

**Director: Finance & Supply Chain Management**

**Salary: All-inclusive salary package of R819 126 per annum (total package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2014/169)**  
**Johannesburg Regional Office (forward applications to Head Office, Pretoria)**

**Requirements:** • A 3-year tertiary qualification in Accounting/Financial Management or related • Extensive appropriate experience in a financial and supply chain environment • Knowledge of: • Public Finance Management Act • Public Service Regulations • National Treasury Regulations, guidelines and directives (MTEF, ENE) • Preferential procurement policy • Government supply chain management framework • Government budget systems and procedures • Government financial systems (PERSAL, PMIS, WCS, LOGIS and BAS) will be an advantage • Financial prescripts (GAAP and GRAP) • Planning and organising skills • Problem-solving skills • Interpersonal skills • Diplomacy • The ability to conduct research and gather information • The ability to work within specific timeframes • Report-writing skills • Management skills • Numeracy skills • Computer literacy • Creative • Dedicated • Approachable • Hardworking • Trustworthy • The ability to communicate at all levels • Analytical thinking.

**Duties:** • Effectively apply sound financial management in accordance with the PFMA and recognised accounting practices and policies • Analyse the Regional Office's financial and general operating environment • Identify financial trends and opportunities for business process improvement • Contribute to the overall business objectives of the Regional Office • Ensure that sound internal controls and reporting systems are in place • Monitor adherence to all internal policies and practices • Effectively apply sound procurement practices in accordance with preferential procurement policy and Government supply chain management framework • Advise on the effective utilisation of financial resources • Monitor adherence to the Government supply chain management framework • Participate in and monitor the process of procurement of services • Effectively manage the budget in the Region • Facilitate the compilation of training manuals on budget planning and control • Manage the collection and collation of budget inputs for budget planning and control • Undertake detailed research on matters pertaining to budget management • Analyse inputs related to the Medium-term Expenditure Framework • Assist with monitoring of fund transfers from National Treasury • Oversee allocation of budgets according to components and financial years • Undertake quarterly reviews on the management of budgets allocated to components • Ensure that regional expenditure is in accordance with budget allocation • Compile detailed reports that will contribute to the compilation of Annual Financial Statements • Manage the office and human resources • Contribute to strategic positioning and overall management of the Office • Train and advise on the effective utilisation of financial resources • Manage, coach, develop, mentor and train personnel • Ensure effective staff supervision.

**Note:** It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement.

**Enquiries:** Ms J Monare, tel. (011) 713-6051

**Director: Budgets & Planning**

**Salary: All-inclusive salary of R819 126 per annum (package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2014/170)**

**Head Office (Pretoria)**

**Requirements:** • A 3-year tertiary qualification in Financial Management or equivalent qualification • Extensive experience in budget and planning in the property (construction and property) environment • Extensive management experience • Willingness to adapt work schedule in accordance with office requirements • Willingness to travel • Knowledge of: • The Public Finance Management Act • Supply Chain Management regulations and legislation • Treasury Regulations, guidelines and directives (MTEF, ENE and Adjustment Estimates) • Government budget systems and procedures • Departmental Financial Systems (WCS, PMIS and IE-Works) • Financial prescripts (GRAP) • New Economic Reporting Framework (NERF) • Computer literacy in MS Office (Word, Excel and PowerPoint) • Planning and organising skills • Problem-solving skills • Interpersonal skills and diplomacy • The ability to conduct research and gather information • The ability to work on specific time-frames • Report-writing skills • Management skills • Numeracy skills • Creative • Dedicated • Approachable • Hardworking • Trustworthy • The ability to communicate at all levels • Analytical thinking • Client orientation.

**Duties:** Provide management support in planning, compiling, monitoring and reporting PMTE and client department budgets: • Source, compile and collate budget allocations on behalf of client departments • Monitor and facilitate cash flow management of PMTE and client department budgets • Ensure compliance with and implementation and maintenance of PFMA and GRAP standards of reporting • Analyse the departmental financial and general operating information • Manage and advise the manager on utilisation of financial resources • Prepare annual budgets and update forecasts in line with Government policies • Forecast future cash flow for the PMTE property-related budgets • Prepare budget schedules showing baseline amounts and options • Control and monitor the PMTE expenditure account • Verify budget allocations on systems • Manage re-allocations of budgets for clients and PMTE • Coordinate Infrastructure Budget Committee meetings • Liaise and interact with stakeholders and client departments on budget allocations • Provide information and advice on budget allocations • Oversee preparation of budget schedules to client departments • Liaise with client departments on re-allocations. *Effectively manage the Directorate:* • Manage all the resources allocated to the Directorate • Develop and maintain continuous communication with stakeholders • Facilitate capacity building initiatives • Oversee timely resolution of audit queries • Compile and present reports on the functioning of the Directorate • Contribute to the strategic input and the overall management of the Department • Manage subordinates.

**Note:** It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement.

**Enquiries:** Ms J Prinsloo, tel. (012) 406-1220

**Director: Demand and Acquisitions Management**

**Supply Chain Management**

**Salary: All-inclusive salary of R819 126 per annum (package to be structured in accordance with the rules of the Senior Management Service) (Ref. 2014/171)**

**Head Office (Pretoria)**

**Requirements:** • A tertiary qualification in the built environment, Finance or Procurement • Extensive related experience • Knowledge of: • Thorough knowledge and understanding of procurement-related legislation, including the Public Finance Management Act; Framework for Supply Chain Management; Built Environment Professions Acts (Council for the Built Environment Act), Architectural Professions Act, Landscape Architectural Professions Act, Engineering Professions Act, Property Valuation Professions Act, Project and Construction Management Professions Act and Quantity Surveying Professions Act); Framework for Minimum Training and Deployment; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; State Information Technology Act; Public Service Act; and Public Service Regulations • Thorough knowledge and understanding of Government procurement systems and processes • Understanding of the built environment and property industries • Financial management • Financial systems • Sound knowledge of preferential and targeting strategies as well as the development programmes of the Department • Strategic management skills • Programme and project management skills • Senior management skills • Sound analytical and problem identification/solving skills • Computer literacy • Numeracy • Database management skills • Relationship management skills • Interpersonal and diplomacy skills • Decision-making skills • Motivational skills • Presentation skills • Negotiation skills • Advanced communication skills (including report-writing) at all levels • The ability to interact with clients and stakeholders in a professional and assertive manner • High ethical standards • The ability to conduct business with integrity and in a fair and reasonable manner • The ability to promote mutual trust and respect • Innovative • Creative • Solution-orientated • The ability to design ideas without direction • People-orientated • Hardworking • Highly motivated • The ability to work effectively and efficiently under sustained pressure • The ability to meet tight deadlines while delivering excellent results • A driver's licence • Willingness to adapt work schedule in accordance with professional requirements • Preparedness to travel.

**Duties:** • Design, implement and manage the procurement model, ie research and design procurement processes • Develop and manage the departmental procurement model • Ensure compliance with the Framework for Supply Chain Management • Establish and manage the Supplier Register • Manage procurement processes related to the Built Environment (Capital and Maintenance); Asset Management (Leasing, Acquisition and Disposal); and Provisioning Administration • Manage the Bid Committee process • Ensure adherence to prescripts of the Construction Industry Development Board in the case of a bid relating to the construction industry • Provide advice regarding the appointment of consultants according to instructions and selection methods • Provide procurement-related support and development, ie develop, implement and maintain related policies and procedures • Monitor and evaluate compliance of procurement processes with relevant policies and procedures • Analyse and report on Black Economic Empowerment and development programmes • Maintain and report statistics on the procurement model • Implement and maintain a system for reporting and evaluation of procurement awards • Provide advisory support to Management on the implementation of the most appropriate procurement methods, when such expertise is required • Provide operational support, related training and development • Communicate with industry suppliers regarding the procurement model • Liaise and interact with other State institutions regarding the procurement model and the implementation thereof • Manage the Directorate, ie manage office administration services, human resource, equipment and finances, and employment-related processes.

**Note:** It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement.

**Enquiries:** Mr R Naidoo, tel. (012) 406-1191

**Deputy Director: Budget & Planning (Leasing)**

**Salary: All-inclusive salary of R532 278 per annum (package to be structured in accordance with the rules of the Middle Management Service) (Ref. 2014/172)**

**Head Office (Pretoria)**

**Requirements:** • A 3-year tertiary qualification in Financial and/or Cost Management • Appropriate experience in budgeting and planning for property-related expenditure • Willingness to adapt to work schedule in accordance with office requirements • Knowledge of the following learning fields: • Budget and financial management • Property finance • Performance management • Knowledge of: • The Public Finance Management Act • Property Management Information System (PMIS) • Treasury Regulations • Government budgeting procedures • Financial directives and procedures • Computer literacy in MS Office (Word, Excel and PowerPoint) • Basic research and information gathering skills • Organisational and planning skills • Report-writing skills • Problem-solving skills • Research skills • Creativity • Communication skills (at all levels) • General office management skills • Decision-making skills • Analytical thinking • Resourcefulness • Budgeting skills • Interpersonal skills • An understanding of advanced financial concepts • Hardworking • People-orientated • Assertive • Self-motivated • Approachable • Trustworthy • Innovative.

**Duties:** • Liaise and interact with stakeholders and client departments on budget allocations • Prepare and present budget allocation schedules to client departments • Liaise with client departments on over- and under-expenditure and additional funding that might be needed • Communicate with regard to incorrect information on the system and/or incorrect payments to landlords • Present National Treasury guidelines and processes on budget allocations to stakeholders and client departments • Support the administrative processes in the Directorate • Act as secretary at meetings by compiling minutes • Ensure the adoption of resolutions from meetings • Attend to the resolution of audit queries • Manage and control subordinates.

**Enquiries:** Ms J Prinsloo, tel. (012) 406-1220

**Assistant Directors:**

**Accounts Receivable (2 Posts)**

**Salary: R270 804 per annum (Ref. 2014/173)**

**Head Office (Pretoria)**

**Requirements:** • A 3-year tertiary qualification in Financial Management and experience in financial management • Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, Generally Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations • Debt management experience and skills • Communication skills • Interpersonal skills • Sound administrative and numeracy skills • Analytical thinker • Good planning and organising skills • The ability to work under pressure • Creative and innovative • The ability to communicate at all levels.

**Duties:** • Verify the accuracy of invoices issued to clients • Ensure that invoices are issued timely to the client departments and entities • Recover outstanding money from clients • Perform reconciliation of the client accounts and clear exceptions • Check and control age analysis of suspense accounts • Perform reconciliation of debt accounts and follow up on outstanding debt • Render support with the management of the unit in the absence of the manager • Manage performance evaluation of subordinates to identify and provide training • Respond to all audit queries in the Directorate and gather information to resolve such.

**Enquiries:** Ms S Lusiki, tel. (012) 406-2142

**Assistant Director:**

**Archives & Office Services**

**Logistical Services**

**Salary: R270 804 per annum (Ref. 2014/174)**

**Head Office (Pretoria)**

**Requirements:** • A 3-year tertiary qualification in Logistics, Library and Information Science, Archival Studies or Records and Document Management OR a 3-year diploma or BTECH in Public Management • A Records Management certificate • A 1-year postgraduate diploma in Information Science/Knowledge Management/Archival Science or Records and Document Management or Public Administration will be an added advantage • Appropriate experience in records and document management practices and procedures • Proven experience on manual ROMS and tools for storing records and documents • Experience in working on File Plan, as well as the implementation and application thereof • Advanced knowledge and understanding of recordkeeping and document imaging technologies, protocols and development tools • Working knowledge of different formats of storage media, including paper, digital scanned images, disc, tape, etc • A basic understanding of project management principles • Highly self-motivated and self-directed with attention to detail • Experience in working in a team-orientated, collaborative environment • Knowledge of National Archives of South Africa, Registry Guidelines and the Public Finance Management Act.

**Duties:** • Manage and maintain the Department's Records Unit and ensure that there is an approved Departmental File Plan and that this is implemented at Head Office and in all sub-registries • Control sub-registries (Regional Office Registries) to ensure sound records management practices • Manage the registry unit and mailroom services in the Department regarding all incoming and outgoing mail, including courier and speed services • Conduct regular internal audits on electronic and physical records to ensure that migration and long-term preservation strategies are adhered to • Dispose of records according to NARS prescription • Manage a record management system that is both electronic and paper-based • Implement and manage a suitable training programme for managers, employees, contractors and records management staff • Liaise with the IT Manager to share information regarding the proper storage of electronic records • Be involved in the regular maintenance of records stored on electronic storage media • Ensure buildings and storage areas are regularly monitored in order to maintain a stable, protective environment for records • Ensure a fully functional switchboard operations system • Manage the Department's telephone expenditure and ensure recovery of all monies due on private calls • Ensure a fully functional messenger, reproduction and office support service in the Department • Maintain professional support to all clients and assist in the coordination of activities • Ensure a properly managed conference venues and facilities function in the Department • Facilitate staff development and training • Administer employment-related processes of the section • Prepare sectional staff reports.

**Enquiries:** Mr G Moutle, tel. (012) 406-1440

**Assistant Director: Logistics Services**

**Salary: R270 804 per annum (Ref. 2014/175)**

**Nelspruit Regional Office**

**Requirements:** • A 3-year tertiary or equivalent qualification, coupled with relevant experience • Extensive knowledge of logistical services and Supply Chain Management • Highly competent budgetary and financial management skills • The ability to be highly professional and handle all administration functions required from the Manager • Good interpersonal as well as excellent written and verbal communication skills • The ability to work under pressure and function as a team leader • Through knowledge of and experience in the transversal system (LOGIS) • A valid Code 08/EB driver's licence • Knowledge of MS Word, Excel and Outlook • Knowledge of an IT system.

**Duties:** • Manage all provisioning administration and logistical services • Conduct quarterly physical stock counts • Manage transport-related services, as well as registry and messenger services • Manage the financial budget of components under his/her control • Train, supervise and motivate subordinates • Ensure compliance with prescripts and policies related to Supply Chain Management • Monitor, manage and ensure a full service at the switchboard • Manage IT services.

**Enquiries:** Mr MV Mbukushe, tel. (013) 753-6399

**Assistant Director: Capital Procurement**

**Salary: R270 804 per annum (Ref. 2014/176)**

**Nelspruit Regional Office**

**Requirements:** • A 3-year tertiary qualification in Supply Chain Management or equivalent in the relevant field, plus substantial administrative experience in Supply Chain Management • Experience in and knowledge of the PFMA, National Treasury Regulations, PPPFA, B-BBEE, etc • Good communication skills • Computer literacy • The ability to work in teams and independently • Willingness to go the extra mile to ensure delivery of service within the required period • The ability to work under pressure.

**Duties:** • Manage supply chain management (procurement) functions • Ensure the implementation of policies • Procure directives or delegations • Provide advice on supply chain management to bid committees and employees • Develop and maintain a database of service providers • Provide advisory and secretarial services (check quality of submissions to bid committees) • Ensure that the agenda for a bid is prepared and distributed in time • Undertake operational planning and work organisation for the unit • Manage the sectional budget • Coordinate and administer the bid and quotation process • Manage the staff of the unit • Check the correctness of minutes • Prepare weekly and monthly reports • Update the SCM systems for reporting purposes.

**Enquiries:** Mr MV Mbukushe, tel. (013) 753-6399

**Assistant Director: Movable Asset Management**

**Salary: R270 804 per annum (Ref. 2014/177)**

**Johannesburg Regional Office**

**Requirements:** • A 3-year year tertiary qualification or equivalent with appropriate experience at supervisor level • Sound knowledge of the PFMA, asset management, Preferential Procurement Policy Framework Act and its regulations • Sound knowledge of Treasury Regulations, Supply Chain Management and Government Procurement • Sound decision-making, control, planning and relevant technical operational skills • Good customer service skills • Good communication skills • Computer literacy, including an understanding of Microsoft Excel and Word.

**Duties:** • Supervise, manage and monitor all transactions on the movable asset register • Coordinate and facilitate asset verification, balance adjustments, lifecycle management of assets as well as the disposal of movable assets.

**Enquiries:** Mr L Mokone, tel. (011) 713-6043

**Assistant Director: Bid Administration**

**Supply Chain Management**

**Salary: R270 804 per annum (Ref. 2014/178)**

**Johannesburg Regional Office**

**Requirements:** • A 3-year year tertiary or equivalent qualification with appropriate experience at supervisor level • Sound knowledge of the PFMA, as well as PPPFA and its regulations • Sound knowledge of Treasury Regulations, Supply Chain Management and Government procurement • Sound decision-making, control, planning and relevant technical operational skills • Customer service skills • Communication skills • Computer literacy, including understanding of MS Excel and Word.

**Duties:** • Implement and maintain the SCM policy, directives and operating procedures, Treasury Regulations and directives • Oversee the bid administration process, including the supplier register and bid administration • Facilitate secretarial duties to the regional bid committees • Scrutinise all submissions to bid committees • Be directly responsible for reporting on bids in the various stages of the bidding process • Prepare budget inputs and exercise financial control.

**Enquiries:** Mr L Mokone, tel. (011) 713-6043

**Assistant Director: Financial Accounting**

**Salary: R270 804 per annum (Ref. 2014/179)**

**Mthatha Regional Office**

**Requirements:** • A 3-year tertiary qualification in Accounting and Finance or related • Relevant financial accounting and appropriate supervisory experience • Knowledge of transversal systems (BAS, PERSAL, LOGIS, WCS and PMIS) applicable to the Public Service will be an added advantage • Knowledge of and experience in auditing procedures applicable to the Public Service • The ability to implement systems and exercise control to ensure sound financial administration and management • Sound analytical and financial skills • Strong verbal and written communication skills • An understanding of the PFMA, as well as relevant Government regulations and policies • Problem-solving skills • Computer literacy • A valid driver's licence.

**Duties:** • Support the Head of Finance and other officials in the execution of their business activities • Prepare various financial statements and reports for Management and submit to the Auditor-General • Undertake monthly reporting on and reconciliation of all suspense accounts, maintain accounts payable (creditors), accounts receivable (debtors) and payroll • Ensure validity of all transactions on the Basic Accounting System (BAS) • Supervise all staff in the component • Ensure implementation of internal controls and financial policies and procedures • Ensure effective utilisation of the Department's resources • Ensure implementation of audit recommendations • Provide support and financial advice to line managers.

**Enquiries:** Mr A Ngqongo, tel. (047) 502-7003

**Assistant Director: Provisioning & Auxiliary Services**

**Supply Chain Management**

**Salary: R270 804 per annum (Ref. 2014/180)**

**Mthatha Regional Office**

**Requirements:** • A National Diploma/degree in Purchasing or a related field • Relevant financial accounting and appropriate supervisory experience • Thorough knowledge of the PFMA, Treasury Regulations, Framework for Supply Chain Management, PPPFA and other relevant legislation, as well as the ability to implement these prescripts • Knowledge of transversal systems (eg LOGIS, BAS) will serve as an advantage • Good leadership and communication (verbal and written) skills • Presentation skills • Budgeting skills • Computer literacy.

**Duties:** • Implement sound procurement systems in compliance with Government legislation, guidelines and policies • Provide status progress reports highlighting trends, problems, risks, etc with recommendations for improvement • Manage the registry, telephone service, transport and contracts for rented labour-saving devices, eg faxes, copiers, etc • Maintain a sound transport management and scheduling system to ensure optimum transport availability, as well as proactive tracking of requisitions, orders and invoices to ensure an effective service to the region as well as suppliers • Ensure timely processing of payments to service providers • Manage unit resources, including budgets and human resources • Verify payments • Manage warehouses/stores • Train and develop staff • Manage travel arrangements of the region, as well as S&T • Manage the switchboard • Act as LOGIS Systems Controller.

**Enquiries:** Mr A Ngqongo, tel. (047) 502-7003

**Assistant Director: Budgets**

**Salary: R270 804 per annum (Ref. 2014/181)**

**Bloemfontein Regional Office**

**Requirements:** • A 3-year degree or National Diploma in Accounting or Financial Management, coupled with relevant experience in budgeting • Knowledge of relevant legislation, regulations, policies and BAS • Sound interpersonal and communication skills • Computer literacy • Multitasking skills • Self-driven • Results-orientated and motivated • The ability to meet deadlines and accept responsibility • Clear competency in the MS Office package, especially Excel.

**Duties:** Reporting to the Deputy Director, the incumbent will: • Perform budget functions in the Regional Office (including, but not limited to, MTEF inputs, monthly financial analysis reports, preparation of projection and cash flow reports) • Monitor and control adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions • Monitor and control all payments on transversal systems • Ensure correct allocation of expenditure • Contribute to annual financial statements and audit reports of the Regional Office • Monitor and control reconciliations between transversal systems.

**Enquiries:** Mr P Whielers, tel. (051) 408-7388

**Assistant Director:**

**Provisioning & Supply Chain Management**

**Salary: R270 804 per annum (Ref. 2014/182)**

**Pretoria Regional Office**

**Requirements:** • A degree/National Diploma in Financial Management and Administration/Procurement and Public Administration or equivalent qualification, with relevant, appropriate experience • Knowledge of and experience in the departmental procurement processes, committee secretarial function, tendering process and supplier/contract/vendor database • Knowledge of Logis, PMIS, BAS and WCS systems • Knowledge of PPPFA, PFMA, Treasury Regulations, Supply Chain Management and BEE • Good communication skills (written and verbal) • Computer literacy in the MS Office package, especially in spreadsheets • Excellent analytical and problem-solving skills • Excellent organisational management skills • Good interpersonal skills.

**Duties:** • Coordinate the general management of the Supply Management Office and supervise staff • Advise Management on Supply Chain Management-related matters • Control, verify, evaluate and finalise reports generated by the system • Submit system-generated management reports and advise where applicable to Management • Monitor all personnel issues • Manage the budget for Supply Chain Management • Ensure timely processing of payments due to service providers • Ensure proactive tracking of requisitions, orders and provision of goods and services to the Region • Manage transport-related services, ie vehicle fleet, subsidised transport, source supplies and services, parking and accommodation, as well as implement, maintain and monitor related policies and procedures • Manage domestic and international travel, ie provide 24-hour service relating to travel, undertake budget planning activities and expenditure control of visits abroad, organise official functions, conferences, workshops and visits abroad, as well as implement, maintain and monitor related activities • Manage regional logistical support services with regard to logistical services, related archives, telephones and reception and office services • Ensure compliance with the PFMA procedure manual • Manage unit resources, including budgets and human resources • Manage the performance of staff.

**Enquiries:** Mr H Stroebel, tel. (012) 310-5158

**Assistant Director: Budgeting**

**Salary: R270 804 per annum (Ref. 2014/183)**

**Durban Regional Office**

**Requirements:** • A Bachelor's degree or equivalent qualification in Accounting, Finance or Economics and appropriate budgeting experience • Knowledge of transversal systems will be an advantage • The ability to implement systems and exercise control to ensure sound financial management • Proven financial, communication and interpersonal skills • Proven strong verbal and written communication skills • Sound analytical, statistical and problem-solving skills • An understanding of the PFMA, relevant Government regulations and policies • Computer literacy, especially working with spreadsheets and report-writing packages.

**Duties:** • Support accounting officers and other officials in the execution of their business activities • Prepare and provide financial information to the Head of Finance • Ensure that budget estimates or proposals are complete, accurate and conform to established procedures, regulations and departmental objectives • Prepare annual budgets and submit as required • Forecast and project future cash-flow for the Regional Office to ensure non-budget over-/under-run • Analyse the Department's financial and general operating information to identify trends and opportunities for improvement • Prepare ad hoc queries and departmental trend analysis to support budget changes • Supervise and maintain systems used to record income, spending and cash-flow • Identify areas of the business where inefficiencies may occur and recommend solutions.

**Enquiries:** Mr N Gengiah, tel. (031) 314-7014 or Ms BV Ngubane, tel. (031) 314-7063

**Note:** The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

Applications must be submitted on a signed Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, recently certified copies of qualifications and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next two months, please regard your application as unsuccessful.

**Note:** It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered upon submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. No faxed or e-mailed applications will be accepted.

**Applications, quoting the relevant reference number and the centre of the post, should be submitted as follows:**

- **Head Office:** The Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or hand deliver at Central Government Offices Building, cnr Madiba (Vermeulen) and Bosman Streets, Pretoria, for attention: Ms NP Mudau
- **Bloemfontein Regional Office:** The Regional Manager, Department of Public Works, Private Bag X26065, Bloemfontein 9300 or hand delivered in Room 516, NDPW Building, 18 President Brand Street, Bloemfontein, for attention: Mr T Mofokeng
- **Nelspruit Regional Office:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit 1200, for attention: Ms NP Nkosi
- **Pretoria Regional Office:** The Regional Manager, Department of Public Works, Private Bag X229, Pretoria 0001 or hand deliver at AVN Building, 251 Skinner Street, corner Andries and Skinner Streets, Pretoria, for attention: Ms K Thapane/Ms C Lekganyane
- **Johannesburg Regional Office:** The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein 2017, for attention: Ms T Nkoko
- **Durban Regional Office:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban 4000, for attention: Mr BE Mbatha
- **Mthatha Regional Office:** The Regional Manager, Department of Public Works, Private Bag X5007, Mthatha 5099, for attention: Ms N Tyusha

**Closing date:** 31 October 2014



People with disabilities are encouraged to apply



**public works**

Department of Public Works  
**REPUBLIC OF SOUTH AFRICA**