



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
PUBLIC WORKS, ROADS
AND INFRASTRUCTURE

Ref : S4/1
TO : ALL HEADS OF DEPARTMENTS
LIMPOPO PROVINCIAL GOVERNMENT
FROM : THE ACCOUNTING OFFICER – SECTION 100 (1) (B)
CONSTITUTION OF THE REPUBLIC OF SOUTH AFRICA

**DEPARTMENTAL CIRCULAR NO 26 OF 2014: RE- ADVERTISEMENT OF
VACANT POSTS**

1. Applications are invited for the filling of vacant posts which exist in the Department as outlined in this circular.
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 Acting Head of Department
Department of Public Works, Roads and Infrastructure
Private Bag X 9490
POLOKWANE
0700

Or hand deliver to Works Tower Building, No. 43 Church Street,
Polokwane

4. In cases where a post has two (2) or more centres, a separate application for each centre should be submitted and the centre should be clearly reflected on the Z83. Applications which do not reflect a centre will be disqualified.

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!

5. The closing date for this advertisement is 12th December 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. Correspondence will be limited to short listed candidates.
6. Department of Public Works, Roads and Infrastructure 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)

15/11/14
DATE

PROPERTY AND FACILITIES MANAGEMENT

POST NO.01 (Ref. S4/2/26/2014/01)

Senior Manager	:	Land Management (01 Post) (Re-advertisement)
Directorate	:	Property and Facilities Management
Centre	:	Head Office - Polokwane
Salary Level	:	13
Salary Package	:	R 819 126.00 (All inclusive salary package to be structured in accordance with the rules of SMS)

Requirements:

- An appropriate NQF level 06 qualification in Property Management, Real Estate, Land Management or a Legal qualification(Law)
- 6 -10 years working experience as a Manager in Property Management.
- Demonstrate in-depth knowledge of the property regulatory framework including PFMA, Treasury Regulations and GIAMA
- Proven experience in managing a large property portfolio coupled with skills in identifying and resolving complex problems together with high proficiency levels in client orientation and customer focus
- Demonstrate excellent financial management skills and ability and willingness to work under pressure.
- Demonstrate knowledge of the following competencies: Strategic capability and leadership; Programme and Project Management; Financial Management; People Management and empowerment; Honesty and integrity; Client orientation and customer focus; Change Management; Knowledge Management; Service delivery innovation; Policy analysis and development; Good communication (written and verbal).
- A valid driver's license

Duties:

- The effective management of the administration of Departmental property; provide guidelines and inputs on drafting plans regarding

immovable assets; manage and control property rights and vesting of state land; ensure compliance to property legislations and interact with facilities management to ensure effective cleaning, gardening and security services of Department` property.

- Provide strategic leadership and assistance towards the compilation of User Asset Management Plans (UAMP) by client departments and the compilation of the Custodian Asset Management Plans (CAMP) and ensure requirements are aligned to MTEF.
- Provide leadership in the maintenance and updating of the Fixed Asset Register; conduct property audits; respond to and resolve audit queries and compile monthly expenditure reports.
- Oversee the effective management of procured accommodation and the disposal of state fixed assets; manage and facilitate the process of identifying superfluous properties to be disposed; manage the prioritization of assets to be disposed and develop and implement strategies to guide the disposal of state immovable properties.
- Establish the ownership of properties to be disposed; ensure that all property disposals do not infringe with the National Land Reform Programme; manage the transfer of ownership of immovable assets disposed and ensure compliance to departmental policies on disposal.
- Ensure adequate human resources to support the directorate`s operation and provide strategic leadership in compilation of Strategic plans, Annual Performance Plan, Risk Management Plans, directorate budget and Procurement plans.

POST NO.02 (Ref. S4/2/26/2014/02)

Senior Manager	:	Districts Management (04 Posts)
Centre	:	Capricorn; Sekhukhune; Mopani; Vhembe and Districts
Salary Level	:	13
Salary Package	:	R 819 126.00 (All inclusive salary package to be structured in accordance with the rules of SMS)

Requirements:

- An appropriate NQF level 6 qualification in Public Administration, Operations Management, Social Sciences or Economic Sciences. A qualification in the built environment will be an added advantage;
- 10 years relevant experience within the built environment and five (5) should have been at management level;

- In-depth knowledge of government infrastructure delivery cycle including relevant legislation, policies and regulations;
- Strong leadership skills coupled with proven experience in leading a multi-disciplinary team;
- Proven experience in programme and project management including willingness to work irregular hours and under pressure;
- Demonstrate knowledge of the following competencies: Strategic capability and leadership; Strategic capability and leadership; Programme and Project Management; Financial Management; People Management and empowerment; Policy analysis and development; Good communication skills (written and verbal); Honesty and integrity; Client orientation and customer focus; Change Management; Knowledge Management and Service delivery innovation
- A valid driver's license

Duties:-

- Provide strategic leadership and direction in the district and ensure alignment of the Strategic, Annual Performance and Operational Plans. Monitor implementation and report on strategic frameworks in the area of functional responsibility and align individual performance to strategic business objectives as outlined in the Annual Performance Plan.
- Ensure optimal provision of integrated Infrastructure Services and programmes. Develop and monitor construction plans and ensure the maintenance of infrastructure plans. Provide leadership in ensuring that projects are completed and documented appropriately. Ensure the implementation of infrastructure inspection plan and ensure that inspection reports on newly constructed buildings are processed adequately.
- Provide Property Management services and manage the Immovable Assets Register. Manage Lease, Municipal Services and Facilities Management and provide support to the Cost Centre.
- Provide monitoring and evaluation; implement the monitoring and evaluation of strategies and plans; monitor and evaluate district programmes including delivery of Expanded Public Works Programme and ensure the coordination of departmental events and Imbizos; and monitor customer care and secretariat services.
- Provide financial management services in line with the PFMA and Treasury Regulations and Instructions and also ensure a functional Supply Chain Management system. Provide support to District Bid Evaluation and Adjudication Committees.

- Provide Corporate Support services on Human Resources Management and Development, Employee Health and Wellness and Auxiliary and Records Management.