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Department of Public Works
North West Provincial Government
Republic of South Africa

Modiri Molema Road
DPW Provincial Head Office
Mmabatho, 2735
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CHIEF DIRECTORATE: FACILITY AND PROPERTY MANAGEMENT

Post: Chief Director: Facility and Property Management

Salary: All-inclusive salary package of **R 635 874 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.

Centre : Head Office (Mmabatho)

Requirements: *An appropriate tertiary qualification in Property/Asset Management, coupled with 10 years applicable experience and a minimum of 3 years experience at Senior Management level *Equivalent qualifications in the built environment or related fields would be a strong recommendation *The following key competencies, skills and knowledge are essential *Management of professional teams within the Property / Asset Management and built environment *Knowledge and understanding of 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 relevant General Conditions of Contract *A strategic thinker who is able to work with individuals and teams at both executive and operational level, analyze and synthesize information and to formulate policies, strategies and positions *Willingness to travel and work beyond normal working hours *Proven programme planning, budgeting and control experience *Analytical ability, both written and communication skills, good interpersonal skills and computer literacy is essential *Change and knowledge management *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).

Duties: Key Responsibilities: *Oversee the management and maintenance of Prestige Buildings *Utilities Management, Office and Housing Accommodation *Land Use, Asset Register, Rental Administration *Contract Management *Procurement and Budget functions *Security *Gardening and Cleaning Services *Oversee the Directorate Policy Planning, Monitoring and Evaluation (PPCM) and ensure that the Government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) are included in projects *Support government's socio-economic objectives including land reform, economic empowerment, poverty alleviation and job creation *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 identified committees *Develop Asset Management plans and manage processes of identifying, developing and implementing Service Delivery Improvement Programmes on international best practice *Establish and promote effective relationships with client departments *Make recommendations on related policies and procedures of property and facilities *Pro-active life cycle management of the Prestige and DPW portfolio including vacant/surplus land and underperforming/unserviceable buildings for maximum value enhancement *Acquisition and disposal of properties, management of the Fixed Asset Register (PreMIS) as well as other related functions such as leasing of vacant sites, servitudes, registration of properties, sub-divisions, way leave applications, land use *Establish and maintain an effective planning, reporting, monitoring and evaluation system for the BMMS (Building Maintenance Management System) as a sub-system of the Asset Register *Manage the implementation of GIAMA to ensure the effective, efficient and economic use and maintenance of immovable Assets *Ensure the updating and the data integrity is maintained on the Provincial Project Management Information System (ProMIS) *Produce an immovable Asset Management Plan that will form part of the Department's annual strategic planning and budget process, i.e. – the Custodian Asset Management Plan (CAMP) *Provide guidance to User Departments (Client Departments) to compile User Asset Management Plans (UAMPs) through the timeous provision of infrastructure conditional assessments *Manage personnel and other administrative functions *Ensure an updated and maintained Service Delivery Improvement Plan that forms part of the Performance Management and Development System (PMDS) of staff *Ensure compliance with Asset Management Guidelines as prescribed by Treasury and the Auditor-General through regular conditional assessments and valuation of assets *Ensure timeous inputs into Provincial and Local Authority reports such as the Integrated Development Programme (IDP) of districts *Participate in meetings as required by the Head of the Department, prescribed by the Departmental policies or statutory requirements *Maintain an Accommodation Needs Assessment Plan for all North West Provincial Government departments

Enquiries: Mr. O.E. Mongale, Tel (018) 387 2062/2063

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). Applicant's educational qualifications will be verified, 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 ID to: The Head of Department,

Department of Public Works, Private Bag x 2037 Mmabatho 2735, for the attention: Mr. D.L. Smith.

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

Please note: Late applications and faxed or e-mailed applications will not be accepted. If you have not heard from the Department within three (3) months of the closing date, please regard your application as unsuccessful.

Please note: Short-listed candidates will be subjected to a process of security clearance and qualifications verification

NB: That 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.

Closing date: 30 April 2008