



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 HEAD OF DEPARTMENT: PUBLIC WORKS, ROADS
AND INFRASTRUCTURE

DEPARTMENTAL CIRCULAR NO 06 OF 2020: 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 or can be downloaded from www.dpsa.gov.za/ www.labour.gov.za. Applications must be completed in full, accompanied by not more than six (06) months certified copies of educational qualification, identity documents, a comprehensive Curriculum Vitae and valid Code EB vehicle driver's license with exempting applicants with disabilities.
3. Applications without attachments will not be considered. A specific reference number for the post applied for must be quoted in the space provided on Z83 form. **NB! YOU ARE KINDLY REQUESTED TO COMPLETE A, B AND C OF THE Z83 IN FULL.**
4. Applications should be forwarded to:

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

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

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

5. The contents of this circular must be brought to the attention of all employees within the Limpopo Provincial Government.
6. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and therefore **must** attach certified copies of certificates of evaluation by the SAQA.
7. 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.
8. 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.
9. All shortlisted candidates will be subjected to a security clearance and verification of qualifications. The recommended candidates for appointment will be subjected to Personnel Suitability Check (criminal records, credit records check and security reasons).
10. All general enquiries should be directed to Ms. Mokonyane Magdeline, Ms. Hanyane Philippine and Mr. Seleka Billy, Malose Moabelo, Matome Malemela and Mathume Mabilo at 015 284 7353/ 7586 / 7663/ 7606/7607/ 7627.
11. The closing date for submission of application is **Friday, the 04th December 2020 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.

12. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within 90 days of the closing date, please accept that your application has been 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.
13. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.
14. **The successful candidate should be in possession of the Senior Management Pre-entry Programme Certificate offered by the National School of Government. The course is available at the NSG under the name “Certificate for entry into the SMS” and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.**
15. The contents of this circular will also be posted on the following websites www.pw.limpopo.gov.za / www.limpopo.gov.za/ www.dpsa.gov.za.
16. Department of Public Works, Roads and Infrastructure is an equal opportunity employer with clear employment equity targets. The Department is committed to providing equal opportunities and affirmative action employment practices. It is our intention to promote representation in terms of race, gender and disability. Women and people with disabilities are encouraged to apply. 



Ms. NKATINGI M
ACTING HEAD OF DEPARTMENT

28/10/2020

DATE

Post : **Director: Maintenance Management**
Ref. No. : **S4/1/06/2020/01**
Branch : **Property and Facilities**
Salary Package : **R1 057326.00 per annum (to be structured according to individual needs)**
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in any of the following built environment qualifications: - Civil/Structural Engineering/ Electrical Engineering/ Mechanical Engineering/ Building Science/ Building studies/ Construction Management/ Construction Studies/ Architectural Science/studies. Minimum of 5-10 years' experience in the built environment maintenance/ construction of which five (5) years' should be at middle management level. Valid vehicle (Code EB) driver's license with the exception of persons with disabilities.

CORE AND PROCESS COMPETENCIES:

Strategic capability and leadership. Programme and Project management. Financial Management. Change Management. Knowledge Management. Service Delivery innovation (SDI). Problem solving and analysis. People management and Empowerment. Client orientation and Customer Focus. Communication and Honesty and Integrity.

DUTIES: KEY PERFORMANCE AREAS:

Manage maintenance planning and operations: Provide the maintenance plan. Implement the National Infrastructure Maintenance Strategy (NIMS). Determine standards for technical condition assessment. Manage and monitor the implementation of condition assessment. Manage maintenance operations. Monitor the implementation of the maintenance plan and user asset management plan.

Manage prestige and facilities management: Determine norms and standards for the maintenance of the prestige accommodation. Determine norms and standards for the provision of facility management services (security and landscaping). Provide maintenance plan and budget for prestige accommodation. Provide the terms of reference and framework for contractor to conduct day-to-day routine maintenance and emergency maintenance at prestige accommodation. Manage and monitor performance in terms of service level agreement.

Manage physical security services: Maintain integrated security system. Implement access and key control procedures. Develop and implement assets control procedures. Manage and provide support to major events. Manage investigations of security breaches.

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

and reporting expenditure. Monitor and report on the utilisation of equipment. Co-ordinate memorandum of understanding, service level agreements and expenditure review. Ensure that the division is adequately staffed. Monitor and evaluate the performance and appraisal of the employees. Ensure capacity and development of staff. Ensure discipline of staff.

Post : **Director: Lease and Municipal Services**
Ref. No. : **S4/1/06/2020/02**
Branch : **Property and Facilities**
Salary Package : **R1 057 326.00 per annum (to be structured according to individual needs)**
Salary Level : **13**
Centre : **Head Office - Polokwane**

MINIMUM REQUIREMENTS: An undergraduate qualification (NQF level 7) as recognized by SAQA in Property Management/ Real Estate/ Property Valuation. Minimum of 5-10 years' working experience in Property Management Environment with a minimum of five (5) years at middle management level. Valid vehicle (Code EB) driver's license with exception of persons with disabilities).

CORE AND PROCESS COMPETENCIES:

Knowledge of relevant Public Service Acts, regulations and frameworks. Knowledge and understanding of policy analysis, development and interpretation. Government Immovable Asset Management Act of 2007. Provincial Infrastructure Delivery Management System. Provincial Land Administration Act, 1998. Spatial Planning and Land Use Management Act, 2013, municipal Act, 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 and conflict management.

DUTIES: KEY PERFORMANCE AREAS:

Lease Management: Negotiate with landlords around lease needs. Negotiate new offer for extension of leases. Interrogate the offer according to market prices. Negotiate with the landlord and where necessary. Facilitate and present the offer to the departmental bid adjudication committee for approval. Facilitate signing of revised service level agreements.

Rental Management: Manage and oversee the provision of rental accommodation in the Province. Manage and liaise with tenants or renewal of rental accommodations. Manage the provincial accommodation register. Research and facilitate the development of rental contracts with legal services. Manage and oversee the adherence of rental contracts. Monitor adherence to stipulated terms and conditions of the contracts. Manage and develop rental collection policy and processes.

Municipal Services: Manage and provide budget and financial projections for payments of rates and taxes, municipal levies and valuation. Provide provincial report on municipal services. Research and analyse the pattern for rates and taxes. Manage and conduct research on payments of rates and taxes, municipal levies and valuation.

Develop, review and implement the departmental strategy policies and procedures pertaining to lease and municipal services: Draft new policy or review the existing policies and procedures guidelines and facilitate the approval process. Design, implement and maintain effective control systems to ensure compliance to policies and procedures continuously. Identify deficiencies in policy framework, procedural guidelines and work processes within lease and municipal services. Communicate changes to policy, procedures and work processes to staff and train the staff in applying them. Conduct research on new trends pertaining lease and municipal services. Develop the operational plan of the component. Attend audit queries and monitor compliance to audit corrective measures.

Manage and utilize resources (human, financial & physical) in accordance with relevant directives and legislation: Facilitate the formulation and manage component's budget. Monitor and report on expenditure to ensure proper utilisation of budget. Monitor and ensure the proper utilisation of equipment's. Monitor and evaluate the performance and appraisal of the employees'. Facilitate and ensure capacity building and development. Ensure proper utilisation of human resources. Maintain discipline of staff. Facilitate and ensure the development of job description of supervisees.