

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Senior Personnel Practitioner: Leave & Records Human Resources Administration

REF NO : 2015/73
Salary : R243 747.00 per annum
Centre : Head Office

Requirements: A Three year tertiary qualification in Human Resources Management / Administration or equivalent qualification with appropriate experience in Human Resources Management, coupled with appropriate working experience within the Records Management/Registry field. Must have sound knowledge of registry/ records management practices, knowledge of National Archives Act and MISS prescripts Knowledge of PERSAL System and Leave, Computer literacy, good verbal and communication skills, work under pressure, customer care skills and telephone etiquette. Ability to hold on confidential information.

Duties: Co- ordinate and supervise activities in registry. Supervise the filing and retrieval of documents. Attend to HR leave related queries. Prepare files for Auditors. Monitor assets and stationery for registry. Provide monthly reports. Ensure that documents are accurately recorded in the waybill book. Attend to queries related to leave and approval of leave. Manage Policy on Incapacity and Ill Health Retirement (PIIR) processes and procedures within the Department. Supervise registry and leave administration staff.

Enquiries: Ms E Mathebula (012) 406 1780

Senior Administration Officer: (Telecom Accounts) Provisioning and Logistics

CENTRE : Head Office
SALARY : R243, 747. 00 per annum
REF NO : 2015/74

Requirements: A three year tertiary qualification with appropriate experience in the telecommunications environment and proven financial background. Good communication (verbal and communications), client centered service delivery. Knowledge of PFMA, Government Procurement Systems knowledge and Treasury regulations , knowledge of tendering process and monitoring service level agreement. Management skills, Computer literacy and a valid driver's license.

Duties: Manage Telecom operators and execute related administration functions. Management of Human resources (training, career development, performance, attendance and leave management. Reconciliation of telephone accounts, recovering of monies. Monitoring of service level agreements with suppliers and advising the department of the technology available to curb costs in all areas specified. Distribution of monthly telephone accounts and reconciliation of telephone accounts. Identifying non-return of telephone accounts and manage collection of revenue. Blocking lines of the defaulters .Updating and distribution of internal telephone directory. Manage incoming and outgoing calls. Create profile for new users and allocate extensions. Update the switchboard systems by adding/deleting and make changes as the need arise. Call grouping. Set up call conference. Barring and unbarring of telephone lines. Ensure telecommunications infrastructure is in place and maintained. Report switchboard and TMS faults to Information Services / appointed service provider. Ensure weekly back-ups of telephone costs and management system. Contract management. Ensure suppliers invoices are paid in time. Negotiate and monitor service level agreements with suppliers and clients. Provide monthly reports. Perform any other administrative tasks as requested by the supervisor.

Enquiries: Ms T Makama, tel: 012 406-1490



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Food Services Aid: Provisioning and Logistics (X5 POSTS)

CENTRE: Head Office

SALARY: R78, 156. 00 per annum

Ref No: 2015/75

Requirements: Grade 10 or basic literacy ABET. Must be able to read and write. Grade 12 and relevant work experience. Good communication skills and interpersonal skills. Time management skills. Good customer service. Have ability to work under pressure and to establish and maintain harmonious working relationships with co-workers and staff.

Duties: washing of dishes, cups, saucers, utensils and lunchboxes during all tea breaks and lunch. Ensuring availability of boiling water for all tea breaks. Organize the trolleys for conference set-up. Facilitation of the serving of lunch and refreshments for meetings. Cleaning of kitchen equipment's while ensuring kitchen hygiene is maintain at all times. And provide a food service functions in the allocated areas and act as a back-up when requested.

Enquiries: Thembi Makama, Tel: 012 406-1490

Secondary Drivers: Provisioning and Logistics (X4 Posts)

Centre : Head Office

Salary: R110, 739. 00 per annum

Ref No: 2015/76

Requirements: Grade 12 Certificate and relevant experience as messenger/driver. A valid driver's license and ability to drive. Office Management skills, Good communication skills and interpersonal skills. Have the ability to work under pressure and meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and to work effectively in a professional team environment.

Duties: Delivery of documents and packages, sorting of mail and distribution to relevant officials within the Department and to external clients. Collect and deliver mail at the Post Office. Collect, distribute circulars. Correspondence, packages, files and documents. Collect, distribute mail to line functionaries. Collect, distribute mail to and from other Departments and receive signatures from recipients. Make photocopies if and when necessary. Ensure that Registry equipment is maintained and used correctly. Collect and shred waste paper from other units. Prepare packages and arrange for collection by courier services/Post Office as and when required. Perform any other related tasks as per supervisor's instructions including office duties.

NB: TEST DRIVING WILL BE CONDUCTED DURING INTERVIEWS.

Enquiries: Ms T Makama, Tel: 012 406-1490



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REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Registry Clerk: Central Registry- (HO) Provisioning and Logistics (X2 Posts)

Centre : **Head Office**
Salary : **R132, 399.00 per annum**
REF NO : **2015/77**

Requirements: Matric with Appropriate relevant working experience in the central registry environment, completion of the Records Management course is a prerequisite .Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.

Duties: Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

Enquiries: Mr E. Rex, Tel: 012 406-1492

Administration Officer: (Office Services) Provisioning and Logistics

Centre : **Head Office**
Salary : **R196, 278. 00 per annum**
Ref No : **2015/78**

Requirements: A three (3) Year tertiary qualification with relevant working experience. Proven ability to manage and supervise subordinates. Proven planning and organizational skills. Time management. Financial management and reconciliation skills. Excellent communication and negotiation skills. Computer literacy and operating of MS Office Suite. Ability to work under pressure, interpersonal relationships,

Duties: Perform office administrative activities; correspondence, documents and reports; liaise with stakeholders relevant to the office; prepare documentation for meetings, presentations and reports ;procure office logistical requirements;* Manage the flow of information and documents in the office;*Manage communication to and from the office.* Manage the provision of messenger services, food service aid , internal boardrooms and bulk photo copying service (reproduction)* Attend to queries related to the sub unit*Supervise officials in the messenger, food service aids and reproduction unit *Attend to leave arrangement ,performance agreements and other HR matters related to the unit*Ensure provision of uniform and protective clothing to officials.* Compile monthly statistics/reports. Perform any other administrative tasks as requested by the supervisor

Enquiries: Ms T Makama, Tel: 012 406-1490



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Department:
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REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Principal Machine Operator: Provisioning & Logistics

Centre : **Head Office**
Salary : **R110, 739. 00 per annum**
REF NO : **2015/79**

Requirements: Grade 12 certificate with appropriate equivalent experience. Knowledge: Operation of machinery and tools, Departments procurement processes, Occupational health and safety act. Skills: Effective communication (verbal and written). Interpersonal skills. Time management skills .Planning of work processes. Good customer service. Operation of heavy duty photocopying machine. Personal attributes: Safety conscious. Confidentiality Trustworthy and Hard working. Have ability to work under pressure and to establish and maintain harmonious working relationships with co-workers, staff and external clients.

Duties: The provision of management support service with regards to document requests for heavy duty photocopying, procurement of reproduction related logistics, control the photocopy room, report breaches and defects, ensure that all documents have been bonded and stapled, inform clients when documents are ready for collection, shredding of waste paper, ensure the photocopy machine is serviced accordingly, provide meter readings to suppliers, ensure supplier invoices are paid on time, provide monthly stats to the supervisor. Perform any other related tasks as per supervisor's instructions including office duties.

Enquiries: Ms T Makama, Tel: 012 406-1490

Senior Personnel Practitioner Human Resources Administration

Ref No : **2015/80**
Salary : **R 243,747 per annum**
Centre : **Head Office Ref No: 2015/80A**
Nelspruit Regional Office Ref 2015/80B

Requirements: A three (3) year tertiary qualification in HRM, Behavioural Sciences or equivalent qualification with appropriate experience in Human Resources Management. Ability to interpret policies and assist in Human Resources policy research analysis and implementation. Knowledge of PFMA, HR prescripts, procedures planning and organising skills, written and interpret HR policies and prescripts, interpersonal skills. Computer Literacy and a capacity to understand codes of remuneration, remuneration systems and service benefits processes and procedures essential. The successful candidate should furthermore have good interpersonal and communication skills.

Duties: Develop and maintain departmental procedures on service benefits. Implement Appointments, Promotions and transfers on the persal system. Initiate, compile, implement and analyse policy on service benefits. Do research on Service Benefits practices and procedures. Provide advice and support line managers and other role players on departmental policies. Liaise with role players involved in the policy making process. Service termination and DPSA prescripts. Compile quarterly statistics on the turnaround time in the department regarding appointments, resignations and transfers. Supervise interns and learners

Enquiries: Ms M Booyens (012) 406 1766

Enquires: Mr E Ngunyuzza (013) 753-6319



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

State Accountant: Management Accounting Management Accounting

Ref No : 2015/81
Salary : R 196 278 per annum
Centre : Head Office

Requirements: A three year National Diploma or equivalent qualification in Financial Management with accounting as a major subject. Adequate experience in budget planning and control – ideally for an organization similar to the National Department of Public Works. Knowledge of BAS, good understanding of the PFMA, Treasury Regulations. Computer literacy with emphasis on (MS Excel, Word and PowerPoint), Good communication (verbal and written) and interpersonal skills. Planning, Organising and Analytical skills; Accuracy and attention to detail, Problem solving skills. Ability to work under pressure and to meet set deadlines.

Duties: Assist in compiling consolidated reports for various budget processes (e.g. Medium Term Expenditure Framework [MTEF], In-Year-Monitoring [IYM], Adjusted Estimates, Monthly and Quarterly reports). Co-ordinate internal budget submissions, allocations and expenditure management. Liaise with Budget Analyst within the directorate to facilitate the flow of budget information for purposes of consolidation and reporting. Capture budget breakdown on the Basic Accounting System (BAS) per programme and economic classification. Ensure that the requirements PFMA and Treasury regulations as well as departmental financial policies, prescriptions and procedures are adhered to. Completion of journals to rectify incorrect expenditure classifications.

Enquiries: Ms. F Motlasedi (012) 406 1541

State Accountant: Accounts Receivable

Ref No : 2015/82
Salary : R196, 278.00 per annum
Centre : Head Office (Pretoria)

Requirements: • A three year tertiary qualifications in Financial Accounting or equivalent qualification and relevant experience in finance and related fields. Knowledge: •The Public Finance Management Act •Treasury Regulations •Financial administration •Finance directives and procedures •Business, accounting and financial systems •Legal framework for the recovery of monies •Service Level Agreements. Skills: •Accounting •Organising •Decision making •Problem solving •Interpersonal and Diplomacy •Ability to follow a pro-active and creative problem solving approach •Communication •Computer Literacy. Personal Attributes: •Innovative •Creative •Trustworthy •Hardworking •Self-motivated •Ability to work well under pressure •Ability to communicate at all levels •Analytical thinking •Conflict resolution •Facilitation •Integrity •Research.

Duties: Review all inputs before submission of AFS/IFS. Provide guidance in compilation of inputs to AFS/IFS. Review working files as to be reasonably assured that supporting documents are in place to support disclosed transactions. Assist with the preparation and submission of annual and interim financial statements, as well as report on non-compliance. Attend to audit queries. Assist in clearing of suspense accounts. Ensure effective utilisation of resources allocated. Ensure safe keeping of all documents regarding the accounts receivables reports •Address audit queries •Attend to requests.

Enquiries: Ms P Sambo, Tel. (012) 406 1241.



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Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Accounting Clerk: Accounts Payable

Ref No : 2015/83
Salary : R132, 399.00 per annum
Centre : Head Office (Pretoria)

Requirements: ●A Matric certificate with Accounting or Maths coupled with appropriate experience on MS Office. **Knowledge:** ●The Public Finance Management Act ●Treasury Regulations ●Financial administration ●Finance directives and procedures ●Business, accounting and financial systems ●Legal framework for the recovery of monies ●Service Level Agreements. **Skills:** ●Accounting ●Organising ●Decision making ●Problem solving ●Interpersonal and Diplomacy ●Ability to follow a pro-active and creative problem solving approach ●Communication ●Computer Literacy. **Personal Attributes:** ●Innovative ●Creative ●Trustworthy ●Hardworking ●Self-motivated ●Ability to work well under pressure ●Ability to communicate at all levels ●Analytical thinking ●Conflict resolution ●Facilitation ●Integrity ●Research.

Duties: ●Maintain the invoice tracking system ● Distribution of invoices to respective cost centres● Make follow ups on invoices loaded on the invoice tracking system ●Management of the document control ●Maintain a good working relationship with suppliers and stakeholders ●Ensure effective utilisation of resources allocated ●Ensure safe keeping of all documents regarding the accounts payables reports ●Address audit queries ●Attend to requests

Enquiries: Ms R Ramphekwa, Tel. (012) 406 2167.

Senior Registry Clerk (2 Posts)

HR Records Management

Ref No : 2015/84
Salary : R 132, 399.00 per Annum
Centre : Head Office

Requirements: A Senior Certificate or equivalent with appropriate experience in registry. Knowledge of National Archives and Records Service of South African Act 43 of 1996 as amended. Computer literacy is also essential. Ability to identify and arrange different types of files. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.

Duties: Maintain the filing system and records. Manage archive documents. Keep file index up to date. Control schedules: control and protect records. Manage the flow of files and records, search and trace files and manage sensitive documentation. Render administrative support. Manage the distribution of documents.

Enquiries: Mr. M Mogale. Tel. (012) 406 1781



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Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Assistant Admin Officer: Logis: Provisioning &Logistics

Salary : R132, 399.00 per annum
Ref No : 2015/85
Centre : Head Office Pretoria

Requirements : A Senior Certificate with relevant experience in Provisioning Administration/ Purchasing Management plus electronic administration of a procurement system. Competencies: Computer skills including Excel, and Treasury Regulations, Multi-skilled in the procurement administration environment and operational understanding of LOGIS.

Duties: Provide the following services: Processing of all transactions on LOGIS in the following areas: Orders, Transit, Payments, System administration. Drafting of correspondence regarding queries. Problems experienced. Monthly reconciliation of accounts. Attend to Audit queries. Fixing extracting and processing of data. It will be expected of the candidate to rotate in the section.

Enquiries: Ms Q Tom (012) 406-2046

Administrative Officer: Compliance Contract (X 2 posts)

Ref No : 2015/86
Salary : R196 278 per annum
Centre : Nelspruit Regional Office

Requirements:• A three year tertiary qualification in Finance/Supply Chain Management, Relevant working experience in financial Management/Accounting or supply chain management experience. Knowledge of Finance prescripts (GAAP and GRAP standard) and international standards. Working Knowledge of Government financial systems (BAS, PERSAL, PMIS &LOGIS. Knowledge and understanding of PMFA, treasury regulations, Supply Chain Management frame work. Good communication skills both written and verbal. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.

Duties: The effective implementation of internal compliance impacting on finance and supply chain management. Monitor weather finance and supply chain objectives are consistent with government broader policy. Ensure that the department SCM processes are aligned with those standards that support internal best practice. Implement SCM practice notes, policies and inform about new prescripts of National Treasury. Identify none compliance issues by doing the pre-audit and post audit. Compile report on none compliance for coordination for purposes of financial statements. Review the updating of SCM standard operating procedure manual delegations document and policy for the department. Update the risk register in SCM reporting and regular basis to senior management and National Treasury on the performance of SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legal binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries.

Enquiries: Mr. M.V Mbukushe tel. (013) 753-6399



public works

Department:
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REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Senior Personnel Practitioner: Human Resources Planning and Recruitment

Ref No : 2015/88
Salary : R243, 747.00 per annum
Centre : Nelspruit Regional Office Ref No: 2015/88 A
Head Office 2015/88 B

Requirements: A three year tertiary qualification in Human Resource Management or related fields • Knowledge of standard practices, processes and procedures related to HR recruitment and planning • Practical knowledge of PERSAL • An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, Codes of Remuneration • Computer literacy (MS Word, Excel, PowerPoint) • Basic numeracy • Interpersonal and diplomacy skills • Communication and reporting abilities • Innovative and creative • The ability to work in stressful situations • People oriented, trustworthy, assertive, hardworking and self-motivated • The ability to work in a team.

Duties: Provide administrative support to recruitment and selection processes • Advertise posts, Capturing of applications, advice Line Managers on the HR Recruitment best practices, post filling of the positions Ensure adherence to effective implementation of policies, regulations, and acts with regard to HR recruitment and planning. Process appointments, transfers, promotions, relocations and movements on the PERSAL system. Maintain and provide related statistical information. Management of learners and interns within the unit.

Enquiries: Mr EK Nguyuzza, tel. (013) 753-6319
Ms NP Mudau, Tel. (012) 406 1548

Senior Administrative Officer: Acquisition & Leasing

Ref No : 2015/ 89
Salary : R243,747.00 per annum
Centre : Nelspruit Regional Office

Requirements: A three year tertiary qualification in Property Management/Administration/Finance/Building Environment or Legal field plus appropriate experience in the property field • Sound understanding of property legislation • Knowledge of the Government Procurement Systems • Good financial and negotiation skills • Sound analytical and problem-solving skills • Understanding of the PFMA • Good communication skills, both verbal and written • Understanding of derivative forms of acquisition of property • Good interpersonal skills • Computer skills • Valid driver's license will be an added advantage.

Duties: Procure and administer fixed properties • Determine and analyze acquisition options to meet requirements of the clients • Negotiate and implement the most beneficial and legally acceptable forms of acquisition of property assets • View tendered or identified properties • Keep track of property market trends • Compile management reports • Compile budgets • effectively control expenditure • Manage leases and inspection of properties.

Enquiries: Mr. KM Mothemane, tel. (013) 753-6300



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Administrative Officer: Property Payment

Ref No : 2015/90
Salary : R196, 278.00 per annum
Centre : Nelspruit Regional Office

Requirements: • A three year tertiary qualification in Accounting/Cost and Management Accounting or equivalent qualification in finance• Must be able to resolve problems efficiently and work well in a team• Computer skills, good communication and interpersonal skills• Good written, analytic and financial skills. Valid driver's license.

Duties: Payment of accounts received from municipalities, landlords and service providers in respect of municipal services, rates and taxes for state and leased accommodation• Analyse and verify the correct billing of invoices from municipalities and services providers• Perform reconciliation of accounts payable• Handle queries related to payments of municipal services• Perform any administrative duties related to property payments and assist in preparing monthly management reports.

Enquiries: Ms A Mabela tel. (013) 753-6383

Senior Personnel Practitioner: **Human Resources Development**
Ref No : 2015/91
Salary : R243, 747.00 per annum
Centre : Nelspruit Regional Office

Requirements: • A three year National Diploma in Human Resource Management , Human Resource Development or any relevant equivalent qualification and appropriate experience in training and development practices •Thorough knowledge of the Skills Development Act and data analysis techniques will serve as an added advantage. • Computer literacy (MS Word, Excel, PowerPoint) • Excellent communication and Analytical skills • Interpersonal relations and the ability to perform under pressure • Valid driver's license.

Duties: Develop/compile, implement and evaluate training plans and reports •Compile data on training statistics • Assist in compilation of annual training report, WSP, Training calendar • Serve as contact person for training and development administrative functions • Provide secretarial support to regional training on performance management• Provide proper guidance in terms of bursary administration • Provide support and advice to line functions on administration of Performance Management during performance reviews, appraisals and processing of performance bonuses and rewards •Analyze trends on performance management including data/statistics on gender, race, disability, salary levels, etc.

Enquiries: Mr E.K Nguyuzza, tel. (013) 753-6319



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Senior Administrative Officer: Acquisitions

Ref No : 2015/92
Salary : R 243 747.00 per annum
Centre : Port Elizabeth Regional Office

Requirements: •A three year tertiary qualification in 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: •Acquisition of vacant land and/or land with improvement thereon and fixed property •Negotiate with owners for acquisition of land/fixed property and rights thereof for use by client Departments •Maintain the property Information System for all leased property to ensure timeous rental payments •Prepare and compile reports required by the Head of Section •Advise Key Account Managers and/or clients on issues related to property acquisition •Drafting of agreements, lease contracts and other documents resulting from the negotiations •Liaise with client Departments, building owners and lease administrators to ensure client satisfaction.

Enquiries: Ms S Minne tel. (041) 408 2067

Assistant Administrative Officer, Helpdesk and Complaints

Ref No : 2015/93
Salary : R 158 985 per annum
Centre : Port Elizabeth Regional Office

Requirements: A matric certificate with appropriate experience. A tertiary qualification will be an added advantage. Computer literacy with relevant experience in clerical and administration duties. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Ability to convert data into usable information (Statistics) be analytical. Be able to perform under pressure. A basic understanding of various facets of the built environment and project management skills. Typing will also be an advantage.

Duties: Liaise with internal clients and National client Departments in terms of follow-ups, queries and feedback. Assist with the consolidation of monthly / quarterly reports. Be responsible for the normal office administration e.g. Filing, Memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415's for day to day maintenance services and service contracts Updating and filing of record system for service contracts and day to day maintenance services. Follow up of outstanding cases and attend to queries in order to ensure enquiries are addressed and service delivery being maintained. Updating of information and administration of the day to day maintenance spreadsheet for distribution to internal and external clients. Provide National Call Centre with feedback in terms of the status of the complaints. Attend and arrange meetings with internal and external clients including normal administrative responsibilities .

Enquiries: Ms P. van Rensburg Tel: (082 882 9781)



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Chief Works Manager (Mechanical)

Facilities Management

Ref No : 2015/94
Salary : R 243 747.00 per annum
Centre : Port Elizabeth Regional Office

Requirements: N3 plus a trade certificate or National Diploma in the mechanical field with relevant experience in the technical field. Preference will be given to candidates with a trade test certificate. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Valid driver's license. Willingness to travel and work irregular hours. Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills. An unendorsed wireman's license will be an added advantage

Duties: Assist Control Works Manager with the management of Mechanical projects. Attend to planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

Enquiries: Mr M Ntshona Tel. (041) 408-2307

Chief Works Manager (Building)

Facilities Management

Ref No : 2015/95
Salary : R243 747.00 per annum
Centre : Port Elizabeth Regional Office

Requirements: A three year tertiary qualification in Building, Quantity Surveying, Architecture or Civil Engineering or NTC 3 plus trade test with relevant experience in the technical field. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Building Standards, Valid driver's license. Willingness to travel. Computer literate. Ability to work under pressure. Project management skills. Property and Facilities management skills. Knowledge of procurement processes and systems. Good analytical skills. Good verbal and written communication skills.

Duties: Assist Control Works Manager with the management of building projects. Investigate customer complaints; establish new services required and their associated costs. Compile and prepare scope of work, estimates and technical reports. Prepare scope of works for unplanned maintenance and their associated costs. Verify and certify contractor's invoices. Compile building surveys.

Enquiries: Mr M Ntshona Tel (041) 408 2307



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Chief Works Manager (Electrical)

Facilities Management

Ref No : 2015/96
Salary : R243 747.00 per annum
Center : Port Elizabeth Regional Office

Requirements: N3 plus a trade certificate in the electrical field with relevant experience OR National Diploma in electrical Engineering with relevant experience in the technical field. Preference will be given to candidates with a trade test certificate. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Valid driver's license. Willingness to travel and work irregular hours. Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills. An unendorsed wireman's license will be an added advantage

Duties: Assist Control Works Manage with the management of Electrical projects. Attend to planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

Enquiries: Mr M Ntshona Tel. (041) 408-2307

Senior Administration Officer: Acquisition

Ref No : 2015/97
Salary : R243 747.00 per annum
Centre : Polokwane Regional Office

Requirements: A Three year tertiary qualification in Property Management/Administration/Finance/Built Environment or Legal Field plus appropriate experience in the property field. Good financial and negotiation skills. Sound analytical and problem-solving skills. Understanding of the PFMA. Good communication skills, both verbal and written skills. Understanding of derivatives forms of acquisition of property. Interpersonal skills. Computer skills. Valid Driver's license.

Duties: Procure and administer fixed properties. Determine and analyse acquisition options to meet requirements of the clients. Negotiate and implement the most beneficial and legally acceptable forms of acquisition of property assets. View tendered or identified properties. Keep track of property trends. Compile management reports. Compile budgets. Effectively control expenditure. Manage leases and inspection of properties.

Enquiries: Ms M.B Lekgoathi, Tel (015) 291 -6411

Administration Officer: Acquisitions

Ref No : 2015/98
Salary : R196 278.00 per annum
Centre : Polokwane Regional Office

Requirements: A three year tertiary qualification or equivalent, preferably in Property Management, Administration, Law\ or similar environment, plus appropriate experience in the acquisition of property or rights in fixed property and property administration. Valid driver's license. Computer Literacy. Knowledge and understanding of government procurement processes, Contractual policies and procedures. Understanding of property acquisition and its trends. Understanding of derivative forms of acquisition of property (expropriation, common law and prescriptions,e.t.c). Negotiation skills.

Duties: Procure list of properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Conduct physical verification of leased properties. Attend Client forum meetings and report back to the Head of unit. Draft lease agreement, Submissions and other documentation resulting from negotiations. Advice Client Departments on issues related to property acquisition. Perform administrative related duties within the office.

Enquiries: Ms M.B Lekgoathi, Tel (015) 291 -6411



Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Assistant Administration Officer: Help Desk and Complaints (KAM)

Ref No : 2015/99
Salary : R 158 985 per annum
Centre : Polokwane Regional Office

Requirements: Grade 12 with more than 10 years related experience or National Diploma/Degree in Marketing/ Communications/ Public Management or Built environment with two years related experience serving as an advantage. The following will serve as recommendations: computer literacy; good communication skills; knowledge and understanding of the built environment. Knowledge of call centre operations will be an added advantage. Knowledge of Procurement processes and systems. Good interpersonal Skills. Customer oriented. Understanding of the PFMA and other relevant government policies and regulations.

Duties: Receiving and attending to client departments' complaints and requests via telephone and fax. Advise management on cases of suspense accounts. Serve as a link between the Department and its clients on matters of repairs and maintenance to the allocated properties. Logging all calls complains and requests from client departments on the Help Desk database. Ensure fast and effective delivery of services to client departments on unplanned maintenance. Perform a wide range of office administrative tasks.

Enquiries: Ms. N. Ncapayi (015) 291 6455

Assistant Administrative Officer: Utilization and Contract Administration (X2 Posts)

Ref No : 2015/100
Salary : R 158, 985.00 per annum
Centre : Cape Town Regional Office

Requirements: Grade 12/ Senior Certificate or equivalent plus appropriate experience in property management (building, land/ or administration) will be acceptable. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), Property related Acts and Property laws and local regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.

Duties: updating of the National Fixed Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Develop an understanding of GIAMA and implement the same. Communicate with relevant stakeholders regarding the maintenance of the National Fixed Asset Register. Assist in carry out regular inspections and prepare reports to ensure maximisation of property utilization and for vesting purposes. Identify superfluous State properties and prepare disposals. Assist in securing State properties to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Assist in obtaining information for the preparation and conclusion of lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property related matters. Assist in the carrying out of property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Assist in the administrative duties as requested by the Property Manager.

Enquiries: Ms S Valentine Tel: (021) 402 2157



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Administration Officer: Utilization and Contract Administration (X2 Posts)

Ref No : 2015/101
Salary : R 196, 278.00 per annum
Centre : Cape Town Regional Office

Requirements: A three (3) year tertiary qualification in Property Management and appropriate experience in property management (building, land/ or administration). Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), Property related Acts and Property laws and local regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.

Duties: • updating of the National Fixed Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance to GIAMA. Communicate with relevant stakeholders regarding the maintenance of the National Fixed Asset Register. Carry out regular inspections on State property to ensure maximisation of property utilization and for vesting purposes and prepare Inspection Report. Identify superfluous State properties and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Liaise with tenants and prepare offer to lease documentation for lease applications received. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance to PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property related matters. Carry out all property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Administrate duties as requested by the Property Manager.

Enquiries: Ms A Groenewald Tel: (021) 402 2049

Administrative Officers: Compliance Contract (X 2 Posts)

REF NO : 2015/102
SALARY : R 195 177.00 per annum
CENTRE : Cape Town Regional Office

Requirements: A three year tertiary in Finance/ Supply Chain Management •Financial Management/ Accounting or Supply Chain Management experience •Knowledge of Financial prescripts (GAAP and GRAP standards) and international standards • Working Knowledge of Government Financial systems (BAS, PERSAL, PMIS & LOGIS) • Knowledge of and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework • Good communication skills both written and verbal • Ability to work under pressure and meet deadlines • Willingness to work irregular hours

Duties: The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance • Monitor whether finance and supply chain objectives are consistent with Government's broader policy • Ensure that the Departmental SCM processes are aligned with those standards that support international best practice • Implement SCM practice notes, policies and inform about new prescripts from National Treasury • Identify non-compliance issues by doing the pre- audit • Compile report on Non-compliance for coordination for purposes of Financial statements • Review and updating SCM Standard operating Procedure manual, Delegations document and Policy for the Department • Update the risk register in SCM reporting on regular basis to Senior Management and National Treasury on the performance of SCM • The effective administrative support on contract management • Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties

Enquiries: Ms X Majiya, Tel: (021) 402 2063



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Chief Works Manager: Electrical (X3 Posts) Facilities Management

Ref No : 2015/103
Salary : R243, 747.00 per annum
Centre : Cape Town Regional Office

Requirements: • A 3 year tertiary qualification and appropriate technical experience or N3 Certificate plus a completed Trade Test with three years technical experience in the electrical environment. A valid driver's licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, National Building Regulations, the Environmental Conservation Act and the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

Duties: • Attend to day-to-day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on electrical repairs. Inspect and report on optimum use of electrical equipment and installation. Ensure electrical works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from Contractors. Ensure effective and efficient management of the Electrical Management functions. Prepare and compile reports.

Enquiries: Mr S Olckers Tel: 021 402 2030

Chief Works Manager: Mechanical (X2 Posts) Facilities Management

Ref No : 2015/104
Salary : R 243, 747. 00 per annum
Centre : Cape Town Regional Office

Requirements: • A three year tertiary qualification and appropriate technical experience or N3 Certificate plus a completed Trade Test with three years technical experience in the mechanical environment. A valid driver's licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, National Building Regulations, the Environmental Conservation Act and the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

Duties: • Attend to day-to-day maintenance requests from clients. Investigate customer complaints, new services required, and the associated costs. Prepare specifications/ scopes of work for unplanned maintenance, minor new works and the associated cost. Inspect leased buildings and compile and monitor progress report. Inspect optimum use of facilities and installations. Ensure mechanical works and drawings comply with the OHSA. Prepare submissions to delegated authorities. Preparation of procurement documentation. Verify and certify invoices from Contractors. Ensure effective and efficient management of the Electrical Management functions. Prepare and compile reports.

Enquiries: Mr R Majal Tel: (021) 402 2300



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

Senior Administration Officer: Transport
Ref No : 2015/105
Salary : R 243, 747. 00 per annum
Centre : Cape Town Regional Office

Requirements: An appropriate, recognized three year Tertiary (or equivalent) relevant working relevant experience in a Transport Environment. Knowledge and understanding of Government Transport policies, PFMA, Treasury Regulations and other related prescripts. Knowledge of Government. Transport procedures. Supervisory and organizing skills. Good planning and organizational skill, verbal and written communication, problem-solving skill. Computer literacy. Accurate and confident with the ability to work under pressure and work in a team independently. Valid code 8 driver's license.

Duties: Day-to-day management and maintenance of Fleet. Verify monthly kilometers travelled before approval for payments. Authorize trip itineraries. Certify the processing of monthly related payments. Verify and process Subsistence and Transport claims. Ensure safe parking of fleet. Maintain records of driver's licenses, trip authorization files, etc. ensure servicing of vehicles. Redirect traffic fines. Prevent misuse of Fleet. Inspection of subsidized vehicle and processing of new applications. Ensure compliance with the transport policies, procedures and processes. Manage and supervise staff.

Enquiries: Ms B Mnqweno, Tel: 021 402 2051

NOTE: The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively 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

THESE ADVERTISEMENTS ARE MEANT FOR DPW EMPLOYEES ONLY.

Applications: HEAD OFFICE: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or hand-deliver at the Central Government Building, corner Madiba (Vermeulen) and Bosman Streets, Pretoria. Attention: Ms N.P. Mudau

Applications : Polokwane Regional Office: The Regional Manager, Department of public works; Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane, 0699. Attention: Mr NJ KHOTSA

Applications: Port Elizabeth Regional Office: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Attention: Ms F. Clark.

Application: Cape Town Regional Office: The Regional Manager, Department of Public Works Private Bag X9027, Cape Town, 8000. Attention: Ms E. Booysen or Ms N. Mtsulwana.

Application: Nelspruit Regional Office: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit 1200, for attention: Mr E Nguyuza

Closing Date 18 September 2015

People with disability are encouraged to apply



public works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

