



DEPARTMENT OF PUBLIC WORKS

DEPARTMENTAL CIRCULAR

CIRCULAR NO.17 OF 2010: ADVERTISEMENT OF POSTS

1. Applications are invited for the filling of vacant posts which exist in the Department of Public Works.
2. Applications should be submitted on the Z83 forms obtainable from any public service department and should be accompanied by detailed curriculum vitae and certified copies of qualifications (matric, diploma and degree).

NB. Applicants with foreign qualifications should attach certified copies of certificates of evaluation by the South African Qualifications Authority (SAQA).

Applications should be forwarded to:

**The Head of Department
Department of Public Works
Private Bag X9490
POLOKWANE
0700**

OR hand delivered to: Works Towers Building, 43 Church Street, Polokwane.

3. Applicants to management positions must possess the following competencies:-
 - leadership
 - planning and organizing
 - needs analysis
 - research and analysis
 - ability to interpret and apply policies
 - analytical and innovative thinking
 - good interpersonal skills
 - computer proficiency
 - adaptability during changes to meet organizational and provincial growth and development strategic goals.
 - problem solving and conflict management
 - presentation skills
 - Written and verbal communications

4. The closing date for this advertisement (**Circular No. 17 of 2010**) is Friday, 17th of September 2010.
5. Telephone enquiries should be forwarded to Mrs. Magdeline Dichaba Mokonyane at (015) 284 7353 or Ms. Justina Moloi at (015) 284 7261 or Mr. David Netshiheni at (015) 284 7248.
6. The Department of Public Works is an equal opportunity and affirmative action Employer.
7. Women and people living with disabilities are encouraged to apply.
8. Successful candidates shall undergo vetting for security reasons and be subjected to suitability checks.
9. Correspondence will be exchanged with shortlisted candidates only.
10. Accommodation and travelling expenses for interview purposes is not catered for by the department (shortlisted candidates will attend interviews at their own expense).

NB. If you have not heard from us within 90 days after the closing date of the advert, regard your application as unsuccessful.

HEAD OF DEPARTMENT

DATE

Post no.1 (Ref. S4/2/17/2010/01)

Senior Manager:	Strategic Planning (1 Post)
Directorate:	Strategic Planning
Centre:	Head Office Polokwane
Salary Level:	13
Salary Package:	R652,572.00 p.a. (All inclusive)

A. Requirements: -

- National Diploma or Bachelor's degree in Public Management / Public Administration/Business Administration or equivalent qualification.
- Three to five years work experience at Management level
- Strategic capability and leadership
- Programme and Project Management
- Financial Management
- Business process reengineering
- Change Management
- Knowledge Management
- Service delivery innovation
- Problem Solving and analysis
- Client orientation and customer focus
- Strategic planning
- Scenario planning

B. Duties: -

- To render effective Inter-Governmental Relations Services.
- To manage the integration of departmental plans with municipal IDP's.
- Do inter sectoral coordination.
- Participate in IDP review sessions
- Participate in provincial development Planning Forum
- Do stakeholder liaison with outside agencies and at communities.
- Coordinate departmental strategic Plans.
- Coordinate and compile annual /quarterly reports.