

NORTH WEST PROVINCIAL DEPARTMENT

APPLICATIONS : The Head of Department, Public Works,Roads & Transport,
Private Bag X2080, Mmabatho, 2735

FOR ATTENTION (Ref 26 –35) : **Ms Tshepi Motsamai:Office No. 160 1st floor,
New Head Office complex – Old parliament
Building – Modiri Molema Road, Mmabatho**

- NOTES** :
- (a) Applications must be accompanied by signed Z83 form and a recent 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.
 - (b) All qualifications will be verified. Persons in possession of a foreign qualification must furnish this Department with an evaluation certificate from the South African Qualification Authority (SAQA).
 - (c) Candidates must indicate the number of the post/reference number in their applications.
 - (d) 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.
 - (e) It will be expected of candidates to be available for selection interviews on a date, time and place as determined by the Department.
 - (f) **Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months after the closing date, please accept that your application has been unsuccessful.**

CLOSING DATE : **23 July 2010**

POST : **CHIEF DIRECTOR: ROADS MANAGEMENT**

REF. NO : **26/2010**

SALARY : R790,953 per annum (all-inclusive remuneration package on SMS, Salary Grade B, of which a flexible portion can be structured according to individual needs within the framework provided) (Annexure C to dpsa Circular 1 of 2010)

CENTRE : Head Office: Mmabatho

Requirements:

- An appropriate Degree in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) and the South African Institute for Civil Engineers (SAICE).
- A minimum of 5 years roads experience as manager with project management and high-level financial and supply chain management (tender/procurement procedures) experience is required.
- The applicant must, in the application, demonstrate the ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes in respect of projects and programmes and the ability to champion new ways of delivering services that contribute to the maintenance and improvement of roads (infrastructure delivery processes).
- The applicant must also demonstrate an advanced knowledge with regard to the PFMA, Treasury Regulations, the Public Services Act, Public Service Regulations and other related prescripts, as well as the ability to implement such and have good knowledge of financial planning, budgeting and cashflow forecasting.
- Analytical skills, problem-solving abilities, accuracy in fact finding and reporting, initiative, self-motivation, reliability, integrity, honesty, ethical behavior, creativity, assertiveness and proven skills in respect of planning and organizing is needed.
- Further the ability to use appropriate information technology (Computer literacy / word processing, spreadsheets, presentation skills, report writing, etc.) to manage organizational systems and the ability to demonstrate a logical problem-solving approach is essential.
- The ability to manage and empower employees (dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team and on an individual basis and people management skills (liaison, communication (written and verbal) and negotiation skills) will be an added advantage.
- The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner.

- Understand the work of the Department and the North West Provincial Government.

A valid Code B driver's license is a requirement.

Purpose:

To manage Road Capital Development in the department.

Duties:

- Manage Road Planning and Design;
- Manage Road Network Planning, Road Protection and Traffic Engineering;
- Provide Project Management for road contracts (budget monitoring and project coordination);
- Manage Road Maintenance operations (pavement management services);
- Manage Strategic Support (operational support) within the Chief Directorate.

Note: Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department.

Enquiries: Mr S. Mbanjwa

Tel (018) 387 2067

POST : **DIRECTOR: PLANNING AND DESIGN**
REF. NO : **27/2010**
SALARY : R652,572 per annum (all-inclusive remuneration package on SMS, Salary Grade A, of which a flexible portion can be structured according to individual needs within the framework provided) (Annexure C to dpsa Circular 1 of 2010)
CENTRE : Head Office: Mmabatho

Requirements:

- An appropriate Degree or Diploma in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) and the South African Institute of Civil Engineers (SAICE).
- A minimum of 5 years experience in a management environment, project management and high-level financial and supply chain management (tender/procurement procedures) is required.

- The applicant must, in the application, demonstrate the ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes in respect of projects and programmes and the ability to champion new ways of delivering services that contribute to the maintenance and improvement of roads (infrastructure delivery processes) are essential features for this post.
- The applicant must also demonstrate an advanced knowledge with regard to the PFMA, Treasury Regulations, the Public Services Act, Public Service Regulations and other related prescripts, as well as the ability to implement such, knowledge of the concepts of financial planning, budgeting and cashflow forecasting.
- Analytical skills, problem-solving abilities, accuracy in fact finding and reporting, initiative, self-motivation, reliability, integrity, honesty, ethical behavior, creativity, assertiveness and proven skills in respect of planning and organizing is needed.
- Further the ability to use appropriate information technology (Computer literacy / word processing, spreadsheets, presentation skills, report writing, etc.) to manage organizational systems and the ability to demonstrate a logical problem-solving approach will be an advantage.
- The ability to manage and empower employees (dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team as well as on an individual basis and people management skills (liaison, communication (written and verbal) and negotiation skills) will be an added advantage.
- The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner and understand the work of the Department and Government in general.
- A valid Code B driver's license is a requirement.

Purpose: To manage Road Planning, Design and Budget determination.

Duties: Planning, Design, Surveys of provincial roads and Management of consultants.

Note: Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department.

Enquiries: Mr S. Mbanjwa

Tel (018) 387 2067

POST : DIRECTOR: ROADS MAINTENANCE

REF. NO : 28/2010

SALARY : R652,572 per annum (all-inclusive remuneration package on SMS, Salary Grade A, of which a flexible portion can be structured according to individual needs within the framework provided)

CENTRE : Mahikeng- Ngaka Modiri Molema District

Requirements: An appropriate Degree or Diploma in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) and the South African Institute of Civil Engineers (SAICE).

- A minimum of 5 years experience in a management environment, project management and high-level financial and supply chain management (tender/procurement procedures) is required.
- The applicant must, in the application, demonstrate the ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes in respect of projects and programmes and the ability to champion new ways of delivering services that contribute to the maintenance and improvement of roads (infrastructure delivery processes) are essential features for this post.
- The applicant must also demonstrate an advanced knowledge with regard to the PFMA, Treasury Regulations, the Public Services Act, Public Service Regulations and other related prescripts, as well as the ability to implement such, knowledge of the concepts of financial planning, budgeting and cashflow forecasting.

- Analytical skills, problem-solving abilities, accuracy in fact finding and reporting, initiative, self-motivation, reliability, integrity, honesty, ethical behavior, creativity, assertiveness and proven skills in respect of planning and organizing is needed.
- Further the ability to use appropriate information technology (Computer literacy / word processing, spreadsheets, presentation skills, report writing, etc.) to manage organizational systems and the ability to demonstrate a logical problem-solving approach will be an advantage.
- The ability to manage and empower employees (dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team as well as on an individual basis and people management skills (liaison, communication (written and verbal) and negotiation skills) will be an added advantage.
- The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner and understand the work of the Department and Government in general.
- A valid Code B driver's license is a requirement.

Purpose: To manage Road Maintenance in the district.

Duties: Road maintenance, road protection, traffic engineering, network planning and road construction. Provide project management for road maintenance and construction contracts. Implement the Maintenance Management System and the Road Network Management System. Manage the strategic support service within the Directorate. Administer Construction Fleet Maintenance management.

Note: Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department.

This is a re-advertisement. Previous applicants with the required qualifications, experience and skills must re-apply.

Enquiries: Mr S. Mbanjwa

Tel (018) 387 2067

POST : Deputy Director: Town and Regional Planning

REF. NO : 29/2010
SALARY : R 378 456 p.a (SL 11)
CENTRE : Head Office: Mmabatho

Requirements: An appropriate B degree in Town and Regional Planning with 3 years relevant experience.

Competencies: Ability to read and understand plans and the integration of facility requirements. Understand Local Government and municipalities policies. Good verbal and written communications skills. Knowledge of fixed property policies, legislation and social development issues. Knowledge of environmental and land legislations and policies. Knowledge of land-use matters. Property risk analysis skills. Registration with SACTRP will be an advantage. Willingness to travel regularly. Experience in programme and project management. Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. Good interpersonal skills. Computer literacy (MS Office). Ability to work under pressure. Program and project management. Built Environment legal and operational compliance. Built Environment operational communication. Process knowledge and skills. Maintenance knowledge and skills. Creating high performance culture. Technical consulting. Professional judgment. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organization. Conflict Management. Negotiation skills. Change management.

Duties : Identify risks associated with different types/categories of buildings and advise the department on measures to minimize the impact of such risks. Understanding of zoning, density, land uses and their impact on socio economic and integrated development plans of the department and government as a whole. Provide analysis on environmental sensitivity issues. Provide input into performance indicators and benchmarks for portfolio analysis. Provide advice on new construction/refurbishments, demolition and disposals for the department. Interpret feasibility studies and provide guidance and recommendations to different stakeholders. Evaluate and monitor performance and risks in the property market on a continuous basis and provide recommendations to stakeholders. Evaluate projects

Generic:

Ensure training and development of technicians, technologists and candidates built environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. Plan, design, operate and maintain cost effective solutions according to norms and standards. Evaluate and approve existing technical manuals, standard drawings, standard documentation, and tender documentation. Evaluate and approve planning, documentation and designs by others in according to sound professional principles and according to norms and standards and code of practice.

Note: It will be expected of the candidate to sign a performance agreement and be subjected to security clearance

Enquiries: **Mr S. Mbanjwa** **Tel (018) 387 2067**

POST : **Chief Quantity Surveyor Grd. A**
REF.NO: **30/2010**
SALARY: **R 443 520 P.A**

CENTRE: Head Office: Mmabatho

Requirements: Four (4) year tertiary degree in Quantity Surveying or equivalent ; registration with the South African Council of Quantity Survey Professionals as a professional Quantity Surveyor plus a minimum of 6 years appropriate post graduate experience

Competencies: Program and project management. Quantity surveying legal and operational compliance. Quantity surveying operational communication. Process knowledge and skills. Maintenance knowledge and skills. Creating high performance culture. Technical consulting. Professional judgment. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organization. Conflict Management. Negotiation skills. Change management. Willingness to travel regularly. Experience in programme and project management. Knowledge of legal compliance

and formulation of policies in a multidisciplinary professional environment. Good interpersonal skills. Computer literacy (MS Office). Ability to work under pressure

Duties:

Specific:

Perform and manage quantity survey cost estimates for building projects, structures and facilities and provide strategic direction in the process. Perform final review and approvals of audits on quantity surveying processes. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of quantity surveying strategy through the provision of appropriate structures, systems and resources. Set quantity surveying standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity surveying efficiencies according to organizational goals to direct or re-direct quantity surveying services for the attainment of organizational objectives.

Generic:

Ensure training and development of technicians, technologists and candidates built environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure regarding Projects, Programs and Administratively. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. Plan, design, operate and maintain cost effective solutions according to norms and standards. Evaluate and approve existing technical manuals, standard drawings, standard documentation, and tender documentation. Evaluate and approve planning, documentation and designs by others in according to sound professional principles and according to norms and standards and code of practice.

Note:

It will be expected of the candidate to sign a performance agreement and be subjected to security clearance

Enquiries:

Mr S. Mbanjwa

Tel (018) 387 2067

POST : Chief Engineer Grd A: Electrical / Mechanical
REF.NO : 31/2010
SALARY: R 507 114 p.a

CENTRE: Head Office: Mmabatho

Requirements: Degree in Electrical / Mechanical Engineering or related qualification/s with a relevant 6 years applied post graduate experience in various facets of Electrical / Mechanical Engineering. Registration as professional Engineer with the Engineering Council of South Africa (ECOSA) is compulsory. Proven Electrical / Mechanical Engineering design experience and preferably some exposure to and experience of the dolomite risk management discipline is required.

Competencies: Advanced computer aided design experience within the AutoCAD environment and the ARC GIS suite of programme. Excellent technical report writing and presentation skills are required. Personal attributes must include for innovative problem solving ability and to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SABS), the OHS Act, National Building Regulations and all relevant Built Environment Legislation, including contract administration and documentation would be advantageous. The ability/willingness to travel is essential. Experience in programme and project management. Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. Good interpersonal skills. Computer literacy (MS Office). Ability to work under pressure Program and project management. Built Environment legal and operational compliance. Built Environment operational communication. Process knowledge and skills. Maintenance knowledge and skills. Creating high performance culture. Technical consulting. Professional judgment. Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial Management. Customer focus and responsiveness. Communication. Computer skills. People Management. Planning and organization. Conflict Management. Negotiation skills. Chance management.

Duties:(Specific) Development and regular updating of standardized Electrical / Mechanical Engineering reference manuals for Consultants of the Department. Review, evaluate and analyze Electrical / Mechanical Engineering consultant's design reports, tender documentation, drawings and details against industry best practice norms as applicable to new, upgrading and

maintenance contracts. Provide technical hands-on specialized support and technical reports to project managers in evaluating effectiveness and/or efficiency of proposed Electrical / Mechanical engineering designs. Ad-hoc inspection and/or evaluation of Electrical / Mechanical Engineering construction work. Ad-hoc auditing of Civil Engineering professional account/s and Electrical / Mechanical Engineering contract final account/s. GIS system upgrading and further improvement. Retrieving and assessing GIS information from database. Execute ad-hoc Electrical / Mechanical Engineering infrastructure designs and analyze same with AutoCAD compatible software programs.

Generic:

Ensure training and development of technicians, technologists and candidates built environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. Manage resources and prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and service delivery. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. Plan, design, operate and maintain cost effective solutions according to norms and standards. Evaluate and approve existing technical manuals, standard drawings, standard documentation, and tender documentation. Evaluate and approve planning, documentation and designs by others in according to sound professional principles and according to norms and standards and code of practice.

Note: It will be expected of the candidate to sign a performance agreement and be subjected to security clearance

Enquiries: **Mr S. Mbanjwa** **Tel (018) 387 2067**

POST : Director – Infrastructure Capital Implementation

SALARY : R652 572 Per annum (all-inclusive remuneration package on SMS, Salary Band A, of which a flexible portion can be structured according to individual needs within the framework provided.

CENTRE : Head Office – Mmabatho

REF NO. : 32/2010

REQUIREMENTS: 4 year tertiary built environment qualification with extensive relevant years of experience in Project Management in the Built Environment. Registered (or registerable within a period of 6 months) as a professional projects or construction manager with SACPCM. A minimum of 5 years experience in a management environment, project management and high level financial and supply chain management (tender/procurement procedures) is required. The applicant must also demonstrate an advanced knowledge with regard to the PFMA, Treasury Regulations, the Public service Act, Public Service Regulations and other related prescripts, as well as the ability to implement such, knowledge of the concepts of financial planning, budgeting and cash flow forecasting. Analytical skills, problem solving abilities, accuracy in fact finding and reporting, initiative, self motivation, reliability, integrity, honesty, ethical behaviour, creativity, assertiveness and proven skills in respect of planning and organizing is needed. The ability to use appropriate information technology (computer literacy/word processing, spread sheet, presentation skills, report writing, etc.) to manage organizational systems and the ability to demonstrate a logical problem-solving approach will be an advantage. The ability to manage and empower employees (dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team as well as on an individual basis and people management skills (liaisons, communication (written and verbal) and negotiation skills) will be an added advantage. The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner and understand the work of the department and government in general. A valid code 08 driver license is a requirement.

DUTIES : Specific Duties:

Provide strategic advice on project management to the DDG and Chief Director: Infrastructure. * Plan, manage and oversee projects performed by the Department for Clients departments. * Provide strategic inputs for prioritization of projects to be executed at.* Ensure effective implementation of projects performed by the Department. * Monitor end evaluate implemented projects.* Provide contract management advice/training to Regional offices.* Oversee the management of implementation of EPWP on capital and maintenance projects. * Manage implementation of Infrastructure Delivery Improvement Programme (IDIP). * Maintain and administered projects managements guidelines as well as projects documentation. * Maintain sound relation with Client

Departments. * Provide updated reports on the management of projects.

: Generic Duties:

Ensure training and development of technicians, technologies and candidates build environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and code of practice. Manage resources and prepare and consolidate inputs for the facilitation of resources utilization. * Ensure adherence to regulations and procedures for procurement and personnel administration. * Monitor and control expenditure.* Report on expenditure and service delivery.* Continuous professional development to keep-up with new technology and procedures. * Liaise with relevant bodies/councils on professional matters. * Willingness to travel regularly. * Experience in program and projects management.* Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. * Good interpersonal skills. * Computer literacy (MS office). * Ability to work under pressure. * Plan, design, operate and maintain cost effective solutions according to norms and standards. * Evaluate and approve existing technical manuals, standard drawings, standards documentation, and tender documentation. * Evaluate and approve planning, documentation and designs by others according to sound professional principles and according to norms and standard and code of practice.

COMPETENCIES: Program and project management. * Built environment legal and operational compliance. * Built environment operational communications. * Process knowledge and skills. * Maintenance knowledge and skills. * Creating high performance culture. * Technical consulting. * Professional judgment.* Strategic capability and leadership. Problem solving and analysis. * Decision making. * Team leadership. * Creativity. * Financial management.* Customer focus and responsiveness. * Communication.* Computer skills. * People management.* Planning and organization.* Conflict management.* Negotiation skills. * Change management.*

Note: Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department.

Enquiries : Mr S Mbanjwa Tel (018) 387 2067

POST : DIRECTOR – PROJECTS IMPLEMENTATION (ROADS)

SALARY :**R652,572 per annum** (all-inclusive remuneration package on SMS, Salary Grade A, of which a flexible portion can be structured according to individual needs within the framework provided)

CENTRE : Head office

REF NO. : 33/2010

REQUIREMENTS: An appropriate Degree or Diploma in Civil Engineering and registration with the Engineering Council of South Africa (ECSA) and the South African Institute of Civil Engineers (SAICE). * Minimum of five (5) years in a management environment, project management and high level financial and supply chain management (tender/procurement procedures) is required.* The applicant must, in the application, demonstrate the ability to plan, manage, monitor and evaluate specific activities in order to deliver the desired outputs and outcomes in respect of programs and the ability to champion new ways of delivery services that contribute to the maintenance and improvement of roads (infrastructure delivery processes) are essential features for this post. * The applicant must also demonstrate an advance knowledge with regard to the PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and other related prescripts, as well as the ability to implement such, knowledge of the concepts of financial planning, budgeting and cash flow forecasting. * Analytical skills, problem solving abilities, accuracy in facts finding and reporting, initiative, self motivation, reliability, integrity, honesty, ethical behaviour, creativity, assertiveness, and proven skills in respect of planning and organizing is needed. * Further the ability to use appropriate information technology (computer literacy/word processing, spread sheet, presentation skills, report writing, etc) to manage organizational systems and the ability to demonstrate a logical problem solving approach will be an advantage. * The ability to manage and empower employees (dynamic leadership skills), the ability to maintain positive interpersonal relations and to work well as part of a team as well as on an individual basis and people management skills (liaison, communication (written and verbal) and negotiation skills will be an added advantage.* The candidate must also demonstrate the ability to work under pressure, to exchange information accurately and ideas in a clear and concise manner and understand the work of the Department and government in general. * A valid code B Driver License is a requirement.

DUTIES : Manage and implementation of Roads Projects under CAPEX.* Management of roads construction (Capex projects), Programming, reporting on projects and budget monitoring.

Note : Candidates considered to be suitable for the post will be required to undergo a competency assessment. On appointment, the successful candidate will be required to enter into a performance agreement with the department.

Enquiries : Mr S Mbanjwa Tel (018) 387 2067

POST : **Chief Engineer Grade A** – Civil Engineering, Building and environmental Management -Statutory Compliance

SALARY : R 507 114 p.a

REF NO. : 34/2010

CENTRE : HEAD OFFICE – MMABATHO

REQUIREMENTS: Applicants must be in possession of four (4) year tertiary qualification in Civil/Structural Engineering plus 6 years applied post graduate experience with experience in the building industry. Registration with the Engineering Council of South Africa in terms of section 19 of the Engineering Profession Act, 2000 (Act 46 of 2000) as a Professional Engineer. Appropriate experience in the profession covering the design of most of the following disciplines: water reticulation, sewer reticulation, urban roads and parking areas, building structures, geotechnical engineering (including dolomite), storm water reticulation and disposal. He/she must have appropriate experience in middle management in the Public Service or the private sector and the ability to communicate (verbally and writing) at all levels. Excellent interpersonal (team work) and negotiation skills and computer literacy. Possess skills, financial control, and training of staff, planning and organizing. Experience in the implementation of the requirement of *inter alia* the Occupational Health and Safety Act, National Building Regulations and Standards Acts, The Water Acts and the Environmental Management Acts. Must be in possession of a valid code 08 Driver's License and willing to travel extensively.

DUTIES : Visit projects regularly to do evaluation of Civil/Structural Engineering Projects/proposals to ensure that all safety policies and the requirements of the Occupational Health and Safety Act 1993(Act 85 of 1993) and Regulations as well as the National Building Regulations and Standards Acts are adhered to. Responsible for sub-section Civil Engineering, Building and environmental management, which will include the compiling, management, implementation and monitoring of policies regarding safety

and compliance with the relevant Acts and Regulations in the Civil/Structural engineering and Building Industry. The evaluation of Civil Engineering projects/proposal with regard to the application of safe geotechnical and safety requirement in terms of the Occupational Health and Safety Act 1993 (Act 85 of 1993). Oversee that all parties involved adhered to all the legal requirements related to good Civil Engineering practices, the Environmental Management Acts, and the Water Acts. Facilitate the registration of all water and waste water treatment plants and other civil installations. Give guidance and training at the district offices to all involved in statutory requirement in the Building Industry and monitor compliance.

GENERIC

: Ensure training and development of Technicians, Technologists and candidates built environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. Manage resource and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and services delivery. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. * Willingness to travel regularly. * Experience in program and projects management.* Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. * Good interpersonal skills. * Computer literacy (MS office). * Ability to work under pressure. * Plan, design, operate and maintain cost effective solutions according to norms and standards. * Evaluate and approve existing technical manuals, standard drawings, standards documentation, and tender documentation. * Evaluate and approve planning, documentation and designs by others according to sound professional principles and according to norms and standard and code of practice.

COMPETENCIES:

Program and project management. * Built environment legal and operational compliance. * Built environment operational communications. * Process knowledge and skills. * Maintenance knowledge and skills. * Creating high performance culture. * Technical consulting. * Professional judgment.* Strategic capability and leadership. Problem solving and analysis. * Decision making. * Team leadership. * Creativity. * Financial management.* Customer focus and responsiveness. * Communication.* Computer skills. * People

management.* Planning and organization.* Conflict management.* Negotiation skills. * Change management.*

Enquiries : Mr S. Mbanjwa **Tel** (018) 387 2067

POST : **Chief Engineer Grade A-** Civil/Structural Engineering

SALARY : R 507 114 p.a

REF NO. : 35/2010

CENTRE : Head Office – Mmabatho

REQUIREMENTS : Degree in Civil/Structural Engineering or related qualification/s with **6 (six)** years applied post graduate experience in various facets of Civil/Structural Engineering. Registration as Professional Engineer with the Engineering Council of South Africa (ECSA) is essential. Proven Civil/Structural Engineering Design experience and preferably some exposure to and experience of the dolomite risk management discipline are required. Advanced computer aided designed experience within the AutoCAD environment and the ARCGIS suite of programmes. Excellent technical report writing and presentation skills are required. Personal attributes must include for innovative problem solving ability and to work independently at strategic, production and execution levels. Applied knowledge of all relevant built environment legislatives/regulatory requirements of National and International standard (ISO/SABS), the Water Act, the Water Service Acts, the Environmental Conservation Act, the National environmental Management Act and the OHS Act would be advantageous. A valid Driver's License (minimum code 08) and the ability/wiliness to travel are essential.

DUTIES : **Specific Duties**

Development and regular updating of standardized Civil/Structural Engineering reference manuals for Consultant of the Department. Review, evaluate and analyze Civil/Structural Engineering consultant design reports, (mostly in areas underlain by dolomite formation), tender documentation, drawings and the

details against the industry best practice norms as applicable to new, upgrading and maintenance contracts. Provide technical hands-on specialized support and technical reports to projects managers in evaluating effectiveness and/or efficiency of proposed Civil Engineering designs. Ad-hoc inspection and/or evaluation of Civil/Structural Engineering construction work. Ad-hoc auditing of Civil Engineering professional account/s and Civil/Structural Engineering contract final account/s. GIS system upgrading and further improvement. Retrieving and assessing GIS information from data-base. Execute ad-hoc Civil Engineering infrastructure designs and analyze same with AutoCAD compatible software programs.

: Generic Duties:

Ensure training and development of Technicians, Technologists and candidates built environment professionals to promote skills/knowledge transfer where applicable to this position and adhere to sound professional principles and codes of practice. Manage resource and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor and control expenditure. Report on expenditure and services delivery. Continuous professional development to keep up with new technologies and procedures. Liaise with relevant bodies/councils on professional matters. * Willingness to travel regularly. * Experience in program and projects management.* Knowledge of legal compliance and formulation of policies in a multidisciplinary professional environment. * Good interpersonal skills. * Computer literacy (MS office). * Ability to work under pressure. * Plan, design, operate and maintain cost effective solutions according to norms and standards. * Evaluate and approve existing technical manuals, standard drawings, standards documentation, and tender documentation. * Evaluate and approve planning, documentation and designs by others according to sound professional principles and according to norms and standard and code of practice.

COMPETENCIES: Program and project management. * Built environment legal and operational compliance. * Built environment operational communications. * Process knowledge and skills. * Maintenance knowledge and skills. * Creating high performance culture. * Technical consulting. * Professional judgment.* Strategic capability and leadership. Problem solving and analysis. * Decision making. * Team leadership. * Creativity. * Financial management.* Customer focus and responsiveness. * Communication.* Computer skills. * People management.* Planning and organization.* Conflict management.* Negotiation skills. * Change management.*

Enquiries

: Mr S. Mbanjwa

Tel (018) 387 2067

Post : Assistant Director; Property Management (01 Post)

Ref : **KKB 01 / 2010**

Salary : R192-540-00 (Level 09)

Centre : Dr Kenneth Kaunda District Office: Potchefstroom

Requirement: Relevant three-year bachelor's degree/ Diploma in Management of Property or equivalent qualification, and 2 - 5 years experience in Property Management * Must have the ability to lead and operate in a team* Human Resource Management and Procurement Administration
Written and verbal communication skills* Good interpersonal skills* Computer literacy *Valid driver's license will be a recommendation *.

Duties:

- Implement and Manage Provincial fixed property policies
- Management of administration of state housing and official accommodation
- Providing office accommodation for users
- Manage the verification of properties and updating of data for asset register
- Administration of expropriation of servitudes
- Supervise gardening, cleaning and security services
- Human Recourse Management
- Inspection of government premises
- Control lease register, maintenance register for work orders and rental collection register
- Supply Chain services.

Enquiries: Mr O. D.More Tel (018)-293 9032

Post : Administration Officer: Property Management (01 Post)

Ref : **KKB 02 /2010**

Salary : R130 425-00 (Level 07)

Centre : Dr Kenneth Kaunda District Office: Potchefstroom

Requirement:

Grade 12 certificate coupled with relevant 2-5 years experience in Property Management * Must have the ability to lead and operate in a team* Human Resource Management and Procurement Administration* Written and verbal communication skills* Good interpersonal skills* Computer literacy *Valid driver's license will be a recommendation *.

Duties:

- Control lease agreements and revenue collection
- Handle asset and lease registers
- Allocation of offices
- Secretary to housing committee
- Train and development of the managed
- Supervision of cleaners and groundsman
- Control security register and handle reports pertaining to security
- Control and manage all service payments
- General administration functions, e.g. monthly reports and personnel management
- Administration of State housing and official accommodation
- Administration of maintenance register and rental collection register
- Supply Chain services.

Enquiries:

Mr O. D. More

Tel. (018) -293 9032

APPLICATIONS (Ref: KKB) The District Director: Dr Kenneth Kaunda; Department of Public Works, Roads and Transport; Private Bag x 918, Potchefstroom, 2520
OR hand deliver to 149 Kruis str. Dr Kenneth Kaunda District Office; Potchefstroom.

CLOSING DATE : 23 July 2010
