POST : ENGINEER PRODUCTION GRADE A-C (ELECTRICAL 5 POSTS)  
(1 SWITCHGEAR, CABLING AND TRANSFORMERS), (1 SOLAR ENERGY EFFICIENCY RETROIFITS), 1(GENERATORS), UPS & BATTERIES),(1 LIFTS) (1 LAUNDRIES)

REF NO : DID26/2014
CHIEF DIRECTORATE : Health Infrastructure, Maintenance and Technical Portfolio Services
SALARY : R 516 345.00 - R 791 574.00 per annum (All inclusive package) Offer is based on proven years of experience.
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : B Eng / BSC (Eng) Degree or equivalent qualification. A minimum of 3 years post qualification engineering experience. Compulsory registration with ECSA as a Professional Engineer. Valid driver’s license. Proof of recognized experience must be attached.
COMPETENCIES : Knowledge and experience in one of the areas of specialization as indicated above, knowledge and experience in the compilation of engineering specifications, cost estimations and tender documents, project management, incident investigation, Maintenance management and contract management
SKILLS- Engineering operational communication skills,
research and development skills, programme and project management skills.
DUTIES : Compilation of Engineering specifications, Cost estimates and tender documentation for Greenfields and Maintenance projects. Compilation of preventative maintenance plans and maintenance calendar. Compilation of job cards and works instructions. Tutoring and mentoring of Artisans and Technicians. Project management of projects in various hospitals and clinic, incident investigations
ENQUIRIES : Mr. Martin Mkhabela : 071 891 8143

POST : ENGINEER PRODUCTION GRADE A-C (MECHANICAL 7 POSTS)  
(2 BOILERS), (1 PRESSURE PARTS), (1 PIPING, VALVES &P UMPS)  
(1 MEDICAL GAS), (2 LIFTS)

REF NO : DID27/2014
CHIEF DIRECTORATE : Health Infrastructure, Maintenance and Technical Portfolio Services
SALARY : R 516 345.00 - R 791 574.00 per annum (All inclusive package) Offer is based on proven Years of experience.
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : B Eng / BSC (Eng) Degree or equivalent qualification. A minimum of 3 years post qualification engineering experience. Compulsory registration with ECSA as a Professional Engineer. Valid driver’s license. Proof of recognized experience must be attached.
COMPETENCIES : Knowledge and experience in one of the areas of specialization as indicated above, knowledge and experience in the compilation of engineering specifications, cost estimations and tender documents, project management, incident investigation, Maintenance management and contract management
SKILLS- Engineering operational communication skills,
research and development skills, programme and project management skills.
DUTIES : Compilation of Engineering specifications, Cost estimates and tender documentation for Greenfields and Maintenance projects. Compilation of preventative maintenance plans and maintenance calendar. Compilation of job cards and works instructions. Tutoring and mentoring of Artisans and Technicians. Project management of projects in various hospitals and clinic, incident investigations
ENQUIRIES : Mr. Martin Mkhabela : 071 891 8143
specifications, cost estimations and tender documents, project management, incident investigation, Maintenance management and contract management

**SKILLS:** Engineering operational communication skills, research and development skills, programme and project management skills.

**DUTIES:**
Compilation of Engineering specifications, Cost estimates and tender documentation for Greenfields and Maintenance projects. Compilation of preventative maintenance plans and maintenance calendar. Compilation of job cards and works instructions. Tutoring and mentoring of Artisans and Technicians. Project management of projects in various hospitals and clinic, incident investigations

**ENQUIRIES:**
Mr. Martin Mkhabela : 071 891 8143

**POST:** DEPUTY DIRECTOR: CONTRACTS MANAGEMENT
**REF NO:** DID28/2014
**CHIEF DIRECTORATE:** Engineering Services
**SALARY:** R 532 278.00-R627 000.00 per annum (All inclusive package)
**CENTRE:** Johannesburg (Head Office)

**REQUIREMENTS:**
A 3 year appropriate recognized Degree/ National Diploma or Equivalent in Quantity Surveying or Building. A minimum of 5 years contract management experience in project management and/or contract management qualification (NEC). Valid Drivers' Licence. Proficiency in Microsoft Office

**COMPETENCIES:**

**DUTIES:**
Advise Engineers and project managers during the compilation of contracts for Greenfield and Brownfield projects. Manage and advice project managers on the management of contractual disputes manage the history of performance of contractors and compilation of performance risk matrices.

**ENQUIRIES:**
Mr. Martin Mkhabela : 071 891 8143

**POST:** DEPUTY DIRECTOR: PROVINCIAL MAINTENANCE HUB
**REF NO:** DID29/2014
**CHIEF DIRECTORATE:** Maintenance
**SALARY:** R 532 278.00-R627 000.00 per annum (All inclusive package)
**CENTRE:** Johannesburg (Head Office)

**REQUIREMENTS:**
A 3 year appropriate recognized Degree/National Diploma in Engineering (Electrical or Mechanical) or Building. A minimum of 5 years' experience in Maintenance of which 2 years must be at Managerial Level. Valid Drivers' License.

**COMPETENCIES:**
**DUTIES**
Prepare annual operational and procurement plan. Manage funds in the District Maintenance Hub in compliance with Public Finance Management Act and Treasury Regulations. Manage the roll out of the maintenance management system and full capacitation of the District Maintenance Hub. Monitor and update the maintenance management system in terms of approved plans. Provide guidance on repairs. Manage the provision of supplies and spares. Manage procurement within delegations. Monitor performance of suppliers and contractors. Intervene if performance of suppliers and contractors are below standard. Liaise with suppliers and contractors in terms of outsourced services. Provide inputs to specifications for new repairs. Manage the effective and efficient functioning of stores. Manage the provision of corporate services in the District and to the Facility Maintenance Hubs. Manage financial and supportive logistical services. Prepare budgets for the Maintenance Hubs. Manage the effective and efficient use of job creation programmes. Manage service delivery standards and turnaround times. Address complaints of clients and manage feedback to clients. Monitor compliance with Occupational Health and Safety Act (OHS) in the District and facility Maintenance Hubs. Manage compliance of technical personnel in terms of all aspects pertaining to a safe environment. Participate in the OHS committees and provide technical guidance to OHS committee members. Manage the implementation of Electrical, Mechanical and Building inspection services. Manage the implementation of condition assessments. Manage the validation of technical information and submit for updating on the immovable asset register. Manage implementation of inspections on Capex and Maintenance projects. Apply new technologies and research findings in the work environment. Develop a succession plan for the Maintenance Hub. Manage skills transfer between personnel in the Maintenance Hub and outside technical assistants and/or consultants.

**ENQUIRIES**
Mr. Martin Mkhabela : 071 891 8143

**POST**
DEPUTY DIRECTOR: DISTRICT MAINTENANCE HUB (2 posts)

**REF NO**
DID30/2014 (Westhoven Facility Maintenance Hub)
DID31/2014 (Sedibeng Facility Maintenance Hub)

**CHIEF DIRECTORATE**
District Maintenance Hub

**SALARY**
R 532 278.00-R627 000.00 per annum (All inclusive package)

**CENTRE**
Johannesburg

**REQUIREMENTS**
A 3 year appropriate recognized Degree/ National Diploma in Engineering (Electrical or Mechanical) or Building. A minimum of 5 years’ experience in Maintenance of which 2 years must be at Managerial Level. Valid Drivers’ License.

**COMPETENCIES**

**DUTIES**
Prepare annual operational plan. Manage funds in the District Maintenance Hub in compliance with Public Finance Management Act and the Treasury Regulations. Monitor implementation of technical repairs. Provide guidance on repairs. Validate that maintenance management system has been updated. Validate performance by suppliers and contractors before invoices are approved for payment. Manage the provision of corporate services in the District and to the Facility Maintenance Hubs. Prepare budgets for the Maintenance Hubs. Meet
with Heads of Health Facilities, Health District Manager, Municipalities, and Public Entities. Address complaints of clients and manage feedback to clients. Monitor compliance with Occupational Health and Safety Act (OHS) in the District and Facility Maintenance Hubs. Participate in the OHS committees and provide technical guidance to OHS committee members. Manage the implementation of Electrical, Mechanical and Building inspection services. Manage implementation of inspections on Capex and Maintenance projects. Apply new technologies and research findings in the work environment. Manage Human Resources in the Maintenance Hub and maintain discipline plan, allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Mr. Martin Mkhabela : 071 891 8143

POST : CHIEF ENGINEER GRADE A (MECHANICAL)
REF NO : DID33/2014
CHIEF DIRECTORATE : Infrastructure Delivery Eastern/ Central Cluster
SALARY : R756 999.00 – R 865 551.00 per annum (All inclusive package) Offer is based on proven years of experience.

CENTRE : Johannesburg (Infrastructure Delivery Eastern/ Central Cluster)
REQUIREMENTS : B Eng/BSC Degree or relevant qualification. Minimum 6 years post qualification experience required in the built environment. Compulsory registration with ECSA as professional engineer. Valid Drivers’ License


DUTIES : Perform final review and approvals of audits on new engineering designs. Develop and manage the execution of maintenance strategy. Develop engineering maintenance standards, specification and service levels according to organizational objectives to promote optimum operational availability. Manage agreements for maintenance work. Manage engineering inputs to the Infrastructure Programme Management Plan as prepared by the clients Department. Manage the performance of Professional Service Providers. Develop and update the service delivery and work plans. Manage funds in compliance with Public Finance Management Act, the Treasury Regulations and other applicable legislation. Manage the effective spending of infrastructure grant funding. Undertake regular site visits and report on performance of projects.

ENQUIRIES : Ms. Refiloe Malete : 0769437982

POST : CHIEF ENGINEER GRADE A (STRUCTURAL/CIVIL)
REF NO : DID34/2014
DIRECTORATE : Infrastructure Delivery Southern Cluster
SALARY : R756 999.00 – R 865 551 per annum (All inclusive package) Offer is based on proven years of experience.

CENTRE : Johannesburg (Infrastructure Delivery Southern Cluster)
REQUIREMENTS : B Eng/BSC Degree or relevant qualification. Minimum 6 years post qualification experience required in the built environment. Compulsory registration with ECSA as professional engineer. Valid Drivers’ License.

SKILLS: Engineering operational communication skills, Maintenance skills, Mobile equipment and operating skills, Problem solving and analysis.

DUTIES: Perform final review and approvals of audits on new engineering designs. Develop and manage the execution of maintenance strategy. Manage the validation and updating of maintenance plans. Manage the agreements for maintenance work. Manage engineering inputs to the Infrastructure Programme Implementation Plan. Manage implementation of projects within budgets, timeframes and quality standards from an engineering perspective. Manage human resources and maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage funds in compliance with Public Finance Management, Treasury Regulations and applicable legislation. Undertake regular site visits and report on performance and projects.

ENQUIRIES: Ms. Refiloe Malete : 0769437982

POST: ENGINEER PRODUCTION GRADE A – C (ELECTRICAL) (4 Posts)

REF NO: DID35/2014

DIRECTORATE: Other Provincial Department Infrastructure Delivery

SALARY: R516 345.00 – R 791 574.00 per annum (All inclusive package) Offer is based on proven years of experience.

CENTRE: Johannesburg (Head Office)

REQUIREMENTS: B Eng / BSC (Eng) Degree or equivalent qualification. Minimum 3 years post qualification engineering experience required in the built environment. Compulsory registration with ECSA as a Professional Engineer. Valid driver’s license.


DUTIES: Develop and update the electrical norms and standards. Assess feasibility of proposed projects. Provide electrical engineering inputs to the formulation of procurement strategies at infrastructure programme management plan. Provide technical inputs to develop the infrastructure programme implementation plan. Provide Electrical Engineering inputs for master plans, business cases, operational narratives and project execution plans. Undertake regular site visits and report on performance of projects.

ENQUIRIES: Ms. Refiloe Malete : 0769437982

POST: ENGINEER PRODUCTION GRADE A- C (MECHANICAL) (4 Post)

REF NO: DID36/2014

DIRECTORATE: Other Provincial Department Infrastructure Delivery

SALARY: R516 345.00 – R 791 574.00 per annum (All inclusive package) Offer is based on proven years of experience.

CENTRE: Johannesburg (Head Office)
**REQUIREMENTS**

B Eng / BSC (Eng) Degree or equivalent qualification. Minimum 3 years post qualification engineering experience required in the built environment. Compulsory registration with ECSA as a Professional Engineer. Valid driver's license.

**COMPETENCIES**


**DUTIES**

Develop and update the mechanical norms and standards for departmental portfolio. Assess feasibility of proposed projects. Provide mechanical engineering inputs to the formulation of procurement strategies at infrastructure programme management plan. Provide technical inputs to develop the infrastructure programme implementation plan. Provide mechanical engineering inputs for master plans, business cases, operational narratives and project execution plans. Undertake regular site visits and report on performance of projects.

**ENQUIRIES**

Ms. Refiloe Malete : 0769437982

**POST**

ENGINEER PRODUCTION GRADE A – C(STRUCTURAL/ CIVIL) (4 Posts)

**REF NO**

DID37/2014

**DIRECTORATE**

Other Provincial Department Infrastructure Delivery

**SALARY**

R516 345.00 – R 791 574.00 per annum (All inclusive package) Offer is based on proven years of experience.

**CENTRE**

Johannesburg (Head Office)

**REQUIREMENTS**

B Eng / BSC (Eng) Degree or equivalent qualification. Minimum 3 years post qualification engineering experience required in the built environment. Compulsory registration with ECSA as a Professional Engineer. Valid driver's license.

**COMPETENCIES**


**DUTIES**

Perform final review and approvals of audits on new engineering designs. Develop and manage the execution of maintenance strategy. Manage engineering inputs to the Infrastructure Programme Implementation Plan. Manage funds in compliance with Public Finance Management Act, Treasury Regulations and other applicable legislation. Undertake regular site visits and report on performance of projects.

**ENQUIRIES**

Ms. Refiloe Malete : 0769437982

**POST**

QUANTITY SURVEYOR GRADE A – C (4 Posts)

**REF NO**

DID38/2014

**DIRECTORATE**

Other Provincial Department Infrastructure Delivery

**SALARY**

R 444 921.00 – R 682 080 .00 per annum (All inclusive package) Offer is based on proven years of experience.
CENTRE : Johannesburg (Head Office)

REQUIREMENTS : Degree in Quantity Survey or relevant qualification. Minimum 3 years post qualification in Quantity Survey experience required. Compulsory Registration with SACQSP as a Professional Quantity Surveyor. Valid Drivers’ License.


DUTIES : Assess feasibility cost norms through post project evaluation and update life cycle costing norms based on learning generated. Oversee the project planning and initiation. Advise on the design of Master plans. Validate that costs are in line with standardized norms and standards. Validate pricing strategies in line with CIDB prescripts. Validate tender documentations in terms of pricing strategies. Responsible for reviewing project progress reports. Prepare risk management reports, prepare monthly progress reports and any specific reports required. Manage the resources. Undertake regular site visits and report on performance of projects. Manage staff Performance Management and development as well as staff discipline.

ENQUIRIES : Ms. Refiloe Malete : 0769437982

POST : ARCHITECT PRODUCTION GRADE A – C (4 Posts)

REF NO : DID39/2014

DIRECTORATE : Other Provincial Department Infrastructure Delivery

SALARY : R 444 921.00- R 682 080.00 per annum (All inclusive package) Offer is based on proven years of experience

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : A Bachelor of Architecture or equivalent qualification. Minimum 3 years post qualification architectural experience required. Compulsory registration with SACAP as professional. Valid Drivers’ License.


DUTIES : Assessing feasibility of space norms through post project evaluation and update life cycle costing norms based on learning generated. Provide inputs for the formulation of the procurement strategy and the drafting of the Infrastructure Programme Implementation Plan. Finalize the design of Master plans. Prepare and Finalize designs and prepare architectural technical documentation for Supply Chain Management processes and site inspections during construction.
Prepare progress reports. Prepare risk management reports. Prepare monthly progress reports for monitoring implementation of Annual Performance Plan and any specific reports required. Research studies on professional journals and publications. Undertake regular site visits and report on performance of projects.

ENQUIRIES : Ms. Refiloe Malete : 0769437982

POST : ARCHITECTURAL TECHNOLOGIST PRODUCTION GRADE A – C (2 Posts)
REF NO : DID40/2014
DIRECTORATE : Other Provincial Department Infrastructure Delivery
SALARY : R 261 669.00-R 401 145.00 per annum (plus benefits) offer based on proven years of experience.
CENTRE : Johannesburg (Infrastructure Delivery Northern Cluster)
REQUIREMENTS : A Bachelor of Technology in Architecture (B Tech) or relevant qualification. 3 years post qualification Architectural Technologist experience required. Compulsory registration with SACAP as an Architectural Technologist. Valid Drivers’ License.


DUTIES : Support Architects and associates in site surveying, preparing measured drawings of existing buildings, collecting of practical information relating to the proposed project and prepare presentation drawings and models of the design. Provide detail design, landscape design and preparation of working drawings that will serve as legal instructions to the building contractor. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Compile and submit monthly and quarterly reports. Provide inputs to the operational plan. Develop, implement and maintain databases. Research studies on technical Architectural Technology to improve expertise and to liaise with relevant boards/councils on Architectural related matters. Undertake regular site visits and report on performance of projects.

ENQUIRIES : Ms. Refiloe Malete : 0769437982

POST : CHIEF CONSTRUCTION PROJECT MANAGER GRADE A (2 Posts)
REF NO : DID41/2014
DIRECTORATE : Education Infrastructure, Maintenance and Technical Portfolio Services
SALARY : R756 999.00 – R 865 551.00 per annum (All inclusive package) Offer is based on proven years of experience
CENTRE : Johannesburg (Infrastructure Delivery Northern Cluster)
REQUIREMENTS : A Honours Degree/ B Tech in (Built Environment field) with a minimum of 6 years’ experience post registration or / B-Tech (Built Environment field) with a minimum of 6 years’ experience post registration / or Honours Degree in any
Built Environment field with a minimum of 6 years’ experience post registration. Compulsory registration with the SACPMP as a Professional Construction Project Manager on appointment. Valid Driver’s License.

**COMPETENCIES**


**SKILLS**

Engineering operational communication skills, Maintenance skills, Mobile equipment and operating skills, Problem solving and analysis.

**DUTIES**

Validate that estimates for projects are accurate. Provide inputs to the client Departments in terms of new technology and innovations. Serve on the relevant Supply Chain Management Committees to make technical inputs. Prepare the relevant procurement documentation throughout the different phases of the project management cycle with inputs from the other Built Environment Professionals. Manage projects from inception to operation and maintenance. Prepare progress reports for all the relevant Governance Infrastructure Structures. Prepare risk management reports. Manage filing of project documentation including built plans and submission to the centralised document warehouse. Interact with relevant Professional Bodies/Councils. Mentor and coach personnel. Ensure compliance with legal frameworks, standards changes and policy frameworks.

ENQUIRIES: Mr. Ronald Sithole : 076 4803139

**POST**

CONSTRUCTION PROJECT MANAGER PRODUCTION GRADE A (6 Posts)

**REF NO**

DID42/2014

**DIRECTORATE**

Education Infrastructure, Maintenance and Technical Portfolio Services

**SALARY**

R 516 345.00 – R 791 574.00 (All inclusive package) Offer is based on proven years of experience

**CENTRE**

Johannesburg (Infrastructure Delivery Eastern/ Central Cluster)

**REQUIREMENTS**

Degree or qualification in (Built Environment field) with a minimum of 4 years’ experience in the (Built Environment field). Compulsory registration with the SACPMP as a professional construction project manager on appointment. Valid Driver’s License.

**COMPETENCIES**


**SKILLS**

Excellent strategic planning, report writing, analytical thinking, problem solving, Financial Management, and Project Management skills.

**DUTIES**

Manage and co-ordinate all aspects of projects life cycle from inception to operation and maintenance. Guide the project planning, implementation, monitoring, reporting and evaluation in line with the project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on project. Report project progress to management and stakeholders. Manage project budget and resources. Liaise and interact with service providers, client and management. Contribute to the Human Resources Development and related activities. Maintain the record management system. Utilize resources allocated effectively. Keep up with new technologies and procedures.
ENQUIRIES: Mr. Ronald Sithole : 076 4803139

POST: DEPUTY DIRECTOR: PROFESSIONAL SECRETARIAT SERVICES
REF NO: DID43/2014
DIRECTORATE: Supply Chain Management: Construction Procurement
SALARY: R532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: A 3 year appropriate recognized Degree/ National Diploma in Supply Chain Management/ Economics/Accounting. A minimum of 10 years’ experience in Professional Secretariat Services of which 2 years must be at a managerial level. Valid Driver’s License. Proficiency in Microsoft Office.


DUTIES: Provide professional secretariat services to Documentation Review Committees, Bid Evaluation Committees, Bid Adjudication Committee and tender briefing. Manage the preparation and issuing of agendas for different procurement committees. Manage the development and updating of a database with the contact details of all members of the SCM Committees. Oversee the process to converge with the Chairperson before meetings to validate expectations. Monitor the process of Sending Relevant reports to Auditor General and treasury. Managing PMDS for staff reporting under you. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Proper record management.

ENQUIRIES: Mr Trevor Tabane: 073 141 6461

POST: ASSISTANT DIRECTOR: PROFESSIONAL SECRETARIAT SERVICES (2 POSTS)
REF NO: DID44/2014
DIRECTORATE: Supply Chain Management: Construction Procurement
SALARY: R270 804.00-R327 126.00 per annum (plus benefits)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: A 3 year appropriate recognized National Diploma/ or equivalent qualification in Supply Chain Management/ Economics/Accounting. A minimum of 5 years experience in Professional Secretariat Services of which 2 years must be at supervisory level. Experience in Professional Secretariat Services will be an added advantage.

COMPETENCIES: Knowledge of Public Sector Supply Chain Management Policies, Promotion of Access to Information Act of 2000, National Archives Act of 1996, Public Service Regulations and other relevant Legislations. SKILLS-planning and organizing, verbal and written communication, presentation and computer literacy skills.

DUTIES: Manage preparation and issuing of Agendas for different procurement Committees and meetings. Manage process to meet with Chairperson before meetings to validate expectations. Manage completion of Attendance Registers and capturing of minutes of meetings. Validate the correctness and professional quality standards of the minutes before being issued. Notify the Accounting Officer, Auditor- General, Provincial and National and Provincial Treasury if the Bid Adjudication Committee recommends a different bidder than the one recommended by the Bid Evaluation Committee. Manage the recordings and keeping of all agendas and minutes and follow-ups with the relevant stakeholders on the implementation of decisions recorded in minutes. Managing the development and updating of a database with the contact details of all members of the SCM Committees. Managing PMDS for staff reporting under you. Plan and allocate work responsibilities and processes to control work performance.
including quality assurance. Quality assurance of submissions BAC and record keeping.

ENQUIRIES : Ms Tina Majozi : 076 942 5916

POST : SENIOR ADMIN OFFICER: PROFESSIONAL SECRETARIAT SERVICES
REF NO : DID45/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R227 802.00-R268 338.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 certificates with a minimum of 5 years’ experience in Supply Chain Management. Experience in Professional Secretariat Services will be an added advantage.

COMPETENCIES : Knowledge of Public Sector Supply Chain Management Policies, Promotion of Access to Information Act of 2000, National Archives Act of 1996, Public Service Regulations and other relevant Legislations. SKILLS-planning and organizing, verbal and written communication, presentation and computer literacy skills.

DUTIES : Coordinate preparation of Agendas for different procurement committees and meetings. Oversee the distribution of Agendas to all stakeholders. Arrange bid specification, compulsory or non-compulsory tender clarification, bid evaluation and bid adjudication and debriefing meetings. Manage invitations to obtain a quorum for meetings and determine venue and logistics for the meetings. Prepare, distribute and monitor completion of Attendance Registers. Arrange and manage presentation of minutes to Chairpersons for validation before being issued. Oversee the recordings and keeping of all agendas and minutes and monitor follow-ups with the relevant stakeholders on the implementation of decisions recorded in minutes. Monitor the development and updating of a database with the contact details of all members of the SCM Committees. Managing staff PMDS. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Document Management.

ENQUIRIES : Ms Tina Majozi : 076 942 5916

POST : ADMIN OFFICER: PROFESSIONAL SECRETARIAT SERVICES (2 POSTS)
REF NO : DID46/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R183 438.00-R216 084.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 certificate with a minimum of 3 years’ experience in Supply Chain Management. Experience in Professional Secretariat Services will be an added advantage.


DUTIES : Assist to prepare procurement documentation. Prepare and issue. Agendas for different procurement committees and meetings. Arrange bid specification, compulsory or non-compulsory tender clarification, bid evaluation and bid adjudication and debriefing meetings. Manage invitations to obtain a quorum for meetings and determine venue and logistics for the meetings. Prepare, distribute and ensure completion of Attendance Registers. Meet with Chairperson before meetings to validate expectations. Capture minutes and validate the correctness and professional quality standards of the minutes before issuing. File copies of agendas and ensure minutes are kept safe. Plan and allocate work
responsibilities and processes to control work performance including quality assurance.

ENQUIRIES :  Ms Tina Majozi : 076 942 5916

POST : ASSISTANT DIRECTOR: TENDER EVALUATIONS
REF NO : DID47/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R270 804.00-R327 126.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized National Diploma/ equivalent qualification in Supply Chain Management/ Economics/Accounting. A minimum of 5 years experience in Supply Chain Management of which 2 years must be at supervisory level. Experience in Tender Evaluations Services will be an added advantage.


DUTIES : Prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Incorporate the evaluation criteria and contract options. Assist to determine clearly closing time and date of tenders and the physical location of the tender box. Prepare a tender/quotation register to track and manage the tender process. Assist to perform a risk analyses based on the highest ranking tenders or in line with the Construction Procurement Policy. Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. Prepare an expression of interest evaluation register to track and manage the process. Manage the publication of tender awards. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Ensure proper Document Management. Managing PMDS for stall reporting under you. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES :  Ms Tina Majozi : 076 942 5916

POST : SENIOR ADMIN OFFICER: TENDER EVALUATIONS
REF NO : DID48/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R227 802.00- R268 338.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 certificate with a minimum of 5 years’ experience in Supply Chain Management. Experience in Tender Evaluations Services will be an added advantage.


DUTIES : Assist to prepare pre-qualification and / or tender documents, as appropriate, that are compatible with the approved procurement plan. Incorporate the evaluation criteria and contract options. Assist to prepare a tender/quotation register to track and manage the tender process. Assist to perform a risk analyses based on the highest ranking tenders or in line with the Construction Procurement Policy. Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the
Bid Adjudication Committee. Assist to prepare an expression of interest evaluation register to track and manage the process. Record all scores against approved evaluation criteria. Assist with the Publication of awards. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Supervise the collection of documents. Managing PMDS for personnel reporting under you. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Ms Tina Majozi : 076 942 5916

POST : ADMIN OFFICER: TENDER EVALUATIONS (2 POSTS)

REF NO : DID49/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R183 438.00- R216 084.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 certificate with a minimum of 3 years’ experience in Supply Chain Management. Experience in Tender Evaluations Services will be an added advantage.


DUTIES : Assist to prepare procurement documentation. Assist to prepare a tender/quotation register to track and manage the tender process. Assist to perform a risk analyses based on the highest ranking tenders or in line with the Construction Procurement Policy. Assist to compile a tender/quotation evaluation report with recommendation of the Bid Evaluation Committee on the award of the bid to the Bid Adjudication Committee. Assist to prepare an expression of interest evaluation register to track and manage the process. Assist to record all scores against approved evaluation criteria. Assist with the Publication of awards. Assist to conduct investigation into complaints regarding the construction procurement system and/or processes followed. Supervise the collection of documents.

ENQUIRIES : Ms Shatadi Mahlangu : 082 878 5322

POST : ASSISTANT DIRECTOR: TENDER ADMINISTRATION AND VETTING

REF NO : DID50/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R270 804.00 - R327 126.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized National Diploma/ equivalent qualification in Supply Chain Management/ Economics/Accounting. A minimum of 5 years experience in Supply Chain Management of which 2 years must be at supervisory level. Experience in Tender Administration and Vetting will be an added advantage.


DUTIES : Advertise tenders and provide dedicated, clearly marked tender boxes. Assist to prepare presentations for tender clarification meetings. Ensure proper receipts and opening of tender proposals and/ or Expressions of Interest. Review, schedule vetting processes and reporting. Validate information on Supplier Database. Vetting of Public Servants that work in SCM, Infrastructure/Property Professionals in GDID and any SCM committee. Allocate
tenders and/or expressions of interest for responsiveness testing and monitor that the test is correctly implemented. Ensure proper document management system is in place. Managing PMDS for stall reporting under you. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Ms Shatadi Mahlangu: 082 878 5322

POST : SENIOR ADMIN OFFICER: TENDER ADMINISTRATION AND VETTING
REF NO : DID51/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R227 802.00- R268 338.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 certificate with a minimum of 5 years' experience in Supply Chain Management. Experience in Tender Administration and Vetting will be an added advantage.
DUTIES : Assist with the advertisement of tenders. Prepare documents for tender clarification meetings. Ensure proper receipts and opening of tender proposals and/or Expressions of Interest. Assist with vetting processes. Validate information on Supplier Database. Review tenders to ascertain that all required documents are included in the tender proposal. Assist to develop systems to manage the flow of documents. Supervise the collection of documents. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Managing PMDS for stall reporting under you.

ENQUIRIES : Ms Shatadi Mahlangu: 082 878 5322

POST : ADMIN OFFICER: TENDER ADMINISTRATION AND VETTING (2 POSTS)
REF NO : DID52/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R183 438.00- R216 084.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 certificate with a minimum of 3 years' experience in Supply Chain Management. Experience in Tender Administration and Vetting will be an added advantage.
DUTIES : Advertise tenders and provide dedicated, clearly marked tender boxes. Assist to prepare documents for tender clarification meeting. Supervise the receipt and opening of tender proposals and/or Expressions of Interest. Assist with vetting processes. Assist to validate information on Supplier Database. Supervise the review of tenders to ascertain that all required documents are included in the tender proposal. Assist to prepare scheduling indicating which tenders are not responsive and the reasons for a tender to be non-responsive. Assist to develop systems to manage flow of documents.

ENQUIRIES : Ms Shatadi Mahlangu: 082 878 5322
POST : DEPUTY DIRECTOR: DEMAND AND PLANNING
REF NO : DID53/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized Degree/ National Diploma in Supply Chain Management/ Economics/Accounting. A minimum of 10 years experience in Supply Chain Management of which 2 years must be at a managerial level. Experience in Demand Management and procurement planning will be an added advantage. Valid Driver's License. Proficiency in Microsoft Office.


DUTIES : Make inputs to the Strategic and Annual Performance Plans to support the achievement of the construction procurement policy in the Institution. Confirm procurement route / procedure based on approved annual procurement strategy. Confirm scope of work, Strategic briefing concept report and status. Confirm budget availability. Prepare procurement plan. Prepare Bid documentation and specification. Manage updating of the document tracking system to control the flow of construction procurement documentation during procurement planning stages. Monitor updating of Project files by the Assistant Director. Validate credibility of data for reports. Prepare reports. Present reports when required. Undertake on-going research to inform improved procurement planning and demand management. Draft relevant research reports. Make recommendations on improvements for procurement planning and demand management based on research findings. Managing PMDS for staff reporting under you. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Mr Trevor Tabane: 073 141 6461

POST : DEPUTY DIRECTOR: CONTRACTS AND PERFORMANCE
REF NO : DID54/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized Degree/ National Diploma in Supply Chain Management/ Economics/Accounting. A minimum of 10 years experience Supply Chain Management of which 2 years must be at a managerial level. Experience in contract management will be an added advantage. Valid Driver's License. Proficiency in Microsoft Office.


DUTIES : Manage the preparation of the correct contract documentation as per the procurement strategy. Monitor capturing of details of the contract on the payment system within 10 workdays after the contract was signed. Monitor validation that guarantees/ sureties/ insurances are paid within stated timeframes. Monitor validation of any conditions applicable to bank guarantees/ sureties/ insurances in terms of the obligations of the different parties in line with the procurement documentation. Implement controls to comply with contract requirements. Make recommendations for the release of guarantees and retention moneys in line with the provisions stated in the Treasury Regulations.
Prepare and manage SCM reports. Undertake relevant research to improve contract management and administration approach and methodologies. Draft research reports. Managing PMDS for staff reporting under you. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Mr Trevor Tabane: 073 141 6461

POST : DEPUTY DIRECTOR: ACQUISITIONS
REF NO : DID55/2014
DIRECTORATE : Supply Chain Management: Construction Procurement
SALARY : R532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized Degree/ National Diploma in Supply Chain Management/ Economics/Accounting. A minimum of 10 years experience in Supply Chain Management of which 2 years must be at a managerial level. Experience in Acquisitions Management will be an added advantage. Valid Driver’s License. Proficiency in Microsoft Office.


DUTIES : Manage the advertisement of Tenders and Tender Box arrangements. Manage Tender Clarification Meetings. Manage the receipt, opening and closing of Tender Proposals and/or Expressions of Interest. Monitor the review of tenders to ascertain that all required documents are included in the tender proposal, completed accurately and signed off by the tenderer. Manage and monitor Bid Evaluation and Adjudication processes and publication of awards. Facilitate complaints and Appeal processes. Managing PMDS for stall reporting under you. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Proper records management.

ENQUIRIES : Mr Trevor Tabane: 073 141 6461

POST : ASSISTANT DIRECTOR: LOGISTICS AND DISPOSALS (2 POSTS)
REF NO : DID56/2014
DIRECTORATE : Supply Chain Management: Goods and Services
SALARY : R270 804.00-R327 126.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized National Diploma/ equivalent qualification in Supply Chain Management/ Economics/Accounting. A minimum of 5 years experience in Supply Chain Management of which 2 years must be at a Supervisory level. Experience in Logistics and Disposals will be an added advantage.


DUTIES : Coordinate the compilation of specification for warehouse and stores requirements. Maintain optimum stock levels. Coordinate reconciliation of stock using stock cards. Maintain proper storage conditions. Design locating codes to maintain order for efficient storage order picking. Ensure that that high security control measures is maintained in all warehouses. Manage the requisition approvals. Authorize orders as places by procurement on SCM. Create a housing aid manual for proper material selection and handling. Maintain the perpetual and actual stock levels. Facilitate stock taking processes. Maintain an inventory archive. Ensure that the inventory is arranged by activity, by family
groups or by freight specification. To keep a detailed and updated inventory register. Monitor the functionality of items that are in use and purchased on contracts. Managing PMDS for stall reporting under you. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

**ENQUIRIES** :  Ms Shatadi Mahlangu: 082 878 5322

**POST** :  SENIOR ADMIN OFFICER: LOGISTICS AND DISPOSALS

**REF NO** :  DID57/2014

**DIRECTORATE** : Supply Chain Management: Goods and Services

**SALARY** :  R227 802.00-R268 338.00 per annum (plus benefits)

**CENTRE** : Johannesburg (Head Office)

**REQUIREMENTS** : Grade 12 certificate with a minimum of 5 years’ experience in Supply Chain Management. Experience in Logistics and Disposals will be an added advantage.


**DUTIES** : Ensure optimal space utilization in the warehouses. Ensure critical stock levels are kept for all commodities items. Reconcile receiving, purchasing, dispatch and stock records to available stock. Ensure that proper storage conditions are kept in all warehouses. Maintain standards stock identification criteria on all stock items. Monitor movements of stock at entity and exit points with the view to enhance security. Facilitate the re-ordering of stock. Maintain handling and selection standards of stock as prescribed in the handling aid. Ensure that stock is made available for utilizing unit in time.

**ENQUIRIES** :  Ms Shatadi Mahlangu: 082 878 5322

**POST** :  ASSISTANT DIRECTOR: MOVABLE ASSETS (2 POSTS)

**REF NO** :  DID58/2014

**DIRECTORATE** : Supply Chain Management: Goods and Services

**SALARY** :  R270 804.00 - R327 126.00 per annum (plus benefits)

**CENTRE** : Johannesburg (Head Office)

**REQUIREMENTS** : A 3 year appropriate recognized National Diploma/ equivalent qualification in Supply Chain Management/ Economics/Accounting. A minimum of 5 years experience in Supply Chain Management of which 2 years must be at a Supervisory level. Experience in Assets Management will be an added advantage.


purchase of equipment’s according to the threshold. Approve received assets on the system. Facilitate and participate in the Department auctioning process. Provide inventory management services. Manage that assets verification and inspection for the Department is conducted according to treasury regulation. Monitor resources. Compile the operational plan of the Directorate in line with the Annual Performance Plan. Perform any other task as delegated by the Deputy Director: Assets Management. Managing PMDS for stall reporting under you. Plan and allocate work responsibilities and processes to control work performance including quality assurance.

ENQUIRIES : Ms Shatadi Mahlangu: 082 878 5322

POST : SENIOR ADMIN OFFICER: MOVABLE ASSETS (2 POSTS)
REF NO : DID59/2014
DIRECTORATE : Supply Chain Management: Goods and Services
SALARY : R227 802.00- R268 338.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 certificate with a minimum of 5 years’ experience in Moveable Assets Management. Experience in Asset Management will be an added advantage.
DUTIES : Consolidate the Departmental assets needs. Verify monthly assets reconciliation. Ensure that all expenditure for different items is allocated to the right account in the budget/MTEF budgets. Adhere to all budgeting and asset management policies, procedures and systems. Prepare reports on revenue and expenditure patterns and highlight any variances. Communicate budgeting guidelines, time-tables for submission and finalization, etc. to all directorates. Ensure that the asset register efficiently and effectively. Perform any other task as delegated by the Assistant Director: Assets Management.

ENQUIRIES : Ms Shatadi Mahlangu: 082 878 5322

POST : ADMIN OFFICER: MOVABLE ASSETS (6 POSTS)
REF NO : DID60/2014
DIRECTORATE : Supply Chain Management: Goods and Services
SALARY : R183 438.00- R216 084.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : Grade 12 certificate with a minimum of 3 years’ experience in Supply Chain Management. Experience in Assets Management Environment will be an added advantage.
DUTIES : Administer asset acquisition. Conduct physical asset verification. Facilitate physical assets movement. Conduct assets disposal. Compile monthly assets reconciliation. Render support to Directorates regarding assets management. Assist to ensure that all expenditure for different items is allocated to the right account in the budget/MTEF budgets. Adhere to all budgeting and asset management policies, procedures and systems. Assists to prepare reports
on revenue and expenditure patterns and highlight any variances. Maintain the asset register efficiently and effectively.

ENQUIRIES : Ms Shatadi Mahlangu: 082 878 5322

POST : DEPUTY DIRECTOR: DEMAND MANAGEMENT
REF NO : DID61/2014
DIRECTORATE : Supply Chain Management: Goods and Services
SALARY : R532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized Degree/ National Diploma in Supply Chain Management/ Economics/Accounting. A minimum of 10 years’ experience in Supply Chain Management of which 2 years must be at a managerial level. Experience in Demand management will be an added advantage. Valid Driver’s License. Proficiency in Microsoft Office.


DUTIES : To develop, design, plan and establish, together with his /her line managers, the demand management systems in line with strategic projections, forecasting and predictions. Continuous monitoring, evaluation and review of the demand management processes. Planning of short, medium and long term strategies/projections in the demand management directorate. Develop the demand management strategy, mission and vision in line with overall departmental strategies. Design a system for effective expenditure and commodity analysis. In conjunction with business units, establish implement an appropriate demand management system in order to ensure that the resources required by the Department support of budget commitments and its short term goals as outlined in the performance plan. Advice the Disposal committee on the redundant items. Ensure cost efficiency of procurement process. Play a key role in the process of demand identification, clarification of requirements and setting of standards for goods and service. Produce a demand management plan which must include timely planning and management processes to ensure that all goods and services required by the department are quantified, budgeted for and timely and effectively delivered at the right locations and at the critical delivery dates and are of the appropriate quality. Develop and optimum sourcing strategy and technique, taking cognizance of the nature of the commodity or service required the conditions of delivery, just-in-time delivery, the prospective supplier and the goals to be achieved. Manage staff and maintain discipline.

ENQUIRIES : Mr Trevor Tabane: 073 141 6461

POST : ASSISTANT DIRECTOR: DEMAND MANAGEMENT
REF NO : DID62/2014
DIRECTORATE : Supply Chain Management: Goods and Services
SALARY : R270 804.00-R327 126.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized National Diploma/ equivalent qualification in Supply Chain Management/ Economics/Accounting. A minimum of 5 years experience in Supply Chain Management of which 2 years must be at a supervisory level. Experience in Demand Management will be an added advantage.

COMPETENCIES : Knowledge of Public Sector Supply Chain Management Policies, Promotion of
Access to Information Act of 2000, National Archives Act of 1996, Public Service Regulations and other relevant Legislations. **SKILLS**-planning and organizing, verbal and written communication and computer literacy skills.

**DUTIES**

Develop Departmental yearly forecasts at business unit level and drive entire forecast process for the Department. Attend monthly forecast review meetings with business units and advice in the financial budgeting process in line with best practices as outlined by the PFMA, National Treasury and accounting best practices. Advise business units of variances between existing forecast plans and actual results. Work with business units to develop and monitor forecasts on a monthly/seasonal/yearly basis. Perform trend analysis to report inconsistencies with forecasts and actual results. Work closely with cross functional sourcing teams to develop and update forecasts aligned with the department objectives and goals. Implement the demand management systems with reference to projection, forecast and predict. Ensure that demand management plans are in line within the allocated budget and Departmental targets. Identify and analyze industry trends and identify the frequency of needs. To monitor and evaluate the allocated budget expenditure. Analyze expenditure based on past spend patterns and future needs. Manage staff and maintain discipline.

**ENQUIRIES**

Ms Shatadi Mahlangu: 082 878 5322

**POST**

**DEPUTY DIRECTOR: ACQUISITION AND CONTRACT MANAGEMENT**

**REF NO**

DID63/2014

**DIRECTORATE**

Supply Chain Management: Goods and Services

**SALARY**

R532 278.00-R627 000.00 per annum (All inclusive package)

**CENTRE**

Johannesburg (Head Office)

**REQUIREMENTS**

A 3 year appropriate recognized Degree/ National Diploma in Supply Chain Management/ Economics/Accounting. A minimum of 10 years experience in Supply Chain Management of which 2 years must be at a managerial level. Experience in Demand Management and procurement planning will be an added advantage. Valid Driver’s License. Proficiency in Microsoft Office.

**COMPETENCIES**

Knowledge of Public Sector Supply Chain Management Policies, Promotion of Access to Information Act of 2000, National Archives Act of 1996, Public Service Regulations and other relevant Legislations. **SKILLS**-planning and organizing, verbal and written communication and computer literacy skills.

**DUTIES**

Manage the provision of secretarial services to the Departmental Acquisition Council (DAC), including setting up DAC meetings, setting of agenda, the recording of meetings and taking of minutes. Manage compilation and distribution of tender documents in accordance with departmental procedures. Manage tender box administration. Manage relationship between tender management and other process areas in Procurement. Provision of an internal procurement service in terms of running tenders, evaluating and recommending tenders for award to the DAC in accordance PPPFA, PFMA and all relevant SCM legislation. Approval of administrative documents in procurement within delegation. Assist end-users in drafting and preparing technical specifications, tender documents and designs. Project co-ordination, planning and ensuring that quality and safety measures are being adhered to as per the tender specification. Preparing the contract documentation and having it signed. Accepting responsibilities for report writing and record keeping. Knowledge of contract, project construction and project cost management. Controlling and generating all sites records. Prepare interim payment certificates for contractors. Managing Departmental internal processes to support contract/project success. Liaison with Clients Department. Good interpersonal, planning, and oral and written communication skills. Record Management. Manage staff and maintain discipline.
ENQUIRIES : Mr Trevor Tabane: 073 141 6461

POST : ASSISTANT DIRECTOR: ORGANISATIONAL RISK MANAGEMENT (2 posts)

REF NO : DID64/2014
DIRECTORATE : Organisational Risk Management
SALARY : R 270,804.00 - R 327,126.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognised Degree/ National Diploma or equivalent qualification in Risk Management or related fields with a minimum of 3 years risk management related experience of which year must be at supervisory level.

COMPETENCIES : Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of corporate governance and internal/external audit. SKILLS– People management and empowerment, excellent verbal and written communication, quality management, computer literate, report writing and presentation skills.

DUTIES : Implementation of risk management strategy with the Department of Infrastructure Development that involves the identification, assessment, monitoring and mitigation of actual and / or potential risk. Contributing to the review of the Departmental Fraud Prevention Plan. Continuous provision of awareness of risk management, Fraud Prevention and ant corruption through the Department. Contribute to meeting the minimum anti-corruption capacity requirements as set by the Cabinet, through the Departmental Anti-Corruption Strategy. Implementation of communication strategy in relation to Risk Management, Anti-corruption, Ethics and other related topics. Liaising with relevant stakeholders. Contributing to the facilitating and monitoring the implementation of Risk Management Action Plan for all strategic objectives within the Department as well as objectives within Directorates. Manage staff and maintain discipline.

ENQUIRIES : Mr Rhulani Phelembe : 083 633 6495

POST : DEPUTY DIRECTOR: ORGANISATIONAL RISK MANAGEMENT

REF NO : DID65/2014
DIRECTORATE : Organisational Risk Management
SALARY : R 532,278.00 - R 627,000.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognised Degree/ National Diploma or equivalent qualification in Risk Management or related fields with a minimum of 3 years risk management related experience of which year must be at supervisory level.

COMPETENCIES : Knowledge of Public Finance Management Act and Treasury Regulations. Knowledge of corporate governance and internal/external audit. SKILLS– People management and empowerment, excellent verbal and written communication, quality management, computer literate, report writing and presentation skills.

DUTIES : Implementation of risk management strategy with the Department of Infrastructure Development that involves the identification, assessment, monitoring and mitigation of actual and / or potential risk. Contributing to the review of the Departmental Fraud Prevention Plan. Continuous provision of awareness of risk management, Fraud Prevention and ant corruption through the Department. Contribute to meeting the minimum Anti -corruption capacity requirements as set by the Cabinet, through the Departmental Anti- Corruption Strategy. Implementation of communication strategy in relation to Risk Management, Anti-corruption, Ethics and other related topics. Liaising with relevant stakeholders. Contributing to the facilitating and monitoring the
implementation of Risk Management Action Plan for all strategic objectives within the Department as well as objectives within Directorates. Manage staff and maintain discipline.

ENQUIRIES : Mr Rhulani Phelembe : 083 633 6495

POST : DEPUTY DIRECTOR: BUDGET PLANNING AND FINANCIAL REPORTING
REF NO : DID66/2014
DIRECTORATE : Budget Planning and Financial Reporting
SALARY : R 532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognised Degree in Accounting/Cost Management. 3 -5 years’ experience in Government Budget process and Financial Administration. A Valid Drivers Licence.
COMPETENCIES : Knowledge of BAS, SAP, E-MAPP, PMFA and TR. SKILLS- Communication skills and Organisational skills. Computer literacy and reporting writing skills.
DUTIES: Facilitation of the budget compilation process and capturing. Preparation of Appropriation statements. The rendering of budget process advice to directorates. Ensure monthly expenditure review, analysis and processing of misallocations. Assist all Directorates on their expenditure reports. Training of officials on budgeting, systems reports and interpretation thereof. Staff supervisory and mentoring of interns. Arrange and conduct budget workshops with regions and head office. Prepare monthly and annual revenue and expenditure reports for treasury and other stakeholders (IYM, IRM, Quarterly reports and APP’s, Revenue reports). Prepare management reports for the EMT. Ensure that department's budget and programmes are in line with Budget Statement. Assist with the internal and external audits. Ensure compliance to relevant and applicable legislation – PFMA / Treasury regulations. Manage staff and maintain discipline.

CLOSING DATE : Ms Nobantu Mdluli: 071 680 8779

POST : ASSISTANT DIRECTOR: INTERNAL CONTROL
REF NO : DID67/2014
BRANCH : Finance and Supply Chain Management
SALARY : R 270 804.00 pa-R327 126.00 per annum (Plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognised National Diploma or equivalent qualification in Internal Audit or Financial Accounting. A minimum of 3 years experience preferable in the public sector/ Internal Audit & Public Sector.
DUTIES : Ensure compliance to all relevant policies and legislations. Assist in the evaluation regulatory compliance programme. Review the policies and compliance to regulations and financial accounting systems. Review account records and related system. Provide support to the Deputy Director. Perform and execute a wide range of audits and reviews within organisations. Supervise staff
auditors by assigning them to job which match their ability, reviewing their work and appraising their performance. Manage staff and maintain discipline.

ENQUIRIES: Mr. Moloko Matloha: 083 576 7774

POST: DEPUTY DIRECTOR: INTERNAL CONTROL
REF NO: DID68/2014
BRANCH: Finance and Supply Chain Management
SALARY: R 528 278.00-R627 000.00 per annum (All inclusive package remuneration)
CENTRE: Johannesburg (Head office)
REQUIREMENTS: A 3 year appropriate recognised B Com Degree in Accounting or Internal Auditing qualification. A minimum of 5 years’ experience in finance or Internal Auditing of which 3 must be managerial level. Registration with Institute of Internal Auditors will be an added advantage CIA (Certified Internal Auditor).

COMPETENCIES: Knowledge of GPG policies and procedures. Relevant legislation and public service regulations. Financial management understanding of expectations of customers. SKILLS: Proficiency in Ms Office, Basic Accounting system, report writing and problem solving skills.

DUTIES: Produce the monthly and weekly report for the management. Establish a delegations framework. Coordinate external audits. Attend to all reports that urgent attention. Development of the staff. Ensure compliance to all legislations, Acts and policies. Perform evaluation of personnel. Perform any administration duties for effective operation of the office. Supervision of the component staff. Ensure compliance to PFMA/Treasury regulations, internal policies any other legislation that might be necessary. Evaluate and provides reasonable assurance that risk management, control and governance systems are functioning as intended. Report internal control deficiencies and provides recommendations for improving the organization’s operations. Co-ordinate action plan on matters raised by external auditor. Provide objective assurance and consultancy activity designed to add value and improve organisational’s operation. Conduct and schedule special audits and make recommendation for improvements. Manage own performance and the performance of others. Ensure staff discipline and compliance to policies.

ENQUIRIES: Mr. Moloko Matloha: 083 576 7774

POST: ASSISTANT DIRECTOR: PROPERTY DEVELOPMENT (2 posts)
REF NO: DID69/2014
DIRECTORATE: Immovable Asset Management
SALARY: R 270 804.00-R327 126.00 per annum (plus benefits)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: A 3 year appropriate recognized National Diploma and or equivalent in Property Management or Facilities Management or Real Estate or Built Environment. A minimum of 5 years’ experience in Public and/or Private Sector in the management of property development of which 2 years must be at supervisory level. A valid Driver’s License

DUTIES: Assist in developing policies and procedures that are applicable for property development. Assist in designing standard operating procedures for the implementation of the property management function in the Department. Assist to facilitate and coordinate property development initiatives implemented by the National Department of Public Works in the Province. Collect information and documents for business cases. Undertake research to determine possible development opportunities. Assist to identify and investigate alternative service delivery modalities. Make input to systems for approvals in terms of property development through Provincial and National Treasury.

ENQUIRIES: Ms Nomfundo Ngwenya 082 7703651

POST: DEPUTY DIRECTOR: PROPERTY DEVELOPMENT (2 posts)
REF NO: DID70/2014
DIRECTORATE: Immovable Asset Management
SALARY: R 532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: A 3 year appropriate recognized Degree/ National Diploma and/or equivalent in Property Management or Facilities Management or Real Estate or Built Environment. A minimum of 10 years experience in Contract Management of which 2 years must be at managerial level. A valid Driver's License


DUTIES: Establish projects objectives and scope for procurement from approved business cases. Develop a title for the procurement for the purpose of project identification. Determine targeted procurement strategy. Determine quality [functional] strategy for procurement procedure. Determine budget availability. Obtain approval to commence with procurement process. Finalise the Tender Specification Documentation. Update the project file and submit copies of all written communication [including emails] to Supply Chain Management to update the contract project file. Update contract prices. Monitor the performance of the Service Providers. Prepare progress reports against the contracts. Assess any variations. Manage that variations are not implemented until written confirmation is issued.

ENQUIRIES: Ms Nomfundo Ngwenya 082 7703651

POST: DEPUTY DIRECTOR: PROPERTY MANAGEMENT- FINANCE (2 posts)
REF NO: DID71/2014
DIRECTORATE: Immovable Asset Management
SALARY: R 532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: A 3 year appropriate recognized Degree / National Diploma in Accounting and or Economics. Public and/or Private Sector Management experience in the management of debtors and creditors. A minimum of 10 year’s experience of which 2 years must be at managerial level. A valid Driver’s License


DUTIES: Manage the establishment of a database for all lease agreements. Manage the preparation of a schedule to each lease agreement to outline contractual
obligations. Prepare reports for the annual financial statements for leases. Manage the budget for leases. Manage the establishment of a system to keep records of accounts and payments. Reconcile payments for annual financial statements. Manage all debtors and creditors related to rates, taxes and services. Validate invoices received for maintenance of vacant land. Sign performance agreements for the Sub Directorate based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Limit under spending or overspending by the Sub Directorate in terms of the departmental budget allocations. Manage risks and implementation of risk mitigation strategies. Provide written contributions to departmental quarterly progress reports, Annual Report, SCOPA, Budget speeches, Annual Performance Plan, etc.

ENQUIRIES : Ms Nomfundo Ngwenya 082 7703651

POST : ASSISTANT DIRECTOR: ACQUISITION AND DISPOSALS (2 posts)
REF NO : DID72/2014
DIRECTORATE : Immovable Asset Management
SALARY : R 270 804.00-R327 126.00 per annum (Plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized National Diploma and/or equivalent in Property Management or Facilities Management or Real Estate or Built Environment. A minimum of 5 years’ experience in acquisition and disposals of which 2 years must be at supervisory level. A valid Driver’s License.

SKILLS - Sound problem solving, verbal and written communication, strong Computer literacy and analytical skills.

DUTIES : Make inputs to the determination of the terms of reference for the disposal committee. Collect information to determine the condition and value of immovable assets to be disposed. Assist to prepare business cases for disposals and present to the Disposal Committee. Collect information to determine the value of the buildings to be disposed. Assist to interact with all relevant stakeholders manage stakeholder relations. Collect all information and documentation required to update the immovable asset register. Update the immovable asset register. Collect and submit all documents pertaining to the property to the Directorate Asset System and Plans. Assist to validate financial information pertaining to acquisitions for inclusion in the annual financial statements. Provide inputs to the development of cost norms models to guide acquisitions. Assist to update cost norm models based on changes in the institutional environment.

ENQUIRIES : Ms Nomfundo Ngwenya 082 7703651

POST : VALUER
REF NO : DID73/2014
DIRECTORATE : Immovable Asset Management
SALARY : R 532 278.00-R627 00.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognised tertiary Qualification in Valuation. Must be registered as a Valuer with the South African Council for Property Valuations. Valid Driver’s Licence. A minimum of 5 years experience in Property Management.


**DUTIES**

**ENQUIRIES**
- Ms Nomfundo Ngwenya 082 7703651

**POST**
- **ENGINEER PRODUCTION GRADE A- C (STRUCTURAL/ CIVIL)**
**REF NO**
- DID74/2014
**DIRECTORATE**
- Immovable Asset Management
**SALARY**
- R 516 345.00 – R 791 574.00 per annum (all inclusive package) Offer is based on proven years of experience
**CENTRE**
- Johannesburg (Head Office)
**REQUIREMENTS**
- B Eng / BSC (Eng) Degree or equivalent qualification. A minimum of 3 years post qualification engineering experience. Compulsory registration with ECSA as a professional Engineer. Valid driver’s license. Proof of recognized experience must be attached.

**COMPETENCIES**

**DUTIES**
- Perform final review and approvals of audits on new engineering designs according to design principles or theory. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Manage engineering inputs to the Infrastructure Programme Implementation Plan. Manage funds in compliance with Public Finance Management Act and the Treasury Regulations. Limit under spending or overspending on Maintenance and Capex projects from engineering perspective. Monitor and study legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Interact with relevant Professional Bodies/Councils.

**ENQUIRIES**
- Ms Nomfundo Ngwenya 082 7703651

**POST**
- **SYSTEM ADMINISTRATOR**
**REF NO**
- DID75/2014
**DIRECTORATE**
- Immovable Asset Management
**SALARY**
- R 270 804.00 – 327 126 per annum (plus benefits)
**CENTRE**
- Johannesburg (Head Office)
**REQUIREMENTS**
- A 3 year appropriate recognised National Diploma in Information Technology. Valid Drivers’ Licence. A minimum of 3 Years’ Experience in Information Technology.

**COMPETENCIES**

ENQUIRIES: Ms Nomfundo Ngwenya 082 7703651

POST: GEOGRAPHICAL INFORMATION SCIENCE TECHNICIAN A-C
REF NO: DID76/2014
DIRECTORATE: Immovable Asset Management
SALARY: R 222 150.00 - R 340 539.00 per annum (plus benefits)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: A 3 year appropriate recognised National Diploma in GIS or equivalent qualification. Meeting requirements by PLATO to register as GIS Technician. Valid Driver’s Licence. A minimum of 3 years’ experience post qualification.


DUTIES: Collect credible data from different sources. Capture data and update on a regular basis on required formats. Analyse data according to application requirements. Document functional and user requirements. Identify gap analysis. Verify spatial data. Update information. Assist to validate GIS software. Test GIS equipment. Assist to validate GIS data and products. Assist to customize GIS software to meet needs of users. Adhere to GIS standards in terms of maps and information. Provide updated information in terms of system audits. Study professional journals and publications to stay abreast of new developments. Monitor and study legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities (tools and techniques) as prescribed and/or required. Apply findings research in the work environment.

ENQUIRIES: Ms Nomfundo Ngwenya 082 7703651

POST: PORTFOLIO OFFICER (3 posts)
REF NO: DID77/2014
DIRECTORATE: Immovable Asset Management
SALARY: R 183 438.00 – R 216 084.00 per annum (plus benefits)
CENTRE: Johannesburg (Head Office)


DUTIES: Inspect each leased property. Prepare a condition assessment list leased property. Prepare an inspection report for each leased property. Verify that electricity and related certificates have been issued for leased properties, where required. Assist to prepare maintenance plans for leased properties. Implement
ENQUIRIES : Ms Nomfundo Ngwenya 082 7703651

POST : GEOGRAPHICAL INFORMATION SCIENCE PROFESSIONAL

REF NO : DID78/2014
DIRECTORATE : Immovable Asset Management
SALARY : R 444 921.00-R 682 080.00 pa (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognised Degree in GIS (4 years) or equivalent. Registration with PLATO as a GIS Professional. Valid Drivers’ Licence. A minimum of 3 years experience post qualification.


DUTIES : Plan, coordinate and facilitate GISc projects activities. Undertake the system requirements analysis. Conduct the cost benefit analysis. Execute the functional requirement analysis. Identify and understand underlying strategic issues. Identify and analyse relevant strategic information. Oversee the process of advance spatial analysis and modeling for institutional strategic guidance. Develop and evaluate alternative strategic solutions. Study professional journals and publications to stay abreast of new developments. Monitor and study legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Apply findings research in the work environment. Allocate work and manage performance. Maintain discipline. Manage training and development of personnel according to agreed training interventions. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions.

ENQUIRIES : Ms Nomfundo Ngwenya 082 7703651

POST : ASSISTANT DIRECTOR: STRATEGIC IMMOVABLE ASSET MANAGEMENT PLANNING (2 posts)

REF NO : DID79/2014
DIRECTORATE : Immovable Asset Management
SALARY : R 270 804.00-R327 126.00 per annum (Plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognised National Diploma and/or equivalent in Property Management or Facilities Management or Real Estate or Built Environment. A valid Driver’s License and 3 years experience post qualification.

COMPETENCIES : Government Immovable Asset Management Act of 2007. SKILLS- Sound problem solving, verbal and written communication, strong Computer literacy and analytical skills.

DUTIES : Assist with the preparation of inputs for the immovable asset strategy for the Province in terms of the condition of the properties and space norms. Collect information required for the development of processes and systems for improving
the management of immovable assets in terms of maintenance of the asset register, preparation of immovable asset plans, etc. from an architectural perspective. Collect information for the development of policies & guidelines required for the management of the life cycle of an immovable asset. Assist to apply space norms for offices against existing utilisation trends. Design of office floor layout. Determine needs for parking at different offices. Collect information to determine space norms for offices. Collect outcomes of condition assessments from the Chief Directorate Other Provincial Departments Infrastructure, Maintenance and Technical Portfolio Services. Update the immovable asset register in terms of offices, residential properties and vacant land.

ENQUIRIES: Ms Nomfundo Ngwenya 082 7703651

POST: ASSISTANT DIRECTORS: LABOUR RELATIONS (5 POSTS)

DIRECTORATE: Labour Relations Services

REF NO: DID 80/2014

SALARY: R 270 804.00 + 37% in lieu of benefits (12 months contract)

CENTRE: Johannesburg (Head Office)


COMPETENCIES: Knowledge of Labour Relations Act, Knowledge of Public Service Act, Basic Conditions of Employment Act, Promotion of Administrative Justice Act, Employment Equity Act and Skills Development Act Skills: Investigation skills, Negotiation skills, Conflict Management, Decision Making skills, Communication skills, Report writing skills, Presentation and Facilitation skills, Problem Solving skills, Influencing and Networking, Planning and Organizing skills, Strong Analytical skills and Computer skills.

DUTIES: Conduct investigations on misconduct cases, represent the employer during the disciplinary hearings, preside over disciplinary cases, Manage, co-ordinate and monitor the implementation of Labour Relations policies and procedures, Investigate grievance and facilitate grievance meetings/hearings, provide advisory services to management, manage the collective bargaining process and conflict resolution as well as training awareness programmes to staff on Disciplinary code and grievance procedures, ensure the promotion of sound Labour peace, including effective management of dispute settlement, grievance and discipline. Represent the Department in all the relevant forums. Ensure that abscondments and representations are attended to promptly and fairly, conduct research on trends on patterns of grievance and misconduct cases and advise management and pro-active measures and/or required interventions, prepare and submit reports on misconduct and grievances on monthly basis, manage and monitor the database of individual grievances and misconduct cases, provide report to PSC on financial misconduct cases and the recovery of losses, collate statistics and compile report during industrial action.

ENQUIRIES: Mr. Tsotsong Mahlafuliny Tel no: 078 098 8255

POST: LABOUR RELATIONS OFFICER

DIRECTORATE: Labour Relations Services

REF NO: DID 81/2014

SALARY: R183 438.00 – R216 084.00 per annum (Plus benefits)

CENTRE: Johannesburg (Head Office)
**Requirements**: A 3 year Degree/Diploma in Labour Relations / Human Resources Management coupled with 1 year experience in labour relations environment or Grade 12 with a minimum of 3 years' experience in the field of labour relations. A valid Driver's licence is compulsory.

**Knowledge**: Knowledge of Labour Relations Act; Public Service Act; Basic Conditions of Employment Act; Promotion of Administrative Justice Act, Employment Equity Act; Skills Development Act; PFMA; PSCBC and GPSSBC resolutions, Chapter seven of the SMS Handbook as well as Human Resources policies and procedures.

**Skills**: Investigation skills; Negotiation skills; Conflict Management; Decision Making skills; Communication skills; Report writing skills; Presentation and Facilitation Skills; Problem Solving skills; Influencing and Networking; Planning and Organizing Skills; Strong Analytical Skills; Financial Management, Computer Literacy.

**Duties**: The successful candidate will be responsible for, amongst others, the following specific tasks: Register all new cases and set up case files; investigate misconduct cases and represent the employer during the disciplinary hearings; render administrative support during disciplinary hearings; respond to verbal and written enquiries; develop and maintain misconduct database; ensure that all case log sheets are up to date as the case progress through the process; draft submissions; coordinate Labour Relations training; Collate statistics and compile report during industrial action; Compile monthly, quarterly and annual reports as well as reports to OPSC, DPSA and Office of the Premier.

**Enquiries**: Mr. Letsika Mokoena Tel: 083 8238 678

**Post**: SENIOR ADMINISTRATION OFFICER: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM

**Ref No**: DID 82/2014

**Directorate**: HRD

**Salary**: R 227 802.00 – R 268 338 per annum (Plus benefits)

**Centre**: Johannesburg (Head Office)

**Requirements**: A 3 year appropriate recognised Degree/ National Diploma in Human Resources Management/ Public Administration with 3 years’ experience in the Performance Management OR Grade 12 certificate with a minimum of 10 years' experience in Performance Management. A valid Driver's License. Must be able to work under pressure.

**Competencies**: Knowledge of GPG PMDS Policy, PSCBC Resolutions, PSR Regulations, PFMA Treasury Regulations and Chapter Four of the SMS Handbook. SKILLS-Computer literacy, report writing, team player, communication skills both verbal and written, strong interpersonal relation skills and presentation skills.


**Enquiries**: Ms. Thembisile Nkonyane : 0769455684

**Post**: DEPUTY DIRECTOR

**Ref No**: DID83/2014

**Directorate**: Internal Communications

**Salary**: R532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE: Johannesburg (Head Office)

REQUIREMENTS:
A 3 year Degree/National Diploma in Graphic Design and Multimedia or equivalent qualification. A minimum of 3 years experience in graphic design or multimedia at junior management level. Experience with the design and production schedules of Annual Reports at Strategic Plans. Valid driver’s license.

COMPETENCIES:
Knowledge of the GPG Corporate Identity Manual. Must have good understanding of development communications principles. Knowledge and skills in formulating and writing reports. GPG and DID policies and procedures. Relevant legislation and Public Service regulations. Understanding of customer expectations. SKILLS- Computer literate with expert proficiency in Adobe CS5 Design Suite programmes: Photoshop, Premier Pro, Illustrator, Dreamweaver an In Design. Ability to lead a team and liaise with peers, clients and service providers. The applicant must be able to plan, organize and work long hours under pressure. An analytical thinker with advanced graphic design and multimedia. Advanced Project management experience, experience working with deadlines and under pressure. Sound interpersonal relations, facilitation skills, negotiations skills, project management skills and ability to communicate with stakeholders at all levels.

DUTIES:
Formulate and manage the implementation of an annual schedule of graphic design deliverables. Design and manage production of the department’s high level statutory publications including the annual report, strategic plan, magazine, brochures, advertisements and all other print and electronic publications. Develop and implement creative concepts and products for campaigns and exhibitions. Manage the quality of all designed material, with internal clients and external service providers. Develop and manage a visual library. Edit and retouch photographs and video clips of departmental events and activities. Brand manager of the website, intranet and other electronic platforms. Collaborate with peers and supervisors on the strategic management of the Departmental brand. Provide communication support. Contribute towards the development of the publications policy. Ensure that feedback to queries is provided with degree of professionalism and courtesy. Ensure that allocated budget is utilised effectively and efficiently. Provide Monthly and quarterly reports. Manage performance development and management systems for applicable staff.

ENQUIRIES:
Ms Athi Geleba: 082 299 9010

POST: SPECIALIST GRAPHIC DESIGNER
REF NO: DID 84/2014
DIRECTORATE: Internal Communications
SALARY: R227 802.00-R268 338.00 per annum (plus benefits)
CENTRE: Johannesburg (Head Office)

REQUIREMENTS:
A 3 year Degree/National Diploma in Graphic Design or equivalent qualification. A minimum of 3-5 years’ experience in graphic design. Valid driver’s license.

COMPETENCIES:
Knowledge of the GPG Corporate Identity Manual. Must have good understanding of development communications principles. Knowledge and skills in formulating and writing reports. GPG and DID policies and procedures. Understanding of customer expectations. SKILLS- Computer literate with expert proficiency in Adobe CS5 Design Suite programmes: Photoshop, Premier Pro, Illustrator, Dreamweaver an In Design. Ability to lead a team and liaise with peers, clients and service providers. The applicant must be able to plan, organize and work long hours under pressure. An analytical thinker with advanced skill in graphic design and multimedia. Advanced Project management experience, experience working with deadlines and under pressure. Sound interpersonal relations, facilitation skills, negotiations skills, project management skills and ability to communicate with stakeholders at all levels.

DUTIES:
Develop graphic interfaces for various applications and publications. Produce quality communication products aligned. Create designs, concepts, and sample layouts based on knowledge of layout principles and aesthetic design concepts. Determine size and arrangement of illustrative material and copy. Use computer software to generate new images.
ENQUIRIES : Ms Athi Geleba : 082 299 9010

POST : DEPUTY DIRECTOR: EVENTS
REF NO : DID 85/2014
DIRECTORATE : External Communications
SALARY : R532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognised Degree/ National Diploma in Communications/Journalism. A minimum of 5 years’ experience in Communications environment of which 2 years must be at a managerial level. Valid Driver’s Licence. Proficiency in Microsoft Office.

COMPETENCIES : Knowledge of relevant Public Service Legislation, PFMA and other relevant legislation. Events Management. SKILLS-planning and organising, networking, conflict management and report-writing skills.

DUTIES : Plan, organise and manage departmental events, exhibitions and conferences according to the events protocol. Provision of professional support to all directorates within planning and execution of all events and functions. Development and implementation of communication strategies and business plans. Monitor development of service level standards and service level agreements for stakeholders. Management of the Directorate’s promotional material. Development of the unit operational plans, annual report and management of relationship with stakeholders. Assist in drafting of the budget and planning actions for the unit. Effective resources management. Manage staff and maintain discipline.

ENQUIRIES : Ms Athi Geleba : 082 299 9010

POST : ASSISTANT DIRECTOR: EVENTS
REF NO : DID86/2014
DIRECTORATE : External Communication
SALARY : R270 804.00-R327 126.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized Degree/ National Diploma in Communication/Journalism/Public Relations or equivalent qualification. A minimum of 3 years’ experience in Communications/Public Relations and Events management I. Valid Driver’s License. Proficiency in Microsoft Office.

COMPETENCIES : Knowledge of relevant Public Service Legislations, PFMA and other relevant Legislations. Events Management. SKILLS-planning and organizing, networking, conflict management and report-writing skills.

DUTIES : Assist in planning, organising and managing departmental events, exhibitions and conferences according to the events protocol. Assist provisioning of professional support to all Directorates within planning and execution of all events and functions. Assist to develop and implement communication strategies and business plans. Assist in developing service level standards for stakeholders. Assist in managing the Directorate’s promotional material. Assist in developing the unit operational plans, annual report and manage relationship with stakeholders or clients. Assist in drafting the budget and planning actions for the unit. Ensure adherence to protocol and provide advice on government and
departmental protocol regarding events of the Department. Manage staff and maintain discipline.

ENQUIRIES : Ms Athi Geleba : 082 299 9010

POST : DEPUTY DIRECTOR

REF NO : DID 87/2014

DIRECTORATE : SECURITY MANAGEMENT

SALARY : R532 278.00-R627 000.00 per annum (All inclusive package)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : A 3 year appropriate recognized Bachelor Degree/ National Diploma in Security Management or equivalent qualification. A minimum of 5 years’ experience in Security Risk Management of which 2 years must be at Managerial level. A valid driver’s license is essential.

COMPETENCIES : Background in security management, Knowledge of budget, HR matters, risk management / control and OHS. GPG and GDID policies and procedures. Relevant legislation and Public Service Regulations. Understanding of expectations of GPG.

SKILLS : Good interpersonal relations, verbal and written communications, computer literacy, financial management and report writing skills. Ability to communicate at all levels. Project management. Ability to motivate mentor and coach people and to manage conflict situations effectively.

DUTIES : Develop and implement security management policies, monitor adherence to implementation of Information Technology policies. Manage the total security of the Department (information security; personnel security; physical security; Business continuity). Draft internal security policy and guidelines for all departmental buildings and monitor compliance, Advice management on security matters. Conduct threat and risk assessment within the Department and recommended countermeasures commensurate within the risk identified. Create and maintain security awareness programs. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security training capacity for the department and conduct training sessions of all officials. Run a security awareness program in the department. Monitor the extent of adherence/ compliance to the security policy and measures and initiate corrective / disciplinary measures. Ensure the effective implementation of all security measures. Ensure proper administration of the personnel security (vetting). Ensure effective human resource management and efficient economic use of financial resources. Liaise with other organs of state on security matters. Research and deploy state of the art technology solutions and innovative security management techniques to safeguard the Departments assets. Ensure compliance with the Occupational Health, Safety and Environment. Supervise and manage security management staff where applicable.

ENQUIRIES : Ms Maggie Thakhuli : 083 411 5871

POST : ASSISTANT DIRECTOR: MONITORING AND EVALUATION(2 posts)

REF NO : DID88/2014

DIRECTORATE : Monitoring and Evaluation

SALARY : R270 804. 00-R327 126.00 per annum (Plus benefits)

CENTRE : Johannesburg (Head Office)

REQUIREMENTS : A 3 year appropriate recognised Degree/National Diploma in Public Management equivalent qualification. A Postgraduate degree will be preferable plus relevant experience in compiling performance information and report writing on major monitoring and evaluation projects. A valid drives license.

DUTIES: Assist in designing and implementation of monitoring systems, indicators and frameworks for all the programmes in the department. Implement data quality audits and renders monitoring and evaluation technical support. Assist in building monitoring and evaluation capacity within the Department. Assist in compiling the department’s job creation, POA, QPR, monthly, quarterly, Midterm, annual and any other ad hoc reports. Ensure that report coordinators from all branches and stakeholders are provided with timely, accurate and reliable information generated through the M and E system. Coordinate inputs from various branches and write reports. Assist in the development and reviewing of the department’s policy on monitoring and evaluation. Assist with design of performance monitoring systems including dashboards, individual better understanding of Service delivery Improvement Plan. Assist in the reviewing of M an E Standard Operating procedure and annual update outcome base framework. Ensure alignment of department annual performance plan to the Strategic plan and Operational plan. Develop and maintain working relationships with relevant stakeholders. Analyse information for strategy planning processes. Prepare and submit the environmental scan which includes trend analysis on performance data.

ENQUIRIES: Mr Levi Mashabela: 071 670 5861

POST: DEPUTY DIRECTOR: MONITORING AND EVALUATION
REF NO: DID89/2014
DIRECTORATE: Monitoring and Evaluation
SALARY: R532 278.00-R627 000.00 per annum (All inclusive package)
CENTRE: Johannesburg (Head Office)
REQUIREMENTS: An appropriate recognized post graduate- Degree in Public Management or equivalent qualifications. A Minimum of 3-5 years proven experience in the field of Monitoring and project monitoring. Proven Knowledge and experience of the national outcomes based approach and its implementation at provincial level. Knowledge and provincial programme of action (POA) its development and implementation at provincial level. Proven record of the ability to multi task and manage in a highly pressurized environment with high volume work load. A valid driver’s license.

COMPETENCIES: Knowledge- Government planning reporting cycle, Project management. Monitoring and evaluation principles and practices. Relevant legislation and Public Service Regulation. Knowledge and understanding of government policies and planning environment. Regulations regarding planning (Strategic planning), Annual performance plans and quarterly plans. Public Finance Management Act. Understanding of department’s policies, products and its intended results will be an added advantage. Basic knowledge of outcome based approach. Knowledge of King II report and balance score card. SKILLS- Strong interpersonal relations skills, report writing skills, communication skills (verbal & written) and presentation skills. Knowledge of GPG and DID policies and procedures, relevant legislation and Public Service Regulations, SLAs of security contracts and information security knowledge.

DUTIES: Collect and Analyse data, drawing trends and forecast based on performance of the department. Formulate and coordinate the implementation of appropriate intervention to address weakness identified as a result of the performance analysis. Assist in the implementation of the outcomes based approach in the department, as well as programme of action. Conduct research in a number of highly specialized areas related to performance monitoring and evaluation.
specifically around the outcomes based approach and the programme of action. Develop preparation of reports and presentation to oversight structures. Design and execute evaluations of the performance of departmental programmes, including the design and implementation of programmes and programme outputs, outcomes and impact. Devise creative solutions for programme implementation challenges. Assist in the Designing of Monitoring and Evaluations systems and methodologies. Manage the execution of projects. Supervise and assess the performance of personnel. Perform any other adhoc projects.

ENQUIRIES : Mr Levi Mashabela: 071 670 5861

POST : DEPUTY DIRECTOR: INFORMATION SYSTEMS AND APPLICATIONS
REF NO : DID90/2014
DIRECTORATE : ICT
SALARY : R 532 278.00 - R627 000.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : An appropriate Bachelor’s Degree in Information Systems/Computer Science or an equivalent (NQF level 6) qualification. A minimum of 2 years’ experience in applications development and maintenance.

COMPETENCIES : Thorough working knowledge of programming and systems analysis (e.g. Java, C++, PHP, HTML, etc.) Knowledge of business systems analysis. Knowledge of or experience in Health Information Systems will serve as an advantage.

SKILLS- Financial management, Project management, Communication skills and strong interpersonal skills. Knowledge of SAP will be an added advantage.

DUTIES : Manage all systems and applications in the Department. Manage existing applications as well as implement or upgrade systems as required. Systems administration for all applications. Execute agreed upon services levels (i.e. project schedules, system availability and service quality). Lead the Department towards the latest cost effective systems, applications and related technologies. Review system requirements and prepare recommendations anticipating future application needs. Direct the analysis, design, development and installation of IT supported applications. Manage application development projects. Maintain and support existing information systems. Prepare operational forecasts and requirements. Prepare monthly reports and budget analysis for all existing applications. Translate the requirements of each Directorate into workable computer applications. Manage staff performance and report accordingly.

ENQUIRIES : Mr Themba Koka 083 299 0179

POST : ASSISTANT DIRECTOR: ICT
REF NO : DID91/2014
DIRECTORATE : ICT
SALARY : R 270 804.00 – R 327 126.00 per annum (Plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized National Diploma in ICT or a Bachelor’s Degree in IT, and a minimum of 3 years experience in ICT Governance, ITIL foundation certificate.

COMPETENCIES : Excellent interpersonal and communication skill, SKILLS- Computer literate, Facilitation and presentation skills. Good communication skills (Written and verbal). Time management and organizing skills.

DUTIES : Develop, implement and monitor the corporate governance of ICT. Co-ordinate compliance to ICT reporting. Develop Annual Performance Plan and operational plans for the directorate. Develop monthly reports and quarterly reports based on Annual Performance Plan and Operational plan for Monitoring and Evaluation unit. Develop and manage ICT policies and procedures. Providing assistance to the IT Function with the implementation and managing of ITIL processes and controls in line with the best practice frameworks (Cobit, ISO27002 etc.) to achieve a successful audit result. Organize and manage documentation needed for Audit. Respond to audit queries (internal and external queries). Conducting information risk assessment reviews and workshops to cater for IT processes. Ensuring that up to date risk registers are maintained and reported. Ensuring ICT
Projects are initiated, managed and monitored to resolve risk actions resulting from risk workshops, reviews and audits if required. Conduct ICT Security Awareness for the department. Manage anti-Virus trainings and oversee the compliance of patch management. Draw up and manage SLA and OLA. Assist in project management. Manage staff performance and report accordingly.

ENQUIRIES : Mr Themba Koka 083 299 0179

POST : ASSISTANT DIRECTOR: BUSINESS ANALYST
REF NO : DID92/2014
DIRECTORATE : ICT
SALARY : R 270 804.00 - R 327 126.00 per annum (plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year Degree/National Diploma in IT or three year relevant qualification. A minimum of 3-5 years of experience in Business Analysis with technical skills.

COMPETENCIES : Knowledge of processing modelling tool, UML, BPMN, and MS Project SKILLS-Facilitation skills, presentation, Computer literacy, communication and analytical skills.

DUTIES : Conduct impact and feasibility assessment according to agreed standards and format. Investigate and describe current business processes, and business constraints affecting the Department. Establish an understanding of business aims and Develop alternative business process designs. Investigate work to seek effective business solutions, and organise their implementation through improvements in information systems, data management, process, procedures, monitor and apply the use of required modelling, analysis tools, methods and standards. Utilise business experience and skills to assess and advice on the practicability of alternatives, combining technical limitations with operational realities. Develop detailed specification and modelling of recommended solutions using resources, standards, methods and tools as required. Maintain links with appropriate counterparts within both architecture and service delivery functions and play a full part in bringing systems to implementation as detailed by Departmental policies and methods. Ensure the use of specialised techniques, tools and methods in analysis, modelling and design. Plan, arrange, control meetings, workshops and relations with client during system investigations and through subsequent development work. Conduct JAD secession, presentations and training sessions to all levels including Senior Management. Draw detail specification document and business cases. Manage staff performance and report accordingly.

ENQUIRIES : Mr Themba Koka 083 299 0179

POST : DIRECTOR: LOGISTICAL SUPPORT OFFICE SERVICES
REF : DID93/2014
BRANCH : CORPORATE SERVICES
SALARY : R 819 126.00 - R 964 902.00 per annum (All inclusive package)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A 3 year appropriate recognized Degree/ National Diploma in Logistics management or Professional Secretariat Services. Corporate governance will be an added advantage. A minimum of 10 years’ experience in office support and Logistical Services of which 5 years must be at Middle Management Level. Valid Driver’s License. Proficiency in Microsoft Office and project management. Registration with Professional Body a must.
COMPETENCIES : Knowledge of King 3 report and its requirements including relevant Public Service Legislations, PFMA and other relevant Legislations. SKILLS: planning and organizing, networking, conflict management and report-writing skills.
DUTIES : Provide strategic direction of the Directorate. Identify and determine strategic objectives and operational plans. Develop policies and processes for office support and auxiliary services. Manage the provision and maintenance of internal record management services and ensure effective provision of reproductive and printing services. Manage centralized secretary and driver/messenger services as well as meeting and committees which includes (Executive Management Team, Senior Management Team, Broad Management and Labour Forum). Manage food, office support services and provisioning of cleaning services. Manage reception and switchboard services. Will report directly to the DDG: Corporate Services.
ENQUIRIES : Maggie Thakhuli : 083 411 5871
POST : PRINCIPAL COMMUNICATIONS OFFICER
REF NO : DID94/2014
DIRECTORATE : External Communications
SALARY : R 227 802.00 per annum (Plus benefits)
CENTRE : Johannesburg (Head Office)
REQUIREMENTS : A recognised Degree or National Diploma in Journalism/ Communication. A minimum of 3 years experience in Journalism or Communication environment and a valid driver’s license.
COMPETENCIES : Knowledge of applicable legislation and Public Service prescripts. Knowledge of Public Finance Management Act (PFMA). SKILLS- Microsoft professions, Good communications skills(written & verbal), interpersonal, planning and organising skills. Ability to work under pressure and travel extensively as well as work over weekends and during public holidays. Research skills.
DUTIES : Administer Departmental electronic communication platforms/tools (website and intranet) to inform the general public about developments and programmes. Coordinate and develop content for the website and intranet through liaison with Directorates and other Departmental units. Research and write news and articles for the electronic platforms of the Department. Maintain good customer relations between the Department and its stakeholder/clients. Electronic management and dissemination of Departmental information. Coordinate external electronic communication issues.
Coordinate and monitor website content, visual appearance and functionality by ensuring continuous updating

ENQUIRIES

: Athi Geleba  Tel: 082 299 9010

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PLEASE NOTE: To apply for the above positions Applications can be hand delivered at No: 11 Diagonal Street (Old Johannesburg Stock Exchange Building) Ground Floor - Tender Box or posted to Attention: HR-Recruitment and Selection Unit, Gauteng Department of Infrastructure Development, Private Bag X8, Marshalltown, 2107 : Human Resource Telephone 076 942 8680

IMPORTANT NOTES: Applications must be submitted on the Z83 form accompanied by a Comprehensive CV indicating three reference persons (name, contact numbers and the relationship with the referee) for reference checking purposes; certified copies of qualification(s) and identity document and a copy of a valid certified drivers license.

Failure to send the above certified copies will result to the application not being considered.

Disabled people are encouraged to apply.

If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

CLOSING DATE: 20 June 2014.