

Chief Director: Building Infrastructure Management

Salary: R872 214 per annum (an all-inclusive salary package can be structured in accordance with the rules of Senior Management Service) (SL 14) (Ref. 02/2013)

Head Office (Mmabatho)

Requirements: Qualifications and experience: • An appropriate tertiary qualification in one of the built environment disciplines, with extensive relevant experience in project management in the built environment • A minimum of 4 years' experience at Senior Management level • Professional Registration in one of the built environment disciplines with the relevant council would be a strong recommendation • Proven programme/project planning, budgeting and construction experience. Knowledge and skills: • Management of professional teams within the built environment • Advanced knowledge and understanding of the following acts: Government procurement system and related legislation (eg PPPFA and PFMA); Public Service Act; Occupational Health Safety Act and other related acts and regulations governing the Public Service • Knowledge of built environment legal and operational compliance • Technical consulting skills • Strategic capability and leadership skills • Problem-solving and analysis skills • Decision-making skills • Team leadership skills • People management skills • Conflict management skills • Planning and organisational skills • Willingness to travel and work beyond normal hours • Computer literacy.

Duties: • Provide strategic advice on project management to the Head of the Department • Oversee the Department's Capital Expenditure (CAPEX) and Major Renovation/Rehabilitation/Maintenance Programmes • Ensure that Government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) are included in the CAPEX and Major Renovations Programmes Plan • Implement the Infrastructure Delivery Improvement Programme (IDIP) requirements and ensure that skills transfer and capacity building are complied with, while embedding processes and systems (eg the CIDB Toolkit) • Ensure delivery of projects within parameters • Establish and maintain an effective planning, reporting, monitoring and evaluation system of projects • Manage and oversee projects performed by the Department for client departments • Ensure the updating of and that data integrity is maintained on the Provincial Project Management Information System (ProMIS) • Compile the monthly consolidated Infrastructure Reporting Model (IRM) report • Ensure compliance with Construction Development Industry Boards (CIDB) regulations in terms of all industry-related requirements • Give strategic direction and support to the Chief Directorate: Building Infrastructure Management.

Chief Director: District Operations

Salary: R872 214 per annum (an all-inclusive salary package can be structured in accordance with the rules of Senior Management Service) (SL 14) 03/2013

Head Office (Mmabatho)

Requirements: Qualifications and experience: An appropriate tertiary qualification with extensive experience in any or all of the following general management spheres, of which 4 years should have been at managerial level: Strategy Management; Transport Management; Property Management; Infrastructure; Planning and Implementation; Corporate Services, encompassing financial, human, supply chain administration, management and control. Knowledge and skills: • Management of professional teams within the Infrastructure environment • Advanced knowledge and understanding of the following acts: Government procurement system and related legislation (eg PPPFA and PFMA); Public Service Act and other related acts and regulations governing the Public Service • Programme and project management • Knowledge of built environment legal and operational compliance • Technical consulting skills • Strategic capability and leadership skills • Problem-solving and analysis skills • Decision-making skills • Team leadership skills • People management skills • Conflict management skills • Planning and organisational skills • Willingness to travel and work beyond normal hours • Computer literacy.

Duties: • Provide strategic direction and management to the 4 District Offices within the Department • Render oversight on infrastructure maintenance and property management within the Districts • Manage and oversee projects performed by the Department for client departments • Ensure effective implementation of infrastructure projects performed by the Department • Oversee the implementation of EPWP on maintenance projects • Manage the implementation of the Infrastructure Delivery Improvement Programme (IDIP) • Provide updated reports on the management of projects • Give strategic direction and support to the Chief Directorate: District Operations.

Chief Financial Officer

Head Office (Mmabatho)

Salary: R872 214 per annum (an all-inclusive salary package can be structured in accordance with the rules of Senior Management Service) (Ref. 04/2013)

Requirements: Qualifications and experience: • A postgraduate degree or equivalent in Financial or Business Management/Administration plus 5 years' Senior Management experience • A qualification in Accounting. Knowledge and skills: • Extensive skills and experience in and knowledge of financial management • In-depth knowledge of the PFMA, procurement legislation and other related regulatory frameworks • Proven management skills • A track record in the preparation and management of strategic plans, business plans and annual performance budgeting • The ability to implement internal systems and controls to ensure sound financial management • Practical knowledge of risk management • Self-driven and independent • Good strategic management and leadership skills • Good interpersonal skills • Excellent people management and leadership skills • Results-orientated and able to work under pressure • Registration as a Chartered Accountant will be an added advantage.

Duties: • Develop, implement and maintain appropriate mechanisms to timeously respond to the changing needs for financial information, interpret these mechanisms and render technical advice to the Accounting Officer in line with PFMA • Ensure that the financial resources and assets of the Department are utilised effectively and economically to realise the objectives of the strategic plan • Provide technical advice to line managers to ensure the equitable allocation, maintenance and effective utilisation of resources in line with strategic objectives of the Department, legislative imperatives and good governance • Meet the reporting requirements and standards under the PFMA, Division of Revenue Act and financial statements • Ensure adequate internal financial control arrangements and systems for the accountable delegation of financial powers, asset security, monitoring and evaluation of early warning systems and timeous corrective action • Assist the Accounting Officer by applying cost benefit analysis principles to ensure value for money • Oversee budgetary process within the Department, exercise budgetary control and provide early warning arrangements at strategic level • Develop and facilitate the implementation of the Supply Chain Management System, consistent with legislative and other governance arrangements • Oversee the preparation and submission of the annual financial statements and liaise with the Auditor-General • Ensure that risk management is practised.

Enquiries: Ms NMG Mfikwe, tel. (018) 388-2426/2185

NB: Candidates considered to be suitable for the posts will be required to undergo SMS competency assessments. Appointed candidates will be required to sign Performance Agreements and disclose their financial interests.

This Department is an Equal Opportunity, Affirmative Action Employer. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. A candidate whose transfer/promotion/appointment will promote representivity will receive preference. An indication in this regard will facilitate the processing of applications.

Note: Applications must be accompanied by a signed Z83 form and a recently updated comprehensive CV, as well as originally certified copies of all qualification(s) and ID document and the names of three referees. Failure to submit the requested documents will result in the application not being considered. Candidates will be subjected to security screening process. All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualifications Authority (SAQA). Candidates will be subjected to security screening process. Candidates must indicate the number of the post/reference number in their applications. Applications should be forwarded in time to the Department, since applications received after the closing date indicated below will, as a rule, not be accepted. It will be expected of candidates to be available for selection interviews on a date and time and at a place as determined by the Department. The Department reserves the right not to make an appointment.

All applications must be forwarded to the Head of Department: Public Works, Roads and Transport, Private Bag X2080, Mmabatho 2735, for attention: Mr E Khauoe, Office No 160, Old Parliament Complex (Transport Building), Modiri Molema Road, Mmabatho.

Closing date: 8 February 2013

Correspondence will be limited to short-listed candidates only. If you have not heard from us within 3 months of the closing date, please accept that your application was unsuccessful.



dpwrt

Department: Public Works, Roads and Transport
North West Provincial Government
REPUBLIC OF SOUTH AFRICA