



DEPARTMENT OF PUBLIC WORKS

Ref : S4/2/05/2012

TO : ALL HEADS OF DEPARTMENTS
LIMPOPO PROVINCIAL GOVERNMENT

FROM : THE ACCOUNTING OFFICER SECTION 100 (1) (B): PUBLIC WORKS

DEPARTMENTAL CIRCULAR NO - 05 OF 2012: ADVERTISEMENT OF VACANT POSTS

1. Applications are invited for the filling of vacant posts, which exist in the department as outlined in the attached annexure.
2. Applications should be submitted on the Z83 forms obtainable from any Public Service Department and should be accompanied by curriculum vitae, certified copies of qualifications and Identity Document. **Applicants with foreign qualifications should attach certified copies of certificates for evaluation by the South African authorized body (SAQA). Faxed applications will not be considered.**
3. Applications should be forwarded to:

**The Head of Department
Department of Public Works
Private Bag X9490
POLOKWANE
0700**

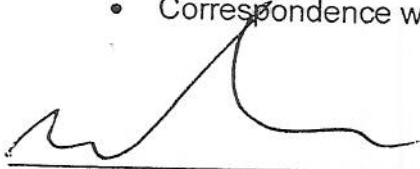
Or hand delivered to Works Towers Building, No. 43 Church Street, Polokwane

4. The contents of this circular must be brought to the attention of all employees within the Limpopo Provincial Government.
5. The closing date for this advertisement is **30 November 2012 at 16h00. If you have not heard from us within 90 days after the closing date of the advert, kindly regard your application as unsuccessful.**

6. Telephone enquiries should be forwarded to: Ms. Magdeline Mokonyane at 015 284 7353 or Ms Justina Moloï at 015 284 7261 or Mr. David Netshiheni at 015 284 7248.

7. Department of Public Works is an equal opportunity and affirmative action Employer

- Women and people living with disabilities are encouraged to apply.
- Successful candidates will be vetted for security reasons & be subjected to suitability checks.
- Correspondence will be exchanged with shortlisted candidates only.


THE ACCOUNTING OFFICER:
SECTION 100 (1) (B)

18/10/12
DATE

CONSTRUCTION MANAGEMENT

POST NO.01 (Ref. S4/2/05/2012/01)

General Manager	:	Infrastructure Planning (01 Post)
Directorate	:	Infrastructure Planning
Centre	:	Head Office - Polokwane
Salary Level	:	14
Salary Package	:	R872 214.00 p.a. (All Inclusive)

A. Requirements: -

- An appropriate degree in Built environment with at least ten (10) years senior management experience within the Infrastructure sector.
- Six (06) to ten (10) years post qualification experience.
- High Computer Literacy with extensive knowledge of Infrastructure management
- In-depth knowledge of the Public Service Regulation, PFMA, Treasury regulation, and practice notes, etc.
- In-depth knowledge of GIAMA
- Management experience in design and delivery of infrastructure programmes.
- Valid drivers' license

B. Competencies:-

- Strategic capability and leadership
- Programme and Project Management
- Financial Management
- Change Management
- Knowledge Management
- Service delivery innovation
- Problem Solving and analysis
- Client orientation and customer focus
- Auto CAD or similar programme
- Project Management of software programmes (i.e. MS Projects, etc.)

C. Duties: -

- Provide leadership and high- level strategic direction, establish strategic direction of component to ensure alignment with its business plans of the province, align individual performance to the strategic business objectives as outlined in the component's balance scorecard, formulate, implement and

report on strategic frameworks in the area of functional responsibility, high co-ordination of workflow of all public sector organizations, and oversee the development of operational plans to give strategic direction to the whole province by managing and coordinating.

- Collaborate with other government departments, external and internal stakeholders, facilitate and ensure stakeholders involvement and participation in the EPWP planning process, manage relationship with a range of key players and stakeholders, establish and maintain good relations within the province and all stakeholders, liaise and coordinate internal and external stakeholders, and develop relations across diverse groups of stakeholders.
- Co-ordinate and monitor infrastructure development planning, conduct research on all infrastructure development related issues and facilitate and advise on all strategic plan related matters, manage, co-ordinate and advise on infrastructure, facilitate and ensure stakeholders involvement and participation in infrastructure development process, advice and provide support to the executive committee to facilitate strategic infrastructure decisions, and develop strategic infrastructure maintenance objectives of the department in line with the provincial integrated infrastructure development plan.
- Provide design management services, liaise with affected stakeholders in the design integration and review of the structure and regularized activity, initiate, design, monitor, implement, review and deliver identified projects and products that sustains the strategic performance of the department, develop and implement strategies and processes that will facilitate transformation by determining transformation gaps and design appropriate interventions, and ensure proper detailed design and specifications.
- Manage and utilise human resources in accordance with relevant directives and legislation, ensure that the preparations of the budget are in line with the chief directorate and departmental objectives, ensure proper implementation of the budget by monitoring, projecting and reporting expenditure, ensure that spending is maximized in line with strategic objectives, evaluate and monitor performance and appraisal of employees, ensure capacity and development of staff, enhance and maintain employee motivation and cultivate the culture of performance management, and conflict management.
- Critical Task Performed, manage inputs in terms of the preparation of the User Asset Management Plan.
- Review the infrastructure project list in terms of feasibility in collaboration with the client departments
- Assess the suitability of land in terms of multi purposes services to be provided.
- Development of lifecycle costs
- Manage the preparation of Custodian Asset Management Plan as part of the broader C-AMP of the Province.

- Manage the preparation of IPMP
- Manage formulation of procurement strategies of various clients.
- Manage the preparation of IPIP
- Provide inputs to clients in terms of the technical norms and standards.
- Prepare, sign and manage the implementation of the Service Delivery Agreement.
- Monitor updating of the document management system and the project management system.
- Monitor adherence to timeframes, budgets and quality assurance standards for all contracts being implemented.
- Report progress regarding implementation of infrastructure projects to relevant Governance structures.
- Use of funds in Chief Directorate effectively, efficiently and in compliance with Public Finance Management Act.
- Strategic management of the Chief Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperatives and legal prescripts.
- Manage the implementation of the service delivery improvement plan of the Department as it related to infrastructure and property management.
- Management of the human resources of the Chief Directorate to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent and appreciated and performance orientated staff and sound labour relations.
- Ensure the implementation and use of the IDMS throughout all Provincial Departments

POST NO.02 (Ref. S4/2/05/2012/02)

Chief Engineer	:	Senior Professional (01 Post)
Directorate	:	Infrastructure Planning
Centre	:	Head Office - Polokwane
Salary Level	:	Grade A
Salary Package	:	R661 203.00 p.a (All Inclusive)

A. Requirements: -

- An appropriate degree in Technical field /Built environment (B Engineering / BSc Engineering).
- Compulsory registration with ECSA as a professional engineer
- Six (06) years Post registration experience.
- In-depth knowledge of the Public Service Regulation, PFMA, National Building Regulation Standards Act 1977, Treasury regulation, and practice notes, etc.
- A valid driver's license

B. Competencies:-

- Project and Project Management
- Engineering legal and operational compliance
- Engineering operational communication
- Process knowledge and skills
- Engineering design and analysis knowledge
- Research and development
- Computer aided engineering applications
- Technical consulting
- Engineering and professional judgement

C. Duties: -

- Engineering design and analysis effectiveness: perform final review and approvals or audits on new engineering designs according to design principles or theory, coordinate design efforts and integration across disciplines to ensure seamless integrations with current technology, and pioneering of new engineering services and management methods
- Maintain engineering operational effectiveness, manage the execution of architectural management strategy through the provision of appropriate structures, systems and resources, set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability, and monitor management efficiencies

according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives.

Financial management:

- Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services, manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives, manage the commercial value add of the discipline – related programme and projects, facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles, and allocate, control and monitor expenditure according to budget to ensure efficient cash flow management.

Governance:

- Allocate, control, monitor and report on all resources, compile risk log and manages significant risk according to sound risk management practice and organisational requirements, provide technical consulting services for the operation of engineering related matters to minimise possible engineering risks, manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments, and continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

People management:

- Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organisational needs and requirements, and manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to archive departmental objectives.

Critical Task Performed:

- Manage the development and updating of norms and standards for engineering work. Manage the engineering inputs in terms of the determination of life cycle costing norms for building Facilities.
- Manage the determination of requirements and specification for Technical Condition Assessments from an engineering perspective and assess feasibility of proposed projects.
- Provide technical support for the preparation of the U-AMP and C-AMP. Provide technical inputs to the formulation of the procurement strategy and the preparation of the IPMP and IPIP.
- Validate that designs are in line with standardised norms and standards. Validate buildings plan in line with National and Local Government Building Regulations and prepare designs, specifications and technical documentation.

- Monitor project performance, review cost and scope variations submitted by Districts and make final recommendations and attend regular meetings with Clients Department to pro-actively identify problems and jointly agree on solutions from an engineering perspective.
- Prepare progress reports in terms of engineering inputs for all the relevant Governance Infrastructure Structures
- Ensure all infrastructure plan programmes conform with the standards of the IDMS.

POST NO.03 (Ref. S4/2/05/2012/03)

Chief Engineer	:	Senior Professional (01 Post)
Directorate	:	Design Management
Centre	:	Head Office - Polokwane
Salary Level	:	Grade A
Salary Package	:	R661 203.00 p.a (All Inclusive)

A. Requirements: -

- An appropriate degree in Architecture.
- Compulsory registration with ECSA as a Professional Engineer.
- Six (06) years architectural post qualification experience required
- In-depth knowledge of the Public Service Regulation, PFMA, Treasury regulation, and practice notes, etc.
- A valid driver's license

B. Competencies:-

- Project and Project Management,
- Architectural legal and operational compliance,
- Architectural operational communication,
- Process knowledge and skills,
- Architectural Principles,
- Research and development application,
- Computer aided engineering

C. Duties: -

- Architectural Design and analysis effectiveness perform final review and approvals or audits on new Architectural designs according to design principles or theory and coordinate design efforts and integration across disciplines to ensure seamless integrations with current technology.
- Maintain architectural operational effectiveness, manage the execution of architectural management strategy through the provision of appropriate structures, systems and resources, set architectural standards, specifications and service levels according to organisational objectives to ensure optimum operational availability, and monitor and maintain efficiencies according to organisational goals to direct and redirect architectural services for the attainment of organisational objectives.

Financial management:

- Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services, manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives, manage the commercial value add of the discipline – related programme and projects, facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles, and allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.

Governance:

- Allocate monitor and control resources, compile risks logs and manage significant risk according to sound risk management practice and organisational requirements, provide technical consulting services for the operation of architectural related matters to minimise possible architectural risks, manage and implement knowledge sharing initiatives e.g. short- term assignment and secondments within and across operations, in support of individual development plans, operational requirements and return on investments , and continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

People management:

- Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organisational needs and requirements, and manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to archive departmental objectives.

Critical Task Performed:

- Manage the development and updating of norms and standards for engineering work and manage the engineering inputs in terms of the determination of life cycle costing norms for building Facilities.
- Manage the determination of requirements and specification for Technical Condition Assessments from an engineering perspective. Assess feasibility of proposed projects and provide technical support for the preparation of the U-AMP and C-AMP.
- Provide technical inputs to the formulation of the procurement strategy and the preparation of the IPMP and IPIP, validate that designs are in line with standardised norms and standards and validate buildings plan in line with National and Local Government Building Regulations.
- Prepare designs, specifications and technical documentation; Monitor project performance and review cost and scope variations submitted by Districts and make final recommendations.

- Attend regular meetings with Clients Department to pro-actively identify problems and jointly agree on solutions from an engineering perspective; prepare progress reports in terms of engineering inputs for all the relevant Governance Infrastructure Structures
- Ensure the implementation of the IDMS

POST NO.04 (Ref. S4/2/05/2012/04)

Architect	:	(02 Posts)
Directorate	:	Design Management
Centre	:	Head Office - Polokwane
Salary Level	:	A Production
Salary Package	:	R394 446.00 p.a (All Inclusive)

A. Requirements: -

- An appropriate Bachelor Degree of Architecture or equivalent as recognised by the South African Council for the Architectural Profession.
- Compulsory registration with South African Council for Architectural Profession
- Post requires specific understanding and experience of the Architectural design process from Project inception to Close out
- An excellent grasp of three dimensional space planning service
- Four (4) years post registration experience.
- Valid driver's license

B. Generic Competencies: -

- Programme and Project Management
- Architectural design and analysis knowledge
- Research and development
- Customer Focus
- Decision Making
- Computer Literacy
- Financial Management
- Planning and Organising
- Conflict Management

C. Duties: -

- Perform architectural activities on state-owned or leased buildings, structures or facilities, co-ordinate professional teams on all aspects regarding architecture; ensure adherence and compliance to legal, safety and health requirements.
- Provide architectural advice and technical support in the evaluation of solutions ensure the adoption of technical and quality strategies; develop architectural

related policies, methods and practices and provide solution on non-compliance and failure of designs and review plans, drawings, specifications, and estimates accomplished by building designers and/or sub-professional personnel and ensure adherence to the requirements of professional registration.

- Human capital development, Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice, supervise architectural work and processes and administer Performance management and development.
- Office administration and budget planning, manage resources, prepare and consolidate inputs for the facilitation of resource utilisation, ensure adherence to regulations and procedures for procurement SCM and human resource administration, monitor and control expenditure and report on expenditure and service delivery.
- Research and development, Continuous professional development to keep up with new technologies and procedures, research/literature studies on architecture to improve expertise; and liaise with relevant bodies/councils on architectural-related matters.
- Critical Task Performed: Determine space norms for application in the U-AMP and C-AMP. Determine the requirements and specifications for Technical Condition Assessments and assess feasibility of proposed projects.
- Provide technical inputs for the preparation of IPMP and IPIP. Prepare designs and specifications on projects and finalise the design of master plans.
- Validate that designs are in line with standardised norms and standards. Validate building plans in line with National and Local Government Building Regulations and prepare technical documentation.
- Monitor projects performance, review scope variations and ensure that all Architectural documents are in place

FINANCIAL SERVICES

POST NO.05 (Ref. S4/2/05/2012/05)

Senior Manager	:	Financial Accounting (01 Post)
Directorate	:	Finance
Centre	:	Head Office - Polokwane
Salary Level	:	13
Salary Package	:	R719 613.00 p.a. (All Inclusive)

A. Requirements: -

- An appropriate Bachelors` degree in Commerce or Financial Accounting or equivalent NQF level 6 qualification in financial management with at least five (5) years management experience within the financial sector.
- High Computer Literacy with strong comprehension of financial systems.
- In-depth knowledge of the financial norms and standard including PFMA, Treasury regulation, Public Service Regulatory framework, SCM policies and practice notes
- Extensive knowledge of Public Financial Management System coupled with knowledge of financial reporting timelines according to Provincial Treasury and relationship between different spheres of Government in terms of DORA (Division of Revenue Act)

B. Managerial Competencies:-

- Strategic capability and leadership
- Programme and Project Management
- Financial Management
- Change management
- Knowledge Management
- Service Delivery and innovation
- Problem solving and analysis
- Client orientation and customer focus

C. Duties: -

- The incumbent shall support the CFO in discharging duties prescribed in terms of the PFMA and Treasury regulations;

Legislative environment:

- Manage the performance of financial accounting activities in compliance with relevant legislation, policies, regulations, frameworks, standards and guidelines.
- Manage the development and review of departmental policies and procedures applicable to financial accounting

Departmental Accounting Structure:

- Establish an appropriate accounting structure that supports an effective accounting function.
- Manage the process of receiving the accounting structure for the department

Banking:

- Manage bank interface.
- Manage the process of bank reconciliation
- Manage the cash management process

Liability management:

- Manage departmental liability
- Manage the loss control system

Audit:

- Plan and manage the internal and external audit processes

Unauthorised expenditure:

- Manage the process of unauthorised, fruitless, wasteful and irregular expenditure in compliance with relevant prescripts

Financial systems:

- Manage financial systems of BAS, PERSAL

Reports:

- Manage the month-end closure; manage the compilation of interim financial statements and the process of compiling AFS

Control of source documents:

- Manage safeguarding of source documents
- Manage the maintenance of source documents

Suspense Accounts:

- Manage suspense in accordance with Accounting principles

Salary pay overs:

- Manage the process of salary pay overs to relevant bodies
- Manage salary reconciliation process

Interdepartmental accounts:

- Manage the process of interdepartmental accounting

Management of debtors:

- Manage the process of debt write-off and provision for doubtful debts
- Verify and validate information for disclosure in the AFS
- Manage the compilation of interim financial statements
- Manage the process of compiling the AFS

POST NO.06 (Ref. S4/2/05/2012/06)

Senior Manager	:	Management Accounting (01 Post)
Directorate	:	Finance
Centre	:	Head Office – Polokwane
Salary Level	:	13
Salary Package	:	R719 613.00 p.a. (All inclusive)

A. Requirements:-

- An appropriate Bachelors` degree in Commerce or Accounting or equivalent NQF level 6 qualification in financial management with at least five (5) years management experience within the financial sector.
- Computer Literacy skills
- In-depth knowledge of financial norms and standards including PFMA, Treasury regulation, Public Service Regulatory framework, SCM policies and practice notes
- Extensive knowledge of Public Financial Management System coupled with knowledge of financial reporting timelines according to Provincial Treasury and

relationship between different spheres of Government in terms of DORA (Division Revenue Act)

B. Competencies:-

- Strategic capability and leadership
- Programme and Project Management
- Financial Management
- Change Management
- Knowledge Management
- Service delivery innovation
- Problem Solving and analysis
- Client orientation and customer focus

C. Duties

This is a strategic management role which requires an expert knowledge with a comprehensive understanding to be applied in highly complex circumstances.

Legislative environment:

- Manage the performance of planning and budget activities in compliance with relevant legislation, policies, regulations, frameworks, standards, guidelines and departmental policies.
- Manage the development and review of departmental policies and procedures applicable to planning and budgeting.

Planning Environment:

- Manage the strategic planning process.
- Manage the annual performance assessment process.
- Manage the process of evaluation of projects, development of business and project plans.

Budgeting:

- Manage the MTEF budgeting process.
- Manage the estimates and expenditure process.
- Manage the cash-flow process of department as prescribed by Treasury.

- Manage the adjustment estimates process.
- Manage process of roll over of unspent funds.
- **Reporting:**
- Managing the in-year monitoring process.
- Manage the process of approval of annual report.
- Manage the process of dissemination of interim and annual performance information to relevant authorities.
- Manage the safeguarding of source documents.

POST NO.07 (Ref. S4/2/05/2012/07)

Senior Manager : **Demand and Acquisition (01 Post)**
 Directorate : Finance
 Centre : Head Office – Polokwane
 Salary Level : 13
 Salary Package : **R719 613.00 p.a (All inclusive)**

A. Requirements:-

- An appropriate degree/qualification in Supply Chain Management or equivalent NQF level 6 qualification in Finance with at least five (5) years management experience within the Supply Chain Management sector.
- Strong Computer Literacy.
- In-depth knowledge of financial norms and standards including PFMA, Treasury regulations, Public Service Regulatory framework, PPPF, SCM policies and practice notes
- Expert understanding of National Treasury Framework for Supply Chain Management.
- Valid drivers' license

B. Competencies:-

- Strategic capability and leadership

PROPERTY AND FACILITIES MANAGEMENT

POST NO.08 (Ref. S4/2/05/2012/08)

Senior Manager	:	Maintenance Management (01 Post)
Directorate	:	Property and Facilities Management
Centre	:	Head Office Polokwane
Salary Level	:	13
Salary Package	:	R 719 613.00 per annum (All inclusive)

A. Requirements:-

- An appropriate Bachelors` degree or equivalent NQF level 7 qualification in the Built Environment with 5 years working experience in the Built Environment
- Knowledge of Maintenance Planning and Operations
- A valid driver's license

B. Competencies:-

- Strategic capability and leadership
- Programme and Project Management
- Financial Management
- Change Management
- Knowledge Management
- Service delivery innovation
- Problem Solving and analysis
- Client orientation and customer focus

C. Duties:-

- Render maintenance planning, develop and maintain custodian and user asset management plans. Plan, budget schedule maintenance works, monitor maintenance works and implement quality control measures, and implement the National Infrastructure Maintenance Strategy (NIMS).

- Manage maintenance operations of government buildings, manage the implementation of the departmental maintenance plan, manage the implementation of the User Asset Management Plans, and coordinate district reports of maintenance - in - progress.
- Manage building maintenance contracts for specialised outsourced maintenance, determine type of maintenance work to be outsourced, prepare contract documentation, do tender evaluation, and develop and monitor maintenance standards for outsourced maintenance work.
- Coordination of maintenance reports, coordination and drawing of maintenance reports and expenditure records, management of the maintenance information management system; and determination and monitoring of maintenance standards.
- Ensure coordination of input into GIAMA including maintenance allocation within all Provincial Departments.

POST NO.09 (Ref. S4/2/05/2012/09)

Manager	:	Property Planning
Directorate	:	Property and Facilities Management
Centres	:	Head Office - Polokwane
Salary Package	:	R 464 919.00 p.a. (All Inclusive)

A. Requirements: -

- An appropriate Bachelors' degree or equivalent NQF level 6 qualification in Property Management.
- Five (5) years' working experience in property management.
- A valid driver's licence

B. Competencies: -

- Strategic capability and leadership skills
- People Management skills
- Financial Management skills
- Communication strategies
- Report writing skills
- Computer Literacy

C. Duties: -

- Facilitate and oversee the development of operational/ business plan to give strategic guidelines; align individual performance to the strategic objectives/ or operational plan of the directorate and oversee the development and implementation of municipal rates and taxes policies, directives and regulations.
- Conduct property portfolio analysis; coordinate the compilation of conditional assessments; conduct physical inspection on immovable assets and compile and update provincial asset register.
- Analyse user requirements for immovable assets; coordinate the compilation of submission of U –AMPs and analyse the U –AMPS.

- Monitor immovable assets utilisation against norms and Conduct space audit of state owned office accommodation.
- Conduct custodian assets management plan; reconcile U –AMP’s from user departments and compile the C-AMPs and develop and monitor assets management plans.
- Manage human resources, compile operational plans for subordinates and assess subordinate on quarterly basis. Assist to manage HR related matters, financial administration and manage financial related matters.
- Ensure compliance with GIAMA.

POST NO.10 (Ref. S4/2/05/2012/10)

Manager	:	Prestige Accommodation
Directorate	:	Property and Facilities Management
Centres	:	Head Office - Polokwane
Salary Package	:	R 464 919.00 p.a. (All Inclusive)

A. Requirements: -

- An appropriate Bachelors' degree or equivalent NQF level 6 qualification in Property Management.
- Five (5) years' working experience in property management.
- A valid driver's licence

B. Other Competencies: -

- Strategic capability and leadership skills
- People Management skills
- Financial Management skills
- Communication strategies
- Report writing skills
- Computer Literacy

C. Duties: -

- Facilitate and oversee the development of operational/ business plan to give strategic guidelines; align individual performance to the strategic objective/ or operational plan of the directorate and oversee the development and implementation of municipal rates and taxes policies, directives and regulations.
- Monitor that the efficient and suitable work procedures are identified, developed and implemented; Undertake audits on performance and compliance to departmental policies and recommend improvement measures and conduct human resource review process. Monitor that the departmental municipal rates and taxes activities are aligned to the Treasury and Municipal activities; disseminate information on new financial developments and monitor and evaluate such development and attend to audit queries
- Manage Prestige maintenance Services; conduct regular inspection on prestige maintenance requirements and evaluate the prestige maintenance status within the department; liaise with the provincial Legislative prestige maintenance issue;

- Liaise with House of Traditional Leaders on status of accommodation for the two kings; and propose control measures to minimise prestige maintenance service and Provide and maintain security services.
- Maintain garden & grounds; provide and maintain household and office furniture; conduct regular inspection on prestige maintenance requirements; evaluate the prestige maintenance status within the department and liaise with the provincial Legislative prestige maintenance issues also liaise with House of Traditional Leaders on status of accommodation for the two kings.
- Propose control measures to minimise prestige maintenance service; provide and maintain security services; maintain garden & grounds and provide and maintain household and office furniture.
- Facilitate prestige maintenance services; facilitate the general maintenance of houses at the Parliamentary Village, Premier's Guest House, Official accommodation for the two Kings and Legislature; maintain the contract(s) for outsourced prestige maintenance services and advice on purchasing of prestige maintenance equipment.
- Manage resources; human resources; compile operational plans for sub – ordinates; assess sub–ordinates on quarterly basis and assist to manage HR related matters; financial administration and manage financial related matters.
- Ensure all prestige accommodation requirements are captured in the GIAMA cycle.
- Manage all special project requests which are forwarded to the prestige accommodation portfolio.

STRATEGIC MANAGEMENT

POST NO.11 (Ref. S4/2/05/2012/11)

Manager	:	Business Solutions
Directorate	:	Strategic Management (ICT)
Centres	:	Head Office - Polokwane
Salary Package	:	R464 919.00 p.a. (All Inclusive)

A. Requirements: -

- An appropriate Bachelors' degree in ICT and Business Systems Analysis or equivalent NQF level 6 qualification in ICT with more than three years' functional supervisory experience in ICT.
- Knowledge of ICT Governance Frameworks
- A valid driver's licence

B. Other Competencies: -

- Programme Project Management and People Management
- Financial Management
- Change Management
- Knowledge Management
- Problem Solving
- Customer Relations
- Business Analysis and Solutions Support
- Analytical thinking
- Service Delivery Innovation
- Good understanding of System Development Life Cycle (SDLC)

C. Duties: -

- Do Business, systems analysis and document processes. Analyse business and user requirements. Provide user advice on the implementation of business solutions; Do systems and project feasibility studies.
- Do functional specifications for systems to be developed. Develop monitoring and evaluation tools for the systems. Develop and maintain a change control policy for changes and updates of application systems. Implement and monitor strategic information systems projects. Provide functional systems and business support. Support the Senior Manager in managing the ICT

environment in the Department. Support staff and personnel in the implementation of Business Continuity Plan (B.C.P).

- Manage staff in own unit and do Performance Management Development. Implement an ICT risk management strategy and plan. Do information and records management.

EXPANDED PUBLIC WORKS PROGRAMME

POST NO.12 (Ref. S4/2/05/2012/12)

General Manager	:	Expanded Public Works Programme
Directorate	:	Expanded Public Works Programme
Centre	:	Head Office Polokwane
Salary Level	:	14
Salary Package	:	R R872 214.00 (All Inclusive)

A. Requirements:-

- An appropriate degree in Development Planning and related fields.
- A degree in Built Environment will be an added advantage.
- Five (05) years senior management experience.
- High Computer Literacy.

B. Knowledge

- Public Service Management and Frameworks.
- Intergrated Development planning management
- Management of community based project management will be an added advantage.

C. Skills and Competencies:-

- Skills and abilities to lead diverse groups, particularly disadvantaged sectors of society.
- Strategic Planning.
- Project Management and Contract Management
- High communication skill at high level and community level
- Financial Management Skills

D. Duties: -

- Preparation of Strategic documents
- Provide strategic direction of the component to ensure alignment with its business plans of the province and formulate, implement and report on strategic frameworks in the area of functional responsibility;
- The incumbent of the post will be responsible to provide leadership and high level strategic direction within the program and assist the HOD with the implementation of the EPWP strategy.

- Render provincial EPWP planning and support through conducting sector coordination, facilitate implementation of sector plans, manage EPWP information dissemination and branding strategy and facilitate formation of SMME's and Co-operatives for contractor development.
- Provide technical assistance on monitoring and evaluation strategies and methodologies provide technical assistance to all sectors of the EPWP programmes.
- Monitor EPWP innovation and empowerment through facilitation of best practice research, innovation and EPWP up scaling and offer technical assistance and project management support. Conduct research on alternative building materials.