurate with the risk identified. Create and maintain a security risk awareness program. Monitor the extent of adherence/compliance to the security policy and measures and initiate corrective/disciplinary measures. Create, develop and maintain a security training capacity for the department and conduct training sessions of all officials. Liaise with other organs of state on security matters. Research and deploy state-of-the art technology solutions and innovative security management techniques to safeguard the Department's assets. Implement the MPSS and MISS. Coordinate and implement site security, operations and activities to ensure protection of executives, managers, employees, customers,

stakeholders, visitors, etc and physical and information assets, while ensuring optimal use of personnel and equipment. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/170</u>	:	<u>DEPUTY DIRECTOR: TRANSFORMATION AND MAINSTREAMING REF NO: REFS/023168</u> Directorate: Transformation and Mainstreaming
<u>SALARY</u>	:	R849 702 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office A qualification at (NQF 6)/Degree (NQF 7) in Development Studies, Public Administration, Social Sciences or equivalent qualification as recognised by SAQA. A minimum of 5 years relevant public or private sector experience in of which 3 years must be at ASD level. A valid driver's license. Competencies: Knowledge of GPG and DID policies and procedures. Legislation and Public Service Regulations. DPSA guidelines Knowledge of Departmental Strategy and Employment Equity Act. Skills -Communication. Computer literacy. Analytical. Presentation. Report writing. Interpersonal skills. Attributes - Self-Driven. Innovative. Team player. Adaptable Competencies: Knowledge of PFMA/ Treasury Regulations. All different contract options for leases. Provincial/Departmental Supply Chain Management Policies. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils. Basic Conditions of Employment Act, 1997. Project Management. Financial Management. Conflict Management. People Management. Skills- Communication. Report writing. Analytical, Negotiation, Facilitation, Presentation, Interpretation of legislation, Financial and administrative skills and Budgeting. Planning and organising, Leadership, Negotiation, Influencing. Attributes: Self- Driven. Responsible. Innovative. Team Player. Adaptable. Resilient. Strategic. Decisive. Credible. Motivating.
<u>DUTIES</u>	:	Advocate for gender, women, youth, disability, older persons, LGBTIQ+ and historically disadvantaged needs to be considered and integrated in departmental planning processes. Provide strategic and operational support to various Directorates/ Sub-Directorates on compliance with National and Provincial reporting obligations related to matters of transformation and mainstreaming. Co -ordination role in respect of main streaming of historically disadvantaged, women, LGBTIQ+, persons with disabilities, older persons and youth development issues in the departmental programmes and budgets. Development and monitoring of policy frameworks, strategies, plan of action, minimum norms, standards and practice in respect of mainstreaming of historically disadvantaged and targeted / vulnerable groups. Provide analytical research, monitoring and report writing capacity. Implement performance review mechanisms established to continuously monitor and evaluate all programmes as informed by the status quo report as well the 5years POA of the Department and Provincial Government. Manage the implementation of advocacy and awareness campaigns to further the rights of youth in the department and in Province. Co -ordinate the Departmental and Municipal Intergovernmental gender, disability and older persons, youth and LGBTIQ+forums and sectorial meetings to institutionalize delivery to the targeted / vulnerable groups. Compilation of regular reports for the various

targeted stakeholders and organs of Government. Uphold and contribute towards Good-Governance & Management practices and implementation of Batho- Pele principles.

ENQUERIES : Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

POST 28/171 : **DEPUTY DIRECTOR: LOGISTICAL OFFICE SUPPORT REF NO: REFS/023176**
Directorate: Logistical Office Support Services

SALARY : R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A qualification at (NQF 6)/ Degree (NQF 7) in Logistics Management/ Administration/Office Management/Public Administration/Public Management as recognised by SAQA. A minimum of 5 years relevant experience in office support services of which 3 years must be at ASD level. A valid driver's license. Competencies: Knowledge of GPG and DID policies and procedures. Legislation and Public Service Regulations. Contract Management. Knowledge of SLAs Skills - Communication. Computer literacy. Analytical. Presentation. Report writing. Interpersonal skills. Attributes - Self-Driven. Innovative. Team player. Adaptable.

DUTIES : Develop policies and processes for office support and auxiliary services. Provide and maintain internal record management services. Maintenance of the File Plan. Provide centralized registry and driver/messenger services. Render food and office support services. Provide reproduction and mass printing services. Provide reception, telephonic, and switchboard services. Manage the co-ordination of Tele-directory communications. Manage frontline reception desk services to departmental internal and external clients. Develop a master plan to manage the logistics of all DID buildings. Perform contract management functions for internal projects in the Directorate. Develop full review report for gap analysis and intervention strategies. Set minimum standards for registry services and transport services. Establish appropriate service provider and contractor databases. Manage physical and electronic information and records. Manage administration and coordination of the electronic management system, manage e-submissions and workflows. Manage registry per the National Archives Act. Develop a transport services blueprint. Manage the daily rendering of messenger and courier services. Manage mass reproduction functions. Provide professional secretariat services for executive meetings and executive committees. Manage rendering of departmental Diaries services. Ensure the Terms of Reference (ToRs) and Charters for management meetings are adopted, approved and ensure that they are updated as and when necessary. Ensure compliance with the Management and Performance Management Tool (MPAT) reporting timelines. Ensure that request for meetings documents are submitted to managers within deadlines. Quality control of documents received from managers and forwarded for approval. Ensure that documents received comply with the standard template for management meetings. Ensure that documents are produced and packs distributed to relevant stakeholders. Ensure that all received document for meetings are circulated to managers. Ensure that meeting proceedings (e.g.) minutes taking and action list / urgent decisions for the meetings are drafted and circulated to managers. Ensure that recorded decisions are communicated timeously to the respective managers for implementation. Ensure that follow-ups on the action list are done with respective managers and that the consolidated action list are done with respective managers and that the consolidated actions list of the inputs are received from managers. Maintain a record of decisions for each meeting. Ensure that adopted minutes of each financial year are approved and are archived. Ensure that meetings are recorded and audio recordings are kept safely for future reference.

ENQUIRIE : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

<u>POST 28/172</u>	:	<u>DEPUTY DIRECTOR: RECRUITMENT AND APPOINTMENTS REF NO: REFS/023177</u> Chief Directorate: Human Resources Management
<u>SALARY</u>	:	R896 436 per annum. The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A qualification at NQF Level 6 or 7 in Human Resources Management. PERSAL Certificate is mandatory. A minimum of 5 years' experience, of which 3 years should be at ASD level. A valid driver's license. Competencies: Knowledge of GPG and DID policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of customers. Knowledge of Contracts. Management information knowledge. Project management methodologies. Project Management. People Management. Financial Management. Conflict Management Skills- Problem solving. Diversity awareness. Communication. Analytical. Initiative. Innovation/ continuous improvement. Planning and organising. Leadership. Negotiation and Influencing Attributes- Cost conscious. Flexible/ change oriented. Proactive and resourceful. Quality oriented. Innovative. Decisive. Credible and motivating.
<u>DUTIES</u>	:	Manage and oversee the function of recruitment, advertising, including the management of the department's day to day relationship with external advertising agents, ensuring that adverts are placed. Authorise weekly advertising schedule and final advert proofs for placement. Assist with off-site recruiting activities including participation in job fairs and professional information sessions. Quality check pre-screening, short listing and interview facilitation to ensure compliance and effective utilisation of resources. Assist with pre-screening and facilitation of interview processes for MMS and SMS positions and when required. Provide inputs in terms of work priorities in accordance with business needs. Serve as committee member on on-boarding committee and provide inputs where required. Manage monthly handover and processing of appointments. Ensure monthly information is communicated to all stakeholders and appointments are announced. Develop and maintain relationships with service providers. Manage services rendered by service providers in terms of SLA's. Manage orders created for service providers in order to avoid overspending. Review service providers on database and source providers in terms of expertise required where necessary. Review and implement recruitment processes to ensure effective time-to-fill metrics are achieved, while managing to achieve EE targets. Provide inputs into monthly reports and interpret data to provide meaningful analysis. Oversee graduate recruitment and Employment Equity as well as Disability recruitment programmes. Ensure all recruitment policies, procedures and techniques are adhered to and provide inputs for policy and strategy reviews through the development of internal controls. Manage equipment in assessment room. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance
<u>ENQUIRIES</u>	:	Ms. Amanda Nene at 072 648 9579

<u>POST 28/173</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: REFS/023163</u> Chief Directorate: Financial Management
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	A qualification at NQF level 6/7 in Financial Management/Auditing. A minimum of 5 years' experience of which 3 years should be at ASD level. A valid driver's license. Competencies: Knowledge of the public service regulatory framework. Knowledge of the department's strategy. In depth knowledge of the public finance management Act, Treasury regulations, financial delegations and risk management. Sound knowledge of internal control framework. Public service anti-corruption strategy and fraud prevention measures, government financial systems, principles and practice of financial accounting. Auditing knowledge. Skills: Communication. Computer literacy. Analytical. Presentation, Report writing and Interpersonal skills. Attributes: Team Player. Able to work independently. Confidential. Ability to work under pressure. Quality-driven.
<u>DUTIES</u>	:	Review the implementation of audit action plan (AG & GAS) designed to resolve audit findings with relevant management. Assess whether action plan have been fully implemented and identify obstacles preventing implementation and advice management accordingly. Implement and monitor a tracking tool for all requested information. Review the request received and facilitate the clarification of any discrepancies with auditors prior to circulating to the relevant managers for providing information within the agreed timelines. Manage the tracking of requested information to be submitted to the auditors daily and assist auditors with any uncertainties on process or process owners which may exist. Manage and guide the team with the quality assurance of all requested information and packaging for submission to auditors with within agreed timelines. Review and quality assure all responses of relevant managers according to supporting documents. Assess if responses are relevant to the actual finding and if action plans do in fact address the root causes for all such finding before submission to auditors. Facilitate the AG war room for tracking the implementation of audit recommendations. Prepare circulars on the improvement of internal controls to address the weaknesses identified during the audit. Coordinate awareness sessions of the internal control systems and its crucial role to departmental officials. Prepare and assess condonation request before approval of the CFO and HOD to request the condonation of Irregular Expenditure. Facilitate the assessment and determination of the Unauthorised, Irregular and Fruitless and Wasteful test. Follow up on the quarterly PFMA compliance reporting to GPT. Assess whether the correct identification of areas impacted by possible misconduct was made by the team and ensure the necessary referrals are made to the Risk management during the reviews and quality assurance of individual reports. Conduct Preliminary evaluation of the overall control environment through engagement with management, reviews of auditor's report, approved plans, review of investigation as well as key controls assessment to be able to adequately commence the internal control plan. Facilitate the development of testing procedures for detail testing of all policies, legislations, norms and standards without assistance from supervisors. Prepare the consolidated reports on the specific work area which the assessment was undertaken for submission to the process owner and to CFO and HOD. Prepare SCOPA responses on internal control deficiencies. Prepare key control dashboard. Develop clean audit strategy. Prepare and maintain list of policies that are in place in the department. Benchmark existing policies against policies that should be in place for the department to function efficiently. Advise relevant components regarding the need to develop policies to improve internal controls and assist with development of policies and procedures. Review of existing policies from time to time and provide recommendations for improvement. Develop compliance universe and compliance action plans. Monitor and report to GPT on the progress of implementation of the compliance action plan quarterly. Coordinate the implementation of policies and procedures in the Department. Review test of controls in various business units. Review the implementation of financial reporting framework when preparing financial statements. Review the implementation of non-financial information framework when preparing annual performance plan and performance report. Review the quarter financial

reports and annual financial report. Review quarterly performance report and annual performance report. Provide assurance on the procurement of goods and service by reviewing of the tender files and RFQ files. Provide assurance on the acceptance and transfer of immovable assets terms of section 42 of PFMA to CFO and HOD. Sign performance agreements for the unit based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources in the unit and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Determine the Human Resources needs of the unit in consultation with Corporate Services. Develop and update the service delivery and work plan for the unit. Provide sufficient guidance to personnel in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly personnel meetings. Manage and direct skills transfer between personnel in the unit and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/174</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT REF NO: REFS/ 023164</u> Directorate: Good and Services SCM
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) A qualification at NQF level 7 in Supply Chain Management/Accounting/Economics. A minimum of 5 years' experience, of which 3 years should be at ASD level. A valid driver's license. Competencies: Knowledge of the public service regulatory framework. Knowledge of the department's strategy. In depth knowledge of the public finance management Act, Treasury regulations, financial delegations and risk management. Sound knowledge of Project Management, people Management, financial management and conflict management. Skills: Communication. Computer literacy. Analytical. Presentation, Report writing, planning and organising, negotiation and influencing skills. Attributes- Team Player. Able to work independently. Confidential. Ability to work under pressure. Quality-driven.
<u>DUTIES</u>	:	Manage advertising the invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media if required. – the task will be informed by the type of procurement procedures defined in the procurement strategy]. It could also include invitations for expressions of interest. Prepare motivations for shortened periods of advertising of tenders and submit to Director SCM Construction Procurement [within thresholds]. Monitor the availability of tender documents. Manage the supply of tender documents, collection of deposits and issuing receipts. Monitor register of documents issued. Monitor existence of a dedicated, clearly marked tender box. Manage Tender Clarification Meetings. Validate additional information provided to tenderers. Manage the closing of the tender invitation and or expression of interest at the correct place, time and date. Monitor the opening of the tender box and recording of all tenders and/or expressions of interest that were received on time. Monitor the opening of all tenders and/or expressions of interest received on time in accordance with the procurement specification documentation. Monitor the return of tenders that were received late unopened with letter stating reason for return. Monitor opening of each tender in line with procurement specification document. Manage publication of the names of all tenderers that submitted on time on the Departmental website within 10 workdays after the closure date of the tender for a period of at least 30 days. Monitor the review of tenders to ascertain that all required documents are included in the tender proposal, documents are completed accurately and signed off by the tenderer. Monitor the verification of the tax compliance status, BBBEE status, declaration of interest and that bidder is not listed in the database of restricted suppliers or the register for tender defaulters. Monitor

confirmation that joint venture contracts are included and signed [where applicable] and the registration of sub-contractors. Monitor confirmation that the required documentation in terms of professional registration has been provided. Monitor confirmation of the legality of the tenderers and their grading status on the CIDB grading system. Validate the schedule indicating which tenders are not responsive and the reasons for a tender to be non-responsive. Manage preparation of a tender/quotation register to track and manage the tender process. [Includes the validity period of tenders and adherence to timeframes]. Monitor the evaluation of tenders/ quotations in line with the criteria stated on the bid documentation and the preference point system and the evaluation method adopted for the procurement. Monitor the evaluation of alternative built industry solutions if offered in tenders. Monitor scoring depending on agreed evaluation criteria. Manage the performance of a risk analyses based on the highest-ranking tenders or in line with the Construction Procurement Policy. [Capability, capacity and performance, legal status, conflict of interest, validate offices & assets]. Monitor compilation of a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. In the case of expressions of interest, the following is applicable: Manage preparation of an expression of interest evaluation register to track and manage the process. Monitor evaluation of expressions of interest in line with the criteria stated. Monitor evaluation of alternative built industry solutions if offered in submissions. Monitor scoring depending on agreed evaluation criteria. Monitor compilation of an expression of interest evaluation report from the designated official / Bid Evaluation Committee and make recommendations. Confirm the compliance of the procurement process with the requirements, integrity and reasonableness of the process. Preparation of Bid Adjudication Committee Report. Submit recommendations to the Accounting Officer or delegated Official. Manage preparation of letters to inform tenderers in writing on the outcomes of the tender award process. [Award and non-awards]. Manage publication of tender awards on the Departmental Website indicating contract number, description of services, price, name of the tenderer, BBBEE status, duration of the contract and brand names. Manage debriefing meetings if required. Determine appeals period. Manage investigations into complaints regarding the construction procurement system and/or processes followed. Formulate report on the outcome of the investigation. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/175

: **ENGINEER PRODUCTION: ELECTRICAL GRADE A-C**

SALARY

: R879 342 - R1 323 267 per annum, (all-inclusive package) The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE

: Head Office (Johannesburg):
Chief Directorate: Education (Technical Portfolio Service) Ref No: REFS/022723
Directorate: Infrastructure Delivery Northern Cluster Ref No: REFS/022725

	Directorate: Infrastructure Delivery Eastern/ Central Cluster Ref No: REFS/022727
	Directorate: Research and Green Technology Ref No: REFS/022726
	Chief Directorate Health Ref No: REFS/022712
	Chief Directorate: Engineering Services Ref No: REFS/022713
<u>REQUIREMENTS</u>	: An Engineering Degree in Electrical (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.
<u>DUTIES</u>	: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/176</u>	: <u>ENGINEER PRODUCTION: STRUCTURAL/ CIVIL GRADE A-C</u>
<u>SALARY</u>	: R879 342 - R1 323 267 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<u>CENTRE</u>	: Head Office (Johannesburg): Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/ 022729 (X2 Posts) Directorate: Asset Management systems and Plans Ref No: REFS/022721 Chief Directorate: Engineering Services Ref No: REFS/022722
<u>REQUIREMENTS</u>	: An Engineering Degree in Structural/Civil (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy

	Conflict management, Problem solving, Research, Technical report writing and Networking.
<u>DUTIES</u>	: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/177</u>	: <u>ENGINEER PRODUCTION: MECHANICAL</u>
<u>SALARY</u>	: R879 342 - R1 323 267 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<u>CENTRE</u>	: Head Office (Johannesburg) Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/022718 Directorate: Research and Green Technology Ref No: REFS/022724 Chief Directorate: Ref No: REFS/022711
<u>REQUIREMENTS</u>	: An Engineering Degree in Mechanical (B Eng / BSC (Eng) or relevant qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998.Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking.
<u>DUTIES</u>	: Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice. Approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and processes. Administer performance management and development. Keep up with new technologies and procedures. Research on engineering technology to improve expertise Liaise with relevant bodies/councils on engineering-related matters. Manage resources and prepare and consolidate inputs for facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on delivery expenditure and service.
<u>ENQUIRIES</u>	: Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118

<u>POST 28/178</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A-C</u>
<u>SALARY</u>	:	R761 157 - R1 144 008 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes the state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).
<u>CENTRE</u>	:	Head Office (Johannesburg) Directorate: Other Provincial Departments Infrastructure Delivery Ref No: REFS/022731 (X2 Posts) Directorate: Other Health Facilities Infrastructure Delivery Ref No: REFS/022714 (X2 Posts)
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. Must be registered with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.
<u>DUTIES</u>	:	Coordinate 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 the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilization. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/076 521 4118
<u>POST 28/179</u>	:	<u>CANDIDATE SCIENTIST: PORTFOLIO TECHNICAL SERVICES REF NO: REFS/023178</u> Directorate: Portfolio Technical Services
<u>SALARY</u>	:	R660 612 – R701 148 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Science Degree (Bsc)/ Btech or relevant qualification. Must be registered with SACNASP as a Candidate Natural Scientist or have the registration upon appointment or one month after appointment. No previous experience required. A valid driver's license. Competencies: Knowledge of: Scientific methodologies, Research and development Computer- aided scientific applications, Knowledge of legal Compliance, Technical report writing,

		Professional judgement. Skills: Analytical, Creativity, Self-management, Customer focus and responsiveness, Communication, Networking, Computer literacy, Planning and organising, Conflict management, Problem solving and analysis Attributes: Responsive, Credible, Flexible, Quality-oriented, Creative.
<u>DUTIES</u>	:	Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to engineering standards. Evaluate of existing technical manuals, standard drawings and procedures to incorporate new technology. Promote safety in line with statutory and regulatory requirements. Prepare inputs for the facilitation of resource utilisation. Adhere to regulations and procedures for SCM and HR administration. Report on service delivery. Keep up with new technologies and procedures. Research/literature studies on technical architectural technology to improve expertise. Liaise with relevant bodies/councils on architectural-related matters. Follow approved programme of development for registration purposes.
<u>ENQUIRIES</u>		Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/180</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT SCM REF NO: REFS/023149 (X2 POSTS)</u> Directorate: Construction Procurement (Health and Education)
<u>SALARY</u>	:	R468 459 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 7 in Supply Chain Management or relevant qualification as recognized by SAQA. A minimum of 3 years' experience, of which 2 years should be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM and procedures, In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management, Project Management, People Management, Financial Management, Conflict Management Skills: Communication, Computer literacy, Analytical, Presentation, Report writing, Planning and organising, Leadership, Negotiation, Influencing. Attributes: Team player, Able to work independently, Professional, Confidential, Ability to work under pressure, Quality-driven, Strategic, Decisive, Credible, Motivating.
<u>DUTIES</u>	:	Research the relevant identified needs (in line with the SCM strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Assess the results of the research on the market, interpret and develop proposals for procurement methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Determine whether a specification for the relevant commodity exists. If not, oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Perform general quality assurance of information in the supplier database. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

<u>POST 28/181</u>	:	<u>ASSISTANT DIRECTOR: CONTRACTS MANAGEMENT REF NO: REFS/023150 (X2 POSTS)</u> Directorate: SCM: Construction Procurement Management (Health and Education)
<u>SALARY</u>	:	R468 459 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 7 or equivalent qualification as recognised by SAQA in NQF level 7 in SCM or Finance. A minimum of 3 Years' experience in Contract management of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Skills: Communication, Computer literacy, Analytical, Presentation, Report writing. Attributes: must be team player must be able to work independently, professional confidential, ability to work under pressure and quality driven.
<u>DUTIES</u>	:	Administer variations to the contracts. Evaluate applications for price adjustments and invoke penalty clauses. Evaluate applications for variations, amendments and cancelations and develop proposals for approval. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Monitor supplier performance according to the contract and service level agreement. Monitor supplier performance according to the contract and service level agreement. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/182</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITIONS: DIVISION: TENDER ADMINISTRATION AND VETTING REF NO: REFS/023159</u> Directorate SCM: Construction Procurement Management (Education)
<u>SALARY</u>	:	R468 459 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF 6 or 7 as recognised by SAQA in Supply Chain Management/Economics/Accounting. A minimum of 3 Years' experience in Supply Chain Management of which 2 years must be at supervisory level. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Financial management and Project management Skills: Communication, Computer literature, Analytic, presentation and report. Attributes: must be a team player, be able to work independently, must be professional, confidential and must have ability to work under pressure.
<u>DUTIES</u>	:	Advertise the invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media if required. – the task will be informed by the type of procurement procedures defined in the procurement strategy]. It could also include invitations for expressions of interest. Compile register of documents issued. Provide for a dedicated, clearly marked tender box. Assist in preparing presentations to inform potential service providers of the exact requirements of the procurement processes and project

specific details. Assist in providing clarity to questions being posed at the Tender Clarification Meeting. [If there is no Clarification Meeting arranged, all replies to questions must be copied to all tenderers]. Issue any additional information or addenda to tender documents if required. Close the tender invitation and or expression of interest at the correct place, time and date. Open the tender box and record all tenders and/or expressions of interest that were received on time. Open all tenders and/or expressions of interest received on time in accordance with the procurement specification documentation. Read out the name of the tenderer and if relevant the price [if required in terms of the procurement specification document). Monitor that tenders that were received late are dealt with in the correct manner. Monitor that tenders are opened, recorded and published correctly. Review vetting processes to understand all the requirements for vetting. Schedule annual validation of information on Supplier Data Base. Schedule vetting of all tenderers to comply with procurement plan schedules. Schedule vetting of public servants in collaboration with Corporate Services. Prepare progress reports on the scheduling of vetting processes and submit them to the Deputy Director: Acquisitions. Inform the Deputy Director: Acquisitions of any challenges with vetting processes in a pro-active manner. Develop and/or customize forms and procedures that will be used for all vetting processes. Validate that the information on the supplier database is correctly updated. Validate that communication with all Service Providers on the database to update their information where required through the Gauteng Department of Finance is implemented. Obtain updated lists of public servants that work in SCM in the Department, Infrastructure /Property Professionals in the Department projects and also the representatives of other Provincial Departments. Complete with the public servants the required forms for vetting. Interact with Corporate Services in the Department and NIA to manage and complete the vetting processes. Monitor changes in the human resources profile of SCM in GDID and/or any SCM committee to update vetting processes. Allocate tenders and/or expressions of interest for responsiveness testing. Monitor that responsiveness testing is correctly implemented. Sign off on responsible testing. Develop a tracking system to control the flow of tender documents from advertising to handing over to Evaluations. Establish a filing system for keeping records. Submit copies of documents pertaining to advertising, opening and recording of tenders and for vetting of suppliers for updating of Project Files by the Deputy Director: Contracts and Performance Submit copies of vetting of Public Servants to Corporate Services for record keeping on Personnel Files. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/183

: **ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT SERVICES REF NO: REFS/023169**

Directorate: SCM Construction Procurement (Education)

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum, (plus benefits)
: Head Office (Johannesburg)
: An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/ Economics/Accounting/Public Administration. A minimum of 3 years' experience, of which 2 years should be at supervisory level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental Strategy. Knowledge of the SCM and

		procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Project Management, People Management, Financial Management and Conflict Management Skills: Communication, Computer literacy, Analytical, Presentation and Report writing. Planning and organising, Leadership and Negotiation. Attributes- Team player, able to work independently, Professional, Confidential. Ability to work under pressure and Quality-driven. Decisive, Credible and Motivating.
<u>DUTIES</u>	:	Supervise preparation and issuing of agendas for different procurement Committees and meetings. Coordinate completion of attendance registers and capturing of minutes of meetings. Validate the correctness and professional quality standards of the minutes before being issued. Notify the Accounting Officer, Auditor General and Provincial Treasury if the Bid Adjudication Committee recommends a different bidder than the one recommended by Bid Evaluation Committee. Coordinate the recordings and safekeeping of all agendas and minutes and follow ups with the relevant stakeholders on the implementation of decisions recorded in minutes. Supervise the development and updating of a database with contact details of all members of the SCM committees. Quality assure submissions of BAC. Coordinate circulation of decisions of BAC. Supervise filing of minutes and other administrative documentation. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/184</u>	:	<u>ASSISTANT DIRECTOR: TENDER EVALUATIONS REF NO: REFS/023172</u> Directorate: SCM Construction Procurement (Education)
<u>SALARY</u>	:	R468 459 per annum, (plus benefits)
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	An undergraduate qualification at NQF Level 6 / 7 in Supply Chain Management or Economics or Accounting. A minimum of 3 years' experience of which 2 years should be at supervisory level. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the departmental Strategy. Knowledge of the SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Project Management, People Management, Financial Management and Conflict Management Skills: Communication, Computer literacy, Analytical, Presentation and Report writing. Planning and organising, Leadership and Negotiation. Attributes- Team player, able to work independently, Professional, Confidential. Ability to work under pressure and Quality-driven. Decisive, Credible and Motivating.
<u>DUTIES</u>	:	Prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Incorporate the evaluation criteria. Incorporate the contract options. Assist to identify sections in the bid documentation that require additional information or amendments. Assist to determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Prepare a tender/quotation register to track and manage the tender process. (Includes the validity period of tenders and adherence to timeframes). Assist to perform a risk analysis based on the highest-ranking tenders or in line with the Construction Procurement Policy. (Capability, capacity and performance, legal status, conflict of interest, validate offices & assets). Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation

Committee on the award of the bid to the Bid Adjudication Committee. In the case of expressions of interest the following is applicable: Prepare an expression of interest evaluation register to track and manage the process. Assist to record all scores against approved evaluation criteria. Prepare letters to inform tenderers in writing on the outcomes of the tender award process. (Award and non-awards). Publish tender awards on the Departmental Website indicating contract number, description of services, price, name of the tenderer, BBBEE status, duration of the contract and brand names. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Assist to prepare reports to record the outcome of investigation. Develop a tracking system to control the flow of tender documents. Establish a filing system for keeping of records. Submit copies of documents for updating of Project Files by the Deputy Director: Contracts and Performance. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to personnel on performance. Mentor and coach personnel. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/185 : **SENIOR ADMINISTRATIVE OFFICER: LOGISTICS & DISPOSALS (INVENTORY) REF NO: REFS/023167**
Directorate: Goods & Services SCM

SALARY : R397 116 per annum, plus benefits
REQUIREMENTS : A qualification at NQF Level 6/7 in Supply Chain Management/Logistics/Cost and Management Accounting/Business Management/Strategic Source/Purchasing Management. A minimum of 2 – 3 years of experience. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management, Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer Literacy, Analytic Presentation Report. Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.

DUTIES : Receive requisitions. Process requisitions. Coordinate the Placement of orders for goods and services. Place orders for the service in case of a required service. Order and acquire goods if not a store item or the item is not in stock. Receive and check goods. Capture goods on relevant procurement system. Return damaged incorrect and substandard goods. Issue goods as required. Prepare and collect payment documents. Facilitate continuous monitoring of inventory. Facilitate stock taking according to stock taking plan. Conduct comparison of stock counted with official records. Identify outdated, unserviceable, redundant and obsolete stock. Prepare the identified stock for disposal. Develop proposals for the disposal method. Present to the disposal committee for approval.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/186 : **SENIOR ADMINISTRATIVE OFFICER: MOVABLE ASSETS REF NO: REFS/023170**
Directorate: Goods & Services SCM

SALARY : R397 116 per annum, plus benefits
CENTRE : Head Office (Johannesburg)
REQUIREMENTS : A qualification at NQF Level 6/7 in Supply Chain Management/ Logistics/ Cost and Management Accounting/ Business Management/ Strategic Source/ Purchasing Management. A minimum of 2 – 3 years' experience. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM policy and procedures, In depth knowledge of the Public Finance Management, Act, Treasury Regulations' Financial Delegations and Risk Management. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing Attributes: Team player, Able to work independently, Professional, Quality-driven, Ability to work under pressure.

<u>DUTIES</u>	:	Receive all movable assets. Perform quantity and quality control. Allocate inventory and bar codes to assets. Capture asset information in the relevant registers. Determine the asset allocation according to furniture and equipment policy and procedures of the department. Capture asset information on the inventory list of the asset holder. Issue asset and inventory list to asset holder. Facilitate delivery of assets to asset holder. Facilitate approval of the movable asset register updates. Monitor assets for compliance with asset control prescripts. Monitor assets for physical condition, utilization functionality and financial performance. Monitor the performance of asset verification according to prescribed time frames. Compile reports on the state of assets. Inform, guide and advise departmental employees on asset management matters. Contribute to design and development of asset management systems, policies, strategic and annual
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/187</u>	:	<u>SENIOR ADMINISTRATION OFFICER: TENDER ADMINISTRATION AND VETTING REF NO: REFS/023151</u> Directorate: Construction Procurement (Health)
<u>SALARY</u>	:	R397 116 per annum, (plus benefits).
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	A qualification at NQF Level 6 or 7 in Supply Chain Management/Economics/Accounting as recognized by SAQA. A minimum of 2 – 3 years' experience. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework, Knowledge of the department Strategy, Knowledge of the SCM and procedures, In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management, Financial management, Project management, Change Management, Project Management, Conflict Management, Financial Management, People Management, Strategic Management. Skills: Planning and organising, Leadership, Communication, Computer literacy, Analytical, Presentation, Report writing. Attributes: Team player, Able to work independently, Professional, Confidential, Ability to work under pressure, Strategic, Decisive, Influential.
<u>DUTIES</u>	:	Assist to advertise the invitation to tender on the CIDB iTender/Register of Projects and/or on the Government Tender Bulletin and/or in suitable media if required – the task will be informed by the type of procurement procedures defined in the procurement strategy. It could also include invitations for expressions of interest. Make tender documents available. Supply tender documents, collect deposits and issue receipts. Compile register of documents issued. Assist to provide for a dedicated, clearly marked tender box. Collect documents required for Tender Clarification Meetings. Issue any additional information or addenda to tender documents if required. Record all tenders that were received late. Return of tenders that were received late unopened with letter stating reason for return. Open each tender in line with procurement specification document. Mark relevant documentation in line with the Departmental Construction Procurement Procedures. Publish the names of all tenderers that submitted on time on the Departmental website within 10 work days after the closure date of the tender for a period of at least 30 days. Assist with vetting processes. Collect all relevant vetting forms. Validate correctness of data on vetting forms. Undertake physical vetting processes where required. Extract a list of all suppliers that provide professional consulting services and contractor services on a recurring basis. Validate the correctness of their information on the Supplier Data Base in terms of addresses, bank details, tax clearance certificates, Broad Based Black Economic Empowerment Verification Certificates, etc. Communicate with all Service Providers on the data base to update their information where required through Gauteng Department of Finance. Administer through Gauteng Department of Finance the on-going updating of correct information for Contractors and Professional Service Providers on the Supplier Data Base. Review tenders to ascertain that all required documents are included in the tender proposal, documents are completed accurately and signed off by the tenderer. Verify the tax compliance status, BBBEE status, declaration of interest and that bidder is not listed in the database of restricted suppliers or the register for tender defaulters. Confirm that joint venture contracts are included and signed [where applicable] and the registration of sub-contractors. Confirm that the required documentation in terms of professional registration has been provided. Confirm the legality of the

tenderers and their grading status on the CIDB grading system. Prepare schedule indicating which tenders are not responsive and the reasons for a tender to be non-responsive. Assist to develop a tracking system to control the flow of tender documents from advertising to handing over to Evaluations. Assist to establish a filing system for keeping of records. Keep records or submit to relevant sub directorate. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/188

: **SENIOR ADMINISTRATIVE OFFICER: TENDER EVALUATION REF NO: REFS/023173**

Directorate: SCM Construction Procurement (Education)

SALARY
CENTRE
REQUIREMENTS

: R397 116 per annum, (plus benefits)

: Head Office (Johannesburg)

: A qualification at NQF Level 6 or 7 in Supply Chain Management/ Economics/Accounting. A minimum of 2- 3 years' experience. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Financial management. Project management Skills: Communication, Computer literacy, Analytical, Presentation and Report writing. Planning and organising, Leadership, Negotiation Influencing Attributes- Team player, able to work independently, Professional, Confidential. Ability to work under pressure.

DUTIES

: Assist to prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Assist to incorporate the evaluation criteria. Assist to incorporate the contract options. Assist to identify sections in the bid documentation that require additional information or amendments. Assist to determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Assist to prepare a tender/quotation register to track and manage the tender process. (Includes the validity period of tenders and adherence to timeframes). Assist to perform a risk analysis based on the highest-ranking tenders or in line with the Construction Procurement Policy. (Capability, capacity and performance, legal status, conflict of interest, validate offices & assets). Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. In the case of expressions of interest the following is applicable: Assist to prepare an expression of interest evaluation register to track and manage the process. Assist to record all scores against approved evaluation criteria. Assist to prepare letters to inform tenderers in writing on the outcomes of the tender award process. [Award and non-awards]. Publish tender awards on the Departmental Website indicating contract number, description of services, price, name of the tenderer, BBBEE status, duration of the contract and brand names. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Assist to prepare reports to record the outcome of investigation. Supervise the collection of documents. Submit copies of documents. Sign performance agreements for subordinates based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage subordinates and maintain discipline. Manage training and development of subordinates according to agreed training interventions. Manage the provision of equipment required by

subordinates for achievement of outputs in their respective Job Descriptions. Provide regular verbal and written feedback [aligned to quarterly performance assessments] to subordinates on performance. Mentor and coach subordinates. Determine the Human Resources needs for subordinates in consultation with Corporate Services. Develop and update the service delivery and work plan for subordinates. Provide sufficient guidance to subordinates in terms of the service delivery plan, work plans, core business roles and priorities of the Department through quarterly subordinate meetings. Manage skills transfer between subordinates and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/189 : **ENGINEERING TECHNICIAN PRODUCTION: MECHANICAL REF NO: REFS/022710**
Chief Directorate: Engineering Services

SALARY : R391 671 - R586 665 per annum, (all-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

CENTRE REQUIREMENTS : Head Office (Johannesburg)
: National Diploma in Engineering or relevant qualification. A minimum of 3 years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. A valid driver's licence. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. National Environmental Management Act of 1998. Engineering design and analysis. Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Technical design and analysis knowledge. Skills- Project management. Technical report writing. Communication. Computer. People management. Planning and organising. Change management. Creativity. Problem solving and analysis. Decision making. Attributes- Teamwork. Customer focus and responsiveness.

DUTIES : Assist Engineers, Technologists and associates in field, workshop 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. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Continuous professional development to keep up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters

ENQUIRIES : Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/190 : **ENGINEERING TECHNICIAN PRODUCTION: GRADE A-C STRUCTURAL/CIVIL REF NO: REFS/ 022723 (X2 POSTS)**
Chief Directorate: Engineering Services

SALARY : R391 671 – R586 665 per annum, plus benefits. The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested from the shortlisted candidates).

REQUIREMENTS : National Diploma or relevant qualification in Structural/ Civil Engineering. A minimum of 3 years post qualification technical experience required. Valid Driver's License. Registered as a Professional Engineering Technician with ECSA. Competencies: Knowledge- Public Service Act of 1994. Public Service

		Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis. Programme and project management Computer-aided engineering applications. Knowledge of legal compliance Skills- Project management. Technical design and analysis. Research and development. Computer-aided engineering applications. Technical report writing. Problem solving and analysis. Decision making. Customer focus and responsiveness. Communication Attributes- Responsive. Credible. Flexible. Quality-oriented. Creative.
<u>DUTIES</u>	:	Assist Engineers, Technologists and associates in field, workshop 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. Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. Provide inputs into the budgeting process as required. Compile and submit reports as required. Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain databases. Supervise and control technical and related personnel and assets. Keep up with new technologies and procedures. Research on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/191</u>	:	<u>ADMINISTRATIVE OFFICER: TENDER EVALUATION REF NO: REFS/023175</u> Directorate: SCM Construction Procurement (Education)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, plus benefits Head Office (Johannesburg) An undergraduate qualification at NQF Level 6 or 7 in Supply Chain Management/ Economics/Accounting/ Logistics. A minimum of 1- 2 years 'experience. competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management. Knowledge of Accounting Standards. Skills: Communication, Computer literacy, Analytical, Presentation, Report writing Attributes- Team player, Able to work independently Professional, Confidential. Ability to work under pressure. Quality-driven.
<u>DUTIES</u>	:	Assist to prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Assist to incorporate the evaluation criteria. Assist to incorporate the contract options. Assist to identify sections in the bid documentation that require additional information or amendments. Assist to determine clearly closing time and date of tenders and the physical location of the tender box and/or related procurement procedures. Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Assist to prepare reports to record the outcome of investigation. Assist to establish a filing system for keeping of records. Keep records or submit to relevant sub directorate.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/192</u>	:	<u>PERSONAL ASSISTANT REF NO: REFS/023165</u> Chief Directorate: Construction Procurement: SCM
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum, plus benefits Head Office (Johannesburg) Secretarial Diploma (NQF Level 5) or equivalent. A minimum 3 – 5 years' experience in rendering a support service to senior management. Competencies: Knowledge of: Knowledge of the relevant

DUTIES

legislation/policies/prescripts and procedures, Basic knowledge on financial administration, Skills: Language skills and the ability to communicate well with people at different levels and from different backgrounds. Computer literacy. Sound organizational skills. Good people skills. Written communication skills. Ability to do research and analyse documents and situations. Attributes: Good telephone etiquette, High level of reliability, Ability to act with tact discretion, good grooming and presentation, Self-management and motivation.

: Receive telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalize some enquiries. Perform advanced typing work. Operate and ensures that office equipment, e.g. fax machines and photocopiers are in good working order. Record engagements of the senior manager. Utilize discretion to decide whether to accept/decline or refer to other employees' requests for meetings, based on the assessed importance and urgency of the matter. Coordinate with and sensitizes/advises the manager regarding engagements. Compile realistic schedules of appointments. Ensure the effective flow of information and documents to and from the office of the manager. Ensure the safe keeping of all documentation in the office in line with relevant legislation and policies. Scrutinize routine submissions/reports and make notes and/or recommendations for the manager. Obtain inputs, collate and compile reports, e.g. Progress reports, monthly reports, management reports. Respond to inquiries received from internal and external stakeholders. Draft documents as required. File document manager and the unit where required. Collect, analyze and collate information requested by the manager. Clarify instructions and behalf of the manager. Coordinate travel arrangements. Prioritize issues in the office of the manager. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationery and refreshments. Obtain the necessary signatures on documents like procurement advice and monthly salary reports. Coordinate logistical arrangements for meetings when required. Scrutinize documents to determine actions/information/other documents required for the meetings. Collect and compile all necessary documents for the manager to inform him/her of the contents. Record minutes /decisions and communicate to relevant role-players, follow-up upon progress made. Prepare briefing notes for the manager as required. Collect and coordinate all the documents that relate to the manager's budget. Assist the manager in determining funding requirements for purposes of MTEF submissions. Keep records of expenditure commitments, monitor expenditure and alert the manager of possible over and under spending. Check and correlate BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consult with the DDG and compile draft memos for this purpose. Compare the MTEF allocations with the requested budget and inform the DDG of changes. Remain up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the manager. Remain abreast with the procedures and process that apply in the office of the manager.

ENQUIRIES

: Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118

POST 28/193

: **ADMIN OFFICER: ACQUISITIONS: DIVISION: TENDER ADMINISTRATION AND VETTING REF NO: REFS/023162 (X2 POSTS)**
Directorate: SCM: Construction Procurement Management (Education)

SALARY CENTRE REQUIREMENTS

: R325 101 per annum, plus benefits
: Head Office (Johannesburg)
: A qualification at NQF 6 or 7 as recognised by SAQA in Supply Chain Management/Economics/Accounting/ Logistics. A minimum of 1-2 years' experience in Supply Chain Management. A valid driver's license. Competencies: Knowledge of the Public Service Regulatory Framework. Knowledge of the department Strategy. Knowledge of the SCM policy and procedures. In depth knowledge of the Public Finance Management Act, Treasury Regulations' Financial Delegations and Risk Management Knowledge of Accounting Standards. Skills: Communication Computer literacy and Analytical Presentation Report writing Attributes: must be team player must be able to work independently, professional confidential, ability to work under pressure and quality driven.

<u>DUTIES</u>	:	Supply tender documents, collect deposits and issue receipts. Compile register of documents issued. Assist to provide for a dedicated, clearly marked tender box. Collect documents required for Tender Clarification Meetings. Record all tenders that were received late. Return of tenders that were received late unopened with letter stating reason for return. Open each tender in line with procurement specification document. Mark relevant documentation in line with the Departmental Construction Procurement Procedures. Publish the names of all tenderers that submitted on time on the Departmental website within 10 workdays after the closure date of the tender for a period of at least 30 days. Assist in developing a tracking system to control the flow of tender documents from advertising to handing over to Evaluations. Assist in establishing a filing system for keeping records. Keep records or submit them to relevant sub directorate.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118
<u>POST 28/194</u>	:	<u>ADMINISTRATIVE CLERK REF NO: REFS/023171</u> Directorate: Goods & Services SCM
<u>SALARY</u>	:	R228 321 per annum, plus benefits
<u>CENTRE</u>	:	Head Office (Johannesburg)
<u>REQUIREMENTS</u>	:	Grade 12 Certificate. No previous experience required. Competencies: GPG and DID policies and procedures. Legislation and Public Service Regulations. Skills: Communication, Report writing, Research. Attributes- Self-Driven, Innovative, Team player, Adaptable.
<u>DUTIES</u>	:	Record, organise, store, capture and retrieve correspondence and data (line function). Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Keep and maintain the incoming and outgoing document register of the component.
<u>ENQUIRIES</u>	:	Ms. Sikelelwa Mboto at 076 942 4090/ 076 521 4118