

**POST:** ASSISTANT DIRECTOR: PROJECT MANAGEMENT (ERRATUM)  
**DIRECTORATE:** SUSTAINABLE RESOURCE MANAGEMENT  
**SALARY:** R 393,711.00 PER ANNUM (LEVEL 9)  
**CENTRE:** HEAD OFFICE (ERRATUM)  
**REF NO.:** DARDLEA/23/01/33

**REQUIREMENTS:** A Post Graduate Degree in Project Management/ Monitoring and Evaluation/ Information Management/ Public Administration/Public Management/ Business Administration. A valid driver's license.

**SKILLS AND COMPETENCIES:** The incumbent must be self-driven, creative, client oriented and have the ability to maintain high levels of confidentiality at all times. Ability to manage and coordinate projects, to network, to manage people, multitask, priorities and work in a high pressure environment. Work in an integrated multidiscipline team. Ability to operate Microsoft Office package (Word/ Advance Excel/PowerPoint). Good written and verbal communication skills. Report writing and presentation skills, Leadership, planning, organizing and problem solving skills. Strategic leadership, Problem Solving. Project Management Skills. Time, Budget Management,

**DUTIES:** The incumbent will be responsible for providing administrative support in planning and project implementation, providing monitoring and evaluation support in all infrastructure projects. Respond to all enquiries related to infrastructure development. Provide information management services for all projects. Coordinate development and Upgrading of Project database, Project register as well as the Infrastructure Reporting Model. Compile Reports and Provide support toward compliance. Provide contract management support to the Directorate unit. Oversee the management of Human Resource Management and Development. Provide inputs into the budgeting process and Financial Management.

**NB:** Kindly note that the content of the job specification is available on the Departmental website:  
<http://www.dardlea.mpg.gov.za>

**ENQUIRIES:** Ms. SP Shongwe: 013 766 6003 or Mr. MT Mbuyane: 013 766 6147 or NF Mgiba: 013 766 6476 or Ms. YH Morele: 013 766 6068

**APPLICATIONS:** Applications quoting relevant reference number should either be hand delivered, posted or emailed to the following addresses: For HEAD OFFICE: to the Director: HRM&D, Samora Machel Building, Private Bag X 11219, Riverside Park, Mbombela, (1200) or Email: [dardlearecruitment-ho@mpg.gov.za](mailto:dardlearecruitment-ho@mpg.gov.za).

**CLOSING DATE:** 10 FEBRUARY 2023 at 16:00

**NOTE:** Applications must include only completed and signed new Z83 form, obtainable from any Public Service Department or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/> and a detailed Curriculum Vitae. Certified copies of Identity Document, Senior Certificate and the highest required qualifications as well as a driver's license where necessary, will only be submitted by shortlisted candidates to Human Resources on or before the day of the interview date. Failure to do so will result in your application being disqualified. Foreign qualifications must be accompanied by an evaluation report issued by SAQA. It is the applicant's responsibility to have all foreign qualifications evaluated by SAQA and to provide proof of such evaluation. Applicants should ensure that they submit their applications on or before the closing date as no late applications will be considered. If you apply for more than 1 post, submit separate applications for each post that you apply for. Due to the large number of applications we envisage to receive, applications will not be acknowledged. Should you not be contacted within 3 months of the closing date of the advertisement, please consider your application to be unsuccessful. Should, during any stage of the recruitment process, a moratorium is placed on the filling of posts or the Department is affected by any process such as, but not limited to, restructuring or reorganisation of posts, the Department reserves the right to cancel the recruitment process and re-advertise the post at any time in the future. NB: The Department reserves the right not to fill a position. Shortlisted candidates will be required to be available for assessments and interviews at a date and time as determined by the Department. All shortlisted candidates will be subjected to personnel suitability checks. The successful candidate will be subjected to undergo security vetting. DARDLEA will conduct reference checks which may include social media profiles of the shortlisted candidates. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered during / after the interview took place, the application will not be considered and in the unlikely event that the person has been appointed such appointment will be terminated. The successful candidate will be appointed subject to positive results of the security clearance process. The successful candidate will be required to enter into an employment contract and sign a performance agreement with the Department. The first two recommended MMS and SMS candidates will be subjected to a generic managerial competency assessment in compliance with the Department of Public Service and Administration (DPSA) Directive on the Implementation of Competency Based Assessments.

**IMPORTANT:** DARDLEA is an equal opportunity and affirmative action employer. It is our intention to promote representivity in DARDLEA through the filling of posts. The Department reserves the right not to fill a position