

DEPARTMENT OF PUBLIC WORKS

Deputy Director: EPWP Technical Support, Monitoring and Evaluation

Salary: R286 203 per annum (Level 11)

Centre: Head Office, Mmabatho

Requirements: • An appropriate recognised Bachelor's degree or equivalent qualification in Civil Engineering and a postgraduate degree would be an added advantage • Extensive experience in practical implementation and management of labour intensive construction project • Strong leadership and managerial skills • Contracting processes and Project Management • Change management • Knowledge of Procurement Systems, Procedures and Regulations (PPPFA, PFMA, BBBEE) • Experience in the planning and management of projects in the built environment • Understanding of monitoring and evaluation methods • Good communication skills, both written and oral • Good interpersonal skills • Project Management knowledge • A valid driver's licence.

Duties: • Determine effective, efficient and appropriate labour intensive methods and technologies • Implement and manage the Infrastructure Sector Plan for EPWP • Develop, manage, maintain tenders, design and construction guidelines for labour intensive works programmes across all sectors in the Province and its Municipalities • Facilitate the development of regulations and educational framework to support labour intensive methods and technologies • Provide support capacity for building programmes for labour intensive construction • Implement and manage the information Management System for EPWP reporting • Undertake collation, validation and cleaning of monitoring data • Analyse data collection from Provincial Departments and Municipalities • Do site visits to monitor the implementation of EPWP projects • Manage the commissioning of EPWP evaluation studies in the Province • Collate case studies that would provide best practices for learning networks.

Enquiries: Mr M Tundzi, tel: (018) 387-2451.

Ref: NWDOPW/1401/01

Deputy Director: Policy Planning

Salary: R286 203 per annum (Level 11)

Centre: Head Office, Mmabatho

Requirements: • An appropriate Bachelor's degree or equivalent qualification in Social Sciences and a postgraduate degree would be an added advantage • Extensive experience and knowledge of governance • Knowledge of Procurement Systems, Procedures and Regulations, PPPFA, PFMA, BBBEE • Good communication skills, both written and oral • Good interpersonal skills • A valid driver's licence.

Duties: • Ensure the strategic integration and coordination of policy planning within the Department and other stakeholders • Responsible for integrated planning within the Department, and ensure that the Departmental planning supports the strategic goals and objectives of the Department, and is integrated across all programmes of the Department, and with other spheres of Government such as Integrated Development Plans • Guide, assist and coordinate the implementation of Batho Pele Principals and Transformation of the Public Service • Undertake and participate in policy research initiatives • Ensure compliance of the Department to transversal policies such as BBBEE, PPPFA and PGDS etc • Manage the community-based Projects Budget.

Enquiries: Mr M Tundzi, tel: (018) 387-2451.

Ref: NWDOPW/1401/02

Assistant Director: Human Development and EPWP Training Coordination

Salary: R146 685 per annum (Level 9)

Centre: Head Office, Mmabatho

Requirements: • An appropriate Bachelor's degree or equivalent qualification in Social Sciences • Experience in Human and Community Development • Ability to interact with transformation environment • Knowledge of education framework and skills development framework • Understanding of SAQA, NQF and SETA frameworks • Understanding of development and implementation of learnerships and internships • Conflict management • Advanced computer literacy • Good communication skills, both written and oral • A valid driver's licence.

Duties: • Initiate, develop and sustain opportunities for human development and empowerment programmes that are responsive to community needs, promote development and bring meaning to transformation • Determine skills development priorities across all sectors of EPWP • Determine and implement the training strategy in support of EPWP goals and objectives • Establish training needs and opportunities • Develop and build human capacity of EPWP beneficiaries • Report on progress and output of training initiatives • Facilitate the development of exit strategies for EPWP beneficiaries • Assess the effectiveness and impact of training provided • Ensure that relevant and accredited training programmes are provided • Implement contractor development.

Enquiries: Mr M Tundzi, tel: (018) 387-2451.

Ref: NWDOPW/1401/03

Assistant Director: Project Register and Monitoring

Salary: R146 685 per annum (Level 9)

Centre: Head Office, Mmabatho

Requirements: • An appropriate Bachelor's degree or equivalent qualification in Commerce • Advanced knowledge of quantitative methods and statistics • Understanding of the monitoring and evaluation methods • Advanced computer literacy • Ability to work with quantitative data • A valid driver's licence.

Duties: • Manage the Project Register • Participate in projects monitoring by monitoring teams • Attend all Project Team Management meetings and activities • Source and validate information from the Regions and Head Office • Provide assistance with regard to Project Business Plans • Constantly update the Project Register • Compile Departmental EPWP reports and submit to Deputy-Director: Monitoring.

Enquiries: Mr M Tundzi, tel: (018) 387-2451.

Ref: NWDOPW/1401/04

Assistant Director: External Communication: MEC Support

Salary: R146 685 per annum (Level 9)

Centre: Head Office, Mmabatho

Requirements: • An appropriate Bachelor's degree or diploma in Communication/Journalism or an equivalent qualification • Good communications skills • Advanced computer literacy • Excellent writing and editing skills • Networking/liaison skills • Knowledge of digital photography • A valid driver's licence.

Duties: • Media liaison including the writing of media releases • Organise media conferences • Media monitoring and evaluation • Speech writing • Responsible for external communication campaigns and Events Management • Promote the Department through exhibitions, road shows and external newsletters • Render photographic support services.

Enquiries: Mr LM Kgwele, tel: (018) 387-2447.

Ref: NWDOPW/1401/05

Senior Admin Officer: Policy Planning

Salary: R122 841 per annum (Level 8)

Centre: Head Office, Mmabatho

Requirements: • An appropriate three-year qualification or equivalent qualification in Administration • Understanding of Public Administration • Knowledge of Procurement Systems, Procedures and Regulations (PPPFA, PFMA, BBBEE) • Advanced computer literacy • Conflict management • A valid driver's licence.

Duties: • Provide clerical support such as processing and receiving information • Maintain files and records often using IT • Monitor the budget which includes the generation of orders, following up on payment and attending budget related activities • Link or cross-check information and assemble reports • Procure goods or services, place orders, deal with suppliers and chase deliveries • Provide secretariat support • Any other duties that may be assigned.

Enquiries: Mr M Tundzi, tel: (018) 387-2451.

Ref: NWDOPW/1401/06

Secretary (Office of the Director: Information Management)

Salary: R98 916 (Level 7)

Centre: Head Office, Mmabatho

Requirements: • A Grade 12 certificate or equivalent qualification with Typing as a fully passed subject • Extensive experience • Good interpersonal relations and communication skills • Good telephone etiquette.

Recommendations: • Knowledge and experience in the usage of Microsoft packages (including MS Word, MS Excel and MS PowerPoint) • Good organisational skills • Ability to work independently with initiative.

Duties: • General management of the Director's office • Utilisation of office equipment (faxing, photocopying, receiving and making telephone calls) • Receive visitors and deal with basic enquiries regarding the Director's functions • Arrange meetings and venues • Provide financial administrative support • Assist with the application of legislative policies and prescripts • Coordinate the leave register and telephone accounts for the component • Handle office correspondence.

Enquiries: Mr SM Mathako, tel: (018) 387-2455.

Ref: NWDOPW/1401/07

Communication Officer: (Internal): MEC Support

Salary: R79 407 per annum (Level 6)

Centre: Head Office, Mmabatho

Requirements: • Three-year tertiary qualification in Communications or equivalent or two years' experience in Communications field • Policy interpretation and evaluation of the Departmental Communications environment • Ability to monitor and judge Departmental Communications environment and determine and implement remedial actions • Communication skills (both verbally and in writing) • Ability to interact with line managers and staff • Report writing skills • A valid driver's licence.

Duties: • Source and write articles for internal and external newsletters • Collate information for production of media products • Provide support for layout, design and distribution of internal newsletter and media products • Provide support for Departmental events and projects • Conceptualise, plan and implement communication projects • Provide support for all Departmental events • Collate information for updating the Departmental website.

Enquiries: Mr LM Kgwele, tel: (018) 387-2447.

Ref: NWDOPW/1401/08

The Provincial Department of Public Works is an equal opportunity, affirmative action employer. As such it is our intention to promote and uphold representativity in the Department in terms of race, gender and disability. People with disabilities are encouraged to apply.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA).

NB: UNEMPLOYED PEOPLE WITH DISABILITIES ARE KINDLY URGED TO REFLECT THEIR STATUS CLEARLY ON THE APPLICATION FORM.

Interested persons may submit their applications on Form Z83, obtainable from any Public Service Department, together with certified copies of qualifications (copies, as it will not be returned), a comprehensive CV and a copy of ID to: The Head of Department, Department of Public Works, Private Bag X2037, Mmabatho 2735, for the attention of Mr DL Smith, C/o Main Registry.

Please note: Late applications and faxed or e-mailed applications will not be accepted. If you have not heard from the Department within three months of the closing date, please regard your application as unsuccessful.

Please note that the Department reserves the right not to make an appointment. Shortlisted applicants must avail themselves on the date, time and venue as shall be determined by the Department.

Closing date: 31 January 2007.

