

# **SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS**

## **SENIOR ADMINISTRATIVE OFFICER: UTILIZATION & CONTRACTS**

**SALARY** : R 243 747.00 per annum  
**Ref No** : 2015/179  
**Centre** : Port Elizabeth Regional Office

**Requirements:** •A three year tertiary qualification or equivalent qualification preferably in a property related or legal field •Appropriate experience in leasing, property administration and/or acquisition of property rights •Knowledge and understanding of Government procurement procedures and regulations •Understanding and knowledge of the PFMA, PPPFA and SCM •Understanding of the property market and its trends •Good communication (verbal and written) and interpersonal skills •Computer literacy •A valid driver's licence

**Duties:** Effective administration in the utilization regarding the potential of state owned properties, undertake site visits and condition survey to determine utilization potentials.. •The provision of optimal utilization of state owned properties. Manage property details and maintain property management information systems and fixed asset register. Administrative measures against unlawful occupations. Liaise with clients to determine their property related requirements. •Assist in identification of redundant state properties for disposal. •The provision of management support of property related contracts and agreements.

**Enquiries:** Mr R Taai, Tel: (041) 408 2080

## **ASSISTANT ADMINISTRATIVE OFFICER: WORKS MANAGEMENT**

**Salary** : R158, 985.00 per annum  
**Ref No.** : 2015/180  
**Centre** : Port Elizabeth Regional Office

**Requirements:** Senior certificate or equivalent. Computer literacy including. Microsoft office (word, excel. power point). Relevant working experience. Good verbal and written communication skills. Basic knowledge of treasury, regulations and financial management, reports writing and submissions. Ability, to work under pressure. Good interpersonal relations skills and telephone etiquette.

**Duties:** Writing of submission and reports. Telephonic and written Communication with other sections and departments. Perform office administrative activities and capture requisitions on the LOGIS system. Administer office correspondence. Draft and type documents. Manage flow of information and documents in the office. Processing of forms, documents, invoicing relevant to the office. Provide support to managers and staff members. Tracking and record keeping of flow of documents.

**Enquiries:** Mr. M Ntshona 041- 408 2307



**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA

**ADMINISTRATION OFFICER: PROPERTY PAYMENTS**

Salary : R196, 278.00 per .annum  
Ref No : 2015/181  
Centre : Port Elizabeth Regional Office

**Requirements:** A three year tertiary qualification in Accounting or equivalent qualification preferably in Property Finance Administration, Knowledge of PFMA and other property-related legislation, Appropriate experience in property industry, Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary.

**Duties:** Responsible for payment of legitimate municipal services, rates and taxes to Municipalities/creditors timeously on a monthly/yearly basis. Ensure that all batches prepared comply with related prescripts, delegation and procedures. Liaise with Local authorities/landlords and clients regarding payments and resolution of queries, implementation of internal controls and measures. Verify and manage information on PIMS System. Ensure that PIMS supplier numbers are correctly linked with BAS suppliers (in conjunction with Utilization Contract Administration), Monthly reconciliation of payments to invoices and record cards. Comply with the requirements of the PFMA.

**Enquiries:** Mr L Funde, Tel: 041 408 2017

**ADMINISTRATION OFFICER: DISPOSALS**

Salary : R196 278.00 per .annum  
Ref No : 2015/182  
Centre : Port Elizabeth Regional Office

**Requirements:** A three year tertiary qualification in Real Estate, Property Administration, Immovable Asset ,Financial, Supply chain management, Law qualification in Built environment or relevant qualification. Knowledge of PFMA and other property-related legislation, Appropriate experience in property industry, Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary. A valid driver's license.

**Duties:** Responsible for approved expenditure on leased properties, municipalities and incidental expenses, verify and manage information on PIMS System, Ensure that PIMS supplier numbers are correctly linked with BAS suppliers ( in conjunction with Utilization Contract Administration), Monthly reconciliation of lease payments to invoices and record cards, Manage and follow up ledger accounts on overpaid and fruitless rental . Comply with the requirements of the PFMA.

**Enquiries:** Ms M Mangia, Tel: 041 408 2082



# **SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS**

**ALL PORT ELIZABETH REGIONAL OFFICE APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Attention: Ms F. Clark**

**CLOSING DATE: 24 December 2015 at 10H00**

**NOTE:** The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of vacant posts, and persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. Applications should be submitted on a signed Z83 Form, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Certified documents should not be older than three (3) months. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. No faxed or e-mailed applications will be accepted. NB: 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 on submission of proof by candidates. Kindly note that your appointment is subjected to verification of qualifications and a security clearance. Application must reach us by no later than 16h00 of the closing date. Application received after the closing date will not be considered. Please forward your application, quoting the relevant reference number, to the address mentioned.

People with disabilities are encouraged to apply



**public works**

Department:  
Public Works  
REPUBLIC OF SOUTH AFRICA