



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**PUBLIC WORKS, ROADS  
AND INFRASTRUCTURE**

Ref. No.: S4/2/18/2014

**TO: ALL HEADS OF DEPARTMENTS - LIMPOPO PROVINCIAL GOVERNMENT**

**FROM: THE ACCOUNTING OFFICER – SECTION 100 (1) (B)**

**DEPARTMENTAL CIRCULAR NO - 18 OF 2014: 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 of evaluation by the South African Qualifications Authority (SAQA). Faxed applications will not be considered.**
3. Applications should be forwarded to:

**The Accounting Officer Section 100 (1) (b)  
Department of Public Works, Roads and Infrastructure  
Private Bag X9490  
POLOKWANE  
0700**

or Hand deliver to **Works Towers Building, No. 43 Church Street Polokwane**

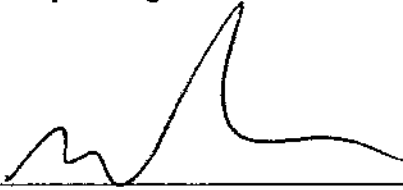
4. Telephone enquiries should be forwarded to: Ms. Magdeline Mokonyane at 015 284 7353 or Ms. Justina Moloji at 015 284 7261 or Mr. David Netshiheni at 015 284 7248.
5. The closing date for this advertisement is **13 February 2015 at 16h00**. If you have not heard from us within 90 days after the closing date of the advert, regard your application as unsuccessful. Due to the large number of

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Tel: (015) 284 7001, (015) 284 7030 website: <http://www.dpw.limpopo.gov.za>

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applications envisaged, correspondence will be limited to short listed candidates.

6. All shortlisted candidates will be subjected to security screening, verification of qualification, previous experience and reference checks.
  
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 subjected to personnel suitability checks and security vetting.



ACCOUNTING OFFICER – SECTION 100 (1) (b)

3/12/14  
DATE

## INFRASTRUCTURE PLANNING

Post No. 01 (REF. S.4/2/18/2014/1)

**Chief Engineering (Senior Professional) Infrastructure Planning  
(1 post)**

**Directorate : Infrastructure Planning**  
**Centre : Polokwane (Head Office)**  
**Salary Level : Grade A**  
**Salary Package : R 756, 999.00 per annum (All Inclusive)**

### REQUIREMENTS:

- An appropriate degree in Technical field/ built environment (B Engineering / B Sc. Engineering).
- Compulsory registration with ECSA as a Professional Engineer;
- Six (6) years' post qualification experience required as a registered Professional Engineer.
- Knowledge of the Public Service Regulations, PFMA, National Building Regulation Standards Act 1977, Treasury Regulations and Practice notes
- In depth knowledge and understanding of the following competencies: Programme and project management, Engineering, legal and operational compliance; Engineering operational communication; Process knowledge and skills including Research and development, Engineering Design and analysis knowledge; Computer- aided engineering applications Technical consulting, and Engineering and professional judgement;
- Valid driver's license (attach copy).

### 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 integration with current technology; pioneering of new engineering services and management methods;

Maintain engineering operational effectiveness: Manage the execution of management strategy through the provision of appropriate structures, systems

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and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; monitor management efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives;

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

**Governance:** Allocate, control and monitor report on all resources; compile risk log and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering-related matters to minimize 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 investment; 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 utilization of human resources for the discipline to ensure competent knowledge base for continued success of engineering services according to organizational needs and requirements; manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to *achieve departmental objectives*.

*Critical Tasks performed:* Manage the development, and updating of norms and standards for engineering work. Manage the engineering inputs in terms of the determination of requirements and specification for Technical Condition Assessments from an engineering perspective and assess feasibility of proposed projects. Provide technical inputs of the IPMP and IPIP. Validate that designs are in line with standardized norms and standards. Validate building plans in line with National and Local Government Building Regulations and prepare designs, specifications and technical documentation.

## INFRASTRUCTURE PLANNING

Post No. 02 (REF. S.4/2/18/2014/2)

**Chief Engineering (Senior Professional) Design Management  
(1 post)**

<b>Directorate</b>	<b>:</b>	<b>Infrastructure Planning</b>
<b>Centre</b>	<b>:</b>	<b>Polokwane (Head Office)</b>
<b>Salary Level</b>	<b>:</b>	<b>Grade A</b>
<b>Salary Package Inclusive)</b>	<b>:</b>	<b>R 756, 999.00 per annum (All</b>

### REQUIREMENTS:

- An appropriate degree in Architecture;
- Compulsory registration with ECSA as a Professional Engineer;
- Six years' post qualification experience required;
- Knowledge of the Public Service Regulations, PFMA, Treasury Regulations and Practice, notes;
- In depth knowledge and understanding of the following competencies: Programme and project management, Architectural legal and operational compliance; Architectural operational communication; Process knowledge and skills; Research and development application, Engineering Design and analysis knowledge; Computer- aided engineering;
- Valid driver's license (attach copy).

### DUTIES:

- Architectural design and analysis effectiveness: Perform final review and approvals or audits on new architectural designs according to design principles or theory; coordinate design efforts and integration across disciplines to ensure seamless integration 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 organizational objectives to ensure optimum operational availability; monitor management efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives;

- Financial management: ensure the availability and management of funds to meet the MTEF objectives within architectural environment/services; manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational 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 organizational principles; allocate, monitor and control expenditure according to budget to ensure efficient cash flow management.
- Governance: Allocate, monitor, control resources; compile risk logs and manage significant risk according to sound risk management practice and organizational requirements, provide technical consulting services for the operation of architectural related matters to minimize possible architectural risks; manage and implement knowledge sharing initiatives e.g short term assignments and secondment 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 utilization of human resources for the discipline to ensure competent knowledge base for continued success of architectural services according to organizational needs and requirements; manage subordinates' key performance areas by setting and monitoring performance standards; and taking actions to correct deviations to achieve departmental objectives.
- Critical Tasks 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. Assess feasibility of proposed projects and provide technical support for the preparation of U-AMP and C-AMP. Provide technical input to the formulation of the procurement strategy and preparation of the IPMP and IPIP. Validate that designs are in line with standardized norms and standards and validate building plans in line with National and Local Government Building Regulations. Prepare designs, specifications and technical documentation; Monitoring project performance review cost and scope variations submitted by Districts and make final recommendations.

## EXPANDED PUBLIC WORKS PROGRAMME

Post No. 03 (REF. S.4/2/18/2014/3)

Senior Manager : Planning and Support  
Directorate : EPWP  
Centre : Polokwane (Head Office)  
Salary Level : 13  
Salary Package : R 819, 126.00 per annum (All Inclusive)

### REQUIREMENTS:

- An appropriate NQF level 6 qualification in Community Development or Development Studies with at least five (5) years management experience within the Expanded Public Works or any development related sector;
- In depth knowledge of integrated development planning and community based project management;
- Knowledge of the Public Service Acts, regulations, frameworks including PFMA, Treasury Regulations;
- Demonstrate knowledge and understanding of policy analysis, development and interpretation. Demonstrate knowledge of the following SMS 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;
- Valid driver's license (attach copy) and Computer literacy in MS Office Package.

### DUTIES:

- Provide leadership strategic direction in the directorate: Establish strategic direction of the directorate to ensure alignment with departmental business plan or strategic plans. Monitor and ensure the implementation of the departmental strategic plans. Align operational plan of the

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directorate to the business plan and strategic plan of the department. Implement and report on strategic frameworks in the area of functional responsibility.

- Align individual performance to strategic business objectives as outlined in the component's strategic and annual performance plan: Oversee the development of Operational plan to give strategic direction to the division by managing and coordinating the activities of the division.
- Manage sector coordination: Convene and chair sector meetings. Develop and monitor sector plan. Coordinate, develop and review of business plans. Manage registration of beneficiaries (social sector), Authenticate reports in line with reviewed business plans. Provide reports to Provincial Steering Committee on a quarterly basis.
- Coordinate EPWP learnerships and National Youth Service (NYS): Manage adverts for intake of NYS learners. Management of contracts and placement of learners; arrangement of practical training; manage compliance to OHS Act; Facilitate formation of cooperatives: Identify learners for further training and development; act as the link between learners and potential funders/institutions.
- Manage internal EPWP projects: communicate with municipalities with regard to identification of local learners for infrastructure/maintenance projects. Manage appointment of beneficiaries; provide technical support and capacitate project managers on site; compile and submit monthly reports.
- Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation: Ensure that the preparations of the budget are in line with strategic plans & department objectives. Formulate and manage the component's budget against its strategic objectives; ensure proper implementation of the budget by monitoring, projecting & reporting expenditure.  
Ensure that spending is maximized in line with strategic objectives; monitor and report on the utilization of equipment's; co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the directorate is adequately staffed; evaluate and monitor performance and appraisal of employees; ensure capacity and development of staff; enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline, provide job description to subordinates and manage directorate leave matters.



## PROPERTY AND FACILITIES

Post No. 04 (REF. S. 4/2/18/2014/4)

**Manager** : Landscaping Development (1 Post)  
**Directorate** : Property and Facilities  
**Centre** : Head Office  
**Salary Level** : 12  
**Salary Package** : R 630, 822.00 per annum (All Inclusive)

### REQUIREMENTS: -

- An appropriate NQF level 6 qualification in Horticulture with three (3) – five (5) years working experience within Horticulture environment with at least a minimum of three (3) years at junior management.
- Expert knowledge of the PFMA, Treasury Regulations and other public service legislations. Demonstrate Knowledge of Project Management, Strategic Planning and budgetary process. Display knowledge of Scenario planning, political science and excellent business administration and management.
- Demonstrate knowledge of the following competencies: Strategic capability and leadership; People management skills; financial management skills; Communication strategies; report writing skills.
- Valid driver's license (attach copy) and Computer literacy in MS Office Package.

### DUTIES: -

- Facilitate and oversee the development of operational/ business plan to give strategic guidelines: Provide operational plan and projects of the directorate. Develop and implement horticulture policies, directives and regulations; monitor to ensure the efficient and suitable work procedures are identified, developed and implemented within district offices. Undertake audits on performance and compliance to departmental policies and recommend improvement measures.

- Monitor the district offices' landscape management activities; attend to audit queries; manage and monitor remedial steps to areas of audit concern.
- Manage landscaping services and projects: provide, implement and monitor landscaping projects. Produce landscape plans and designs; provide budget planning, forecasting and management of the projects; coordination of landscape maintenance operations of the districts; develop specifications in the procurement of landscaping services, equipment and machinery.
- Conduct bids evaluations for the landscaping service for submission to Departmental Bid Adjudication Committee; coordinate landscaping consultants and contractor activities; monitor and evaluate practical training in terms of Learnerships, NYS etc.; liaise with other departments, municipalities and nurseries for access to adequate facilities for training.
- Co-ordinate the Service Delivery Improvement in landscaping: Conduct landscape gardens inspections; monitor compliance in respect of management control systems that are in place; conduct training on SDI initiatives; consolidation of monthly operations reports.
- Manage the safety aspect of operations in landscaping: Manage the procurement of safety equipment; facilitate training on usage of machinery; monitor compliance to OHS and Conduct safety workshops.
- Manage resources: Identify training needs and manage leave matters; Monitor individual performance and assessment of staff members; compile job description of each member in line with the objectives of the directorate; and monitor NYS, Learnerships etc.

**Post No. 05 (REF. S. 4/2/18/2014/5)**

**Manager : Property and Facilities (1 Post)**

**Directorate : Property Management**

**Centre : Mopani District (Giyani)**

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**Salary Level** : **12**

**Salary Notch Inclusive)** : **R 630, 822.00 per annum (All**

**REQUIREMENTS: -**

- An NQF level 06 qualification in Real Estate, Property Law or Property Management/ Property Valuation/Facilities Management;
- **Three (3) – five (5) year's** junior management within a property Management environment;
- Expert knowledge and understanding in property management and deeds registration Act including all relevant acts,e.g. PFMA, Public Service Acts, regulations and framework;
- Knowledge and understanding of policy analysis, development and interpretation.
- Demonstrate knowledge of the following competencies: Strategic capability and leadership skills; People management skills; financial management skills; Communication strategies; report writing skills.
- Valid driver's license (attach copy) and Computer literacy in MS Office Package.

**DUTIES: -**

- Facilitate and oversee the development of operational/ business plan to give strategic guidelines: Align individual performance to the strategic objective of the directorate; oversee the development and implementation of Property Management policies, directives and regulations; monitor efficient and suitable work procedures are identified, developed and implemented. Undertake audits on performance and compliance to departmental policies and recommend improvement measures, disseminate information on new governance developments and monitor and evaluate such development.
- Manage land management: Facilitate land acquisition processes for the district; Identify, verify and gather documentation for property to be acquired. Participate in the integrated development planning process i.r.o. acquisition. Manage, maintain and update property assets register; manage and administer the property systems. Manage and facilitate vesting of district property and land. Manage and facilitate disposal of state land; manage and facilitate transfer.

- **Manage leases and municipal services:** Manage and provide accommodation as required; manage assets register on leases; manage and facilitate the rental collection and schedules. Liaise with stakeholders on matters pertaining to refunds and arrears on rental recovery; manage and facilitate monthly submission of rates and taxes invoices according to stipulated due dates; compile monthly payment of municipal levies; manage property inspection and sub-lettings.
- **Manage facilities services:** Manage physical security services and monitor adherence to service level agreement. Develop, manage and implement waste management plan; manage cleaning services, and manage landscaping services.
- **Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation:** Manage the component's budget against its strategic objectives; coordinate budget monitoring, projecting & reporting expenditure; ensure that spending is maximized in line with strategic objectives; monitor and report on utilization of equipment's. Evaluate and monitor performance and appraisals of employees; ensure capacity and development of staff; enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline; provide job description to subordinates, and manage division's leave matters

**Post No. 06 (REF. S. 4/2/18/2014/6)**

<b>Manager</b>	:	<b>Finance (1 Post)</b>
<b>Directorate</b>	:	<b>Finance</b>
<b>Centre</b>	:	<b>Waterberg District (Modimolle)</b>
<b>Salary Level</b>	:	<b>11</b>

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**Salary Notch : R 532, 278.00 per annum (All Inclusive)**

**REQUIREMENTS: -**

- An NQF level 06 qualification in procurement, Asset management or financial management.
- Three (3) - (five) 5 year`s junior management experience financial management sector;
- Expert knowledge of the PFMA, PPPFA, BBBEE, DORA, Treasury Regulations and Supply Chain Management framework and practice notes;
- Proven experience in managing budget processes and procurement and processes and systems;
- Ability to provide attention to detail and work well under stressful conditions and communicate at all levels;
- Demonstrate knowledge of the following competencies: Demonstrate knowledge of the following competencies: Strategic capability and leadership skills; People management skills; financial management skills; Communication strategies; report writing skills.
- Valid driver's license (attach copy) and Computer literacy in MS Office Package.

**DUTIES: -**

- Facilitate and oversee the development of operational/ business plan to give strategic guidelines: Align individual performance to the strategic objectives, oversee the development and implementation of finance policies, directives and regulations. Monitor and ensure that efficient and suitable work procedures are identified, developed and implemented; Undertake audits on performance and compliance to departmental policies and recommend improvement measures. Conduct human resource review process; monitor that the district finance activities are aligned to the Treasury activities; disseminate information on new financial developments; monitor and evaluate such developments and attend to audit queries.
- Provide proper management of assets and inventory: develop, manage and implement assets and inventory strategies processes and policies/ regulations; manage district movable assets. Coordinate consolidation of asset and inventory reports; manage stores and oversee stocktaking and Board of Survey activities.
- Manage implementation of bids administration: develop, manage and implement bids administration strategies processes and policies/ regulations.

Oversee secretariat services to bids administration committees; manage provision of advisory services to internal and external clients; manage purchase orders. Manage establishment and update of district supplier database; Monitor implementation of transversal contracts and coordinate district programs' demands; implement procurement risk management and internal controls.

- Provide financial management services: develop, manage and implement salaries strategies processes and policies/ regulations. Develop, manage and implement accounts and expenditure strategies processes and policies/ regulations. Develop, manage and implement revenue collection strategies processes and policies/ regulations; coordinate consolidation of financial reports and statements; manage and facilitate district budget by advising, monitoring, projecting & reporting expenditure.
- Manage and utilize resources (human, financial, & physical) in accordance with relevant directives and legislation: Lead district budget preparations in line with strategic plans & department objectives; monitor and report on the utilization of equipment; ensure that the Division is adequately staffed; evaluate and monitor performance and appraisal of employees; ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management; manage discipline; provide job description to subordinates and manage directorate leave matters.

**Post No. 07 (REF. S. 4/2/18/2014/7)**

<b>Deputy Manager</b>	<b>:</b>	<b>Finance (1 Post)</b>
<b>Directorate</b>	<b>:</b>	<b>Finance</b>
<b>Centre</b>	<b>:</b>	<b>Vhembe District (Sibasa)</b>
<b>Salary Level</b>	<b>:</b>	<b>09</b>
<b>Salary Notch</b>	<b>:</b>	<b>R 270, 804.00 per annum</b>

**REQUIREMENTS: -**

Degree/National Diploma in Financial Management. 3-5 years' experience in financial management with a minimum of three (3) years at supervisory level. Knowledge of budgetary processes in the Public Sector; and thorough understanding of BAS and PERSAL system, PFMA, and Treasury regulations. Sound knowledge of financial management, and compilation of reports. Planning and organizing, problem solving and leadership. Valid driver's license (attach copy) and Computer literacy in MS Office Package.

**DUTIES: -**

**Align the division operational plan to meet the directorate goal:** provide financial management and advisory services to the department by analysing and interpreting prescripts; implement financial management policies, strategies and procedures. Align departmental financial management activities with Treasury activities; disseminate information on new financial developments; monitor and evaluate such developments; attend to audit queries and implement resolutions where recommended.

**Manage Revenue:** facilitate the development and implement revenue collection strategies, processes and policies/ regulations/ manual; monitor revenue collection as per the guidelines and/or regulations. Manage revenue banking and compile revenue reports.

**Manage Salaries:** facilitate the development and implement salary strategies, processes and policies/ regulations/ manual; facilitate debt processes in the district and submit relevant documentation to head office for further processing and monitor capturing of PERSAL transaction; ensure that supporting documents are attached. Verify the PERSAL transaction against supporting documents and approve the transaction; manage collection of payslip and returning of payroll to and from Head Office; attend to PERSAL queries and enquiries.

- **Manage Accounts and Expenditure:** facilitate the development and implement accounts and expenditure strategies, processes and policies/ regulations/ manual; manage the processing of payments. Oversee procurement matters within the finance division; advice the district on fruitless and wasteful expenditure; advice the district on unauthorized expenditure and monitor commitments register.
- **Manage Budget:** coordination of the budget; compile Virements requests and submit to Head Office with supporting documents; manage and advice on over spending and under spending; ensure correct allocations are used and misallocations are cleared.
- **Monitor resources:** compile the operational plan of the sub – division in line with the Annual Performance Plan; manage leave matters. Monitor individual performance and assessment of staff members and compile job description of each member in line with the objectives of the directorate.

**Post No. 08 (REF. S. 4/2/18/2014/8)**

<b>Deputy Manager (Post)</b>	:	<b>Lease and Municipal Services (1 Post)</b>
<b>Directorate</b>	:	<b>Property and Facilities Management</b>
<b>Centre</b>	:	<b>Vhembe District (Sibasa)</b>
<b>Salary Level</b>	:	<b>10</b>
<b>Salary Notch</b>	:	<b>R 337, 998.00 per annum</b>

**REQUIREMENTS: -**

- An appropriate NQF level 06 qualification in Real Estate, Property Law, Property Valuation or Property Management;
- Three (3) - (five) 5 years' relevant experience in Real Estate, Property Marketing or Property Management with a minimum of two (2) years at supervisory level.
- Knowledge and understanding of Property Management and deeds registration Act including all relevant Acts, e.g. PFMA, Public Service Acts, regulations and framework;
- Knowledge and understanding of policy analysis, development and interpretation.



- Good interpersonal relations as well as the ability to be creative and innovative. Excellent Planning and organizing, problem solving and leadership;
- Valid driver's license (attach copy) and Computer literacy in MS Office Package.

**Duties: -**

- Align the division operational plan to meet the directorate goal: Provide lease and municipal service; advisory service to the department by analysing and interpreting prescripts. Develop, implement and analyze lease and municipal service policies, strategies, processes and procedures. Align departmental financial management activities with Treasury activities. Disseminate information on new lease and municipal service developments in the district; monitor and evaluate such development and attend to audit queries; implement resolutions where recommended.
- Manage leases: Develop lease management policy, strategy, processes and procedures. Manage and provide residential accommodation in the province. Manage application to residential accommodations. Compile and monitor the residential accommodation register with status in the district. Provide lease escalation period report in terms of the lease agreement. Facilitate liaising with tenants on conditions of the lease arrangements. Compile and submit the lease reports; provide leases as approved by the district and according to the policies, strategy and procedures.
- Manage rentals: Develop rental management policy, strategy, processes and procedures. Manage and monitor rental collection in terms of the lease agreement. Advise the districts and tenants on the stipulated rental fees. Provide Persal report on rental. Facilitate stop order payments. Analyze and report on stop order (debit order) payment. Manage cash payment. Monitor cash banking in terms of prescribed rules and regulation. Manage and reconcile rental cash receipt book with bank transactions; manage and reconcile Persal report against the residential accommodation register.
- Monitor resources: Compile the operational plan of the sub – directorate in line with the Annual Performance Plan; manage leave matters. Monitor individual performance and assessment of staff members; compile job description of each member in line with the objective of the directorate. Manage matters pertaining to refunds and arrears rental recovery. Develop rental refunds and arrears policy, strategy, processes and procedures. Manage and provide monthly Persal report. Monitor and analyze the arrear

pattern. Facilitate debt collection for unsettled arrear accounts. Facilitate debt collection and/or legal action for tenants vacating the residences with outstanding arrear accounts. Analyze monthly and quarterly to be recovered; projection on arrear accounts; investigate and facilitate payment of refunds.

- Monitor property inspection: Verify and identify state properties; monitor the property in terms of lease register to identify tenants vacating the residence before end of contract /subletting; monitor adherence to lease agreements. Provide property inspection before leasing to tenants and provide report; compile property conditional reports. Liaise with inspectorate for detailed property conditional assessments; conduct space audit.

**Post No. 09 (REF. S. 4/2/18/2014/9)**

<b>Property Inspector Posts)</b>	<b>:</b>	<b>Lease and Municipal Services (05</b>
<b>Directorate</b>	<b>:</b>	<b>Property and Facilities Management</b>
<b>Centre</b>	<b>:</b>	<b>Capricorn, Sekhukhune, Mopani, Waterberg, Vhembe Districts</b>
<b>Salary Level</b>	<b>:</b>	<b>07</b>
<b>Salary Notch</b>	<b>:</b>	<b>R183 438. 00 per annum</b>

**REQUIREMENTS: -**

- Grade 12 and Certificates in Property Management / Real Estate. Two (2) – three (3) years' experience in property management/ real estate.
- Knowledge and understanding of property management and relevant Policy, Prescripts and frameworks.
- Sound organizational skills, basic written communication and investigation skills.
- Ability to act with tact and discretion and language skills. Good grooming and presentation, report writing skills. Good telephone etiquette, high level of reliability and computer literacy.
- Valid driver's license (attach copy) and Computer literacy in MS Office Package.

**DUTIES: -**

- Verify and identify state properties: Conduct regular inspection; identify disposable properties; conduct verification of provincial properties through vesting process.
- Inspect property for rental purposes: Conduct property assessment before handing – over to occupants for rental purposes; conduct property conditional assessment on termination of rental, and compile reports for property condition. Monitor condition of the lease agreement during the rental period; Investigate property complaints and compliance; opening of job cards on behalf of tenants.
- Conduct space audit: Provide office measurements; monitor adherence to space norms; monitor adherence to OHS Act

### **MAINTENANCE MANAGEMENT**

**Post No. 10 (REF. S. 4/2/18/2014/10)**

<b>Construction Project Manager:</b>	<b>Inspectorate (01 post)</b>
<b>Directorate :</b>	<b>Maintenance Management</b>
<b>Centre :</b>	<b>Sekhukhune District (Lebowakgomo)</b>
<b>Salary Level :</b>	<b>Grade A</b>
<b>Salary Package :</b>	<b>R516 345.00 per annum (All Inclusive)</b>

**REQUIREMENTS:**

- A national higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience.
- Knowledge in Programme and project management, Engineering, legal and operational compliance; Engineering operational communication and process knowledge and skills, Maintenance skills and knowledge, Mobile equipment and analysis knowledge. Research and development, Computer- aided engineering applications, Creating high performance culture, Technical consulting, and Engineering and professional judgement. Creativity, Strategic capability and leadership. Problem solving and analysis, Team Leadership and Decision Making. Change management, Planning and organizing, people management and

communication skills. Financial Management, Customer focus and responsiveness, computer skills;

- A valid driver's license (attach a copy)

**DUTIES: -**

- Manage and coordinate all aspects of projects under the supervision of the Chief Construction Project Manager: Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology.
- Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities, manage day-to-day operational aspects of a project and scope; effectively apply methodology and enforce project standards to minimize risk on projects.
- Project accounting and financial management: Report project progress to Chief Construction Project Manager; Manage project budget and resources.
- Office administration: Provide inputs to other professionals with tender administration; Liaise and interact with service providers, client departments, and management. Maintain the record management system and the architectural library; utilise allocated resources effectively.
- Research and development: Keep up with new technologies and procedures; Research/literature on new developments of project management methodologies and Liaise with relevant bodies/ councils on project management