

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

CHIEF DIRECTOR: OPERATIONS

An all-inclusive remuneration package of R1 251 183.00 per annum (Level 14)

Ref No: DPWI 01/07/2021, Head Office

MINIMUM REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Public Management/Law or equivalent qualification with five (5) years relevant experience at Senior Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Functioning of Government Programme Management. Project Management. Financial Management. General Management Skills. Computer Skills. Report writing Skills. Communication (verbal and written). Marketing. Interpersonal Skills. Decision making skills. Lobbying skills. Diplomatic skills. Programme and Project Management Skills. Service Delivery Innovation and Analytical thinking skills. Policy Development, implementation and analysis. Negotiation and motivation.

KPA's: **Manage and guide the implementation of the Strategic Plan:** Guide the implementation of the strategic plan of the Department and the Regions in ensuring they meet the performance target. Coordinate the standardization of service delivery standards and ensure adherence to these by line functions and Regions. Develop and deploy reporting methodologies and metrics and consolidate performance reporting to Top Management and other structures. Monitor overall performance and monitor progress in implementing interventions. **Departmental operations are efficient and effective.** Ensure the formulation, implementation and continuous review of best practices, policies and procedures. Develop and implement performance guideline and standards on operational management. **Manage records of the Department.** Develop and maintain the Department's Records Management Policies Procedures and Systems. Ensure Departments record management practices comply with the National Archives and Records Services Act 1996. Develop and maintain the Departments file plan. Act as a custodian of all Departmental records. Ensure correct classification of documentation in line with Minimum Information Security Standards (MISS). **Manage the Project Management Office (PIMO).** Ensure the establishment and operation of a PMO as a knowledge repository of Project Management Practices with a Province-Wide mandate. Ensure the PMO is an effective custodian of the Departments Project Management Frameworks. Manage delivery on the Departments Portfolio of Projects.

DIRECTOR: SECURITY

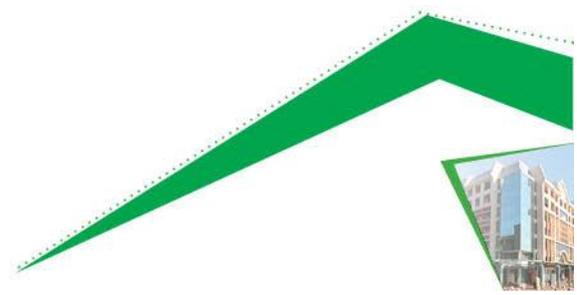
An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13)

Ref No: DPWI 02/07/2021, Head Office

MINIMUM REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Security Management/Policing/Law or any relevant qualification with five (5) years relevant experience at Middle Management Level in the security field. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's licence. SSA Security course and Project Management will be an added advantage.

KNOWLEDGE AND SKILLS: - Sound knowledge of security administration field. Knowledge of the MISS and MPSS. Contract management of private security. Investigation skills. Sound management and interpersonal skills. Good communication skills at all levels. Computer literacy. Presentation skills.

KPA's: Conduct and Facilitate research on security in line with the Minimum Information Security Standards (MISS). Identify all risks and threats to the security of the Department. Develop, Coordinate and conduct security awareness programmes within the Department. Maintain a macro planning framework for the security services. Coordinate the implementation of security programmes and projects. Devise all security measures and procedures for the Department based on security policies. Coordinate the administration of vetting service. Manage information technology security. Promote and coordinate the management of access control systems. Monitor the extent of adherence/compliance to the security measures. Conduct physical security appraisals. Report to NIA all incidents of Security breaches and leakages of sensitive information. Liaise regularly with all



security structures (NIA, SAPS, and SSA). Coordinate the investigation of security incidents. Examine all reported incidents of security breaches. Gather information through interviews and obtaining physical evidence. Liaise with all stakeholders/role players. Compile comprehensive reports. Management of all security resources. Manage human resources. Manage physical resources (security documents, surveillance cameras, computers). Manage financial resources.

RE-ADVERT: Applicants that previously applied may re-apply

DIRECTOR: EXECUTIVE SUPPORT

An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13)

Ref No: DPWI 03/07/2021, Head Office

MINIMUM REQUIREMENTS: National Senior Certificate, Bachelor's Degree NQF Level 7 in Public Administration/ Management/ Communication or equivalent qualification with five (5) years relevant experience at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Ensure extensive knowledge and understanding of Public Service Policies and Procedures. Working knowledge of the functioning of Provincial/ National government. Basic knowledge of MS Word, Excel and PowerPoint. Good verbal and written communication skills. Financial Management. Knowledge of Project Management.

KPA's: Execute policy or line function tasks of the office as required. Assist the Head of Department in monitoring and implementing management decisions taken in internal and external for a. Source information and compile comprehensive documents for the HOD with regard to issues emanating from meetings with stakeholders. Consolidate and analyse submissions/reports, make notes and recommendations to present to the HOD. Draft responses for submission to internal and external stakeholders. Co-ordinate, follow up and compile reports of a transverse nature for the HOD and advise/ sensitize the HOD for compliance. Compile presentations and speeches for the HOD. Manage liaison between the office of the HOD, internal and external stakeholders. Liaise with stakeholders to ensure integration of programmes. Scrutinize documentation to determine actions/information/documents required. Record minutes/resolutions and communicate/disseminate to relevant role players, follow-up on progress made, prepare briefing notes as well as other documentation. Co-ordinate the performance agreements/assessments and financial disclosures pertaining to executive management. Set up and maintain systems, procedures and processes in the office that will ensure efficiency in the office. Facilitate linkage between the office of the HOD and the office of the Executive Authority. Ensure the safe keeping of classified documentation. Manage the resources in the office of the HOD. Determine and collate information with regard to the budget needs of the office. Manage budget, monitor expenditure and alert the HOD with regard to possible over and under spending. Manage the human resources; and scrutinize responses drafted by the Manager on enquiries received from internal and external stakeholders. Manage the allocated resources.

RE-ADVERT: Applicants that previously applied may re-apply

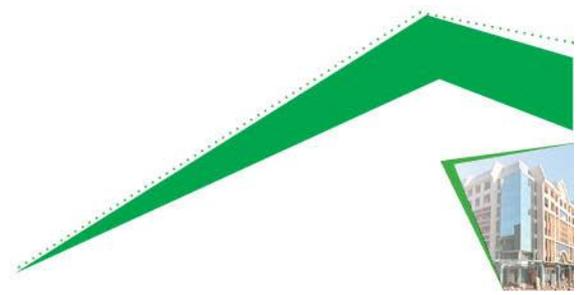
REGIONAL DIRECTOR: ALFRED NZO REGIONAL OFFICE

An all-inclusive remuneration package of R1 057 326.00 per annum (Level 13)

Ref No: DPWI 04/07/2021, Alfred Nzo Regional Office (Mount Ayliff)

MINIMUM REQUIREMENTS: National Senior Certificate. A Bachelor's Degree NQF Level 7 in Built Environment/ Project Management/Town and Regional Planning/Properties or equivalent qualification with 5 years relevant experience in Infrastructure/Built Environment/Project Management or Properties at Middle Management Level. Pre-entry certificate for the Senior Management Service (SMS) is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Sound financial and people management skills. Proven strategic and leadership skills. Excellent communicator at all levels (written and verbal). Knowledge of operational framework of the Public Finance Management Act. Ability to work in a culturally diverse environment and lead cultural intervention and change management projects. An understanding of the restructuring imperatives within the Public Service environment. Computer literacy. Strategic capability and leadership. Financial Management. People Management and empowerment. Programme and Project Management. Communication. Client orientation and customer focus. Good interpersonal skills and negotiation skills.



KPA's: Manage the functions of the Department in the Region. Manage the buildings of the Region. Ensure Maintenance of State owned buildings. Property development. Management of all properties utilized by Provincial Government Departments. Develop policies and systems for the efficient management of State Property. Ensure management and implementation of Expanded Public Works Programme. Manage the risks of the Region as identified in the Departmental Risk Management Plan. Providing strategic direction for the region while at the same time exercising operational control to achieve Departmental Targets. Financial Management; responsible for regional budget and reporting. HR Management; responsible to exercise control over regional staff in the areas of manpower planning, labour relations and human resource development. Effective management of corporate services, including office management and the wellness programme. Ensuring full functionality of the Performance Management and Development System in the Region. Manage allocated resources

RE-ADVERT: Applicants that previously applied may re-apply

PRINCIPAL ARTISAN SUPERINTENDANT: BUILDINGS

An all-inclusive remuneration package of R869 007.00 per annum (Level 12)

Ref No: DPWI 05/07/2021, Joe Gqabi Regional Office (Sterkspruit)

MINIMUM REQUIREMENTS: National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in the built environment, with at least ten (10) years relevant experience in the built environment of which three (3) years must be at a supervisory level. Trade test in Built environment is compulsory. A valid driver's licence.

KNOWLEDGE AND SKILLS: - Understanding and application of the Occupational Health and Safety Act No. 85 of 1993; Promotion of Administrative Justice Act; Construction Regulations 2014; National Building Regulations and Standards Act No. 103 of 1977; SANS 10400: Application of the National Building Regulations; PW371 – A : Construction Works – General Specification; National Norms and Standards Relating to Environmental Health in terms of National Health Act, 2003 (Act no. 61 of 2003); Built Environment Codes of Conduct; Guideline for U-AMP, 2018; Public Service Regulations 2016; Public Service Management Act; Framework for Infrastructure Delivery and Procurement Management 2019; **Understanding of the:** Preferential Procurement Regulation, 2017; Labour Relations Act; Public Finance Management Act No. 1 of 1999; Construction Industry Development Board Act No. 38 of 2000; Council for the Built Environment Acts No. 43 of 2000; Government Immovable Asset Management Act, No. 19 of 2007 (GIAMA); **Skills:-** Good verbal, writing and communication skills; Conflict Management skills; Computer literacy; Client orientation and customer focus skills; Report writing skills; Self – Management.

KPA's: Manage in-house construction and maintenance projects Ensure implementation of buildings maintenance plans and requests. Develop project and maintenance implementation plan. Manage construction teams. Coordinate and oversee all work on site. Produce reports in respect of Depot projects implementation and coordination **Manage implementation of day-to-day maintenance** Ensure implementation of day to day maintenance. Develop and monitor defect register and ensure implementation Facilitate procurement of material from suppliers. Ensure projects are implemented within budget, time and quality. **Manage depots operations** Ensure depots are adequately resourced. Develop control measures to ensure efficient utilization of resources. Ensure implementation of District client forum resolutions. Manage development of Artisans through experiential training **Manage resources** Identify skills development needs and recommend training and development opportunities. Ensure effective and efficient work flow by Chief Artisans and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

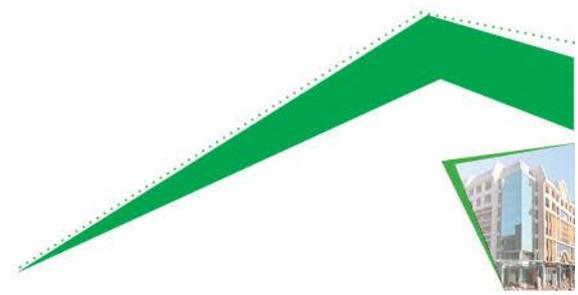
DEPUTY DIRECTOR: SHERQ

COMPONENT: EMPLOYEE WELLNESS PROGRAMME

An all-inclusive remuneration package of R733 257.00 per annum (Level 11)

Ref No: DPWI 06/07/2021, Head Office

MINIMUM REQUIREMENTS: National Senior Certificate. A recognised Bachelor's Degree/ National Diploma in Occupational Health and Safety, Environmental Health, Human Resource Management, Social Sciences or any other relevant qualification in Occupational Health and Safety with three (3) years at an Assistant Director Level in the SHERQ Management field. Must be in possession of SAMTRAC. A valid driver's licence.



KNOWLEDGE AND SKILLS: - Sound knowledge of Occupational Health and Safety and Environmental Management. Sound knowledge of Occupational Health and Safety Act, Compensation for Occupational Injuries and Diseases Act. Disaster Management Act. Integrated Employee Health and Wellness Framework. EHWP/SHERQ Management Legislation. Policies and Procedures. Departmental Policies and Procedures. Strong leadership with strategic capabilities. Written and verbal Communication. Planning and coordinating. Change Management, Problem Solving. Analysis and Reporting.

KPA's: Co-ordinate and ensure the implementation of Occupational Health and Safety Act, Act 85 of 1993 and other OHS related policies. Identify SHE Hazards and risk trends within the Department and provide mitigation measures. Manage the implementation and promotion of Employee Health and Wellness Programmes and Interventions. Manage all the Resources. Supervise and coordinate functions within the Directorate.

RE-ADVERT: Applicants that previously applied may re-apply

ADMINISTRATIVE OFFICER: ASSET MANAGEMENT

Salary Notch R257 508.00 per annum (Level 07)

Ref No: DPWI 07/07/2021, Amathole Regional Office (East London)

MINIMUM REQUIREMENTS: National Senior Certificate, a Bachelor's Degree/ National Diploma in Property Management/Real Estate/Facilities Management qualification with 1-2 years' experience working in the Property Management environment. A valid driver's license is a pre-requisite

KNOWLEDGE AND SKILLS: Knowledge and understanding of GIAMA & PFMA. Computer skills. Good Communication Skills.

KPA's: Assist with the administration and management of provincial state land in the region. Conduct land use audits and investigations. Identify properties for vesting. Address enquiries related to state land matters. Assist with the enhancement of the Immovable Asset Register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property. Assist the Assistant Manager in other related tasks and duties, which may be assigned from time to time. Maintenance of immovable asset register. Assist in compiling of monthly, quarterly and annual reports of the directorate. Identify and assist with the process of disposing of non-core assets. Identify and assist the process of unsurveyed properties within the Region.

ADMINISTRATIVE OFFICER: IMMOVABLE ASSET MANAGEMENT

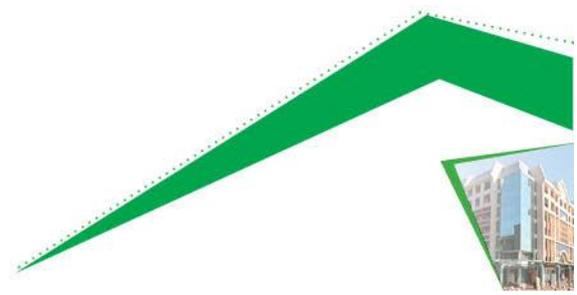
Salary Notch R257 508.00 per annum (Level 07)

Ref No: DPWI 08/07/2021, Head Office

MINIMUM REQUIREMENTS: National Senior Certificate, a Bachelor's Degree/ National Diploma in Office Management/Management qualification with 1-2 years' experience providing administrative support at Senior Level.

KNOWLEDGE AND SKILLS: Advanced Knowledge of Microsoft office packages and document management. Must have good interpersonal, organizational and communication skills (written and verbal) and advanced planning. Must be customer focused, adaptable and detail conscious. Experience in customer relations and client liaison is also important. Be able to work independently with minimal supervision and maintain confidentiality.

KPA's: Provide support to the Chief Director, taking and typing minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening calls. Render administrative



support services, collate compile and submit monthly, quarterly, annual management reports to various structures within and outside the Department. Provide assistance in the technical formatting of submissions for Chief Director from time to time. Develop and maintain an efficient filing system within the Chief Director's Office. Ensure that travel arrangements are well coordinated, prioritise issues. Provide office supply for the Chief director's office i.e groceries, stationery, printing supplies etc. provide logistical support (travelling, arranging conferences, meetings, S&T claims). Study relevant Public Service and Departmental Prescripts/ Policies and other prescripts applicable to his/her work terrain to ensure efficient and effective support. Remain abreast with the procedures and processes that apply in the office of Chief Director.

CLOSING DATE: 30 JULY 2021 @ 15:00

APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdpw.gov.za

Applications can be forwarded through one of the following options:

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

Applications for posts in **Head Office (Bhisho) as well as all Director Posts**, Post to: The Director: HR Practices and Administration, Department of Public Works & Infrastructure, Private Bag X0022 Bhisho 5605, alternatively applications can be forwarded to e-recruitment-bhisho@ecdpw.gov.za Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

Applications for post in **Joe Gqabi Region (Sterkspruit)**: Post to Department of Public Works & Infrastructure, Private Bag X5002, Sterkspruit, 9762, alternatively applications can be forwarded to e-recruitment-joeggabi@ecdpw.gov.za Enquiries: Mr P. Makhele or Mr. S. Dumalisile Tel: 051 611 9800

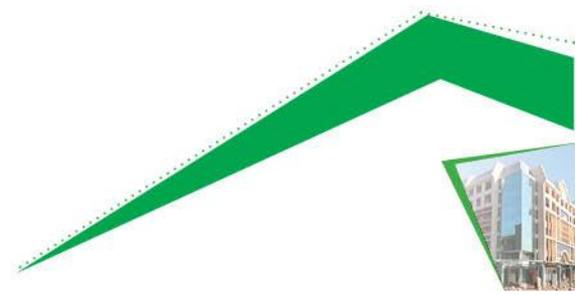
Applications for post in **Amathole Region (East London)**: Post to Department of Public Works & Infrastructure, Private Bag X13004, Cambridge, 5201, alternatively applications can be forwarded to e-recruitment-amathole@ecdpw.gov.za Enquiries: Mr Z. Tana / Ms L. Magama Tel: 043 711 5772

NB: Due to Covid-19 Regulations NO Hand Delivered Applications will be accepted.

NOTE: Applications must be submitted on the new Z83 Form effective 01 January 2021, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be signed (an unsigned Z83 form or the use of the old Z83 will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Copies need not to be certified. Request of certified documents will be limited to shortlisted candidates. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Full details about the Pre-entry certificate for the Senior Management Service (SMS) can be sourced from the following link <http://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the



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advertised post(s). **NB: All SMS positions are targeting females and Person with disability, therefore are encouraged to apply.**