

Department of Public Works and Roads

Head of Department

(Deputy Director-General)

(5-year fixed-term contract)

Salary notch: R1 267 806 per annum (all-inclusive remuneration package (ie structuring of 60-40% or 70-30%) where applicable (NB: 70% is applicable to all persons appointed to the SMS from outside the Public Service). The all-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employees Pension Fund and a flexible portion that may be structured according to personal needs within a framework plus 10% non-pensionable HoD's monthly allowance (Level 15) (Ref. H/O 04/2016)

Head Office (Mmabatho)

Requirements: Qualification and experience: • An appropriate Bachelor's degree/National Diploma preferably in Business Management/Administration, Economic or Social Sciences or in Engineering • An appropriate postgraduate qualification will be an added advantage • Proven extensive experience of which 6-10 years should have been at Senior Management level • A valid Code B driver's licence. **Knowledge and skills:** • Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects • Ability to design and implement internal systems and controls to ensure sound corporate governance, management and control • Ability to manage internal systems and controls to ensure sound financial management • Computer literacy • Excellent report-writing and presentation skills. **Knowledge:** • Public sector regulatory and legislative framework • Property and infrastructure principles, methodologies and procedures • Public sector financial management regulatory framework and reporting requirements • Public sector management reporting requirements. **Competencies:** • Strategic capability and leadership • Programme and project management • Change management • Problem solving and analysis • Financial management.

Duties: • Provide vision, set the direction for the Department and inspire senior managers to deliver on the departmental mandate • Manage the following strategic spheres of the Department: * Property Management * Roads and Buildings Infrastructure Management * Corporate Support Services • Manage the budget, institute risk management and administer tender procurement processes in accordance with generally recognised financial practices • Build the highest standards of ethical and moral conduct in order to promote confidence and trust in the Public Service • Deliver services effectively and efficiently in order to put the spirit of customer service (Batho Pele) into practice.

Enquiries: Ms NMG Mfike, tel. (018) 338-2426

Note: The appointment is subject to the signing of an employment contract not exceeding a term of 5 years. The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interests. All short-listed candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA directive on the implementation of competency-based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

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 this post. Candidates 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) including Grade 12/Senior Certificate, certified ID document and the names of three contactable referees. Failure to submit the requested documents will result in the application not being considered. 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 a security screening process. Applicants must indicate 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. The Department reserves the right not to make an appointment. 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.

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

Closing date: 24 March 2016

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 has been unsuccessful.



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