



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
PUBLIC WORKS, ROADS  
AND INFRASTRUCTURE

Ref: S4/2/22/2014  
TO: ALL HEADS OF DEPARTMENTS  
LIMPOPO PROVINCIAL GOVERNMENT  
FROM: THE ACCOUNTING OFFICER SECTION 100 (1) (B): PUBLIC  
WORKS, ROADS AND INFRASTRUCTURE

DEPARTMENTAL CIRCULAR NO 22 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 for evaluation by the South African Qualifications Authority (SAQA). Faxed applications will not be considered.**
3. Applications should be forwarded to:

[strategicplanninghub@dpw.limpopo.gov.za](mailto:strategicplanninghub@dpw.limpopo.gov.za) or posted to

The Head of Department  
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

43 Church Street, Polokwane, 0699, Private Bag X9490, POLOKWANE, 0700  
Tel: (015) 284 7001, (015) 284 7030 website: <http://www.dpw.limpopo.gov.za>

*The heartland of Southern Africa - development is about people!*

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 **17 October 2014 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. Paulina Shai at 015 284 7311 or Mr Risenga Chauke at 015 284 7416
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 and be subjected to suitability checks.
  - Correspondence will be exchanged with shortlisted candidates only.

P. P. B. N. M. Kgomo  
THE ACCOUNTING OFFICER  
SECTION 100 (1) (B)

18/09/14  
DATE

**Chief Construction Project Manager: Infrastructure Delivery (05 posts)**

Directorate	:	Project Management
Centre	:	Head Office - Polokwane
Salary Range	:	Grade A - B
<b>Salary Package</b>	:	<b>R 756 999 – R 918 669 p. a (All Inclusive Package in accordance with OSD)</b>

**A. Requirements: -**

- National higher diploma (Built Environment field) with a minimum of six (06) years' experience as a registered Professional Construction Project Manager with the SACPCMP.
- B Tech (Built Environment field) with a minimum of six (06) years' experience as a registered Professional Construction Project Manager with the SACPCMP.
- Honours degree in any Built Environment field with a minimum of six (06) years' experience as a registered Professional Construction Project Manager with the SACPCMP
- Compulsory registration with the SACPCMP as a Professional Construction Project Manager.

**B. Competencies**

**i. Technical competencies**

- Programme and project management
- Project management skills, principles and methodologies
- Project and professional judgement
- Computer-aided engineering and project applications
- Project design and analysis knowledge
- Project operational communication
- Process knowledge and skills
- Maintenance skills and knowledge
- Mobile equipment operating skills
- Legal and operational compliance

**ii. Generic competencies**

- Strategic capability and leadership
- Problem solving and analysis
- Decision making
- Team leadership
- Creativity
- Financial management
- Customer focus and responsiveness
- Communication
- Computer skills

- People management
- Planning and organising
- Conflict management
- Negotiation skills
- Change management

### **C. Knowledge**

- National Building Standards Act of 1977, Regulations and Local Government Building Regulations.
- Government Immovable Asset Management Act of 2007.
- Occupational Health and Safety Act of 1993.
- Project and Construction Management Professions Act of 2000.
- National Sector Act and Relevant Guidelines in terms of Infrastructure projects.
- National Environmental Management Act of 1998.
- Limpopo Land Administration Act 6 of 1999.

### **D. Duties:-**

#### **Project design an analysis effectiveness**

- Perform final review and approvals or audits on project designs according to design principles or theory.
- Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.

#### **Maintain project operational effectiveness**

- Manage the execution of project management strategy through the provision of appropriate structures, systems and resources.
- Set project standards, specifications and service levels according to organisational -objectives to ensure optimum operational availability.
- Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of organisational objectives.

### **Financial Management**

- Ensure availability and management of funds to meet the MTEF objectives within the project environment/ services.
- Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives.
- Manage the commercial added value of the discipline-related programmes and projects.
- Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles.

- Allocate, monitor and control expenditure according to budget to ensure efficient cash flow management.

### **Governance**

- Compiles risk logs (database) and manages significant risk according to sound risk management practice and organisational requirements.
- Provide technical consulting services for the operation of project related matters to minimise possible project 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**

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

**POST NO.02 (Ref. S4/2/22/2014/02)**

<b>Chief Engineer</b>	:	<b>Senior Professional (02)</b>
Directorate	:	Infrastructure Planning
Centre	:	Head Office - Polokwane
Salary Range	:	Grade A - B
<b>Salary Package</b>	:	<b>R 756 999 – R 918 669 p. a (All Inclusive Package in accordance with OSD)</b>

**A. Requirements: -**

- A university degree in Engineering/ Built environment (e.g. B Eng./ B.Sc. (Eng.))
- Registration with ECSA as a Professional Engineer.
- Valid Drivers' Licence.
- Computer literate.
- Appropriate experience in Sector infrastructure delivery.
- Six (06) years post professional qualification.
- 14 years post qualification experience.

**B. Knowledge**

- Construction Industry Development Board Act of 2000 and Regulations.
- Council for Built Environment Act of 2000.
- Engineering Profession Act of 2000.
- Broad Based Black Empowerment Act of 2003.
- Preferential Procurement Act of 2000 and Regulations.
- PFMA / DORA / Treasury Regulations, Practice Notes, Instructions, Circulars.
- Provincial / Departmental Supply Chain Management Policies.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993.
- Government Immovable Asset Management Act of 2007.
- National Environmental Management Act of 1998.
- Limpopo Land Administration Act 6 of 1999.
- Public Service Act of 1994 and Regulations of 2001.
- Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.
- Sector Act, Relevant Regulations/Guidelines

**C. Skills**

- Ability to apply the Provincial Infrastructure Delivery Management System.
- Ability to undertake a risk analysis and undertake a risk mitigation strategy.
- Ability to identify, extract and interpret relevant data and information.
- Ability to interpret Sector services requirements from an infrastructure perspective and findings of technical condition assessments.
- Ability to prepare reports, submissions and presentations.

- Applying Expertise and Technology

#### **D. Attributes**

- Learning and Researching.
- Creating and Innovating.
- Writing and Reporting.
- Formulating Strategies and Concepts.
- Relating and Networking.
- Presenting and Communicating Information.
- Analysing

#### **E. Duties:-**

##### **Engineering norms and standards.**

- Manage the development of norms and standards for electrical, mechanical and structural/civil engineering work.
- Manage the updating of engineering norms & standards.
- Manage the engineering inputs in terms of the determination of life cycle costing norms for Sector Facilities.
- Manage the engineering inputs in terms of cost norms for maintenance plans.
- Manage the determination of requirements and specification for Technical Condition Assessments from an engineering perspective..
- Provide inputs at the Sector Forum in the Province to interpret, customize and adopt guidelines for technical norms and standards from an engineering perspective

##### **Project and Programme Management Plans.**

- Provide guidance to Sector in the preparation of U-AMPs.
- Assess feasibility of proposed projects.
- Provide technical support for the preparation of the C-AMP.
- Provide technical inputs to the formulation of the procurement strategy and the drafting of the IPMP.
- Provide technical inputs to prepare the IPIP.
- Provide inputs to the finalization of the SDA.

##### **Project Planning and Initiation.**

- Provide engineering inputs for the finalisation of Master Plans.
- Validate that designs are in line with standardised norms and standards.
- Finalise the project brief as received from Sector.
- Finalise the Business Cases for projects.
- Finalise Operational Narratives.
- Validate relevant Project Execution Plans as received from Districts.
- Validate buildings plan in line with National and Local Government Building Regulations

## **Project Procurement.**

- Finalise Sector facilities design.
- Prepare technical documentation for Supply Chain Management processes.
- Participate as technical expert on the SCM Specification Committee.

## **Monitor and oversight of District performance.**

- Undertake site visits at agreed intervals to monitor performance.
- Review progress reports submitted by districts and intervene where required.
- Review cost and scope variations submitted by Districts and make final recommendations to Sector.
- Design and implement interventions for projects that are not performing in line with cash flow projections, quality standards and timeframes.
- Validate invoices as reviewed by the Built Environment Professionals before handed over to Sector for payments.
- Validate PEPs received from Districts.
- Provide inputs to the setting of standards for documentation from an engineering perspective that should be collected by Districts and submitted to the Head Office.
- Monitor that the required documentation from an engineering perspective are submitted by the Districts, project files are updated and submitted to the Centralised Document warehouse.
- Provide inputs on contract related issues from an engineering perspective when required

## **Sector Management and Programme Reporting.**

- Attend regular meetings with Sector to pro-actively identify problems and jointly agree on solutions from an engineering perspective.
- Provide inputs and credible data to the financial and non-financial performance reports from an engineering perspective.
- Prepare progress reports in terms of engineering inputs for all the relevant Governance Infrastructure Structures.
- Prepare reports on projects implemented by Alternative Implementing Agents until phasing out of Alternative Implementing Agents have been completed.

## **Project and Programme Close out.**

- Collate Built Drawings and maintenance manuals.
- Provide copies of Maintenance manuals to Sector Facilities and to Public Works District Offices.
- Submit all documentation to the centralised document warehouse.
- Provide inputs to the preparation of performance reports for submission to CIDB based on District reports.

## **Management of the human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent and appreciated and performance orientated staff and sound labour relations.**

- Effective Human Resources Management.
- Effective Performance Management.
- Effective Human Resources training and development.



- Effective succession planning for Human Resources.

**Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.**

- Research Reports.

<b>Architect</b>	:	<b>Senior Professional (07 Posts)</b>
<b>Directorate</b>	:	<b>Design Management</b>
<b>Centre</b>	:	<b>Head Office - Polokwane</b>
<b>Salary Level</b>	:	<b>A - C Production</b>
<b>Salary Package</b>	:	<b>R 451 596 – R 587 721 p. a (All Inclusive Package in accordance with OSD)</b>

**A. Requirements: -**

- Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession
- Registration with the South African Council for Architectural Profession.
- Four (04) years Post professional registration experience
- Valid Drivers' Licence.
- Computer literate

**B. Knowledge**

- Construction Industry Development Board Act of 2000 and Regulations.
- Council for Built Environment Act of 2000.
- Architectural Profession Act of 2000.
- Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations.
- PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.
- Provincial/Departmental Supply Chain Management Policies.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993.
- Government Immovable Asset Management Act of 2007.
- Sector Act and Regulations in terms of space norms.

**C. Skills**

- Ability to apply the Provincial Infrastructure Delivery Management System.
- Ability to understand the Sector service delivery platform, Sector indicators and services plan and how that links with infrastructure.
- Ability to identify, extract and interpret relevant data and information.
- Ability to prepare project briefs and narratives.
- Ability to understand and apply job creation targets.
- Ability to interpret, develop and apply approved functional and technical norms and standards.
- Ability to prepare reports, submissions and presentations
- Applying Expertise and Technology.

## **C. Attributes**

- Learning and Researching.
- Creating and Innovating.
- Writing and Reporting.
- Formulating Strategies and Concepts.
- Relating and Networking.
- Presenting and Communicating Information.
- Analysing.

## **D. Duties:-**

### **Space norms.**

- Determine life cycle costing norms for Sector Facilities and Offices.
- Determine space norms for application in the U-AMP and C-AMP.
- Determine requirements and specifications for Technical Condition Assessments.
- Provide inputs at the Sector Forum in the Province to interpret, customise and adopt guidelines for functional and technical norms and standards.
- Assess feasibility of space through post project evaluation and update life cycle costing norms based on learning generated.

### **Project and Programme Management Plans**

- Provide guidance to Sector in the preparation of U-AMPs.
- Assess feasibility of proposed projects.
- Provide technical support for the preparation of the C-AMP.
- Provide technical inputs to the formulation of the procurement strategy and the drafting of the IPMP.
- Provide technical inputs to prepare the IPIP.
- Provide inputs to the finalization of the SDA.

### **Project Planning and Initiation**

- Finalise the design of Master Plans.
- Validate that designs are in line with standardised norms and standards.
- Finalise the project brief as received from Sector.
- Finalise the Business Cases for projects.
- Finalise Accommodation Schedules.
- Finalise Operational Narratives.
- Validate relevant Project Execution Plans in terms of architectural inputs as received from Districts.
- Validate buildings plan in line with National and Local Government Building Regulations.

### **Project Procurement.**

- Finalise Sector facilities design.
- Prepare technical documentation for Supply Chain Management processes.
- Participate as technical expert on the SCM Specification Committee for all Hospitals projects.

### **Monitor and oversight of District performance.**

- Undertake site visits at agreed intervals to monitor performance.
- Review progress reports submitted by districts and intervene where required.
- Review cost and scope variations submitted by Districts and make final recommendations to Sector.
- Design and implement interventions for projects that are not performing in line with cash flow projections, quality standards and timeframes.
- Validate invoices as reviewed by the Built Environment Professionals before handed over to Sector for payments.
- Validate PEPs received from Districts.
- Provide inputs to the setting of standards for documentation from an architectural perspective that should be collected by Districts and submitted to the Head Office.
- Monitor that the required documentation from an architectural perspective are submitted by the Districts, project files are updated and submitted to the Centralised Document warehouse.

### **Sector Management and Programme Reporting.**

- Attend regular meetings with Sector to pro-actively identify problems and jointly agree on solutions from an architectural perspective.
- Provide inputs and credible data to the financial and non-financial performance reports from an architectural perspective.
- Prepare progress reports in terms of architectural inputs for all the relevant Governance Infrastructure Structures.
- Prepare reports on projects implemented by Alternative Implementing Agents until phasing out of Alternative Implementing Agents have been completed.

### **Project and Programme Close out.**

- Collate as Built Drawings and maintenance manuals as submitted by the Districts.
- Provide copies of Maintenance manuals to Sector Facilities and to Public Works District Offices.
- Submit all documentation to the centralised document warehouse.
  - Provide inputs to the preparation of performance reports for submission to CIDB based on District reports.

### **Management of the human resources to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent and appreciated and performance orientated staff and sound labour relations.**

- Effective Human Resources Management.
- Effective Performance Management.
- Effective Human Resources training and development.
  - Effective succession planning for Human Resources.

### **Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.**

- Research Reports.

<b>Chief Architect</b>	<b>:</b>	<b>Senior Professional (01 post)</b>
Directorate	:	Project Management
Centre	:	Head Office - Polokwane
Salary Range	:	Grade A - B
<b>Salary Package</b>	<b>:</b>	<b>R 756 999 – R 918 669 p. a (All Inclusive Package in accordance with OSD)</b>

**A. Requirements: -**

- B degree in Architecture or appropriate Bachelor's Degree in Built Environment
- Relevant built environment professional registration Architecture (SACAP)
- Six years post professional experience
- 14 years post qualification experience
- A valid driver's license

**B. Knowledge**

- Construction Industry Development Board Act of 2000 and Regulations.
- PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System.
- Provincial/Departmental Supply Chain Management Policies.
- Promotion of Access to Information Act of 2000.
- Promotion of Administrative Justice Act of 2000.
- Expanded Public Works Programme.
- Broad Based Black Empowerment Act of 2003.
- Preferential Procurement Act of 2000 and Regulations.
- Architectural Profession Act of 2000.

**C. Skills**

- Ability to apply the Provincial Infrastructure Delivery Management System [IDMS] and the IDM Toolkit.
- Ability to understand the Sector service delivery platform, indicators & service plan and how that links with infrastructure.
- Ability to understand how to prepare a construction procurement strategy to provide value for money and achieve the objectives of the Department.
- Ability to understand how to implement Programmes in line with the Provincial Quality Assurance System Standards, Functional and Technical Norms and Standards.
- Ability to interpret and apply approved Designs Guidelines, Standard Designs and Technical Specifications, and Cost Norms.
- Ability to prepare infrastructure project reports, extract and interpret information from the Basic Accounting System [BAS] and related information systems.
- Ability to undertake a risk analysis and undertake a risk mitigation strategy.

- Ability to understand the purpose, objectives and processes to follow for the preparation and signing off on PEPs and related project stage reports and designs.
- Ability to prepare reports, submissions and presentations.
- Applying Expertise and Technology.

### **C. Attributes**

- Adhering to Principles and Values; deciding and Initiating Action; delivering Results and meeting customer expectations.
- Writing and Reporting; Formulating Strategies and Concepts; Planning and Organizing
- Presenting and Communicating Information; Analyzing.

### **D. Duties**

#### **Programme and Project Planning.**

- Provide in inputs to Sector in terms of space and cost norms.
- Provide inputs to Sector in terms of new technology and innovations.
- Provide inputs to Sector in terms of Procurement strategy and IPMP.
- Prepare IPIP.
- Provide inputs the agreed procurement strategy to optimise economies of scale, reduce costs, reduce inefficiencies and promote seamless service delivery.
- Implement standardised designs.
- Provide inputs to the drafting of the Service Delivery Agreement.
- Provide inputs to monitor adherence in term of the Service Delivery Agreement.
- Update the IPIP and cash flow projections based on inputs received from the Districts and the Chief Quantity Surveyor.

#### **Construction Procurement Process for Hospital projects.**

- Interact with Sector in terms of the nomination and appointment of suitable professionals to serve on the different Supply Chain Management Committees.
- Serve on the relevant SCM Committees to make technical inputs as a member of these Committees.
- Prepare the relevant procurement documentation throughout the different phases in the project management cycle with inputs from the built environment professionals.
- Register the projects on the CIDB i-tender system.
- Oversee that the final appointment of Professional Service Providers and Contractors on successful conclusion of procurement processes are implemented through collaboration with Sector.
- Validate that the correct information of successful Service Providers are updated on the Service Providers database including valid tax clearance

certificates through interaction with the relevant role-players in Provincial Treasury and SCM.

- Allocate projects and programmes to the Districts.
- Oversee and track that work and batch orders are issued by Sector.

#### **Oversight and monitoring of infrastructure performance by Districts.**

- Undertake site visits at agreed intervals to monitor performance.
- Review progress reports submitted by Districts and intervene where required.
- Review cost and scope variations submitted by Districts and make final recommendations to Sector.
- Design and implement interventions for projects that are not performing in line with cash flow projections, quality standards and timeframes.
- Validate invoices as reviewed by the Built Environment Professionals before handed over to Sector for payments.
- Validate PEPs received from Districts and present to Sector for sign off.
- Approve reconciliation of payments as submitted by the Built Environment Professionals.
- Provide inputs to the setting of standards for documentation that should be collected by Districts and submitted to the Head Office.
- Monitor that the required documentation as received from Districts are submitted to the Centralised Document warehouse.

#### **Sector Management and Programme Reporting.**

- Attend regular meetings with Sector to pro-actively identify problems and jointly agree on solutions.
- Provide inputs and credible data to the financial and non-financial performance reports.
- Prepare progress reports for all the relevant Governance Infrastructure Structures.
- Prepare reports on projects implemented by Alternative Implementing Agents until phasing out of alternative Implementing Agents have been completed.

#### **Project and Programme Close out.**

- Coordinate the validation of final accounts based on recommendations made by the District and the Quantity Surveyor.
- Oversee the release of construction guarantees.
- Oversee the collection of all documentation including as built plans and submission to the centralised document warehouse.
- Oversee the final cost analysis of the project as submitted by the Districts and the Quantity Surveyor.
- Provide inputs for updating of cost and space norms based on learning generated during post project evaluation.
- Prepare performance reports for submission to CIDB based on District reports.

**Management of the human resources that report to the Chief Construction Project Manager to achieve the pre-determined performance indicators and service delivery imperatives, motivated, competent and appreciated and performance orientated staff and sound labour relations.**



- Effective Human Resources Management.
- Effective Performance Management.
- Effective Human Resources training and development.
  - Effective succession planning for Human Resources.

**Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.**

- Research Reports.

<b>Chief Quantity Surveyor :</b>	<b>Senior Professional (03 posts)</b>
Directorate :	Infrastructure Planning
Centre :	Head Office - Polokwane
Salary Range :	Grade A - B
<b>Salary Package :</b>	<b>R 672 000 – R 815 511 p. a (All Inclusive Package in accordance with OSD)</b>

**A. Requirements: -**

- University Degree in Quantity Surveying.
- Registration with SACQSP
- Valid Drivers' Licence.
- Computer literate.
- Appropriate experience in Quantity Surveyor.
- Four Years post registration experience.
- Six (06) years post professional experience
- 14 years post qualification experience

**B. Knowledge**

- Council for Built Environment Act of 2000.
- Quantity Surveying Professions Act of 2000.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993.
- Government Immovable Asset Management Act of 2007.
- PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.
- Broad Based Black Empowerment Act of 2003.
- Preferential Procurement Act of 2000 and Regulations.
- Provincial/Departmental Supply Chain Management Policies.
- Health Act and relevant Regulations/Guidelines.
- Limpopo Land Administration Act 6 of 1999.
- Public Service Act of 1999 and Public Service Regulations.
- Labour Relations Act of 1995.
- Relevant Public Sector Bargaining Council Resolutions.

**C. Skills and attributes**

- Ability to understand and apply the Provincial Infrastructure Delivery Management Framework [LP – IDMS] and the IDM Toolkit.
- Ability to understand the requirements of the sector service delivery platform in terms of property management requirements.
- Ability to identify, extract and interpret relevant data and information.
- Ability to prepare reports, submissions and presentations.

- Ability to apply expertise and technology.
- Ability to formulate strategies and concepts.
- Applying Expertise and Technology.
- Learning and Researching.
- Creating and Innovating.
- Writing and Reporting.
- Formulating Strategies and Concepts.
- Relating and Networking.
- Presenting and Communicating Information.
- Analysing

## **D. DUTIES**

### **Cost norms: All projects of Sector Facilities**

- Determine life cycle costing norms for Sector Facilities.
- Determine cost norms for maintenance plans.
- Determine requirements and specifications for Technical Condition Assessments.
- Provide inputs at the Sector Forum in the Province to interpret, customise and adopt guidelines for technical norms and standards.
- Assess feasibility of costs norms through post project evaluation and update life cycle costing norms based on learning generated.

### **Project and Programme Management Plans: All projects of Sector Facilities**

- Provide guidance to Sector in the preparation of the User Asset Management Plan.
- Assess feasibility of costs of proposed projects.
- Provide technical support for the preparation of the Custodian Asset Management Plan.
- Provide technical inputs to the formulation of the procurement strategy and the drafting of the Infrastructure Programme Management Plan.
- Provide technical inputs to prepare the Infrastructure Programme Implementation Plan.
- Prepare realistic cash flow projections to inform budget allocations.

### **Project Planning and Initiation: All projects of Sector Facilities**

- Validate the cost estimates and sign off.
- Validate bill of quantities in line with CIDB prescripts.
- Validate tender documentation in terms of bill of quantities.
- Finalise the project brief as received from Sector.
- Finalise the Business Cases for projects.
- Validate relevant Project Execution Plans submitted by Districts.

### **Project Procurement: All projects of Sector Facilities**

- Assist with the preparation of the technical documentation for Supply Chain Management processes.
- Participate as technical expert on Supply Chain Document Review Team.

- Validate cost and scope variations as submitted by Districts.

### **Sector Management and Programme Reporting: All projects of Sector Facilities**

- Attend regular meetings with Sector to pro-actively identify problems and jointly agree on solutions from a quantity surveyor perspective.
- Provide inputs and credible data to financial and non- financial performance reports from a quantity surveyor perspective.
- Prepare progress reports in terms quantity surveyor inputs for all the relevant Governance Infrastructure Structures

### **Project and Programme Close out: All projects of Sector Facilities**

- Approve final accounts.
- Update cost norms based on post project evaluations.
- Validate correctness of invoices and supportive documentation.
- Provide updated data and information for the Provincial Asset Register in terms of financial values.

### **People Management.**

- Effective Human Resources Management which includes mentoring and training.
- Effective Performance Management.  
Effective succession planning for Human Resources.

### **Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.**

- **Research Reports**

<b>Quantity Surveyor</b>	<b>:</b>	<b>Professional (02 posts)</b>
Directorate	:	Infrastructure Planning
Centre	:	Head Office - Polokwane
Salary Range	:	Grade A - C
<b>Salary Package</b>	<b>:</b>	<b>R 458 367 – R 596 541 p. a (All Inclusive Package is in accordance with OSD)</b>

**A. Requirements**

- Degree in Quantity Surveying and/or Relevant Qualification.
- Registration with SACQSP.
- Valid Drivers' Licence.
- Computer literate.
- Appropriate experience in quantity surveyor.
- Four Years post registration qualification
- Six Years post registration experience

**B. Knowledge**

- Council for Built Environment Act of 2000.
- Quantity Surveying Professions Act of 2000.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993.
- Government Immovable Asset Management Act of 2007.
- PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.
- Broad Based Black Empowerment Act of 2003
- Preferential Procurement Act of 2000 and Regulations.
- Provincial/Departmental Supply Chain Management Policies.
- Sector Act and relevant Regulations/Guidelines.
- Public Service Act of 1994 and Regulations of 2001.
- Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.
- Ability to understand the requirements of the Sector service delivery platform in terms of property management requirements.

**C. Attributes**

- Ability to identify, extract and interpret relevant data and information.
- Ability to prepare reports, submissions and presentations.
- Ability to apply expertise and technology.
- Ability to formulate strategies and concepts.
- Ability to undertake a risk analysis and undertake a risk mitigation strategy.

**D. Duties**

**Cost norms.**

- Assist with the determination of life cycle costing norms for Sector Facilities.
- Provide inputs to the determination of cost norms for maintenance plans.
- Provide inputs to the requirements and specifications for Technical Condition Assessments.
- Assist with the assessment of the feasibility of costs norms through post project evaluation and update life cycle costing norms based on learning generated.

### **Project and Programme Management Plans.**

- Assist to provide guidance to Sector in the preparation of U-AMPs.
- Assist with the assessment of the feasibility of costs of proposed projects.
- Assist to provide technical support for the preparation of the C-AMP.
- Prepare realistic cash flow projections to inform budget allocations.

### **Project Planning and Initiation**

- Initial review of bill of quantities in line with CIDB prescripts.
- Initial review of tender documentation in terms of bill of quantities.
- Provide inputs to the finalisation of the project brief as received from Sector.
- Provide inputs to the finalization of Business Cases for projects.

### **Project Procurement.**

- Assist with the preparation of the technical documentation for Supply Chain Management processes.
- Participate as technical expert on different Supply Chain Management Committees to oversee the finalisation of procurement processes.
- Initial validation of cost and scope variations as submitted by Districts.

### **Sector Management and Programme Reporting.**

- Attend regular meetings with Sector to pro-actively identify problems and jointly agree on solutions from a quantity surveyor perspective.
- Provide inputs and credible data to financial and non-financial performance reports from a quantity surveyor perspective.
- Prepare progress reports in terms quantity surveyor inputs for all the relevant Governance Infrastructure Structures.
- Prepare reports on projects implemented by Alternative Implementing Agents until phasing out of Alternative Implementing Agents have been completed.

### **Project and Programme Close out.**

- Review final accounts and make recommendations.
- Provide inputs to the updating of cost norms based on post project evaluations.
- Review correctness and make recommendations of invoices and supportive documentation.
- Provide inputs to the preparation of performance reports for submission to CIDB based on District reports.

- Provide updated data and information for the Provincial Asset Register in terms of financial values.

**Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.**

- Research Reports.

<b>Civil Engineers</b>	:	<b>Professional (08 posts)</b>
Directorate	:	Infrastructure Planning
Centre	:	Head Office - Polokwane
Salary Range	:	Grade A - C
<b>Salary Package</b>	:	<b>R 516 345 – R 672 000 p. a (All Inclusive Package in accordance with OSD)</b>

**A. Requirements**

- A University degree in Civil Engineering.
- Registration with ECSA as a Civil Engineer.
- Valid Drivers' Licence.
- Computer literate.
- Appropriate experience in Sector infrastructure delivery.
- Four Years after professional registration.
- Six Years' experience after professional registration

**B. Knowledge**

- Construction Industry Development Board Act of 2000 and Regulations.
- Council for Built Environment Act of 2000.
- Engineering Profession Act of 2000.
- Broad Based Black Empowerment Act of 2003.
- Preferential Procurement Act of 2000 and Regulations.
- PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.
- Provincial/Departmental Supply Chain Management Policies.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993.
- Government Immovable Asset Management Act of 2007.
- National Environmental Management Act of 1998.
- Relevant Provincial Land Administration Legislation, Sector Act, Relevant Regulations/Guidelines

**C. Attributes**

- Ability to apply the Provincial Infrastructure Delivery Management System.
- Ability to understand the Sector service delivery platform, Sector indicators and services plan and how that links with infrastructure.
- Ability to identify, extract and interpret relevant data and information.
- Ability to interpret Sector services requirements from an infrastructure perspective and findings of technical condition assessments.



- Ability to prepare reports, submissions and presentations

#### **D. GENERIC COMPETENCIES**

- Applying Expertise and Technology.
- Learning and Researching.
- Creating and Innovating.
- Writing and Reporting.
- Formulating Strategies and Concepts.
- Relating and Networking.
- Presenting and Communicating Information.
- Analysing

#### **E. Duties**

##### **Engineering norms and standards.**

- Develop civil/structural norms and standards
- Update civil/structural engineering norms & standards.
- Provide civil/structural engineering inputs in terms of the determination of life cycle costing norms for Sector Facilities.
- Provide civil/structural engineering inputs in terms of cost norms for maintenance plans.
- Provide civil/structural engineering requirements and specification for Technical Condition Assessments.
- Attend and participate in Norms and Standards Forum of Sector if required.

##### **Project and Programme Management Plans**

- Provide civil/structural engineering inputs to the preparation of U-AMPs.
- Assess feasibility of proposed projects.
- Provide civil/structural engineering inputs for the preparation of the C-AMP.
- Provide civil/structural engineering inputs to the formulation of the procurement strategy and the drafting of the IPMP.
- Provide technical inputs to prepare the IPIP.

##### **Project Planning and Initiation**

- Provide engineering inputs for the finalisation of Master Plans.
- Validate that designs are in line with standardised norms and standards.
- Finalise the project brief as received from Sector.
- Finalise the Business Cases for projects.
- Finalise Operational Narratives.
- Validate relevant Project Execution Plans and submit to Sector for sign off.
- Validate buildings plan in line with National and Local Government Building Regulations.

##### **Project Procurement.**

- Finalise Sector facilities design and obtain sign off by Sector.

- Prepare technical documentation for Supply Chain Management processes.
- Participate as technical expert on different Supply Chain Management Committees to oversee the finalization of procurement processes.

### **Monitor and oversight of District performance.**

- Undertake site visits at agreed intervals to monitor performance.
- Review progress reports submitted by districts and intervene where required.
- Review cost and scope variations submitted by Districts and make recommendations to Chief Engineer.
- Make recommendations on interventions for projects that are not performing to the Chief Engineer in line with cash flow projections, quality standards and timeframes.
- Validate invoices as reviewed by the Built Environment Professionals and submit to the Chief Engineer.
- Validate PEPs received from Districts and submit to Chief Engineer.
- Provide inputs to the setting of standards for documentation from a civil/structural engineering perspective that should be collected by Districts and submitted to the Head Office.
- Monitor that the required documentation from a civil/structural engineering perspective are submitted by the Districts, project files are updated and submitted to the Centralised Document warehouse.
- Provide inputs on contract related issues from an civil/structural engineering perspective when required

### **Sector Management and Programme Reporting.**

- Attend regular meetings with Sector to pro-actively identify problems and jointly agree on solutions from an engineering perspective if required by the Chief Engineer.
- Provide inputs and credible data to the financial and non -financial performance reports from a civil/structural engineering perspective.
- Prepare progress reports in terms of civil/structural engineering inputs for all the relevant Governance Infrastructure Structures.
- Prepare reports on projects implemented by Alternative Implementing Agents from a civil/structural engineering perspective until phasing out of Alternative Implementing Agents have been completed.

### **Project and Programme Close out.**

- Collate as Built Drawings and maintenance manuals.
- Provide copies of Maintenance manuals to Sector Facilities and to Public Works District Offices.
- Submit all documentation to the centralised document warehouse.
- Provide inputs to the preparation of performance reports for submission to CIDB based on District reports.

### **Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.**

- Research Reports.

**POST NO.08 (Ref. S4/2/22/2014/08)**

<b>Mechanical Engineers</b>	<b>:</b>	<b>Professional (05 posts)</b>
Directorate	:	Infrastructure Planning
Centre	:	Head Office - Polokwane
Salary Range	:	Grade A - C
<b>Salary Package</b>	<b>:</b>	<b>R 516 345 – R 672 000 p. a (All Inclusive Package in accordance with OSD)</b>

**A. Requirements**

- A university degree in Mechanical Engineering.
- Registration with ECSA as a Mechanical Engineer.
- Valid Drivers' Licence.
- Computer literate.
- Appropriate experience in Sector infrastructure delivery.
- Four Years after professional registration
- Six Years' experience after professional registration

**B. Knowledge and attributes**

- Construction Industry Development Board Act of 2000 and Regulations.
- Council for Built Environment Act of 2000.
- Engineering Profession Act of 2000.
- Broad Based Black Empowerment Act of 2003.
- Preferential Procurement Act of 2000 and Regulations.
- PFMA/DORA/Treasury Regulations, Practice Notes, Instructions, Circulars.
- Provincial/Departmental Supply Chain Management Policies.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993.
- Government Immovable Asset Management Act of 2007.
- Relevant Provincial Land Administration Legislation.
- Sector Act, Relevant Regulations/Guidelines
- Intergovernmental Fiscal Relations Act of 1997.
- Intergovernmental Framework Act of 2005.
- Promotion of Access to Information Act of 2000.
- Promotion of Administrative Justice Act of 2000.
- Expanded Public Works Programme.

### **C. Skills**

- Ability to apply the Provincial Infrastructure Delivery Management System.
- Ability to understand the Sector service delivery platform, Sector indicators and services plan and how that links with infrastructure.
- Ability to identify, extract and interpret relevant data and information.
- Ability to interpret Sector services requirements from an infrastructure perspective and findings of technical condition assessments.
- Ability to prepare reports, submissions and presentations

### **D. Generic competencies**

- Applying Expertise and Technology.
- Learning and Researching.
- Creating and Innovating.
- Writing and Reporting.
- Formulating Strategies and Concepts.
- Relating and Networking.
- Presenting and Communicating Information.
- Analysing.

### **E. Duties**

#### **Engineering norms and standards.**

- Develop mechanical norms and standards.
- Update mechanical engineering norms & standards.
- Provide mechanical engineering inputs in terms of the determination of life cycle costing norms for Sector Facilities.
- Provide mechanical engineering inputs in terms of cost norms for maintenance plans.
- Provide mechanical engineering requirements and specification for Technical Condition Assessments.
  - Attend and participate in Norms and Standards Forum of Sector if required.

#### **Project and Programme Management Plans**

- Provide mechanical engineering inputs to the preparation of U-AMPs.
- Assess feasibility of proposed projects.

- Provide mechanical engineering inputs for the preparation of the C-AMP.
- Provide mechanical engineering inputs to the formulation of the procurement strategy and the drafting of the IPMP.
- Provide technical inputs to prepare the IPIP.

### **Project Planning and Initiation**

- Provide engineering inputs for the finalisation of Master Plans.
- Validate that designs are in line with standardised norms and standards.
- Finalise the project brief as received from Sector.
- Finalise the Business Cases for projects.
- Finalise Operational Narratives.
- Validate relevant Project Execution Plans and submit to Sector for sign off.
- Validate buildings plan in line with National and Local Government Building Regulations.

### **Project Procurement**

- Finalise Sector facilities design and obtain sign off by Sector.
- Prepare technical documentation for Supply Chain Management processes.
- Participate as technical expert on different Supply Chain Management Committees to oversee the finalisation of procurement processes.

### **Monitor and oversight of District performance.**

- Undertake site visits at agreed intervals to monitor performance.
- Review progress reports submitted by districts and intervene where required.
- Review cost and scope variations submitted by Districts and make recommendations to Chief Engineer.
- Make recommendations on interventions for projects that are not performing to the Chief Engineer in line with cash flow projections, quality standards and timeframes.
- Validate invoices as reviewed by the Built Environment Professionals and submit to the Chief Engineer
- Validate PEPs received from Districts and submit to Chief Engineer.
- Provide inputs to the setting of standards for documentation from a mechanical engineering perspective that should be collected by Districts and submitted to the Head Office.

- Monitor that the required documentation from a mechanical engineering perspective are submitted by the Districts, project files are updated and submitted to the Centralised Document warehouse.
- Provide inputs on contract related issues from a mechanical engineering perspective when required.

#### **Sector Management and Programme Reporting.**

- Attend regular meetings with Sector to pro-actively identify problems and jointly agree on solutions from an engineering perspective if required by the Chief Engineer.
- Provide inputs and credible data to the financial and non-financial performance reports from a mechanical engineering perspective.
- Prepare progress reports in terms of a mechanical engineering inputs for all the relevant Governance Infrastructure Structures.
  - Prepare reports on projects implemented by Alternative Implementing Agents from a mechanical engineering perspective until phasing out of Alternative Implementing Agents have been completed.

#### **Project and Programme Close out.**

- Collate as Built Drawings and maintenance manuals.
- Provide copies of Maintenance manuals to Sector Facilities and to Public Works District Offices.
- Submit all documentation to the centralised document warehouse.
- Provide inputs to the preparation of performance reports for submission to CIDB based on District reports

#### **Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.**

- Research Reports.

<b>Electrical Engineers</b>	<b>:</b>	<b>Professional (05 posts)</b>
Directorate	:	Infrastructure Planning
Centre	:	Head Office - Polokwane
Salary Range	:	Grade A - C
<b>Salary Package</b>	<b>:</b>	<b>R 516 345 – R 672 000 p. a (All Inclusive Package in accordance with OSD)</b>

#### **A. Requirements**

- A university degree in Electrical Engineering.
- Registration with ECSA as an Electrical Engineer.
- Valid Drivers' Licence.
- Computer literate.
- Appropriate experience in Sector infrastructure delivery.
- Four (04) years after professional registration.
- Six (06) years' experience after professional registration.

#### **B. Knowledge**

- Construction Industry Development Board Act of 2000 and Regulations.
- Council for Built Environment Act of 2000.
- Engineering Profession Act of 2000.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993.
- Government Immovable Asset Management Act of 2007.
- Limpopo Land Administration Act 6 of 1999.
- Sector Act, Relevant Regulations/Guidelines.

#### **C. Attributes**

- Ability to apply the Provincial Infrastructure Delivery Management System.
- Ability to apply Green principles in engineering designs.
- Ability to identify, extract and interpret relevant data and information.
- Ability to interpret Sector services requirements from an infrastructure perspective and findings of technical condition assessments.
- Ability to prepare reports, submissions and presentations

## **D. Generic Competencies**

- Applying Expertise and Technology.
- Learning and Researching.
- Creating and Innovating.
- Writing and Reporting.
- Formulating Strategies and Concepts.
- Relating and Networking.
- Presenting and Communicating Information.
- Analysing.

## **E. Duties**

### **Engineering norms and standards.**

- Develop electrical norms and standards.
- Update electrical engineering norms & standards.
- Provide electrical engineering inputs in terms of the determination of life cycle costing norms for Sector Facilities.
- Provide electrical engineering inputs in terms of cost norms for maintenance plans.
- Provide electrical engineering requirements and specification for Technical Condition Assessments.
- Attend and participate in Norms and Standards Forum of Sector if required.

### **Project and Programme Management Plans.**

- Provide electrical engineering inputs to the preparation of U-AMPs.
- Assess feasibility of proposed projects.
- Provide electrical engineering inputs for the preparation of the C-AMP.
- Provide electrical engineering inputs to the formulation of the procurement strategy and the drafting of the IPMP.
- Provide technical inputs to prepare the IPIP.

### **Project Planning and Initiation.**

- Provide engineering inputs for the finalisation of Master Plans.
- Validate that designs are in line with standardised norms and standards.
- Finalise the project brief as received from Sector.
- Finalise the Business Cases for projects.
- Finalise Operational Narratives.
- Validate relevant Project Execution Plans and submit to Sector for sign off.
- Validate buildings plan in line with National and Local Government Building Regulations.



## **Project Procurement.**

- Finalise Sector facilities design and obtain sign off by Sector.
- Prepare technical documentation for Supply Chain Management processes

## **Monitor and oversight of District performance.**

- Undertake site visits at agreed intervals to monitor performance.
- Review progress reports submitted by districts and intervene where required.
- Review cost and scope variations submitted by Districts and make recommendations to Chief Engineer.
- Make recommendations on interventions for projects that are not performing to the Chief Engineer in line with cash flow projections, quality standards and timeframes.
- Validate invoices as reviewed by the Built Environment Professionals and submit to the Chief Engineer.
- Validate PEPs received from Districts and submit to Chief Engineer.
- Provide inputs to the setting of standards for documentation from an electrical engineering perspective that should be collected by Districts and submitted to the Head Office.
- Monitor that the required documentation from an electrical engineering perspective are submitted by the Districts, project files are updated and submitted to the Centralised Document warehouse.
- Provide inputs on contract related issues from an electrical engineering perspective when required

## **Sector Management and Programme Reporting.**

- Attend regular meetings with Sector to pro-actively identify problems and jointly agree on solutions from an engineering perspective if required by the Chief Engineer.
- Provide inputs and credible data to the financial and non-financial performance reports from an electrical engineering perspective.
- Prepare progress reports in terms of electrical engineering inputs for all the relevant Governance Infrastructure Structures.
- Prepare reports on projects implemented by Alternative Implementing Agents from an electrical engineering perspective until phasing out of Alternative Implementing Agents have been completed

## **Project and Programme Close out.**

- Collate as Built Drawings and maintenance manuals.
- Provide copies of Maintenance manuals to Sector Facilities and to Public Works District Offices.
- Submit all documentation to the centralised document warehouse.
- Provide inputs to the preparation of performance reports for submission to CIDB based on District reports.

**Research/literature studies to keep up with new technologies and procedures including interaction with professional Councils/Boards.**

- Research Reports.

**POST NO.10 (Ref. S4/2/22/2014/10)**

<b>GIS Professional</b>	:	<b>Professional (02 posts)</b>
Directorate	:	Infrastructure Planning
Centre	:	Head Office - Polokwane
Salary Range	:	Grade A - C
<b>Salary Package</b>	:	<b>R 472 224 – R 614 572 p. a (All Inclusive Package in accordance with OSD)</b>

**A. Requirements**

- Appropriate Bachelor's degree in Built Environment
- Meeting requirements by PLATO to register as GIS Technologist.
- Appropriate experience after qualification.
- At least 4 years' experience after registration
- Six (06) years post professional experience

**B. Knowledge**

- PLATO Act of 1984.
- Spatial planning systems and norms of Government relevant to Sector.
- Government Immovable Asset Management Act of 2007.
- Occupational Health and Safety Act of 1993.
- National Environmental Management Act of 1998.
- Relevant Provincial Land Administration Legislation.
- National Archives and Records Service Act of 1996

**C. Attributes**

- Ability to apply the Provincial Infrastructure Delivery Management System.
- Ability to apply the Sector service delivery platform, indicators & service plan in terms of physical resources planning and mapping.
- Ability to undertake a risk analysis and undertake a risk mitigation strategy.
- Ability to interpret existing and develop new Functional and Technical Norms and Standards in terms of physical planning.
- Ability to identify the required information fields and documents for use in terms the GIS and related spatial platforms.
- Ability to prepare reports, submissions and presentations

**D. Generic competencies**

- Applying Expertise and Technology
- Analysing
- Planning and Organising
- Writing and Reporting

- Formulating Strategies and Concepts
- Creating and Innovating
- Learning and Researching
- Presenting and Communicating Information

## **E. Duties**

**Establish GIS data and information for asset management services.**

### **ACTIVITIES**

- Credible data collected from different sources.
- Data captured and updated on a regular basis on required formats.
- Data analysed.
- Quality assurance of the data completed.

**Update and improve the spatial database for asset management services.**

### **ACTIVITIES**

- Documented functional and user requirements.
- Verified spatial data.
- Updated information.
- Metadata records captured.
- Map production fully functional.
- Reports compiled.

**Participate in regular systems audits and implementation of GIS standards.**

### **ACTIVITIES**

- Adherence to GIS standards in terms of maps and information.
- Information updated in terms of system audits.
- Time frames for report and GIS standards achieved.

**To keep up with development in geo-spatial industry and participate in relevant GIS Forums.**

### **OUTPUTS**

- Research Reports.
- Contribute to GIS research forums.
- Update GIS data in terms of research findings and changes in the institutional environment.

**POST NO.11 (Ref. S4/2/22/2014/11)**

<b>Valuer</b>	:	<b>Professional (01 posts)</b>
Directorate	:	Infrastructure Planning
Centre	:	Head Office - Polokwane
Salary Level	:	11
<b>Salary Package</b>	:	<b>R 532 278 – R 672 000 p. a (All Inclusive)</b>

- Tertiary Qualification in Valuation/University Degree in Property Development
- Registered as a Valuer with the South African Council for Property Valuations.
- Valid Driver's Licence.
- Computer literate.
- Three (03) Years' experience post qualification
- Four (04) years post professional registration experience

**A. Knowledge**

- Architectural Profession Act of 2000.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993.
- Government Immovable Asset Management Act of 2007.
- Health Act, Regulations and Guidelines.
- National and Spatial Planning frameworks.
- Relevant town planning regulations and ordinances.
- Provincial specific State Land Disposal Legislation [if applicable]
- State Land Disposal Act of 1961
- Property Valuers Profession Act of 2000.
- National Environmental Management Act of 1998 and Regulations.
- Land Expropriation Act.

**B. Attributes**

- Able to apply the Provincial Infrastructure Delivery Management System.

- Able to understand the requirement of the health service delivery platform in terms of property management and valuation support services.
- Able to identify, extract and interpret relevant data and information.
- Able to prepare reports, submissions and presentations.
- Able for formulate strategies and concepts.
- Able to apply expertise and technology.

### **C. Competencies**

- Applying Expertise and Technology
- Analysing
- Planning and Organising
- Writing and Reporting
- Formulating Strategies and Concepts
- Deciding and Initiating Action
- Leading and Supervising
- Creating and Innovating
- Relating and Networking
- Presenting and Communicating Information

### **D. Duties**

#### **Develop valuation methodology for Government properties**

- Customise methods for valuation.
- Determine appraisal standards.
- Determine methods for estimations.
- Link valuations to life cycle costs.
- Determine norms and standards for valuations.
- Make inputs to the development and updating of the spatial database

#### **Conduct valuations**

- Inspect properties to evaluate construction, condition, special features and functional design.
- Take property measurements.
- Search for public records for transactions such as sales, leases and assessments.
- Take photographs of interior and exterior properties to assist in estimation of property values.
- Evaluate land and neighbourhoods.
- Verify legal descriptions of properties.
- Verify building codes, zones and by-laws.
- Estimate building replacement costs.
- Interact with relevant stakeholders to obtain information and data.
- Incorporate any requirements in terms of heritage and related studies in the valuation.
- Implement valuations pertaining to leases.

### **Produce valuation reports.**

- Interpret valuation data and information.
- Prepare valuation reports.
- Refer valuation reports to the National Valuation Council for validations.
- Present valuation reports to stakeholders.
- Quality assure the work performed by external valuers.

### **Research.**

- Undertake research to improve valuation services for the Health Property Portfolio.
- Interact with professional bodies and councils and bodies to enhance new developments in technology and methodology related to valuation.