

Circular 26 of 2018/19  
POSTED ON: 2019/02/03, 04, 05, 07 & 08  
CLOSING DATE: 22/03/2019

## DEPARTMENT OF PUBLIC WORKS

### ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSALS

Ref No: *DPW 01/02/2019*, Immovable Asset Management

Center: *Head Office (Bhisho)*

Salary Notch: *R 356 289 per annum (Level 09)*

**REQUIREMENTS:** A recognised Bachelor's Degree / National Diploma in Real Estate (Property Valuation) with at least 4 years' appropriate experience in property valuations of which 3 years must be at a supervisory level. Must be Registered with The South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional Associated Valuer. A valid driver's licence.

**SKILLS AND KNOWLEDGE:** Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

**DUTIES:** Assist in the managerial functions. **Valuations:** Conduct valuation of various properties. Determine market rentals for state and privately-owned properties and verify rentals for privately owned properties for lease purposes by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practice by checking that the valuation has been done according to sound valuation principles and methods. **Office administration:** Participate in procurement processes for procurement of private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfer. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. **Research and development:** Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer's profession in general.

### CONTROL WORKS INSPECTOR: INSPECTORATE SERVICES

Ref No: *DPW 02/02/2019*, Buildings, Education

Centre: *Chris Hani Regional Office (Queenstown)*

Salary Notch *R356 289 per annum (Level 9)*

**REQUIREMENTS:** A recognised Bachelor's Degree / National Diploma in Architecture/Buildings/Artisan in Building Construction (excluding Electrical & Mechanical) stream with N3. A minimum of 6 years' appropriate experience in a built environment field. A Valid driver's licence code B. Experience as a Works Inspector in Building Construction projects will be an added advantage.

**KNOWLEDGE AND SKILLS:** Understanding and application of the: Construction Regulations 2014. PW371 – A: Construction Works – General Specification. SANS 10400: Application of the National Building Regulations. Built Environment Codes of Conduct. Infrastructure Delivery Management System. Regulation relating to minimum uniform norms and standards for Public School Infrastructure. Preferential Procurement Regulation, 2017. Occupational Health and Safety Act No. 85 of 1993. National Building Regulations and Standards Act No. 103 of 1977

**DUTIES:** Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow-up. Facilitate, co-ordinate and control the implementation of new works, repair and renovation and maintenance. Ensure that the relevant project documentation for new and existing structures is compiled. Manage the activities of contractors and consultants. Gather and submit information in terms of the extended public works program

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 26 of 2018/19

CLOSING DATE: 22 MARCH 2019

### ENGINEERING TECHNICIAN - GRADES A: PROFESSIONAL SERVICES

Ref No: DPW 03/02/2019, Buildings

Centre: Chris Hani Regional Office (Queenstown)

Salary Notch R293 652 per annum

**REQUIREMENTS:** A recognised Bachelor's Degree / National Diploma in Mechanical Engineering or relevant qualification • Three years post qualification technical (Engineering) experience • A Valid driver's license. • Compulsory registration with Engineering Council South Africa (ECSA) as a Professional Engineering Technician

**KNOWLEDGE AND SKILLS: Technical:** Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal Compliance. Technical report writing. Technical Consulting. **Generic:** Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising • Change management • People management

**DUTIES: Render technical services:** - (i) Assist Engineers, Technologists and associates in field, workshop and technical office activities. (ii) Promote safety in line with statutory and regulatory requirements; (iii) Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and (iv) Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. • **Perform administrative and related functions:** - (i) Provide inputs into the budgeting process as required; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical/engineering operational plan; (iv) Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets. • **Research and development:** - (i) Continuous professional development to keep up with new technologies and procedures; (ii) Research/literature studies on technical engineering technology to improve expertise; and (iii) Liaise with relevant bodies/councils on engineering-related

### CHIEF SECURITY OFFICER: FACILITIES MANAGEMENT

Ref No: DPW 04/02/2019

Centre: Sarah Baartman Regional Office (Port Elizabeth)

Salary Notch: R299 709 per annum (Level 8)

**REQUIREMENTS:** • A Bachelor's Degree or National Diploma in Security Management/ Policing / Law with a minimum of 5 years' experience in the security field of which 3 years should be on supervisory level • Registration with PSIRA at (Grade B). • A Valid Code B drivers licence.

**KNOWLEDGE AND SKILLS:** • Knowledge of Control of access to Public Premises and Vehicle Act (Act 53 of 1985, MISS, MPSS, Firearm control Act, OHS Act, Criminal Act, Act 53 of 1977, Constitution of the Republic of South Africa and any other security legislations • Knowledge of PSIRA Compliance • Ability to liaise with security stakeholders • Good Investigating Skills and problem solving skills • Sound leadership skills • Must be able to take decisions in the absence of the Head of Security • Good organizational, planning and team building skills • Excellent communication and interpersonal skills • Computer Literacy

**KPA's:** • Reporting of Security breaches • Ensure that physical security measures (machines, turnstiles) are functioning properly • Control and supervise staff: Administer basic human resources matters e.g. discipline, leave etc. • Conduct investigations and provide report to the Control Security Officer • Ensure that inspection of the internal building, premises and perimeter fence is performed • Liaise with all security stakeholders • Ensure all departmental and security policies and procedures are implemented • Perform security management duties as delegated • Conduct and co-ordinate monthly meeting with staff and in-service training for security personnel at the regional office • Report incidents and irregularities to Control Security officer • Conduct risk analysis in the building and camps • Follow up incidents or irregularities discovered when perusing.

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 26 of 2018/19

CLOSING DATE: 22 MARCH 2019

### WORKS INSPECTOR: INSPECTORATE SERVICES X2 POSTS

Ref No: *DPW 05/02/2019, Buildings, X1 post Health*

Ref No: *DPW 06/02/2019 Buildings X1 post Education*

Centre: *Chris Hani Regional Office (Queenstown)*

Salary Notch: *R196 407 per annum (Level 06)*

**REQUIREMENTS:** A recognised Bachelor's Degree / National Diploma in Architecture/Buildings/Artisan in Building Construction (excluding Electrical & Mechanical) stream with N3. a minimum of one (01) year experience in a built environment field • minimum code B. A Valid driver's licence.

**SKILLS AND KNOWLEDGE:** Understanding and application of the: Construction Regulations 2014 • PW371 – A: Construction Works – General Specification. SANS 10400: Application of the National Building Regulations • Built Environment Codes of Conduct. Infrastructure Delivery Management System. Preferential Procurement Regulation, 2017 • Occupational Health and Safety Act No. 85 of 1993. National Building Regulations and Standards Act No. 103 of 1977

**DUTIES:** Render a basic inspection service of work done on minor new and existing structures on a project basis. Analyze and compile relevant documentation for work to be done on minor new and existing structures. Oversee the work of contractors. Gather and submit information in terms of the extended public works programme (EPWP).

### SENIOR SECURITY OFFICER: FACILITIES MANAGEMENT

Ref No: *DPW 07/02/2019, Fixed Asset Management*

Centre: *Chris Hani Regional Office (Queenstown)*

Salary Notch *R163 563 per annum (Level 5)*

**REQUIREMENTS:** Grade 12 with 4 years' relevant experience of which two years must be administrative duties and security services. Registration with PSIRA Grade B and A valid driver's licence.

**DUTIES:** Control and supervise staff under span of control Administer Human resources matters e.g. Discipline, leave, shift allowance etc. Conduct preliminary investigation of the alleged incidents and irregularity or security breaches. Ensure that all security duties in the region are performed and report matters to the chief security officer. Conduct and Coordinate monthly meetings with the security staff members. Implement and monitor employee performance management in line with PMDS policy.

### CLOSING DATE: 22 MARCH 2019

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](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdpw.gov.za](http://www.ecdpw.gov.za)

Applications can be forwarded through one of the following options:

### DEPARTMENT OF PUBLIC WORKS

Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho.  
Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. Enquiries: Ms N. Mtoba 040 602 4270 or Ms S. Mdoda 040 602 4140

**Note:** Applications must be submitted on a Z83 Form, 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 will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent

## PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 26 of 2018/19

CLOSING DATE: 22 MARCH 2019

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. 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 advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**