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Department:
Public Service and Administration
REPUBLIC OF SOUTH AFRICA

PUBLIC SERVICE VACANCY CIRCULAR

PUBLICATION NO 29 OF 2023
DATE ISSUED 18 AUGUST 2023

1. Introduction

- 1.1 This Circular is, except during December, published on a weekly basis and contains the advertisements of vacant posts and jobs in Public Service departments.
- 1.2 Although the Circular is issued by the Department of Public Service and Administration, the Department is not responsible for the content of the advertisements. Enquiries about an advertisement must be addressed to the relevant advertising department.

2. Directions to candidates

- 2.1 Applications on form Z83 with full particulars of the applicants' training, qualifications, competencies, knowledge and experience (on a separate sheet if necessary or a CV) must be forwarded to the department in which the vacancy/vacancies exist(s). **NB: PROSPECTIVE APPLICANTS MUST PLEASE USE THE NEW Z83 WHICH IS EFFECTIVE AS AT 01 JANUARY 2021.**
- 2.2 Applicants must indicate the reference number of the vacancy in their applications.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the department where the vacancy exists. The Department of Public Service and Administration must not be approached for such information.
- 2.4 It must be ensured that applications reach the relevant advertising departments on or before the applicable closing dates.

3. Directions to departments

- 3.1 The contents of this Circular must be brought to the attention of all employees.
- 3.2 It must be ensured that employees declared in excess are informed of the advertised vacancies. Potential candidates from the excess group must be assisted in applying timeously for vacancies and attending where applicable, interviews.
- 3.3 Where vacancies have been identified to promote representativeness, the provisions of sections 15 (affirmative action measures) and 20 (employment equity plan) of the Employment Equity Act, 1998 should be applied. Advertisements for such vacancies should state that it is intended to promote representativeness through the filling of the vacancy and that the candidature of persons whose transfer/appointment will promote representativeness, will receive preference.
- 3.4 Candidates must be assessed and selected in accordance with the relevant measures that apply to employment in the Public Service.

4 SMS pre-entry certificate

- 4.1 To access the SMS pre-entry certificate course and for further details, please click on the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za.

AMENDMENTS

DEPARTMENT OF MINERAL RESOURCES & ENERGY: Kindly amend the salary level of the following post: Deputy Director: Mineral Economic (Industrial Minerals) with Ref No: DMRE /2420 to salary level 12 R958 824 per annum, advertised in the Public Service Circular 28 dated 11 August 2023.

DEPARTMENT OF HOME AFFAIRS: Kindly note that the educational requirements as well as the closing date for the post of Chief Director: Legal Services, Branch: Operations with Ref No: HRMC 45/23/2, advertised in Public Service Vacancy Circular dated 11 August 2023, have been amended to A BProc / Bjuris / LLB or any Legal qualification at NQF level 7 as recognised by SAQA; and the closing date has been extended to 01 September 2023. We apologise for any inconvenience caused.

**PROVINCE ADMINISTRATION: NORTH WEST
DEPARTMENT OF ARTS, CULTURE, SPORTS & RECREATION**

- APPLICATIONS** : must be addressed to: Head of Department, Department of Arts, Culture, Sports and Recreation, Private Bag X90, Mmabatho, 2735 or Hand delivered to Human Capital Management, Ground Floor, Gabomotho Building, 760 Dr James Moroka Drive, Mmabatho, 2735.
- FOR ATTENTION** : Director: Human Capital Management
- CLOSING DATE** : 01 September 2023
- NOTE** : Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (No.81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department(s), www.gov.za Applicants must indicate the Post, Reference Number and centre on the Z83 Form application. The new Z83 Form must be accompanied by a recent updated curriculum vitae with full personal details, experience, including three (3) names of contactable referees and it is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation report (only when shortlisted). DPSA Circular 19 of 2022 on Part E, F and G: Noting that there is limited space provided on Z83, often indicate "refer to Curriculum Vitae as attached" and provides the required information but the statement that relate to prevent re-appointment Part E must be answered. Failure to provide information on CV as requested the applicant may be disqualified. Faxed, e-mailed applications will not be accepted. Applications received after closing date will, as a rule not be accepted. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interviews. It will be expected of candidate(s) to be available for interview process on a date, time and place as determined by the Department Shortlisted candidate(s) will be required to undergo personal suitability checks, which include criminal records, citizenship, financial credits/assets, qualifications verification and previous employment background/reference checks will be verified. Candidates will be subject to security screening and vetting. Applicants must disclose if /he is not a Director/Shareholder of a company or conducting any business with Organ of State and whether is performing any additional remunerative work outside his/her normal duties. The successful candidate will enter into an Annual Performance Agreement, and also annually disclose his/her financial interest. The Department reserves the right not to make appointment. Note: Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. Communication and Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months after the closing date, please accept that your application was unsuccessful.

OTHER POST

- POST 29/643** : **CHIEF WORKS INSPECTOR**
(X5 Contract Posts)
- SALARY** : R359 517 per annum (Level 08), Plus 37% in lieu of benefits
- CENTRE** : Mmabatho, Head Office Ref No: 2023/ Acsr126/Nw
Ngaka Modiri Molema District to Be Stationed at Head Office Ref No: 2023/ Acsr127/Nw
Bojanala District- District Office Ref No: 2023/ Acsr128/Nw
Dr Ruth Segomotsi Mompati District –District Office Ref No: 2023/ Acsr129/Nw
Dr Kenneth Kaunda District – District Office Ref No: 2023/ Acsr130/Nw
- REQUIREMENTS** : A National Diploma (T/N/S streams) in the built environment (Quantity Surveying, Architect, Construction Management, Electrical), B-Tech or relevant equivalent qualification. A minimum of 3-5 years relevant experience or N3 and a passed trade test in the built environment. Registration as an Engineering Technician or Professional will be an added advantage. Broad based buildings maintenance experience and ability to implement pro-active/preventative maintenance requirements. Knowledge: Knowledge of National Building Regulations and NHBRC compliance requirements. Verbal and written communication skills. Knowledge of Microsoft projects. Ability to

- work independently. Good management and interpersonal skills. Computer literacy. Willingness to travel. A valid driver's license is compulsory.
- DUTIES** : Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities. Manage the activities of contractors on project sites. Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices. Check and recommend on variation orders and on requests for the extension of deadlines. Brief contractors and consultants on projects and verify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects.
- ENQUIRIES** : Ms L Mabe Tel No: (018) 388 2821
Mr T Moilwa Tel No: (018)388 2166
- NOTE** : NB: These below posts are fixed term contracts ending on the 31st of March 2024, which may reviewed annually based on performance and availability of funds.

DEPARTMENT OF PUBLIC WORKS AND ROADS

This Department is an Equal Opportunity Affirmative Action Employer. It is our intention to promote representatively (race, gender and disability) e.g. White, Indian, Coloured and African, in the Department through the filling of posts. People with disability are encouraged to apply. The candidates whose transfer/promotion/appointment will promote representatively will receive preference. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : All Applications must be addressed to: Head of Department, Public Works and Roads, Private Bag X2080, Mmabatho, 2735 Or Hand delivered to Registry Office no. 133, Ground Floor, East Wing - Old Parliament Building Complex, Modiri Molema Road. Mmabatho, 2735.
- FOR ATTENTION** : HR Recruitment - Mr. M.E Khaue
- CLOSING DATE** : 01 September 2023, (Posted Applications must have reached the Department by 15h30 pm, otherwise they will not be considered)
- NOTE** : Senior Management Pre-entry Programme Certificate: No applicant shall be recommended for appointment without producing a Certificate of completion for the Nyukela Programme (SMS Pre-Entry Programme) offered by the National School of Government which can be accessed via this link: <https://www.thensg.gov.za>. All shortlisted candidates for SMS posts will be subjected to a technical competency exercise that intends to test relevant technical elements of the job, the logistics of which be communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend generic managerial competencies using the mandated DPSA SMS competency assessment tools. Compliance: It is compulsory to fill all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled and dated. The form is obtainable at any National or Provincial Department, www.gov.za. Applicants must indicate the Post, the Reference number and the Centre on the Z83 Form application. The application must be accompanied by a recent updated curriculum vitae indicating personal details, competencies and experience, including three (3) names of contactable referees. Applicant's previous information as background/reference checks will be verified through contactable referees. Only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview. Faxed, e-mailed applications will not be accepted or considered. Shortlisted candidate(s) will be required to undergo personnel suitability checks and will be subjected to security screening which include, criminal records, citizenship, financial credits, qualifications verification and vetting. Applications received after the closing date will, as a rule not be accepted. It will be expected of candidates to be available for interview process on a date, time and place as determined by the Department. The Department reserves the right not to make appointment. The successful candidate will enter into an annual performance agreement, and annually disclose his/her financial interest. Candidates requiring additional information regarding advertised post must direct their enquiries to the relevant person indicated. NB: Communication and Correspondence will be limited to short-listed candidates only. If you have not heard from us within three months

after the closing date, please accept that your application has been unsuccessful.

MANAGEMENT ECHELON

POST 29/644 : **DIRECTOR: EDUCATION INFRASTRUCTURE, MAINTENANCE & TECHNICAL PORTFOLIO SUPPORT REF NO: H/O 26/2023**
Re-Advert

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), all-inclusive remuneration package.
: Head Office-Mahikeng
: Qualifications: National Senior Certificate (Grade 12) plus A Bachelor's Degree/B-Tech (NQF Level 7) in Civil/Structural Engineering or Quantity Surveying or Electrical/Mechanical or Architecture. A valid driver's license. Experience: Five (5) years' relevant work experience at middle management level. Knowledge: Management of professional teams within the built environment. Extensive knowledge of all civil engineering aspects of the building and construction environment. Advanced knowledge and understanding of the following Acts: Government Procurement systems and related legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Proven programme/ project planning, budgeting and construction experience. Knowledge of the built environment legal and operational compliance. Contract Management. Ability to maintain integrity and confidential information. Skills: Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Willingness to travel and work beyond normal working hours.

DUTIES : Manage client Department projects. Manage the Directorate's Annual Performance Plan. Co-ordinate and Plan building Infrastructure projects. Collate the IPMP and IPIP B5 project list. Evaluate and recommend feasibility study/ scoping report, preliminary Design, detailed design and tender documentation. Manage and Update building standards documents and procedures. Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.

ENQUIRIES : Mr. S. Diko Tel No: (018) 388 1494

POST 29/645 : **DIRECTOR: (ROADS, PROJECT - CAPITAL IMPLEMENTATION) REF NO: H/O 27/2023**
Re-Advert

SALARY CENTRE REQUIREMENTS : R1 162 200 per annum (Level 13), all-inclusive remuneration package.
: Head Office-Mahikeng
: Qualifications: National Senior Certificate plus a B-Tech/BEng Degree (NQF Level 7) in Civil Engineering. A valid driver's license. Experience: Five (5) years' relevant work experience at middle management level. Knowledge: Knowledge of Public Service Act and Treasury Regulations. Understanding of Government prescripts. Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Government Legislative Frameworks. Technical standards/procedures. Proven programme/ project planning, budgeting and construction experience. Knowledge of the built environment legal and operational compliance. Contract Management. Skills: Ability to maintain integrity and confidential information. Technical consulting skills. Strategic capability and leadership skills. Programme and project management skills. Financial Management. Change management. Service Delivery Innovation. Problem solving and Analytical thinking. Client Orientation and customer focus. Good communication and interpersonal relations. Willingness to travel and work beyond normal working hours.

DUTIES : Manage and implement in-house roads construction projects. Ensure Sound implementation of all Capex and OPEX projects. Attend site meetings for Capex and OPEX Projects when possible. Participate on Department Bid

Evaluation Committee and other. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Ensure proper planning that is in line with Infrastructure Delivery and Management System (IDMS) when procuring service of Engineers and Contractors. Monitoring of budget. Establish and maintain appropriate systems and guidelines to ensure effective and efficient management of projects. Develop project reporting templates and guidelines for all projects managers. Ensure maximization of local labour absorption and contractor development is implemented and achieved. Ensure that all SMME's under contractor development are allocated works. Ensure that 30% of the contract sum is allocated to the local SMME's on projects above R30 million. Capacitate and Manage the Directorate.

ENQUIRIES : Mr M. Phahlane Tel No: (018) 388 1193

OTHER POSTS

POST 29/646 : **DEPUTY DIRECTOR: CONTRACTOR DEVELOPMENT AND INNOVATION**
REF NO: H/O 28/2023
(12 Months contract)

SALARY : R958 824 per annum (Level 11)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualifications and experience: A National Senior Certificate plus National Diploma or Bachelor's Degree in Social Science/ Sociology/ Public Administration/ Project Management. 3 - 5 years relevant work experience of which 3 years at an Assistant Director level. A valid Driver's license. Knowledge: Knowledge of government legislatives framework. EPWP Programmes. EPWP Technical standards/procedures Public Service Regulations. Batho Pele Principles; Public Finance Management Act (PFMA) and Supply Chain Management Procedures. Needs and priorities of stakeholders. Skills: Communication (written and verbal) skills. Conflict Management. Analytical skills. Change/ Diversity management. Strategic management. Ability to communicate well with people at different levels and from different backgrounds. Computer literacy (MS Word, MS Excel, and MS Access). Planning & organising. Interpersonal Skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation skills.

DUTIES : Develop policy on enterprise development focusing on contractor development and cooperatives. Empowering the Contractors and cooperatives in terms of their competitiveness (CIBD Grading). Enhance PPP-ships (Public Private Partnerships). Generate and develop a credible database of targeted beneficiaries or small emerging Contractors and cooperatives. Enhance partnership with critical stakeholders in the North West Province including Provincial CIBD office and North West Contractors and Local Business Associations. Manage, create and facilitate an environment that is conducive to growth through access to contracts and training for contractors and cooperatives in the department. Manage the resources of the Sub-directorate.

ENQUIRIES : Mr. K. Gill Tel No: (018) 388 4522

POST 29/647 : **DEPUTY DIRECTOR: ROAD MAINTENANCE REF NO: H/O 29/2023**
(12 Months contract)

SALARY : R958 824 per annum (Level 11)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualifications: A National Senior Certificate plus National Diploma or Bachelor's Degree in Social Science/ Public Administration/Civil Engineering/ Project Management. Experience: 3 - 5 years relevant work experience of which 3 years at an Assistant Director level. A valid Driver's license. Knowledge: Knowledge of government legislatives framework. EPWP Programmes. EPWP Technical standards/procedures Public Service Regulations. Batho Pele Principles; Public Finance Management Act (PFMA) and Supply Chain Management Procedures. Needs and priorities of stakeholders. Skills: Communication (written and verbal) skills. Conflict Management. Analytical skills. Change/ Diversity management. Strategic management. Ability to communicate well with people at different levels and from different backgrounds. Computer literacy (MS Word, MS Excel, and MS Access). Planning & organising. Interpersonal Skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation skills.

DUTIES : Plan and ensure implementation of the Expanded Public Works Programme and National Youth Service in all Roads programmes in the department. Manage the implementation of the Road Maintenance programme throughout the department. Monitor and evaluate Road Maintenance programmes (RMP) throughout the department. Manage the centralised Road Maintenance programmes Information Management System. Undertake audits of the programme timeously. Provide social facilitation and create work opportunities by implementing EPWP flagship programmes in Roads Programmes. Ensure programme approvals are in place. Facilitate recruitment of EPWP Road Maintenance Programme beneficiaries. Manage and provide social liaison for successful implementation of EPWP in the roads programme. Provide implementation support to roads programme both at Head Office and Districts. Identify possible bottlenecks/hurdles/obstacles that may hamper effective and efficient support to roads programme. Manage the resources of the Sub-directorate.

ENQUIRIES : Mr. K. Gill Tel No: (018) 388 4522

POST 29/648 : **DEPUTY DIRECTOR: EPWP EMPOWERMENT ARTISAN DEVELOPMENT & LEARNERSHIP REF NO: H/O 30/2023**
12 Months contract

SALARY : R958 824 per annum (Level 11)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualifications: A National Senior Certificate plus National Diploma or Bachelor's Degree in Social Science/ Sociology/ Public Administration/ Project Management. Experience: 3-5 years relevant work experience of which 3 years at an Assistant Director level. A valid Driver's license. Knowledge: Knowledge of government legislatives framework. EPWP Programmes. EPWP Technical standards/procedures. Public Service Regulations. Batho Pele Principles. Public Finance Management Act (PFMA) and Supply Chain Management Procedures. Needs and priorities of stakeholders. Skills: Communication (written and verbal) skills. Conflict Management. Analytical skills. Change/ Diversity management. Strategic management. Ability to communicate well with people at different levels and from different backgrounds. Computer literacy (MS Word, MS Excel, and MS Access). Planning & organising. Interpersonal Skills. High level of reliability. Ability to act with tact and discretion. Good grooming and presentation skills.

DUTIES : Determine skills development priorities across all sectors of EPWP. Manage the creating of Departmental EPWP Empowerment, Artisan and Learnership database. Determine and ensure the implementation of capacitation and training development strategies. Facilitate the provision of sector specific training. Develop and build human capacity of EPWP beneficiaries and internal guidelines aimed at streamlining and institutionalising EPWP training in the Department and provincial. Ensure that EPWP beneficiaries are capacitated and empowered. Manage the development of and implementation of the EPWP exit strategies where economically and technically possible. Organise individual EPWP beneficiaries into formal enterprises (e.g. cooperatives) to ensure marketability at exit. Manage the resources of the Sub-directorate.

ENQUIRIES : Mr. K. Gill Tel No: (018) 388 4522

POST 29/649 : **CONTROL ENGINEERING TECHNOLOGIST REF NO: H/O 31/2023 (X4 POSTS)**
12 Months Contract

SALARY : R831 309 per annum (Grade A)
CENTRE : Head Office - Mahikeng
REQUIREMENTS : Qualification and Experience: National Senior Certificate plus Bachelor of Technology in Engineering (BTech) or relevant qualification. Six (6) years post qualification Engineering Technologist experience required. Compulsory registration with ECSA as an Engineering Technologist. A Valid driver's license. Knowledge: Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Contract Management. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Skills: Technical consulting skills.

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| | | Problem solving and Analytical skills. Financial management. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Good communication and interpersonal relations. Computer literacy. Planning and organising. Conflict management. Change management. Service Delivery Innovation. Willingness to travel and work beyond normal working hours. |
| <u>DUTIES</u> | : | Manage technological advisory services. Manage and implement in-house road infrastructure projects. Ensure sound implementation of all Capex projects. Attend site meetings for Capex Projects. Participate on Department Bid Evaluation Committee and other. Monitor and evaluate technological designs. Ensure proper planning that is in line with Infrastructure Delivery and Management System (IDMS) when procuring service of Engineers and Contractors. Establish and maintain appropriate systems and guidelines to ensure effective and efficient management of projects. Make inputs in budgetary plans, APP, Procurement Strategy, Procurement Plan, Operational Plan. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Develop project reporting templates and guidelines for all projects managers. Ensure maximization of local labour absorption and contractor development. Ensure that all SMME's under contractor development are allocated works. Keep up with new technologies and procedures. Capacitate and supervise personnel. |
| <u>ENQUIRIES</u> | : | Mr M. Phahlane Tel No: (018) 388 1494/1193 |
| <u>POST 29/650</u> | : | <u>DEPUTY DIRECTOR - INTERNAL CONTROL REF NO: H/O 32/2023</u> (Re-Advert) |
| <u>SALARY</u> | : | R811 560 per annum (Level 11), (all-inclusive salary package) |
| <u>CENTRE</u> | : | Head Office - Mahikeng |
| <u>REQUIREMENTS</u> | : | Qualification: National Senior Certificate plus National Diploma or Bachelor's Degree in Accounting/ Auditing/ Risk Management/ Compliance. A valid driver's license. Experience: 3 - 5 years' experience in Internal Control, Internal/External Auditing of which 3 years should be at an Assistant Director level. Experience with the Auditor General South Africa (AGSA) will be an added advantage. Knowledge: Knowledge of Financial Management systems and the Supply Chain Management Framework. An understanding of the PFMA, PPPFA, BBBEE and Treasury Regulations. Skills: Computer Literacy. Verbal and written communication. Problem solving and analytical skills. Strong Planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management strategic. Operational and financial plans and projects. |
| <u>DUTIES</u> | : | Develop and maintain effective, efficient and transparent systems of internal control. Strengthen accountability by identifying risks associated with departmental policies and plans. Establish an integrated internal control framework including review of policies. Evaluate the internal control systems and make recommendations. Coordinate assurance activities and monitor implementation of audit recommendations. Put system in place to prevent and detect unauthorised, irregular, fruitless and wasteful expenditure. Review financial transactions for accuracy, completeness and correctness and to ensure compliance with the law and regulations. Coordinate both Internal and External Audits and ensure development and implementation of Post Audit Action Plans. Conducts ad-hoc reviews at request of management. Manage the resources of the Sub-directorate. |
| <u>ENQUIRIES</u> | : | Mr E. Magole Tel No: (018) 388 3473 |
| <u>POST 29/651</u> | : | <u>PROFESSIONAL CONSTRUCTION PROJECT MANAGER (BUILDING INFRASTRUCTURE) REF NO: H/O 33/2023 (X4 POSTS)</u> 12 months contract |
| <u>SALARY</u> | : | (Grade A - B) R795 147- R894 042 per annum, (To be determined based on post registration experience) |
| <u>CENTRE</u> | : | Head Office - Mahikeng |
| <u>REQUIREMENTS</u> | : | Qualification and Experience: National Senior Certificate plus National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience OR Honour's degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project |

Manager. A Valid driver's license. Knowledge: Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Contract Management. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Legal compliance. Technical consulting. Professional judgment. Skills: Technical consulting skills and report writing. Problem solving and Analytical skills. Financial management. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Good communication and interpersonal relations. Computer literacy. Planning and organising. Conflict management. Change management. Service Delivery Innovation. Willingness to travel and work beyond normal working hours.

DUTIES : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Manage and implement in-house buildings construction projects. Ensure sound implementation of all Capex projects. Attend site meetings for Capex Projects when possible. Participate on Department Bid Evaluation Committee and other. Ensure proper planning that is in line with Infrastructure Delivery and Management System (IDMS) when procuring service of Engineers and Contractors. Develop project reporting templates and guidelines for all projects managers. Project accounting and financial management. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Monitor budget. Provide inputs to other professionals with tender administration. Ensure maximization of local labour absorption and contractor development. Ensure that all SMME's under contractor development are allocated works. Keep up with new technologies and procedures. Capacitate and supervise personnel.

ENQUIRIES : Mr. S. Diko Tel No: (018) 388 1494

POST 29/652 : **PROFESSIONAL CONSTRUCTION PROJECT MANAGER (ROADS INFRASTRUCTURE) REF NO: H/O 34/2023**

SALARY : (Grade A - B) R795 147- R894 042 per annum, (To be determined based on post registration experience)

CENTRE : Head Office - Mahikeng

REQUIREMENTS : Qualification and Experience: National Senior Certificate plus National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Built Environment field) with a minimum of 4 years certified managerial experience OR Honours degree in any Built Environment field with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license. Knowledge: Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Programme and project management. Project principles and methodologies. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Creating high performance culture. Technical consulting. Professional judgment. Skills: Decision making. Team leadership. Analytical skills. Creativity. Self-management. Customer focus and responsiveness. Communication. Computer literacy. Planning and Organizing. Conflict Management. Problem solving and analysis. Change Management. Innovation.

DUTIES : Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Manage and coordinate planning aspects of projects. Ensure designs of road projects are done in accordance with sound engineering principles, department design manual, norms and standards. Initiate projects as per Standard Infrastructure Procurement Delivery Model (SIPDM). Design projects according to specifications and SIPDM. Develop Service Level Agreements. Ensure procurement of service providers/ contractors in line with project management methodology. Make inputs in budgetary plans, APP, Procurement Strategy, Procurement Plan, Operational Plan. Ensure that all physical and financial targets set for Annual Performance Plan (APP) are achieved. Monitor budget. Provide inputs to other professionals with tender administration. Ensure maximization of local labour absorption and contractor development. Ensure

that all SMME's under contractor development are allocated works. Keep up with new technologies and procedures. Capacitate and supervise personnel.
Mr M. Phahlane Tel No: (018) 388 1494/1193

ENQUIRIES :

POST 29/653 : **ENGINEERING TECHNICIAN PRODUCTION REF NO: H/O 35/2023 (X2 POSTS)**
12 Months Contract

SALARY CENTRE REQUIREMENTS : Grade A: R353 013 per annum
: Head Office - Mahikeng
: Qualification and Experience: National Senior Certificate plus National Diploma in Engineering or relevant qualification. Three years post qualification technical experience. Compulsory registration with ECSA as a Professional Engineering Technician. Valid driver's license. Knowledge: Understanding of government procurement procedures and processes e.g. legislations e.g. (PPPFA, PFMA), Public Service Act, Occupational Health and Safety and other related acts governing the Public Service. Contract Management. Project management. Project principles and methodologies. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Skills: Problem solving and Analytical skills. Financial management. Decision making. Team leadership. Creativity. Self-management. Customer focus and responsiveness. Good communication and interpersonal relations. Computer literacy. Planning and organising. Conflict management. Change management. Service Delivery Innovation. Willingness to travel and work beyond normal working hours.

DUTIES : Render technical services. Implement in-house road infrastructure projects. Attend site meetings for Capex Projects. Produce technical designs with specifications and submit for evaluation and approval. Provide inputs in proper planning that is in line with Infrastructure Delivery and Management System (IDMS) when procuring service of Engineers and Contractors .Ensure maximization of local labour absorption and contractor development is implemented. Maintain appropriate systems and guidelines to ensure effective and efficient management of projects. Perform administrative and related functions. Develop project reporting templates. Compile and submit reports. Provide inputs into the budgeting process. Prepare payments of consultants and contractors. Develop, implement and maintain databases. Keep up with new technologies and procedures. Supervise personnel.

ENQUIRIES : Mr M. Phahlane Tel No: (018) 388 1494/1193