



Post: Director: Strategic Asset Management
Centre: Head Office (Mmabatho)
Ref No:

SALARY: All-inclusive salary package of R 557 133 per annum that is to be structured in accordance with the rules of the Senior Management Service. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

Requirements: An appropriate tertiary qualification coupled with adequate applicable experience and a minimum of 3 years experience at middle management level. A qualification in Property /Asset Management, Financial Management and or Built Environment would be a strong recommendation.

The following key competencies, skills and knowledge are essential:

•Knowledge and understanding of the following Acts: *The Land Administration Act; The Government Immovable Asset Management Act (GIAMA); the Occupational Health and Safety Act; the Public Services Act and related Acts and Regulations governing the Public service; Government 's procurement system and related legislation(e.g. PPPFA and PFMA) *Knowledge and understanding of the National Infrastructure Delivery Improvement Programme (IDIP) and the CIDB Toolkit requirements *Knowledge and understanding of the Government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) *Knowledge and understanding of the relevant General Conditions of Contract *Computer literacy *Willingness to travel and work beyond normal working hours *The potential incumbent must also be competent in accordance with the Senior Management Service Competency Framework.

Duties: Key Responsibilities: *To manage Provincial Fixed Assets *Pro- active life cycle management of the Provincial portfolio including vacant land and under utilized buildings for maximum value enhancement *Acquisition and disposal of properties, management of the Fixed Asset Register *Rental Administration *Produce an immovable asset management plans that will form part of the Department's annual strategic planning and budget process *Provide guidance to User Departments to compile User Asset Management Plans (UAMPs) *Establish and maintain an effective planning, reporting, monitoring and evaluation system for the BMMS (Building Maintenance Management System) *Make recommendations on related policies and procedures for property and facilities management related functions such as leasing of vacant sites, servitudes, registration of properties, subdivision, way leave applications, land use *Ensure compliance with Asset Management Guidelines as prescribed by Treasury and the Auditor-General through regular conditional assessments and valuation of assets.

Support government's socio-economic objectives including land reform *Implement the infrastructure Delivery Improvement Programme (IDIP) requirements and ensure that skills transfer and capacity building is complied with, while embedding processes and systems (e.g. the CIDB) Toolkit). Participate in various IDIP committees.

Enquiries: Ms P Hlakanye 018 387 2440

Post: Deputy Director: Fixed Asset System Administrator
Salary: R407 745 p.a. (Level 12)
Centre: Head Office (Mmabatho)
Ref No:

Requirements: *Appropriate qualification in Information Technology and Property Management *Experience in database knowledge and administration as well as property management is essential *Must have the ability to lead and operate in a team and a good communicator

Duties: * Management of the State Land Register (Fixed Asset Register) *Management of Rental Solution System *Establish and maintain the tenant database *Integration of all fixed assets sub-databases/inventories in the Property Management Directorate and Regions *Update the building maintenance management system (BMMS) and determine requirements for provincial fixed assets *Providing of fixed assets support services viz. survey and re-survey of state land, obtain diagrams and endorsements on title deeds *Managing pro-active valuations and vesting of properties *Implement database quality assurance *Compile policies and procedures and other documentation for data validation and back up *Budget and expenditure control *Implementation of performance management and development system (PMDS).

Enquiries: Ms P Hlakanye 018 387 2440

Post: Deputy Director: Property Portfolio Analyst/ Planner
Salary: R407 745 p.a. (Level 12)
Centre: Head Office (Mmabatho)
Ref No:

Requirements: *Post matric qualification in Property Management accompanied by at least three years experience in Property Management *Must have the ability to lead and operate in a team and a good communicator *Knowledge of the current land related legislations, regulations and policies *Computer Literacy

Duties: *The Strategic management and co-ordination of Property Planning *Determine functional performance of immovable assets/feasibility studies, land use investigations *Compilation of Custodian Asset Management Plans Assist User Departments when preparing User Asset Management Plans *Demand management for office accommodation *Audit of space utilization (both owned and leased by state) *Analysis of client user of space needs *Compile the Infrastructure Plans (IP) and Infrastructure Programme Management Plan (IPMP) for the Department of Public Works *Manage staff

*Implement Performance Management System (PMDS) *Monitor and exercise control over the budget and expenditure for the sub-directorate and ensure effective utilization of human and financial resources

Enquiries: Ms P Hlakanye 018 387 2440

Post: Assistant Director: Vesting

Salary: R174 243 p.a. (Level 09)

Centre: Head Office (Mmabatho)

Ref No:

Requirements: *Appropriate qualification in property management or law *At least 3 years experience in Property Management *Computer literacy (Database and excel) and administration is essential *Problem solving and analytical skills are important *Ability to interpret title deeds, SG Diagrams and General Plans *Knowledge of current land related legislations, regulations and policies

Duties: * Interface with the asset register to identify unvested state owned fixed properties *Liaise with national government to determine land use of various land erven and parcels *Liaise with stakeholders regarding properties earmarked for disposal *Obtain copies of title deeds i.r.o unvested properties from Deeds Office *Conduct websites deeds search and site inspections *Liaise with regional offices and compile vesting applications and make submissions to the North West State Land Disposal Committee (PSLDC) as well as ministerial submissions *Follow up recommended submissions with National Land Affairs

Enquiries: Mr. K J Mosimege 018 387 2334/2380

Post: Assistant Director: CFO`s Office (Re-advert)

Salary: R 174 243 p.a. (Level 09)

Centre: Head Office (Mmabatho)

Ref No:

Requirements: *Grade 12, additional tertiary qualification will be an added advantage *Three (3) years relevant experience *Knowledge and understanding of the PFMA, Public Service Regulations and other related government prescripts *Must possess strong skills, be able to build networks internally and externally in Government *Advanced computer literacy skill (Microsoft Excel, Microsoft Word, PowerPoint, E-mail and Internet)

Duties: *Manage and administer the General Administration of the CFO's office, support the CFO in execution of functions in terms of the prescribed policies and instructions *Provide the CFO with information, as is required and agreed upon (research) *Ensure distribution of accurate information to all managers to enhance sound administrative management in the Chief Directorate (delegation of tasks) *Coordinate, facilitate and consolidate the monthly reports for the Chief Directorate *Ensure that all correspondence received is responded to within a limited time frame *Advise the CFO on appropriate action to take in line with correspondence received *Peruse, scrutinize, understand and analyze different report from internal and external stakeholders in order to assist the CFO *Prioritizing and categorizing the in-tray of the Chief Director *Monitor the compliance

of submissions in terms of the relevant prescripts and regulations *Liaise with internal and external stakeholders (Provincial and National Treasuries, Provincial Internal Audit, e.t.c)
*Ensure that minutes are taken as accurately as possible and circulated as per mandate
*Follow up on issues that have been referred to various internal and external stakeholders
*Ensure continuous coordination, liaison with CFO's secretary *Assessing and managing the duties of CFO's secretary.

Enquiries: Ms. Tshenolo Pule, tel: (018) 387 2051

Control Works Inspector (Electrical/Mechanical)

Salary: R 217 482 p.a. (level 10)

Centre: Bojanala Regional Office

Ref No:

Requirements: *National Diploma (NT/S Stream) National Higher Diploma or Degree in Electrical Engineering or Equivalent qualification coupled with extensive experience in the Building environment *Leadership and Managerial skills *Knowledge of procurement systems, procedures and regulations, good interpersonal skills, computer literacy and valid driver's licence.

Duties: *Supervision and control of all Inspectors in the sub division *Solve technical problems in accordance with policy and priority with regard to production and planning *Contribute to strategic planning. Formulate objectives *Draft Tender specifications *Estimate cost of services, consider tenders and make recommendations *Liaise with employees in order to guide them to comply with the relevant legislation.

Enquiries: Mr. Claassen J.D, tel: (014) 594 0990

Chief Works Inspector (Electrical)

Salary: R 159 591 p.a. (level 8)

Centre: Bojanala Regional Office

Ref No:

Requirements: *National Diploma (NT/S stream) National Higher Diploma or Degree in Electrical Engineering or equivalent qualification coupled with extensive experience in the Electrical Building environment *Leadership and managerial skills *Knowledge of procurement systems, procedures and regulations *Good interpersonal skills* Computer literacy *A valid driver's licence.

Duties: *Supervise all Electrical programmes *Report to Control Works Inspector *Responsible for maintenance, repair and inspection of the equipment and machinery *Write reports and compile specification on the design, acquisition, installation layouts and maintenance procedures *Compile payments of contractors *Ensure all installation function according to OHS ACT *Plan and control budget and expenditure to ensure proper use of allocated fund within any particular financial year.

Enquiries: Mr. Claassen J.D, tel: (014) 594 0990

Chief Works Inspector (Building Execution)

Salary: R 159 591 p.a. (level 8)

Centre: Bojanala Regional Office

Ref No:

Requirements: * National Higher Diploma (N/S/T Stream) or Degree or National Technical Certificate plus Trade Test coupled with extensive experience *Must have a bar coded and valid code 8 (EB) drivers licence.

Duties: *Ensure that all works comply with the OHS standards *Compile quotations/ Tender documents and specifications *Compile comprehensive reports *Handle all relevant Technical correspondences *Inspection of maintenance and Capex projects *Attend and conduct site meetings *Measure and carry out payments to contractors *Quality control.

Enquiries: Mr. Claassen J.D, tel: (014) 594 0990

Tradesman Aid (Building Maintenance Renovations)

Salary: R 47 787 p.a. (level 2)

Centre: Bojanala Region (Brits District)

Ref No:

Requirements: *Abet or relevant experience *Basic knowledge of simple tasks *Ability to read and write *Interpersonal skills *Observation and planning skills *Willingness to accept any general work in the section.

Duties: *Assist Artisans where required in the execution of their daily duties i.e. cleaning and maintaining of tools, equipments, spares and material which are required to perform duties *Render assistance to technical staff.

Enquiries: Mr. Claassen J.D, tel: (014) 594 0990

Security Guard (Property Assets & Management)

Salary: R 47 787 p.a. (level 2)

Centre: Bojanala Regional Office

Ref No:

Requirements: *Grade 10 Certificate. Drivers licence *Ability to operate computer *Knowledge of Security.

Duties: *Ensuring that Departmental Government buildings are well secured *Investigating thefts of Government properties *Reporting and attending hearings and court cases *Locking and unlocking the regional office at in the morning and afternoons *Removing refuse from the office to the dumping area.

Enquiries: Mr. Claassen J.D, tel: (014) 594 0990

Stores Assistant (Finance)

Salary: R 47 787 p.a. (level 2)

Centre: Bojanala Regional Office

Ref No:

Requirements: *Grade 12 or Equivalent qualifications *Experience in working in Store environment *Computer literacy will be an added advantage.

Duties: *Assist in stock taking *Receiving and packing of material *Cleaning of store *Assisting in issuing of material.

Enquiries: Mr. Menyatswe L.A, tel: (014) 594 0990

General Workers (Building Maintenance Routine)

Salary: R47 787 p.a. (level 2)

Centre: Madikwe District x 3 Posts

Ref No:

Requirements: *Abet or relevant experience *Basic knowledge of simple tasks *Ability to read and write *Interpersonal skills *Observation and planning skills *Willingness to accept any general work in the section.

Duties: *Assist artisans on their daily execution of duties *Cleaning equipment tools *General work in the unit

Enquiries: Mr. Claassen J.D, tel: (014) 594 0990

Assistant Operator (Building Maintenance Routine)

Salary: R47 787 p.a. (level 2)

Centre: Madikwe District Office

Ref No:

Requirements: * Abet where applicable *Ability to carry out instructions *Good relationship *Ability to work under pressure *Knowledge to avoid injuries or accidents *Observant * Must be able to count.

Duties: *Handling of equipments and tools *Operate engine *Advise and direct the driver *Servicing the septic tanker *Loading and offloading material *Any other general work as per instruction.

Enquiries: Mr. Claassen J.D, tel: (014) 594 0990

Cleaners (Administration)

Salary: R 47 787 p.a. (level 2)

Centres: Temba District Office x 1 Post

Madikwe District Office x 1 Post

Ref No:

Requirements:*Abet where applicable *Ability to operate elementary machines and equipments *Responsible and hard working.

Duties:*Responsible for the cleaning of offices and toilets each day *Assist other cleaners with cleaning of offices *Responsible for the movement of office furnisher and equipment when necessary *Cleaning of windows and floors *Operate cleaning machines and basic maintenance thereof *Responsible for making tea and coffee and washing tea cups.

Enquiries: Mr. Claassen J.D, tel: (014) 594 0990

The Provincial Department of Public Works is an Equal Opportunity, Affirmative Action employer. As such it is our intention to promote and uphold representivity in the Department in terms of race, gender and disability.

It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Short-listed candidates will be subjected to a process of security clearance and qualification verification and references will be checked.

Applications: Interested persons may submit applications on forms Z83 obtainable from any Public Service Department, together with certified copies of qualifications, detailed CV and a certified copy of ID to:

Head Office: The Director HRM, Department of Public Works, Private Bag x 2037 MMABATHO 2735, for the attention: Ms N.Y.P Mocheko for posts at Head Office.

Bojanala Region: The Regional Director, Bojanala Region, Department of Public Works Private Bag X82336 RUSTENBURG 0300, for the attention: Mr. A. De Witte for posts at Bojanala Region.

Please note: Late 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.

NB: The Department reserves the right not to make an appointment.

Short-listed applicants must avail themselves on the date, time and venue as shall be determined by the Department.

Visit our Website: [www.nwpg.gov.za/public works](http://www.nwpg.gov.za/public%20works)

Closing date: 27 February 2009