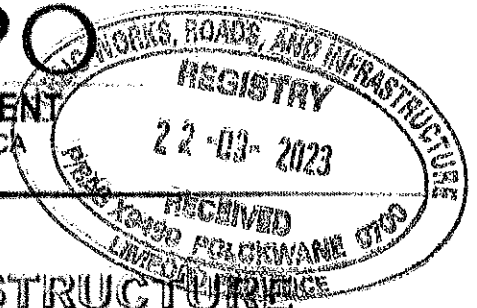




LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA



DEPARTMENT OF PUBLIC WORKS, ROADS & INFRASTRUCTURE

Ref : S4/1

TO : ALL HEADS OF DEPARTMENTS
LIMPOPO PROVINCIAL GOVERNMENT

FROM : HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS
AND INFRASTRUCTURE

DEPARTMENTAL CIRCULAR NO 01 OF 2023: ADVERTISEMENT OF VACANT POSTS

1. Applications should be submitted on the **new Z83 form** (effective 01 January 2021) obtainable from any public Service Department or can be downloaded from www.dpsa.gov.za / www.labour.gov.za.
2. Applications must include a **new Z83 form** and be accompanied by a detailed Curriculum Vitae. A specific reference number for the post applied for must be quoted in the space provided on the Z83 form. Received applications using incorrect application for employment (old Z83) will not be considered. Each application for employment must be fully completed, initialed and signed by the applicant (Part F must be answered and declaration must be completely signed). Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process.
3. On the new Z83 (Section A, B, C, D and F) are compulsory. Ignore Section E and G if recently updated comprehensive CV (with detailed previous experience) is attached. Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview.
4. Foreign qualification must be accompanied by an evaluation report issued by SAQA. Applicants who do not comply with the above-mentioned instructions/ requirements, as well as applications received late will not be considered. The

Department does not accept applications via email or fax. Failure to submit all the requested documents will result in the application not being considered.

5. Applications should be forwarded to:

**The Director: Human Resource Management
Department of Public Works, Roads and Infrastructure
Private Bag X9490
POLOKWANE
0700**

Or hand delivered to **Works Towers Building, No. 43 Church Street, Polokwane, 0699**

6. The contents of this Circular will also be posted on the following websites www.dpw.limpopo.gov.za / www.limpopo.gov.za, and www.dpsa.gov.za
7. Suitable candidates will be subjected to a Personnel Suitability Check (criminal record, citizenship, credit records checks, qualification verification and employment verification for Security reasons).
8. All general enquiries should be directed to Ms. Ledwaba Elizabeth, Ms. Mathebula Winneth, Ms. Hanyane Phillipine and Mr. Seleka Billy, Mr. Malose Moabelo, Mathume Mabilo and Ms. Mokonyane Magdeline at 015 284 7353/ 7570 / 7578 / 7586 / 7663/ 7606/7607/ 7627.
9. The closing date for submission of application is **Friday, the 31st March 2023 at 16h00**. Late applications, emails or faxed applications will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.
10. Correspondence will be limited to short-listed candidates only. If you have not been contacted within 90 days after the closing date of this advertisement, please accept that your application was unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
11. All shortlisted candidates for Senior Management Services (SMS) posts will be subjected to technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the

Department. Following the interview and Technical exercise, the Selection Panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

12. Accommodation and travelling expenses for the interview process is not catered for by the Department (shortlisted candidates will attend interviews at their own expenses).
13. Successful incumbents will be expected to sign a performance agreement within one month after assumption of duty and also be required to disclose their financial interests in accordance with the prescribed regulations.
14. The Department reserves the right not to make any appointment to the posts advertised.
15. A pre-entry certificate obtained from the National School of Government (NSG) is required for all SMS applicants. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Successful candidates for SMS posts should be in possession of the Senior Management Pre-entry Programme Certificate offered by the National School of Government prior to appointment.
16. Department of Public Works, Roads and Infrastructure is an equal opportunity employer. The Department is committed to providing equal opportunities and affirmative action employment practices. It is the Department's intention to promote equity representation in terms of (race, gender and disability) through the filling of posts in line with the Employment Equity Plan.



Mr. DT SEROKA
HEAD OF DEPARTMENT

17/03/2023

DATE

**RE-ADVERTISEMENT OF SMS POSTS: DEPARTMENT OF PUBLIC WORKS,
ROADS & INFRASTRUCTURE**

Post : Chief Director: Health Infrastructure Management
Ref. No. : S.4/3/1/54
Branch : Health Infrastructure Management
Salary Package : R1 308 051.00 per annum (to be structured according to
Individual needs)
Salary Level : 14
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: Undergraduate Qualification (NQF Level 7) in Built Environment as recognized by SAQA.5 (five) years' experience at a Senior Managerial Level in the Built Environment. Registration with the relevant professional council will be an added advantage. SMS Pre – Entry Certificate (issued by National School of Government). Valid vehicle (Code EB) (driver's license with an exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. **Technical Competencies:** Engineering, legal and operational compliance. Engineering operational communication. 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. Engineering and professional judgement

DUTIES: KEY PERFORMANCE AREAS:

Oversee the technical portfolio for Health Infrastructure: Oversee the provision of professional inputs to the Provincial Department of Health in terms of preparation of the User Asset Management Plan. Oversee the review of infrastructure project list in terms of feasibility in consultation with Provincial Department of Health and make recommendations. Manage the assessment of the suitability of the site allocation in terms of the provision of integrated multi-purpose government services in the province. Manage the determination of lifecycle costs for immovable assets of the Provincial Department of Health.

Oversee delivery of the infrastructure programmes and projects: Oversee the provision of professional inputs to the Provincial Departments in terms of the preparation of the Infrastructure Programme Management Plan [IPMP]. Oversee the provision of professional inputs to the Provincial Departments in terms of the packaging of projects and finalisation of the procurement strategy. Oversee the provision of professional inputs and appropriate systems to the Provincial Departments to submit successful infrastructure bids for the allocation of performance based grants. Assist the Provincial Departments to adhere to all

requirements stated in the Division of Revenue Act [DoRA]. **Oversee** the provision of professional inputs to the Provincial Departments in terms of the determination of technical norms and standards. [Mainly cost norms]. Manage the validation of building plans in terms of National and Local Government Building Regulations. Manage the finalisation of the Infrastructure Programme Implementation Plan [IPIP] for the Provincial Departments. **Oversee** the preparation and implementation of Service Delivery Agreements. **Oversee** the procurement of projects and framework contracts for the Provincial Department of Health. **Oversee** the preparation of project execution plans up to the point of procurement. **Oversee** the implementation of the construction procurement for all projects on behalf of the Provincial Department of Health. **Monitor** the effective management of financial resources for projects. **Monitor** the updating of the document management system and the project management system. **Monitor** the adherence to timeframes, budgets and quality assurance standards for all contracts. **Report** progress regarding implementation of infrastructure projects to relevant government structures. **Oversee** the provision of inputs for the preparation of financial and non – financial reports that should be submitted to the Provincial Department of Health. **Oversee the maintenance of Health Infrastructure:** **Oversee** the implementation of Technical Condition Assessments for Provincial Infrastructure. **Oversee** the provision of the maintenance plan. **Monitor** the implementation of the National Infrastructure Maintenance strategy. **Monitor** the implementation of maintenance plan and user asset management plan. **Manage** the maintenance operations. **Oversee the infrastructure inputs for longer integrated infrastructure planning and development:** **Participate** in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. **Interact** with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. **Collaborate** with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. **Participate** in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. **Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation:** **Give** direction to team in realising the Directorate's strategic objectives. **Develop** action plans to execute strategic initiatives. **Ensure** proper implementation of the budget by monitoring, projecting & reporting expenditure. **Monitor** and report on the utilisation of equipment's. **Coordinate** memorandum of understanding, service level agreements and expenditure review. **Ensure** that the division is adequately staffed. **Evaluate** and monitor performance and appraisal of employees. **Ensure** capacity and development of staff. **Manage** discipline, **Give** direction to team in realising the Directorate's strategic objectives.

Interpretation and implementation of Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalize strategy,

Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E.

Post : Chief Director: Provincial Departments
Infrastructure Management
Ref. No. : S.4/3/1/55
Branch : Provincial Departments Infrastructure Management
Salary Package : R1 308 051.00 per annum (to be structured according to
Individual needs)
Salary Level : 14
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: Undergraduate Qualification (NQF Level 7) in Built Environment as recognized by SAQA. 05 (five) years' experience at a Senior Managerial Level in the Built Environment. Registration with the relevant professional council will be an added advantage. Valid vehicle (Code EB) (driver's license with an exception of persons with disabilities)

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication. **Technical Competencies:** Engineering, legal and operational compliance. Engineering operational communication. 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. Engineering and professional judgement.

DUTIES: KEY PERFORMANCE AREAS:

Oversee the delivery of the infrastructure programmes and projects: Oversee the provision of professional inputs in terms of the preparation of the Infrastructure Programme Management Plan [IPMP]. Oversee the provision of professional inputs in terms of the packaging of projects and finalization of the procurement strategy. Manage the provision of professional inputs and appropriate for infrastructure bids for the allocation of performance based grants. Assist the Provincial Departments to adhere to all requirements stated in the Division of Revenue Act [DoRA]. Oversee the provision of professional inputs in terms of the determination of technical norms and standards. [Mainly cost norms]. Oversee the validation of building plans in terms of National and Local Government Building Regulations. Manage the finalization of the Infrastructure Programme Implementation Plan [IPIP]. Oversee the preparation and implementation of Service Delivery Agreements. Monitor the effective management of financial resources for projects. Monitor the updating of the document management system and the project management system. Monitor the adherence to timeframes, budgets and quality assurance standards for all contracts. Report progress regarding implementation of infrastructure projects to

relevant government structures. Oversee the preparation of financial and non – financial.

Oversee the technical portfolio management for Other Provincial Departments Infrastructure: Manage the review of infrastructure project list in terms of feasibility in consultation with Other Provincial Departments and make recommendations. Oversee the assessment of the suitability of the site allocation in terms of the provision of integrated multi-purpose government services in the province. Oversee the determination of lifecycle costs for immovable assets of the Provincial Department of Provincial Departments. **Oversee and monitor the Infrastructure Programme Implementation Plan:** Oversee the preparation of Infrastructure Programme Implementation Plan infrastructure. Oversee the setting of the job creation targets. Oversee the updating of IPPI including cash flow projections aligned to allocated funds. Oversee the validation of building plans in terms of the National and Municipal Building Regulations. **Oversee the Construction procurement:** Oversee the preparation of relevant procurement documentation throughout the different phases in the project management cycle. Oversee the registration of projects on the CIDB i-tender system. Oversee the final appointment of Professional Service Providers and contractors on successfully concluded procurement processes in collaboration with SCM. Oversee and approve the construction contract. Oversee and monitor programme reporting and the Project Execution plans. Oversee and monitor the project and programme close out. **Manage the implementation Infrastructure maintenance:** Manage the implementation of Technical Condition Assessments for Provincial Infrastructure. Oversee the provision of the maintenance plan. Update the maintenance plan based on the findings of Technical Condition Assessments and provide credible data. Determine the maintenance plan for the vacated facilities. Monitor the implementation of the National Infrastructure Maintenance strategy. Oversee and monitor the implementation of maintenance plan and user asset management plan. Oversee the maintenance operations. Oversee the provision of category 3 maintenance for LDPWRI, Shared offices and legislature. **Manage the Infrastructure inputs for longer integrated infrastructure planning and development:** Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement. **Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation:** Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service

level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

Interpretation and implementation of Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalize strategy, Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E

Post : Chief Director: District Coordination and Departmental Operations
Ref. No. : S.4/3/6/11
Branch : District Coordination and Departmental Operations
Salary Package : R1 308 051.00 per annum (to be structured according to Individual needs)
Salary Level : 14
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: Undergraduate Qualification (NQF Level 7) as recognized by SAQA. 05 years' experience at a senior managerial level in Administration/ District Operations. SMS Pre – Entry Certificate (issued by National School of Government). Valid vehicle (Code EB) (driver's license with an exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES: KEY PERFORMANCE AREAS:

Oversee departmental operations and district coordination services: Map property and infrastructure processes and make continuous recommendation for improvement. Determine the definition, methodology and design of portfolio, programme and project governance standards. Develop and maintain project document management system and build records. Develop and inform policies for infrastructure and maintenance in the districts. Determine quality and safety standards. Undertake research and enforce green technologies. Consolidate district budget input. Monitor the district expenditure against the allocated budget. Oversee the development of district procurement plans. Manage district assets in terms of availability and movement. Oversee and coordinate the submission of district performance agreements and work plans for each financial year. **Oversee the provision of contractor development and infrastructure support services:** Oversee, coordinate and implement training and mentorship on Contractor and Development Programme. Monitor and report training activities on the implementation of Contractor Development Programme in the Department. Provide community liaison on departmental infrastructure programmes. Oversee the provision of infrastructure support management

services. Provide and ensure utilization of resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Directorate's strategic objectives. Develop action plans to execute strategic objectives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

Interpretation and implementation of Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalize strategy, Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E

Post : Chief Director: Roads Infrastructure Maintenance
Ref. No. : S.4/3/10/15
Branch : Roads Infrastructure Maintenance
Salary Package : R1 308 051.00 per annum (to be structured according to

Individual needs)

Salary Level : 14
Centre : Head Office - Polokwane

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Civil Engineering or Built Environment. 05 years' experience at a senior managerial level within the Roads Construction/ Maintenance Environment. SMS Pre – Entry Certificate (issued by National School of Government). Valid vehicle (Code EB) driver's license with exception of persons with disabilities.

CORE AND PROCESS COMPETENCIES:

Strategic Capability and Leadership. Programme and Project Management. Change Management. Financial Management. People Management and Empowerment. Knowledge Management. Problem Solving and analysis. Client orientation and Customer Focus. Communication.

DUTIES: KEY PERFORMANCE AREAS:

Oversee the provision and maintenance of roads services: Oversee the provision of the road asset management plan. Oversee the implementation of road maintenance plans and utilisation of the budget. Oversee the provision of provincial roads and bridges status. Oversee the provision audit responses in relation to road maintenance services. **Oversee the provision of roads projects implementation:** Oversee the planning and implementing of labour intensive construction projects. Oversee the planning and implementing of low volume access roads. Oversee the planning and implementing of households projects. Plan, implement and manage in-house projects. Oversee the

consolidation of social facilitation (Shareholder involvement and ensure compliance to applicable government policies and regulations).

Oversee the provision of environmental services: Oversee the implementation of environmental projects and appointment of environmental consultants in line with the service agreement. Oversee and promote sound planning and budgeting for environmental projects. Oversee the provision of environmental impact assessment and environmental management plans. Oversee and monitor of compliance to environmental matters and legislatives.

Manage the provision roads integrated development plans with districts, local municipalities and other government. **Oversee the provision of mechanical services:** Monitor compliance to policies and strategies for the mechanical programme. Oversee and monitor the implementation of mechanical plan and utilisation of the budget. Oversee and oversee the acquisition, maintenance and disposal of plant and machinery. Oversee the provision of the mechanical management system. Oversee and monitor performance of the mechanical programme. Oversee and oversee the maintenance of government fleet.

Oversee the management of infrastructure inputs for longer integrated infrastructure planning and development: Participate in the development and updating of the longer term integrated provincial infrastructure plan as referred to as the Limpopo Master Infrastructure Plan. Interact with municipalities and the public Entities to promote delivery of services within the required timelines of the Limpopo Master Infrastructure Plan and the Municipal Integrated Development plans. Collaborate with other Chief Directorates in LDPWRI to consider the possible packaging of infrastructure delivery projects across sectors for seamless procurement. Participate in the review and updating of the Limpopo Infrastructure Delivery Management System based on institutional changes and areas identified for improvement.

Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Give direction to team in realising the Chief Directorate's strategic objectives: Develop action plans to execute strategic initiatives. Ensure proper implementation of the budget by monitoring, projecting & reporting expenditure. Monitor and report on the utilisation of equipment's. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Manage discipline.

Interpretation and implementation of Branch strategy, Develop Policies, design planning frameworks and guidelines to operationalize strategy, Manage functions of Directors and Component, Develop Performance/ Standards/ Policies/ M&E