

Director: Property Management

Head Office (Mmabatho)

Salary: R719 613 per annum (all-inclusive remuneration package) (SL 13).

The successful candidate will enter into an annual performance agreement and annually disclose his/her financial interests (Ref. 01/2013)

Requirements: *Qualifications and experience:* • An appropriate tertiary qualification • A minimum of 4 years' relevant experience at Middle Management level • A qualification in Property/Asset Management, Financial Management and/or the built environment would be a strong recommendation. ***Knowledge and skills:*** • Management of professional teams within the property/asset management and built environment • Knowledge and understanding of the following acts: • Land Administration Act • Government Immovable Asset Management Act (GIAMA) • Occupational Health and Safety Act • Public Service Act • Other related acts and regulations governing the Public Service • Government procurement system and related legislation (eg PPPFA and PFMA) • Knowledge and understanding of the relevant General Conditions of Contract, National Infrastructure Delivery Improvement Programme (IDIP) and the CIDB Toolkit requirements, as well as Government policies for the Expanded Public Works Programme (EPWP) and the National Youth Services (NYS) • Willingness to travel and work beyond normal hours • Computer literacy • Competency in accordance with the Senior Management Service Competency Framework.

Duties: • Oversee the management and maintenance of Prestige Buildings • Manage utilities, office and housing accommodation and rental administration • Manage contracts • Perform procurement and budget functions • Manage security, gardening and cleaning services • Manage the processes of identifying, developing and implementing the Service Delivery Improvement Programme, based on international best practice • Establish and promote effective relationships with client departments • Make recommendations on related policies and procedures of property and facilities.

Enquiries: Mr J Mathabela, tel. (018) 388-4632

Please note that this is a re-advertisement.

NB: Candidates considered to be suitable for the post will be required to undergo an SMS competency assessment.

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. 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 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: Ms V Sebiloane, Office No 160, Old Parliament Complex (Transport Building), Modiri Molema Road, Mmabatho.

Closing date: 1 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