

## **Senior Personnel Practitioner: Human Resources Development**

**Ref No** : 2015/117  
**Salary** : R243, 747.00 per annum  
**Centre** : **Kimberly Regional Office 2015/117 A**  
**Mthatha Regional Office 2015/117 B**

**Requirements:** • A three (3) year tertiary qualification in Human Resource Management , Human Resource Development or any relevant 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:** Ms. L Motlhala, tel. (053) 838 5244  
 Mr. S Siyengo, tel. (047) 502 7000

## **Senior Personnel Practitioner: Human Resources Administration (X 2 posts)**

**Ref No** : 2015/118  
**Salary** : R 243,747 per annum  
**Centre** : **Kimberly Regional Office Ref No 2015/118 A**  
**Mthatha Regional Office Ref No 2015/118 B**

**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 organizing 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. L Motlhala, tel. (053) 838 5244  
 Mr. S Siyengo, tel. (047) 502 7000



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**Senior Personnel Practitioner: Labour Relations**

Ref. No. : 2015/119  
Salary : R 243,747.00 per annum  
Centre : Durban Regional Office

**Requirements:** A three (3) years tertiary qualification in Human Resource Management/Labour law/Labour relations or relevant qualification; relevant experience in Human Resources. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations; collective bargaining structures and processes; structure and functioning of the Department; Employment Equity Plan of the Department; Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Skills: Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer literacy; financial administration; change/diversity management; objectivity; analytical thinking; problem solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills; communication and report writing abilities. Personal Attributes: Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently; a Valid Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements.

**Duties:** Implement and maintain policies, procedures related to labour relations; provide advice regarding labour issues in the workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness and status of operational labour relations. Administer and support disciplinary matters; assess and recommend whether conduct warrants formal investigations. Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve grievances; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest; represent the Department in various bargaining structures as appointment by the Regional Manager. Advise management and staff on issues related to labour relations; liaise and interact with related internal and external stakeholders; ensure compliance of HR policies and practices with labour law and collective agreements; conduct training and awareness on employee/labour relations; promote sound labour relations, equity and diversity.

**Enquiries:** Mr. RM Joseph, Tel (031) 3147095



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**Senior Personnel Practitioner: Human Resources Planning and Recruitment**

**Ref No:** 2015/120

**Salary :** R243, 747.00 per annum

**Centre:** Kimberly Regional Office

**Requirements:** A three (3) 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:** Ms. L Motlhala, tel. (053) 838 5244

**Senior Administrative Officer: Property Payments & Revenue**

**Ref No. :** 2015/121

**Salary :** R243 747.00 per annum

**Centre :** Kimberley Regional Office

**Requirements:** A three (3) year tertiary qualification in Accounting, or Cost and Management Accounting or equivalent qualifications. Relevant experience in debtor's or creditor's management. Knowledge of PFMA and Treasury Regulations. Must be able to do problem solving efficiently and work well in a team. Must be computer literate (Excel spread sheet in particular) and have exposure in accounting packages, such as Pastel Accounting. Communication at all levels will also be advantageous. Pro-active, innovative and be able to work under pressure. A valid driver's license.

**Duties:** Be able to manage and co-ordinate staff complement. Ensure that staff members are properly trained in their tasks. Supervise junior staff performance and appraisals. Keep team motivated and productive. Perform creditor's reconciliations. Evaluate and review creditor's reconciliations. Evaluate and review payments. Approve invoice charges. Investigate any variance, irregularities and non-compliance with internal controls. Identify and develop new and more effective methods of work. Assist in preparing monthly management reports.

**Enquiries :** Mr M Machi Tel: (053) 838 5222



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## **Senior Admin Officer: Leasing: Property Management**

**Ref No. :** 2015/122  
**Salary :** R243, 747.00 per annum  
**Centre :** Kimberly Regional Office

**Requirements:** A three years (3) tertiary qualification in Property Management or Real Estate or Law or Commerce or Property Valuation or any of the related property fields with relevant experience in Fixed Property Management i.e. property acquisition, leasing, contract administration and property rights. Knowledge, understanding and a hands-on working experience with Government's Legislated Acts i.e. Procurement, Supply Chain Management, G.I.A.M.A, PFMA and other National Treasury Regulations. A clear understanding of the Department of Public Works procurement policy, BEE strategy on Property, legislations and directives for Acquisitions. The ability to conduct property market research and analysis including a clear understanding of the property market and the latest property trends. A valid driver's license. High degree of computer skills. Good verbal and written communication skills. Strong negotiation skills. Good interpersonal skills. Good analytical, planning, organizing and financial skills. Must be multi skilled and able to work in a team or independently. Ability to work under pressure and willingness to travel are required for the post.

**Duties:** Procure fixed property or property rights in fixed property. Determine and analyze acquisition options to meet the requirements of the clients. Negotiate and implement the most beneficial and legally acceptable form of property acquisition in line with requirements of the PFMA, Treasury Regulations, Supply Chain Management and other prescripts and policies of the Department. View tendered or identified properties to be leased. Prepare submissions for consideration by the National/ Special National/ Regional/ Sub Bid Adjudication Committee. Manage the lease portfolio cost effectively. Updating the Property Management Information System (PMIS) to reflect all relevant property-related information and all property changes. Conduct property inspections to ensure optimal utilization and ensure compliance of leased buildings to Occupational Health and Safety legislation and municipal by laws. Keep track of developments with regard to property trends to ensure value for money of leased properties. Prepare monthly portfolio reports for management.

**Enquiries :** Ms J. van der Merwe (053) 838 5281

## **Senior Administration Clerk: Property Payments: Property Management**

**Ref No:** 2015/123  
**Salary :** R132, 399.00 per annum  
**Centre:** Kimberley Regional office

**Requirements:** A senior certificate or equivalent qualification with Accounting as a passed subject. A relevant working experience in the property industry or financial or book-keeping environment is required. (A National Diploma/Degree will be an added advantage). Understanding of PFMA and other property legislation will be an added advantage. Sound numeric skills are required. The candidate must have excellent verbal and written communication skills and good interpersonal skills. The candidate must be computer literate.

**Duties:** Payment of accounts received from service providers such as municipalities and landlords in respect of rates, municipal services and accommodation leased by the Department. Resolve enquiries from service providers and clients. Follow up balances on relevant accounts. Compile reports to supervisor.

**Enquiries :** Mr. S Maruatona Tel. (053) 838 5207



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

## **Senior Accounting Clerk: Cashier**

**Ref No** : 2015/124  
**Salary** : R132, 399.00 per annum  
**Centre** : Kimberley Regional Office

**Requirements:** A Senior Certificate with mathematics or accounting as passed subject. A National Diploma in any of Accounting fields will serve as an added advantage. Relevant experience in a financial environment will be an added advantage. Computer literate (MS Excel and Word). Good verbal and written communication skills, attention to detail. Knowledge of the Basic Accounting System (BAS), PFMA and Treasury Regulations.

**Duties:** The successful candidate will be responsible for the following: Receiving, banking and controlling all state money received. Handle petty cash requests as well as the replenishment thereof. Safekeeping of financial documents. The official will also support the debtors' management unit within the office with specific reference to rental and staff debtors.

**Enquiries** : Mr O Motlhabane, Tel: 053 838 5227

## **Information Technology (IT): Technician**

**Ref No.** : 2015/125  
**Salary** : R243, 747.00 per annum  
**Centre** : Kimberley Regional Office

**Requirements:** A three (3) year tertiary qualification in Computer Science or an equivalent qualification, with appropriate experience in a network environment. Strong communication and report writing skills. Good understanding of MS Windows 2003/XP as well as the MS Office suite. Understanding of Linux and Open Office will serve as an added advantage. Be able to function autonomously. Self-driven. A valid driver's license.

**Duties:** The successful candidate will be responsible to: Perform back-ups. Monitor wide and local area networks. Detect and repair faults on LAN/WAN, PC's Peripherals, network points and software. Assist with the planning, design and implementation of LAN/WAN infrastructure. Provide and maintain printing from Transversal systems (eg. LOGIS, PERSAL, BAS, WCS and PMIS) Provide advanced desktop support. Manage and maintain a virus free network. Liaise with users on requests / faults. Create / maintain inventory list of all desktop and network related equipment. Investigate new trends in IT. Investigate user training needs regarding applications and systems. Liaise with suppliers. Install and support software / applications. Manage IT Assets in the office.

**Enquiries** : Ms M Matthysen (053) 838 5245

## **Senior Administrative Officer: System Admin, Logistics**

**Ref No.** : 2015/126  
**Salary** : R243, 747.00 per annum  
**Centre** : Mmabatho Regional Office

**Requirements:** A three (3) year tertiary qualifications or equivalent qualification, relevant experience in LOGIS with process and procurement procedures • Knowledge of LOGIS, PPPFA, SCM Policy, PFMA and Treasury Regulations • Computer Skills and Financial reconciliation skills.

**Duties:** Serve as System Controller, Reset Chief User Clerks on Logis system, Pre- authorise payments• Verify requests captured on LOGIS with regards to goods and services, Verify and process S& T claims for employees, Print out and reconcile Logis reports, Handle and update Logis Data base • Ensure that all procurements is in accordance with regards to orders, transit and the issuing of stock. • Complete procurement advice for goods and services to be procured • Appoint suppliers according to PPPFA. Submit monthly and quarterly reports, Serve as Scribe and advice of Regional Sub Bid Adjudication Committee, Compile and submit PMDS for the unit, Gather information to resolve audit queries

**Enquiries:** Ms. Mathodi Matlholwa (018) 386 5254



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**Senior Administrative Officer: Transport**

**Ref No.** : 2015/127  
**Salary** : R 243,747.00 per annum  
**Centre** : Mmabatho Regional Office

**Requirements:** A three (3) year tertiary qualification with relevant experience in Transport Management • Knowledge of Government's transport policies, PFMA, SCM Policy and Treasury Regulations • Computer Literacy • Good interpersonal and communication skills • A valid Driver's Licence.

**Duties:** Manage Fleet contracts and subsidized cars • Provide and maintain departmental pool cars for official purpose • Average petrol cards and maintenance • Process log sheets for all departmental pool and subsidized cars • Verify Kilometres travelled and prepare monthly reconciliation reports • Prepare monthly payments • Submit inputs for quarterly and monthly reports • Gather information to resolve audit queries • Compile and submit accident reports. Compile payment schedule and process payments of invoices, Serve as Scribe for Loss Control Committee, Compile and submit PMDS for the unit

**Enquiries:** Ms Matlhodi Matlholwa (018) 386 5254

**Administration Officer: Compliance Contract**

**Ref No** : 2015/128  
**Salary** : R196, 278.00 per annum  
**Centre** : Mmabatho Regional Office

**Requirements:** A three (3) year tertiary qualification in Finance/Supply Chain Management • Relevant working experience in 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 Department 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 and post audit • Compile reports on non-compliance for coordination for purposes of financial statements • Review and updating SCM Standard operating Procedure manual, delegating documents 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 • Ensuring the administration of the signing of contracts and agreements • Verify by scrutinizing the contract documents for compliance • Handle contract related enquiries.

**Enquiries:** Ms M Matlholwa (018) 386 5254



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

## **Admin Officer: Supply Chain Management (X 2 Posts)**

**Ref No.** : 2015/129  
**Centre** : Durban Regional Office  
**Salary** : R196, 278.00 per annum

**Requirements:** A three (3) year tertiary qualification with relevant experience in Procurement /Supply Chain Management. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management , Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, Good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. Relevant research skills. Organizational management. Knowledge and application of relevant procurement legislation \ policies.

**Duties:** Compile reports , conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance) , Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

**Enquiries** : Ms ZA Ngwane, Tel (031) 3147253  
Ms CN Mthethwa, Tel (031) 3147151

## **Admin Officer: Transport (X2 Posts)**

**Salary** : R196, 278.00 per annum  
**Centre** : Durban Regional Office Ref No 2015/130A  
Kimberly Regional Office Ref No 2015/130B

**Requirements:** A three (3) year tertiary qualification or equivalent. Relevant working 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. A valid 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** : Mr. D Mankonkwana, Tel (031) 314 7041  
Ms M Matthysen Tel (053) 838 5245



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

## **Chief Works Manager: Mechanical**

**Ref No. :** 2015/131  
**Salary :** R 243, 747.00 per annum  
**Centre :** Durban Regional Office

**Requirements:** A three (3) year tertiary qualification or equivalent qualification in the built environment disciplines, with relevant working experience in the technical field. .i.e. Mechanical or N3 plus trade test and relevant experience in the technical field .i.e. Mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's licence, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system.

**Duties:** Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programmes and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

**Enquiries:** Mr P Singh, Tel (031) 3147157

## **State Accountant: Financial Accounting & Budget**

**Ref No. :** 2015/132  
**Centre :** Durban Regional Office  
**Salary :** R196, 278 per annum

**Requirements:** A three (3) year tertiary qualification in Accounting or Auditing or Financial Management, and related work experience. Knowledge and experience of government systems, BAS, Persal any other accounting systems. Knowledge of WCS & PMIS will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF. Knowledge & experience in budgeting will be an added advantage. Knowledge and experience in auditing will be an added advantage.

**Duties:** Control, manage and execute timely payment of all invoices \ statements in compliance to PFMA & National Treasury Regulations. Safekeeping of all accounting documents \ files \ reports. Prepare monthly reconciliation of Business Systems (PMIS\BAS; Persal\BAS; WCS\BAS; Logis\BAS). Render support and assist in controlling and maintaining Suspense Accounts on a monthly basis. Prepare and analyse reports. Budget preparation and support. Manage expenditure, debt and revenue.

**Enquiries :** Mr. N Gengiah, Tel (031) 3147014  
Ms. BV Ngubane, Tel (031) 3147063



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**Senior Admin Officer: Tender Administration (X 2 Posts)**

**Ref No.** : 2015/133  
**Salary** : R 243, 747.00 per annum  
**Centre** : Durban Regional Office

**Requirements:** A three (3) year tertiary qualification with relevant experience in Procurement /Supply Chain Management. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management , Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, Good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. People management. Relevant research skills. Organizational management. Performance management. Knowledge and application of relevant procurement legislation \ policies.

**Duties:** Compile reports , conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance) , Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Supervise and Manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

**Enquiries** : Ms ZA Ngwane, Tel (031) 3147253

**Senior Admin Clerk: Leasehold**

**Ref No** : 2015/134  
**Salary** : R132 399.00 per annum  
**Centre** : Kimberley Regional Office

**Requirements:** A Senior Certificate with appropriate experience in the property management environment or legal field. Knowledge and understanding of government procurement procedures and regulations; an understanding of the PFMA and PPPFA/SCM; Understanding of the property market and analysis of property trends; Good verbal, written and interpersonal skills. The candidate must be computer literate. A valid driver's license is required.

**Duties:** Compile submissions regarding acquisitions and leasing of immovable assets. Respond to enquiries from clients, landlords and service providers. Update the Property Information System for all leased properties to ensure accuracy of leasing data. Assist with preparation and compiling of reports required by Head of Section. Liaise with Client Departments and Landlords and other role players to ensure client satisfaction. Keep track of property market and its trends.

**Enquiries:** Ms J van der Merwe Tel: 053-838 5281



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

## **Chief Works Manager: Electrical**

**Ref : 2015/135**  
**Salary : 243 747.00 per annum**  
**Centre : Kimberley Regional Office**

**Requirements:** An appropriate Bachelor's Degree or equivalent in an Electrical field coupled with relevant experience in technical field or appropriate N3 plus Trade and relevant technical experience. Must have experience in Generator systems, UPS Systems, UPS systems, Switch gears, transformers, Substations and Minibus etc. able to apply knowledge of the PFMA, OHSA, SCM, PPFA, National Building regulations and Building Standards, ECA and ECSA. A valid drivers licence and willingness to travel. Computer Literacy. Ability to work under pressure. Good verbal and written communication skills. Project management and contract management would be an added advantage.

**Duties:** Assist control works Manager with the management of electrical engineering maintenance and construction projects. Attend to planned and unplanned maintenance request from clients. Prepares maintenance plans for generators sets, switch gears, UPS systems, transformers, substation, mini- bus, electrical fences and other electrical related work. Compile scope of work, prepare estimates and technical reports, inspect and report on leased buildings, optimum use of electrical resources and installation. Inspect electricity meter readings. Ensure that state buildings and leased buildings do have Certificates of Compliance (COC). Ensure that properties, building and machinery comply with the OHSA and building Regulations. Prepare a submission of progress reports and verify invoices.

**Enquiries:** Ms M Machi Tel: (053) 838 5222

## **Senior Accounting Clerk: Batch Control**

**Ref No : 2015/136**  
**Salary : R132 399.00**  
**Centre : Kimberley Regional Office**

**Requirements:** A Senior Certificate with Accounting and Mathematics as passed subjects. Experience and knowledge of filing and retrieving of documents (batch Control) as well as administrative experience will be an added advantage. Computer literacy, especially on Microsoft Word, Excel, and Outlook. Good verbal and written communication skills. Good interpersonal skills, attention to detail.

**Duties:** Maintain filing system. File and retrieve documents. Verify all processed documents before filing. Keep records of all requested documents and make follow up if not returned as agreed. Perform other duties as delegated by supervisor. Attend to enquiries regarding documents handling.

**Enquiries :** Mr. O Motlhabane 053 838 5227



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

## **Senior Admin Clerk: Logis: Provisioning**

**Ref No.:** 2015/137  
**Salary :** R132 399.00 per annum  
**Centre:** Kimberley Regional Office

**Requirements:** A Senior Certificate or equivalent qualification. Relevant administration experience. Good communication skills (written and verbal). Basic knowledge of LOGIS. Good planning and Organising skills. Ability to work independently and under pressure is essential. Computer literate (MS Office Packages). Knowledge of SCM, PFMA and PPPFA.

**Duties:** Capture requests for goods and services on LOGIS. Place orders with suppliers. Update Supplier register. Maintain supplier database. Capture BAS and LOGIS payments. Perform monthly reconciliation of payments. Prepare monthly Accruals and Commitments reports. Make follow ups of outstanding invoices. Address general enquiries on LOGIS.

**Enquiries :** Mr. V Masinge, Tel (053) 838 5320

## **Receptionists: Internal Communications & Mobilisation (X2 posts)**

**Ref No:** 2015/138  
**Centre:** Head Office  
**Salary:** R132, 399.00 per annum

**Requirements:** A Senior Certificate or equivalent qualification with appropriate relevant working experience in the reception environment. A qualification in customer service will be an added advantage. Knowledge of Batho Pele principles, Knowledge of Information Act (PAIA). Competencies needed: Planning and organising skills. Communication (verbal and written) skills. Problem solving skills, Analytical skills, liaison skills. Computer literacy skills. Telephone etiquette. Good leadership skills. Interpersonal skills. Attributes: Accurate, Confident, Ability to work under pressure, ability to work in a team and independently.

**Duties:** •Receive and connect visitors with relevant units as per their requests •Register visitors in the visitor's book • Keeping a logbook of each day's visitors Handle queries from visitors and assist with relevant information •Transfer or convey messages to internal officials through emails or telephone •Alert management on issues related to reception management •Advise the clients on relevant matters based on their requests• Ensure maintenance of accurate list of directorates sitting within the building • Provide a report on frequent queries and communicate written information as per management request •Ensure a clean reception area• Ensure highest level of prompt and friendly client service in accordance with NDPW policy and service levels.

**Enquiries:** Mr R Ngcobo Tel: (012) 406 1832



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**Assistant Administration Officer: Movable Asset Management**

**Ref No:** 2015/139  
**Salary:** R158 094.00 per annum  
**Centre:** Cape Town Regional Office

**Requirements:** A Senior Certificate or equivalent with experience in Supply chain management and movable asset management. Extensive experience in assets reconciliation. The ability to work under pressure. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Computer literacy (Ms Excel). Strong analytical, administration as well interpersonal skills. Sound financial accounting and budgeting skills. The ability to manage external stakeholders. Proven knowledge of Logis and Bas systems (Asset Management Functions). A valid drivers' license.

**Duties:** Manage the lifecycle of movable assets. Reconcile Logis and Bas systems. Ensure all assets are correctly classified. Manage asset/stock takes, asset identification, bar-coding and standardization of asset naming/description. Manage stock discrepancies and disposal process. Ensure optimal utilization of assets. Prepare relevant reports for Management and Auditors. Coordinate audit queries.

**Enquiries** : Mr M Howick, Tel: (021)402 2151

**Administrative Officer: Logis: Provisioning**

**Ref No** : 2015/140  
**Salary** : R 196 278.00 per annum  
**Centre** : Head Office

**Requirements:** A three (3) year tertiary qualification with relevant experience in Financial Management / Purchasing Management or Administration. **Competencies:** Computer skills including Excel, Multi-skilled in the Provisioning Administration environment and operational understanding of LOGIS and relevant certificates.

**Duties :** The successful candidate will be required to provide the following services: Processing of all transactions on LOGIS in the following areas: Compilation of commitment reports for financial year inputs; compile Accrual report for financial year inputs, Draft correspondence regarding queries. Monthly reconciliation of BAS and LOGIS. 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



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

## **Telecom Operator: Logistics**

**Ref No** : 2015/141

**Salary** : R 110,739.00 per annum

**Centre** : Head Office

**Requirements:** A Senior Certificate or equivalent with relevant telecommunications experience. **Knowledge:** General administrative procedures; knowledge of telephone systems; electronic media. **Skills:** Language proficiency; clear and well-articulated voice; effective verbal communication; client centred service delivery; computer literacy; numeracy; interpersonal relations. **Personal Attributes:** Hard working; tact and diplomacy; patience; ability to communicate at all levels; ability to operate under pressure. Willing to adapt work schedule in accordance with office requirements

**Duties:** Operate the switchboard. Handle incoming and outgoing calls. Respond to all internal and external telephone calls. Direct/connect telephone calls as required. Update the switchboard system. Attend to faulty barring lines on the system. Assist in swapping of extensions. Create profile for new users and configuration of the phone. Updating of PABX system. i.e. adding or deleting of users. Set up of call conference. Call grouping-able to pick up call from other extensions. Provide telecommunications related services as requested by seniors. Co-ordinate the installation/transfer of telephone points and extension allocations; Record changes to extensions; maintain the internal telephone directory. Print and distribute telephone accounts. Barring and unbarring of telephones lines. Reconciliation of telephone accounts .Conduct spot checks on all received telephone accounts. Allocate and process telephone accounts payments. Certify suppliers' invoices and forward for payment. Arrange repairs to telecommunications equipment. Attend to all requests for new fax/faulty line and maintain an updated register of fax line/faulty lines. Report Switchboard and TMS faults to Information Services.

**Enquiries:** Ms T Makama Tel: (012) 406 1490

**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

**THESE ADVERTISEMENTS ARE MEANT FOR DPW EMPLOYEES ONLY.**



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

- **APPLICATIONS:** The Director General, Department of Public Works Private Bag x65 Pretoria,0001, Head Office : **ATTENTION: Ms NP Mudau**
- Applications, The Regional Manager, Department of Public Works Private Bag x 9027, Cape Town, 8000 / Hand delivery: Customs Building, Heerengracht Foreshore, Cape Town
- **APPLICATIONS:** The Regional Manager, Department of Public Works Private Bag X5002, Kimberley, 8301: **ATTENTION: Ms L Motihala**
- **APPLICATIONS:** The Regional Manager, Department of Public Works , Private Bag X54315, Durban, 4000 **ATTENTION: Mr. BE Mbatha**
- **APPLICATIONS:** The Regional Manager, Department of Public Works, Private BagX5007, Umtata, 5099 , **ATTENTION : Ms N Tyusha**

## **ERRATUM**

Internal positions advertised on the 31 August 2015

1. Senior Admin Officer: Transport Ref No: 2015/92, Requirements should be as follows: **An appropriate recognized three year Tertiary qualification with appropriate working experience in a transport environment.**
2. Chief Works Manager: Building (Port Elizabeth) Ref No: 2015/94, Requirements **should be as follows N3 plus trade test qualification and not NTC3 as indicated before.**

Applications for Mmabatho should be forwarded to the following address:  
**MMABATHO REGIONAL OFFICE:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. Attention: **Mr T. Oagile**

**People with disabilities are encouraged to apply**

**Closing date 25 September 2015**



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