

DEPARTMENT OF PUBLIC WORKS

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



<u>CLOSING DATE</u>	:	03 June 2016
<u>NOTE</u>	:	An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply

OTHER POSTS

<u>POST 19/66</u>	:	<u>SENIOR ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT (RECONCILIATION) REF NO: 2016/ 12</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification with appropriate experience in Supply Chain Management and Movable Asset Management. Extensive experience in Assets reconciliation. Ability to work under pressure. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Computer Literacy (MS Excel), strong analytical, administration and organizational skills. Good verbal and written communication as well interpersonal skills. A sound financial accounting and budgeting skills. Ability to manage external stakeholders. Proven knowledge of LOGIS and BAS systems (Asset Management Functions). Code 8 driver's license will be an added advantage.
<u>DUTIES</u>	:	Manage the life cycle of Movable Assets. Reconciliation between LOGIS and BAS systems. Consolidation and compilation of both head Office and all Regional Offices recons. Consolidation and verification of both Head Office and Regional Offices input to the Departmental Financial Statement. Manage the Departmental Movable Asset Register. Ensure all assets are correctly classified. Manage assets audits/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. Co-ordination of audit queries. Attend to relevant human resource issues. Give guidance and support to all Regional Offices.
<u>ENQUIRIES</u>	:	Mr T Mamabolo, 012 406 2120
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, CNR Vermeulen and Bosman Street, Pretoria
<u>FOR ATTENTION</u>	:	Ms NP Mudau, 012 406 1548
<u>POST 19/67</u>	:	<u>SENIOR ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT REF NO: 2016/13</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification with relevant experience in Supply Chain Management and Movable Asset Management. Knowledge of Public Finance Management Act (PFMA), Treasury Regulations, Computer Literacy (MS Excel), strong analytical, administration and organizational skills. Good verbal and written communication as well interpersonal skills. A sound financial management and budgeting skills. Ability to work under pressure. Ability to manage external stakeholders. Knowledge of LOGIS (Asset Management Functions). Code 8 driver's license.

<u>DUTIES</u>	:	Manage the life cycle of Movable Assets. Manage the Departmental Movable Asset Register. Develop and implement processes for efficient management of Movable Assets. Ensure spot checks and assets verification are conducted. Receipt, verification and bar-coding of new assets. Manage stock discrepancies and Disposal process. Compilation of asset management plans. Ensure optimal utilization of assets. Prepare relevant reports for Management and Auditors. Attend to relevant human resource issues. Give guidance and support to all Regional Offices and Prestige environment. Co-ordination of audit queries
<u>ENQUIRIES</u>	:	Mr T Mamabolo, 012 406 2120
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, CNR Vermeulen and Bosman Street, Pretoria
<u>FOR ATTENTION</u>	:	Ms NP Mudau, 012 406 1548
<u>POST 19/68</u>	:	<u>CHIEF WORKS MANAGER: BUILDING WORKS MANAGEMENT REF NO: 2016/14</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in any of the built environment disciplines (Quantity Surveying; Building or related) accompanied a proven extensive technical experiences. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Knowledge and understanding of the Occupational Health and Safety Act as well as Building Regulations. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with professional body will serve as an advantage.
<u>DUTIES</u>	:	Manage minor projects; unplanned maintenance; building condition surveys; asset register with reference to (Building). Responsible for site inspections and reports on leased buildings. Assist in site handovers; first and final deliveries including the close out reports. Facilitate negotiations with contractors. Responsible for compiling the scopes of work and preparing specifications, estimates and quotations. Ensure all work executed complies with PW 371 standard and specification, National Building Regulations and OHSA. Compile technical and monthly reports.
<u>ENQUIRIES</u>	:	Mr C Mocoancoeng Tel: (051) 408 7353
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/69</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: ACQUISITIONS REF NO: 2016/15</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification preferably in property related environment or legal field. Appropriate experience in leasing, property administration, strong legal experience, acquisition of property rights. Knowledge and understanding of government procurement procedures and regulations. Understanding and knowledge of the PFMA and PPPFA/ SCM. Understanding of property market and its trends. Good verbal, written interpersonal skills. Computer literate. Valid Driver's license.
<u>DUTIES</u>	:	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 clients Departments. Maintain the property Information System for all leased property to ensure timeous rental payments. Prepare and compile reports required by Head of Section. Advise Key Accounts Managers and/or clients on issues related to property acquisition. Drafting of agreement lease contracts and other documents resulting from the negotiations. Liaise with Clients Departments and Building owners and lease administrator to ensure clients satisfaction.
<u>ENQUIRIES</u>	:	Ms F Litheko, Tel: 051 408 7351
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus

<u>POST 19/70</u>	:	<u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2016/16</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in the Electrical Engineering discipline accompanied by appropriate relevant extensive technical experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.
<u>DUTIES</u>	:	Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.
<u>ENQUIRIES</u>	:	Mr T Mohapi, Tel: (051) 408 7354
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/71</u>	:	<u>CHIEF HORTICULTURIST REF NO: 2016/17</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in horticulture or equivalent qualification with extensive experience in horticulture, Valid driver's licence, Computer literate, Knowledge of and understanding the PFMA, PPPFA and SCM will be an added advantage, Knowledge of contract management, Strong verbal and written communication skills, Willingness to travel and able to perform regular site inspections, Ability to manage people and knowledge of the performance management system.
<u>DUTIES</u>	:	Manage and control horticultural services, including garden maintenance services in the horticulture unit's responsibility area at terrains in Bloemfontein and the Free State region, Supervise all the gardeners in the unit and their performance according to the performance management system, contract management, including site supervision of contractors; assuring compliance with the contract specifications, general office administration, Nursery management, including plant propagation and movable asset management, Administer tendering processes and acquisition of material for the unit according to the PPPFA, Treasury Regulations and Departmental SCM procedures.
<u>ENQUIRIES</u>	:	Mrs E. Coetzee, Tel: (051) 408-7347
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/72</u>	:	<u>CHIEF WORKS MANAGER: MECHANICAL REF NO: 2016/18</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	An appropriate three year tertiary qualification or equivalent Qualification in the built environment disciplines, or N3 plus trade test. Minimum 2-5 years' 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 license, 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.
<u>DUTIES</u>	:	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 programs 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
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000
FOR ATTENTION : Mr BE Mbatha

POST 19/73 : **SENIOR STATE ACCOUNTANT REF NO: 2016/19**

SALARY : R262 272 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Accounting, Financial Management or equivalent qualification in Accounting or Economics, coupled with extensive relevant experience in public financial management. Extensive knowledge of relevant legislation, regulations, guidelines and policies is expected. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility is required for this post. Extensive experience in (BAS, WCS, PERSAL, LOGIS etc.) is a requirement for the post.

DUTIES : Reporting to the Assistant Director the incumbent of this position will take responsibility for: Monitor and Control of the adherence to sound accounting and NDPW practices, prescribed policies and regulations in all transactions. Monitor and control all payments on the transversal systems. Ensure correct allocation of expenditure. The incumbent will be responsible for inputs to the preparation of the financial statements. Ensure implementation of internal controls and financial policies and procedures. Ensure implementation of audit recommendations. Monitor and control general ledger reconciliation processes of all the financial systems as well as the effective management of asset and liability accounts. The incumbent will be responsible for supervision and daily operational functions.

ENQUIRIES : Mr N Gengiah TEL (031) 314 7014 or Ms BV Ngubane Tel (031) 314 7063
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000

FOR ATTENTION : Mr BE Mbatha

POST 19/74 : **CHIEF WORKS MANAGER ELECTRICAL REF NO: 2016/20**
 Technical Maintenance

SALARY : R262 272 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification in Electrical and relevant technical experience or N6 plus successfully completed trade test and 1 year technical experience in built environment. Valid driver's license. Computer literacy. Knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conversation Act as well as the Government Procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Ability to work under pressure.

DUTIES : Assist controls Works Manager with the management of electrical maintenance services. Attend to planned and unplanned maintenance request from clients. Inspect leased building, optimum use of electrical equipment's and installation. Inspect electrical meter readings and the effective usage of electricity. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certification and of invoices. Prepare and compile submissions and progress report on a monthly basis.

ENQUIRIES : Mr L. Ramasunzi Tel (012) 310 5169
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
FOR ATTENTION : Ms K. Tihapane/ Ms MC. Lekganyane

<u>POST 19/75</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: TENDER ADMINISTRATION REF NO: 2016/21</u>
		Horticultural Services
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three tertiary qualification 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). People management. Relevant research skills. Organizational management. Performance management. knowledge and application of relevant procurement legislation/ policies.
<u>DUTIES</u>	:	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). Ensure adherence to prescripts in all submissions to Supply Chain Management Committee. 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.
<u>ENQUIRIES</u>	:	Mr H. Stroebe, Tel 012 310 5181
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K. Tihapane/ Ms MC. Lekganyane
<u>POST 19/76</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: LABOUR REF NO: 2016/22 RELATIONS</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr O Mogale, Tel: (018) 386 5273

<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or hand delivered to 180 Dr Albert Luthuli road & Maisantwa Street, Unit 3 Mmabatho.
<u>FOR ATTENTION</u>	:	Mr T Oagile
<u>POST 19/77</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES DEVELOPMENT Ref No: 2016/23</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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, Analyse trends on performance management including data/statistics on gender, race, disability, salary levels, etc.
<u>ENQUIRIES</u>	:	Mr T Oagile, Tel: 018 386 5217
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or hand delivered to 180 Dr Albert Luthuli road & Maisantwa Street, Unit 3 Mmabatho.
<u>FOR ATTENTION</u>	:	Mr T Oagile
<u>POST 19/78</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: LEGAL CONTRACTS REF NO: 2016/24</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Public Administration or equivalent qualification in the built environment, Appropriate experience in Administration/ Contract Administration, Knowledge and understanding of Government procurement systems and processes, Works Control System (WCS) and the PFMA, Knowledge of the Framework for Supply Chain Management, Knowledge of the prescripts of the GCC 2004 (Engineering and Construction Works) and JBCC Contracts (Principal Building Agreement) edition 4.1 (Engineering and Construction Works), Communication skills, Maintenance of confidentiality of information, Language proficiency, Numeracy, Computer literacy, Relationship Management, Interpersonal skills, Motivational skills.
<u>DUTIES</u>	:	Provide effective and efficient assistance in the administration of legally binding documents of the department, Receive bid documents for acceptance of bids, Scrutinise documents for correctness and completeness to compile letters of acceptance for signatures and update WSC accordingly, Receive and record guarantees after verification for safekeeping, Receive and record signed contract documents for safekeeping, Compile letters and memorandums for release of guarantees, Capture financial details of contractors on WCS for the Department and update contract related information for Head Office on WCS, Handle contract related enquiries.
<u>ENQUIRIES</u>	:	Mr O Mogale, Tel: (018) 386 5273
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, P/Bag X 120, Mmabatho, 2735 or hand delivered to 180 Dr Albert Luthuli road & Maisantwa Street, Unit 3 Mmabatho.
<u>FOR ATTENTION</u>	:	Mr T Oagile
<u>POST 19/79</u>	:	<u>SENIOR STATE ACCOUNTANT REF NO: 2016/25</u> Financial Accounting
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in finance, sound experience in financial management. Appropriate experience and practical budgeting experience. A

thorough knowledge of PFMA, Treasury Regulations and the ability to implement these prescripts. Knowledge of BAS and PERSAL systems. An understanding and knowledge of the department, its clients and line function business units would be an added advantage. Good leadership, presentation skills, good budget planning ability to analyse, cost accounting skills, strong managerial and supervisory skills. Computer skills: spread sheets preferably Excel, accuracy with specific reference to numeric workings. Creative, assertive, independent work ethics, self-motivated, reliable, integrity and honesty.

DUTIES : Compile, check and verify correction of the reconciliation (monthly reporting).
Compiling DPW annual financial statements Management of suspense accounts.
Attend to Audit queries and provide auditors with requested information for audit samples and implement audit recommendations. Review performance of staff and training needs. Assist in the authorization of BAS payments and salaries related matters.

ENQUIRIES : Ms P Sani, Tel (047) 502 7004
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913,
Sutherland Street, Mthatha 7099

FOR ATTENTION : Mr S Siyengo

POST 19/80 : **CHIEF WORKS MANAGER (BUILDING) REF NO: 2016/26**
Facilities Management

SALARY : R262 272 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : National Diploma in Building, Quantity Surveying, Architecture or Civil Engineering or NTC 3 plus trade test with a minimum of 2 years' 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 S Kelepu, Tel: (047) 502 7045
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913,
Sutherland Street, Mthatha 7099

FOR ATTENTION : Mr S Siyengo

POST 19/81 : **CHIEF WORKS MANAGER (MECHANICAL) REF NO: 2016/27**
Facilities Management

SALARY : R262 272 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : N3 plus a trade certificate in the mechanical field with 2yrs relevant experience OR National Diploma in Mechanical Engineering with 1yr 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. Dlokolo Tel: (047) 502 7044
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913,
Sutherland Street, Mthatha 7099

FOR ATTENTION : Mr S Siyengo

<u>POST 19/82</u>	:	<u>SENIOR PERSONNEL PRACTITIONER REF NO: 2016/28</u> Human Resource Development
<u>SALARY</u>	:	R 262 272 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A Bachelor's Degree/ National Diploma or equivalent qualification preferably in HRM, HRD, Behavioural Science or Industrial Psychology and extensive appropriate experience in training and development practices will serve as an advantage. Through knowledge of the Skills Development Act and data analysis techniques will be added advantage. Recommendations: Computer literacy, excellent communication, analytical skills, interpersonal relations and the ability to perform under pressure are recommended qualities.
<u>DUTIES</u>	:	Develop/compile, implement and evaluate training plans and reports. Compile data on training statistics; assist in compilation of annual training report. Serve as contact person for training and development administrative functions. Provide secretarial support and advice to line functions where possible on administration of Bursary Scheme and performance management in general and particularly during performance reviews, appraisals and processing of Performance Bonuses and Rewards. Analyse trends on performance management including data/statistics on gender, race, disability, salary levels etc.
<u>ENQUIRIES</u>	:	Mr S. Siyengo, Tel: (041) 408 2133
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/83</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER REF NO: 2016/29</u> Property Payments
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Mthatha Regional Officer
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or equivalent qualification, preferably in accounting. Appropriate experience in property payments or experience in the property payments or experience in the accounts payments section. Computer literacy in MS Word and Excel. Ability to work under pressure.
<u>DUTIES</u>	:	Timeous payments of accounts received from municipalities, service providers and landlords, in respect of rates and taxes municipal services and leased accommodation by the department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and other clients. Monitor and follow up on balances of accounts. Assist in the general administration of section. Write monthly reports. Capture payments and rentals. Assist in the capturing of batches. Attributes: Report writing and presentation skills, analytical, strategic thinking, time management, high level of accuracy, ability to argue factually, listening skills, high level of employee engagement, ability to learn and understand organizational management, sense of urgency, results orientated, team member, communication skills, punctuality, etc.
<u>ENQUIRIES</u>	:	Mrs U Mkhala Tel: (047) 502 7020
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/84</u>	:	<u>SENIOR ADMINISTRATION OFFICER REF NO 2016/30</u> Utilization & Contract Administration
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Mthatha Regional Officer
<u>REQUIREMENTS</u>	:	A three year tertiary qualification, preferably in one of the following disciplines, property management, town planning, property valuations, public management/administration, property law and/or conveyancing. Computer literacy (MS Word, PowerPoint, Excel & Outlook) Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least 2 years relevant experience; i.e. in the built environment, property valuations, property management, land surveying, property transfers, conveyancing, municipal finance, municipal infrastructure or land administration or other related field. Ability to work independently and/or to supervise. Code B /EB unendorsed driver's license.
<u>DUTIES</u>	:	Assist with the vesting of state property Assist with the updating of the Property Management Information System (PMIS) and the maintenance of the departmental

		fixed asset register. Attend to land administration queries. Identify redundant state property for disposal. Supervise staff in their various areas of responsibility
<u>ENQUIRIES</u>	:	Ms N. Cikolo Tel: (047) 502 7054
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/85</u>	:	<u>SENIOR ADMIN OFFICER: PROPERTY PAYMENTS REF NO: 2016/31</u>
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification with Finance/Accounting as major subject. Knowledge of PFMA, National Treasury Instructions and other financial prescripts. Knowledge of Government financial systems (e.g. PMIS, SAGE/BAS, and LOGIS) will be an added advantage. Computer literacy, dedicated and hardworking and be able to work under pressure. Computer literacy. Good verbal and written communication skills. Driver's License
<u>DUTIES</u>	:	Countersign all payments and manage batch registers. Monthly reporting in terms of accruals, fruitless expenditure, unauthorized expenditure, irregular expenditure and compile an invoice tracking report. Minimize accruals, 30 days payments and avoid payment of fruitless, irregular and unauthorized expenditure. Audit payments, compile report 0014 and submit all batches to Finance. Assist with audit queries. Assist with authorization of payments as per his/her prescribed delegation. Capture LOGIS payments. Manage leave register and the attendance register. Attend meetings arranged with municipalities, client departments and other stakeholders. Attend to general queries directed to the section and liaise with service providers and client departments. Provide necessary assistance in any work related matter which relates to the unit.
<u>ENQUIRIES</u>	:	Ms K. G. Matlholwa Tel: (011) 713 6163
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
<u>FOR ATTENTION</u>	:	Ms N Djaje.
<u>POST 19/86</u>	:	<u>SENIOR PERSONNEL PRACTITIONER REF NO: 2016/32</u> Human Resource Administration
<u>SALARY</u>	:	R262 272 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in HRM/ Public Admin. 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.
<u>DUTIES</u>	:	Develop and maintain departmental procedures on service benefits. Implement Appointments, Promotions, Pillar, transfers and approve 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.
<u>ENQUIRIES</u>	:	Ms N. Djaje, Tel: (011) 713 6239
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
<u>FOR ATTENTION</u>	:	Ms N Djaje.
<u>POST 19/87</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: 2016/33</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Human Resource or Public Management, Appropriate experience in Human Resources Administration plus a thorough knowledge of applicable service benefits practice and procedures with public service environment as well as the PERSAL System . A very good knowledge of service benefits, leave, long service recognition, overtime, pension, service

terminations appointments, SMS/MMS packages Good Communication, Presentation and Facilitation skills. Computer Literacy, Valid driver's licence will be an added advantage. Knowledge • General knowledge of HR related standards, practices, processes and procedures; specialized knowledge of personnel provisioning and utilization processes, conditions of service, service benefits and terminations of service; structure and functioning of the Department; functioning of PERSAL and personnel information systems; Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, collective agreements, Codes of Remuneration and the Public Finance Management Act; human resource information systems.

DUTIES : Interpret, implement and maintain HR policies-ensure the interpretation of HR policies and the translation thereof into HR practices; provide advice and support to line managers and other stakeholders on HR policies and procedures; facilitate the implementation, marketing and maintenance of HR related policies and procedures. Nature and extent of advice and contributions provided regarding the interpretation, implementation and maintenance of HR policies. Administrate conditions of service- provide advice and support to line managers and other stakeholders on matters related to the employment of personnel; administrate salary administration and matters related thereto, and ex-gratia payments; administrate home owner allowances; administrate leave; administrate resettlement expenditures and state guarantees; administrate service terminations and pensions; administrate garnishee orders; administrate injuries on duty and medical schemes; collate and analyse information and identify trends; make recommendations regarding the implementation of conditions of service; administrate, maintain and monitor personnel related transactions on PERSAL system. Nature, extent and accuracy of conditions of service administered. Nature and extent of administrative support and advisory services provided. Accuracy of personnel related information on the PERSAL and personnel information systems and other duties as assigned by the supervisor.

ENQUIRIES : Mr D Manus, Tel: (051) 408 7397
APPLICATIONS : The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300

FOR ATTENTION : Mr D Manus

POST 19/88 : **ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION PROPERTY MANAGEMENT REF NO: 2016/34**

SALARY : R211 194 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification with experience in property management or fixed asset management environment. Good computer, communication and interpersonal skills. Good written, analytic and financial skills. A valid driver's license.

DUTIES : Conduct physical verification to ensure that properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Ensure that all information relating to properties is captured in time on the system. Liaise with client departments to ensure optimal utilization of properties. Management of lease contracts. Collecting of state revenue. Assist with preparation of reports. Comply with the requirements of the PFMA.

ENQUIRIES : Mr L Henney, 051 408 7540
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300

FOR ATTENTION : Mr D Manus

POST 19/89 : **ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS REF NO: 2016/35**

SALARY : R 211 194 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification and must have experience in property management preferably on Vesting and Disposal of State Land. Be computer literate, good communication, verbal and writing skills. Well organized and professional. Ability to cope under pressure as well as keeping to deadlines. A valid driver's license is a pre requisite.

DUTIES : Identification and disposal of superfluous/redundant state properties, Vesting of state owned properties in the name of the National Government, Conducting

research to obtain information for the vesting and disposal of the property, Prepare submissions to Head Office National Department of Public Works and Department of Land Affairs, Facilitate the release of State Land for land reform purposes, Liaise with all relevant stakeholders to effect disposals of State Land, Facilitate the transfer of property and ensure that the property system is updated accordingly upon transfer.

ENQUIRIES : Ms S Sinakhomo, Tel (051) 408 7554
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
FOR ATTENTION : Mr D Manus

POST 19/90 : **STATE ACCOUNTANT 2 POSTS REF NO: 2016/36**

SALARY : R211 194 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification in Financial Accounting or Auditing or Financial Management, and related work experience. Knowledge of transversal systems, BAS, PERSAL, WCS & PMIS will be an added advantage, Computer literacy. Have the ability to work under pressure. Knowledge of the Government's regulations & policies

DUTIES : Control, manage and execute timely (within 30 days) payment of all invoices. Register supplier's banking details at H/O. Safekeeping of all accounting documents \ files \ reports. Prepare monthly reconciliation of Business Systems (PMIS\BAS; PERSAL\BAS; WCS\BAS; LOGIS\BAS). Compile Bas payment and submit journals for adjustment. Render support and assist in controlling and maintaining of invoice register as well as Suspense Accounts on a monthly basis. Prepare and analyses reports. Attend to audit queries

ENQUIRIES : MJ Mokoena, Tel (051) 408 7376
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
FOR ATTENTION : Mr D Manus

POST 19/91 : **ADMINISTRATION OFFICER: EPWP: VUK'UPHILE REF NO: 2016/37**

SALARY : R211 194 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Management/Administration/ Human Resources Management or equivalent qualification. Relevant working experience. Good communication and writing skills and ability to work under pressure. Knowledge of the construction industry and/or project management. Knowledge of structure and functioning of the Department and Government. Computer literacy. A valid driver's licence would be an added advantage.

DUTIES : Provisioning of general office-management support to the respective managers of the EPWP in the Regional Office. Provisioning of administrative support in implementing the EPWP National Youth Service Programme and Vuk'Uphile programme. Provide administrative support in the implementation of Vuk'Uphile Programme at Regional level, including obtaining details of CIP applicants. Facilitate booking of venues for the briefing of contractors and other stake-holders. Handle travel and accommodation arrangements for EPWP officials. Provide assistance in obtaining information for the compilation of EPWP quarterly reports on NYS.

ENQUIRIES : Mrs M Tshabalala Tel: (051) 408 7325
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300

FOR ATTENTION : Mr D Manus

POST 19/92 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS & REVENUE 2 POSTS REF NO: 2016/38**

SALARY : R211 194 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification in Accounting/Cost and Management Accounting or equivalent qualification. Previous experience in debtor's or creditor's management is essential ; Must be able to solve problems efficiently and work well

		in a team ; Must be computer literate (Excel spread sheet in particular) pro-active, innovative and be able to work under pressure.
<u>DUTIES</u>	:	Collate payment vouchers, prepare and capture payments; Evaluate and review payment vouchers for accuracy and completeness; Monitor performance of accounts and report deviations from normal trends; Ensure that all accounts on his/her portfolio are paid within 30 days and in line with documented procedures and internal controls; Reconcile outstanding balances and maintain reconciled accounts; Manage all accounts under his/her portfolio and produce weekly reports.
<u>ENQUIRIES</u>	:	Mr G Van Niekerk, Tel: 051 408 7546
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/93</u>	:	<u>ADMINISTRATIVE OFFICER: BID ADMINISTRATION REF NO: 2016/39</u> Supply Chain Management
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification with appropriate 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 perform committee secretarial functions and Reporting at Regional level; Good communication skills- written and verbal. Knowledge of Government procurement systems; Computer literacy (MS Office packages). Relevant research skills; Organizational management; Knowledge and application of relevant procurement legislation \ policies.
<u>DUTIES</u>	:	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) and 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 Supply Chain Management processes.
<u>ENQUIRIES</u>	:	Ms ZA Ngwane, Tel (031) 3147253, Ms CN Mthethwa, Tel (031) 3147151
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000
<u>FOR ATTENTION</u>	:	Mr BE Mbatha
<u>POST 19/94</u>	:	<u>STATE ACCOUNTANT: ACCOUNTS PAYABLES REF NO: 2016/40</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A Three Year tertiary qualification in Accounting or Internal Auditing. Knowledge of the Public Management Financial Act 1999 and Treasury Regulations. Knowledge and Experience of Basic Accounting System (Bas), Good Communication Skills, Computer Literacy and ability to work under pressure. Knowledge of Bas, PERSAL and LOGIS will be an added advantage. Experience in Financial Environment.
<u>DUTIES</u>	:	Capturing of Bas/Sundry Payments, authorize unplanned, Municipal Services and WCS payments, capture Journals on various systems, check payments for correctness and detect Fruitless and Wasteful Expenditure, Compile 30 Days Report and render financial support functions to line functionaries. Attend to Internal and External Clients. Manage suspense accounts relating to subsection and prepare monthly reconciliation between business systems
<u>ENQUIRIES</u>	:	Ms L Boshomane 012 310 5929
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K. Tihapane/ Ms MC. Lekganyane
<u>POST 19/95</u>	:	<u>ADMINISTRATIVE OFFICER: TECHNICAL MAINTENANCE REF NO: 2016/41</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Pretoria Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification and keen interest in general administrative duties related to technical matters in the building industry. General working experience. General knowledge of project management and techniques will be an added advantage. Ability to function within strict timeframe and within specific targets. Good verbal, written communication and interpersonal skills. Computer literacy in MS Packages and basic understanding of the PFMA.
<u>DUTIES</u>	:	The successful candidate will work as an administrative support within Technical Maintenance Section dealing with number of building servicers. Liaise with Contractors and Clients. Do follow ups on monthly report, and update expenditure. Liaise with Supply Chain Management on issuing of orders and follow up on payments.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr S. Pillay, Tel: (012) 310 5114
<u>FOR ATTENTION</u>	:	The Regional Manager, Department of Public Works, Private Bag X 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. Ms K. Tlhapane/ Ms MC. Lekganyane
<u>POST 19/96</u>	:	<u>ADMINISTRATION OFFICER: TENDER ADMINISTRATION 2 POSTS REF NO: 2016/42</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum Mmabatho Regional Office
<u>DUTIES</u>	:	A three year relevant tertiary qualification with appropriate experience in Procurement/Supply Chain Management •Knowledge of PPPFA, SCM Policy, PFMA and Treasury Regulations, BBBEE Policy, Computer Skills and Financial reconciliation skills. Good communication skills, written and verbal. • Knowledge of Government procurement systems. Understanding of advertising process. Suppliers Database Management, scheduling of the Bid Committees and committee secretarial functions and reporting at regional level. Drivers licence 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 and Maintenance), Serve as Scribe and Advice in the Regional Bid Specification and Evaluation Committees. Open tenders. Record tenders on the registers. Screening of tender documents for compliance. Submit bid documents to the Project Leaders. Capture adverts and awards on the Government Bulletin. Knowledge of CIDB prescripts and Departmental Website. Gather information to resolve audit queries. Nominate Contractors on the Data base. Compile tender documents, Issue tender documents to Contractors. Record the receipts numbers for tenders issued, Attending site briefings, Compile and submit Monthly and Quarterly reports. Act as custodian for all records of awards approved by Supply Chain Management Committee.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr B Sedumedi, Tel: (018) 386 5255
<u>FOR ATTENTION</u>	:	The Regional Manager, Department of Public Works, P/Bag X 120, Mmabatho, 2735 or hand delivered to 180 Dr Albert Luthuli Road & Maisantwa Street, Unit 3 Mmabatho.
<u>POST 19/97</u>	:	Mr T Oagile
<u>POST 19/97</u>	:	<u>ADMINISTRATION OFFICER REF NO: 2016/43</u> Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R211 194 per annum Mthatha Regional Office
<u>DUTIES</u>	:	A three year tertiary qualification preferably in one of the following disciplines, Human Resources Management, Public Management/Administration, Computer literacy (MS Word, PowerPoint, Excel & Outlook) Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. Aproprate relevant experience; i.e. in the Facilities environment, administration or other related field. Ability to work independently and/or to supervise. Code B /EB unendorsed driver's license.
<u>DUTIES</u>	:	Assist with the vesting of state property Assist with the supervision of cleaning personnel and gardening for Client departments. Procuring of cleaning material following the Procurement processes. Knowledge of Performance Management and Development System. Attend to administration queries. Supervise staff in their various areas of responsibility.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Nakumba Tel: (047) 502 3178
<u>FOR ATTENTION</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo

<u>POST 19/98</u>	:	<u>ADMINISTRATION OFFICER: PROJECTS REF NO: 2016/44</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification preferably in one of the following disciplines, Public Management/Administration, Computer literacy (MS Word, PowerPoint, and Excel & Outlook) Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least 2 years relevant experience; i.e. in the built environment, Ability to work independently.
<u>DUTIES</u>	:	Assist with the vesting of state property Assist with the updating of the Property Management Information System (PMIS) and the maintenance of the departmental fixed asset register. Attend to land administration queries. Identify redundant state property for disposal. Supervise staff in their various areas of responsibility
<u>ENQUIRIES</u>	:	Mr D Yaka Tel: (047) 502 7119
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/99</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 2016/45</u> Property Payments
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or equivalent qualification, preferably in accounting. Appropriate experience in property payments or experience in the property payments or experience in the accounts payments section. Computer literacy in MS Word and Excel. Ability to work under pressure.
<u>DUTIES</u>	:	Timeous payments of accounts received from municipalities, service providers and landlords, in respect of rates and taxes municipal services and leased accommodation by the department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and other clients. Monitor and follow up on balances of accounts. Assist in the general administration of section. Write monthly reports. Capture payments and rentals. Assist in the capturing of batches.
<u>ENQUIRIES</u>	:	Mrs U Mkhala. Tel: (047) 502 7030
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/100</u>	:	<u>ADMINISTRATION OFFICER 3 POSTS REF NO: 2016/46</u> Acquisition & Disposals
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification, preferably in one of the following disciplines, property management, town planning, property valuations, public management/administration, property law and. Computer literacy (MS Word, PowerPoint, Excel & Outlook) Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. Appropriate relevant experience; i.e. in the built environment, property valuations, property management, land surveying, property transfers, conveyance, municipal finance, municipal infrastructure or land administration or other related field. Ability to work independently and/or to supervise. Code B /EB unendorsed driver's license.
<u>DUTIES</u>	:	To analyses the market trend of the property industry. Manage lease renewals to ensure that leases are renewed on time. Negotiate lease terms with landlords and manage signing of lease agreements. Site inspections to ensure optimal utilization of leased buildings. Attend to both clients and landlords complaints in leased buildings. Follow all SCM Processes to procure new leased buildings and to acquire property for clients. Ability to make reports to supervisor. Willing to travel extensively and work long hours and to work under pressure.
<u>ENQUIRIES</u>	:	Mr L Ndabeni Tel: (047) 502 3178
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo

<u>POST 19/101</u>	:	<u>ADMINISTRATIVE OFFICER REF NO: 2016/47</u> Tender Administration
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Public or Financial Administration with appropriate experience in Procurement/SCM Good communication, both written and verbal and well organized. Computer literacy, extensive knowledge and experience of Ms Word, Excel and Outlook are essential. Good interpersonal skills.
<u>DUTIES</u>	:	Secretariat support to the Regional Sub-Bid Committee: Arrange sub-committee meetings with all role-players. Check all submissions for the Sub-Bid Committee for administrative errors and make copies for each member of the committee. Take minutes at Sub-Bid Committee Meeting. Liaise and distribute accurate information noted during adjudication meeting to relevant offices. Prepare emergency report for submission to the Bid Committee providing ABE statistics. Provide support to the administration of procurement processes: Receive tender documents and close off register for selling documents on closing date. Ensure closing and opening of tenders in public. Ensure stamping and numbering of tender documents on the closing date. Prepare a register for receiving bids. Check for CIDB registration and responsiveness of Bids. Ensure that contractors adhere to Procurement Policies.
<u>ENQUIRIES</u>	:	Mr V Baliso, Tel: (047) 502 7070
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/102</u>	:	<u>ADMINISTRATION OFFICER: CLEANING 2 POSTS REF NO: 2016/48</u> Facilities Management
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or equivalent . Appropriate experience, understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services . Valid driver's licence Code B . Computer literacy . Knowledge or understanding of the Government Procurement System .An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders . Sound analytical and interpersonal, proven problem-solving approach . Proven financial, strong verbal and written communication skills . Knowledge and understanding of the Occupational Health and Safety Act. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspections . Willingness to travel
<u>DUTIES</u>	:	Manage service contracts and contractors performance and quality of work for the duration of contract . Manage related budges and financial planning. Compile specifications and handle inspections in the cleaning field. Manage people at work. Manage and control equipment and material register. Manage multidisciplinary consultant teams. Formulate policies and administrative procedures for cleaning maintenance . Manage performance-based contracts . Knowledge of the management of Human Resources (Work plans, Training, Career developments etc.) . Appoint relief cleaners . Events Management
<u>ENQUIRIES</u>	:	Mr K Muthivheli, Tel: (011) 713 6097
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017.
<u>FOR ATTENTION</u>	:	Ms N Djaje.
<u>POST 19/103</u>	:	<u>ADMINISTRATION OFFICER: SECURITY REF NO: 2016/49</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office: Braamfontein
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Security/Risk Management or equivalent qualification, intensive and relevant security working experience within Public Service. (with appropriate experience) and PSIRA Grade B registration. Sound knowledge of criminal procedure Act, minimum information security standard, OHSA, and all relevant legislations governing security will be a strong recommendations. Computer literacy. Knowledge of PFMA, Public Service Act, Supply Chain Management, and Labour Relations Act. Valid driver's License (Code 8) and be willing to travel and even work after hours. Security Contract Management skills. Ability to work independently. The applicant must be willing to go under security clearance. Key post statement: Assist in the implementation of

		total security functions and the creation of a Condition on an acceptable level and to ensure compliance with the minimum information security standard (MISS) Act and other security prescripts in terms of physical security.
<u>DUTIES</u>	:	Assist with the management of the security service unit at the Regional Office and all the state properties falling within the jurisdiction of the Regional Office. Conduct physical, personnel, document, communication and IT security appraisals and security investigation. Key control. Assist in development and monitoring of sound security policy, strategy and implementation thereof. Assist in the preparation of reports submission to top management and relevant stake holders. Liaise with NIA, SAPS, SANDF and other stake holder in the field of security. Conduct security awareness. Render advice on security matters and keep track of development in the security field for the purpose of reviewing security measures in the unit. Assist in any other general duties assigned by your supervisor.
<u>ENQUIRIES</u>	:	Ms T Ubane, Tel: (011) 713 6030
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
<u>FOR ATTENTION</u>	:	Ms N Djaje.
<u>POST 19/104</u>	:	<u>PERSONNEL PRACTITIONER REF NO: 2016/50</u> Human Resource Development
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in HRM/ Public Admin or equivalent qualification with appropriate experience in Human Resources Development Ability to interpret policies and assist in Human Resources policy research analysis and implementation. Knowledge of PFMA, Skills Development Act, Performance Management Development System. Communication, presentation and facilitation skills. Ability to work under pressure, Report writing skills, Computer Literacy and valid driver's license.
<u>DUTIES</u>	:	Advice and consult with line managers on Training and Development, Bursary, PMDS; ABET and. Coordinating of Region's training interventions. Maintain bursary administration, performance management and training and development database. Facilitate the implementation of the performance Management Development system in the region. Implement and maintain HR development programs, policies and intervention for the region. Assist with the drafting of WSP. Compile monthly, quarterly and annual training and bursary report.
<u>ENQUIRIES</u>	:	Ms N. Djaje, Tel: (011) 713 6239
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
<u>FOR ATTENTION</u>	:	Ms N Djaje.
<u>POST 19/105</u>	:	<u>ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2016/51</u>
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in finance/SCM or equivalent Knowledge of PFMA, National Treasury Instructions and other financial prescripts. Knowledge of Government financial systems (e.g. PMIS, SAGE/BAS. And LOGIS) will be an added advantage. Computer literacy, dedicated and hardworking and be able to work under pressure. Computer Literacy. Good verbal and written communication skills. Driver's License.
<u>DUTIES</u>	:	Process rates and taxes, municipal services and rental payments. Verify ownership of properties. Update monthly reconciliation. Manage and maintain creditor's age analysis. Ensure timeous receipts of invoices and allocation of payments to creditors. Avoid over and under expenditure. Liaise with service providers and client departments on regular basis. Keep records of proof of payments and communiqué. Exercise teamwork
<u>ENQUIRIES</u>	:	Ms KG Matlholwa Tel: (011) 713 6163
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
<u>FOR ATTENTION</u>	:	Ms N Djaje.
<u>POST 19/106</u>	:	<u>ADMINISTRATION OFFICER: ACQUISITIONS BUYING REF NO: 2016/52</u> Property Management
<u>SALARY</u>	:	R211 194 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification, preferably in Property Management/ legal field plus appropriate experience in the property field. A sound understanding of property legislation. A valid driver's licence. Knowledge of the Government's procurement systems. Good financial and negotiation skills. Sound analytical and problem solving skills. An understanding of the PFMA. Good communication skills (verbal and written) and interpersonal skills. Understanding of derivative forms of acquisition of property. A high level of computer literacy.
<u>DUTIES</u>	:	Procure fixed property or rights in fixed property. Determine and analyse acquisitions options to meet requirements of the client. Negotiate and implement the most beneficial and legally acceptable form of acquisitions and disposal of property assets. Follow up with relevant parties on conveyance processes on the acquisition of properties. View tendered or identified properties. Keep track of property market trends. Compilation of management reports. Compilation of budgets. Effective expenditure control.
<u>ENQUIRIES</u>	:	Mr T P Moloi, Tel: (011) 713 6184
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
<u>FOR ATTENTION</u>	:	Ms N Djaje.
<u>POST 19/107</u>	:	<u>SNR PROVISIONING ADMINISTRATIVE CLERK 2 POSTS REF NO: 2016/53</u>
<u>SALARY</u>	:	R171 269 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession of a Grade 12 Certificate and experiences in Provisioning Administration. Knowledge of MS Word, Excel. Good verbal and written communication skills. Ability to work under pressure. Knowledge of LOGIS processes and Supply Chain Management procedures.
<u>DUTIES</u>	:	Check and capture requests on LOGIS with regard to goods and services. Ensure that all procurement practices are in accordance with Provisioning prescripts and delegations. Complete and capture request memos and procurement advices for ordering of goods and services. Follow-up on outstanding orders. Monitor delivery of goods and services. Obtain quotations for goods and services. Maintain supplier's database. Capture payments on LOGIS Procurement Integration. Payments of Day to Day Maintenance orders. Follow up on outstanding Day to Day Maintenance orders, update spread sheet, and decrease the outstanding commitment amount for Day to Day Maintenance.
<u>ENQUIRIES</u>	:	Mr E Venter Tel (051) 408 7457
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/108</u>	:	<u>SENIOR SECURITY OFFICER: SECURITY SERVICES REF NO: 2016/54</u>
<u>SALARY</u>	:	R171 069 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	Applicant must be in a possession of Grade 12 and PSIRA Certificate Grade C. Familiarity with Security legislations, computer literacy, valid driver's license and knowledge of security system will be an added advantage. Ability to work independently. Good communication skills at all levels. Good writing and analytical skills. Knowledge of PSC (Personal Suitability Checks), Vetting Processes and Security Contracts Management. Appropriate experiences in the security field.
<u>DUTIES</u>	:	To provide security services to the NDPWP Bloemfontein Region. To protect the lives, information property/ assets and security interest of NDPW at the region. Implement security services policy and procedures to safeguard NDPW personnel, information and property/ assets. To provide a client relationship to security personnel, staff and clients. To manage supervision of security officer within their respective posts. The provision of support to the administration of security services such as conducting PSC (Security Screening), Facilitate Vetting Process.
<u>ENQUIRIES</u>	:	Mr F Nesamari, Tel: (051) 408 7430
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/109</u>	:	<u>ASSISTANT ADMINISTRATIVE OFFICER: PROVISIONING REF NO: 2016/55</u>
<u>SALARY</u>	:	R171 069 per annum.

<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate with experience in provisioning. Understanding of Government procurement systems and relevant policies. Interpersonal, report-writing, planning, organizing, problem solving and decision –making skills. Strong written and verbal communication skills. Computer literacy, knowledge and understanding of the following will serve as recommendations: Bid procedures. PPPFA, PFMA, BEE and LOGIS. Supply chain management.
<u>DUTIES</u>	:	Capture requests for the procurement of goods and services on the LOGIS system. Provide support with the provisioning of goods and services. Maintain stock levels on the LOGIS system. Provide administrative support with regard to the resolution of audit queries.
<u>ENQUIRIES</u>	:	Ms ZA Ngwane, Tel 031 314 7253 or Ms CN Mthethwa, Tel (031) 3147151
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K. Tlhapane/ Ms MC. Lekganyane
<u>POST 19/110</u>	:	<u>ASSISTANT ADMINISTRATION OFFICER REF NO: 2016/56</u> Helpdesk & Complaints: Key Accounts Management
<u>SALARY</u>	:	R171 069 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A recognized matric certificate with relevant experience in dealing with complaints and or helpdesk will be an advantage. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Be able to perform under pressure. A basic understanding of various facets of the built environmental and project management skills. Typing will also be an advantage.
<u>DUTIES</u>	:	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. filling, memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415's for day to day maintenance services and contracts. Updating and filling 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 spread sheet for distribution to internal and external clients. Provide National Call centre with feedback in terms of the status of the complaints. Attend and arrange meeting with internal clients which include sub sectional meetings.
<u>ENQUIRIES</u>	:	Mr CP Zembe Tel: (047) 502 7039
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/111</u>	:	<u>ASSISTANT ADMINISTRATIVE OFFICER REF NO: 2016/57</u> Works Management
<u>SALARY</u>	:	R171 069 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	Senior certificate or equivalent. Computer literacy including Microsoft Office (word, excel, power point) with appropriate working experience. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.
<u>DUTIES</u>	:	Writing of submissions and reports. Telephonic and written communication with other sections and departments. Perform office administrative activities and capture requisitions on the LOGIS system. Administer office correspondence. Draft and type documents. Manage flow of information and documents in the office. Processing of forms, documents, invoicing relevant to the office. Provide support to managers and staff members. Tracking and record keeping of flow of documents.
<u>ENQUIRIES</u>	:	Mr M Dlokolo, Tel: (047) 502 7044
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo

<u>POST 19/112</u>	:	<u>ASSISTANT ADMINISTRATIVE OFFICER REF NO: 2016/58</u> Tender Administration
<u>SALARY</u>	:	R171 069 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A Bachelor's degree/ diploma or equivalent qualification in procurement, supply chain management, Public Management/ Economic science with relevant extensive experience in procurement/supply chain management. Knowledge of procurement systems such as tender procedures, supply chain management, LOGIS, Pas, PFMA, PPPFA, Procurement delegations, Treasury regulations. Proven communication, analytical and problem solving skills. Computer literacy.
<u>DUTIES</u>	:	To ensure that all procedures are adhered to in terms of the relevant government regulations, Contract and bid management. Processing of bids. Consideration and evaluation of bids. Maintenance of database. Timeous processing of orders and payments. Verification of payments. Provide regular status reports to management. Communicate with other role players. Supervision, training and development of procurement staff.
<u>ENQUIRIES</u>	:	Mr V Baliso, Tel: (041) 408 2007
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/113</u>	:	<u>ASSISTANT ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: 2016/59</u>
<u>SALARY</u>	:	R171 069 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate and grade A PSIRA certificate with 2yrs relevant working experience. The candidate must be familiar with security legislations. Knowledge of OHSA, Minimum Information Security Standard. A strong administration background. Valid driver's license and willingness to undergo security clearance. Computer literacy, ability to work independently. Analyse problem areas and to initiate corrective measures. Willingness to travel on a regular basis. Good communication skills at all level. Good writing and analytical skills. Knowledge of security systems will be an added advantage. Must have not committed any act of misconduct and found guilty of such in the past 2 years including current employment.
<u>DUTIES</u>	:	The supervision of the effective delivery of security services. The provision of support to the administration of security services. Security control room functions.
<u>ENQUIRIES</u>	:	Mr Soshukuma Tel: (047) 502 7113
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/114</u>	:	<u>BATCH CONTROLLER: FINANCE REF NO: 2016/60</u>
<u>SALARY</u>	:	R171 069 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or equivalent qualification, preferably in Finance/Accounting. Appropriate experience in Finance or experience in the Financial Admin or experience in the accounts. Payments section. Computer literacy in MS Word and Excel. Ability to work under pressure.
<u>DUTIES</u>	:	Receiving DPW financial related documents, such as (payments, journals, receipts, etc.), record all batches. Received for storing. Control records and documentation. Related to payments. Control and safe guard records and Documentation related to payments (BAS, LOGIS) Assist the Auditors with making batches available. Assist in the capturing of batches.
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>ENQUIRIES</u>	:	Ms P. Sani Tel: (047) 502 7004
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/115</u>	:	<u>ASSISTANT ADMINISTRATIVE OFFICER: HELPDESK & COMPLAINTS REF NO: 2016/61</u> Key Accounts Management
<u>SALARY</u>	:	R171 069 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office

<u>REQUIREMENTS</u>	:	A Senior certificate/matric or equivalent qualification. Prior learning either by means of experience or alternative courses will be an advantage. Appropriate experience in General Administration duties in relation to client services. Proficiency in MS office suite. Good numerical and communication skills. Ability to work under pressure efficiently and effectively.
<u>DUTIES</u>	:	Register complaints logged through client call centre accurately and timeously. Verification of invoices received versus complaints registered. Maintain a smooth inflow and outflow of documentation. Correct distribution and referencing of data on the system. Handle enquiries related to complaints logged. Maintain a sound filing system. Provide excellent customer service. Ensure implementation of internal controls as deemed necessary.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Makinta, Tel: (011) 713 6038
<u>FOR ATTENTION</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017.
<u>POST 19/116</u>	:	Ms N Djaje.
	:	<u>ASSIST ADMINISTRATION OFFICER: WORKS MANAGEMENT 3 POSTS REF NO: 2016/62</u>
	:	Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 069 per annum
	:	Johannesburg Regional Office
	:	A Grade 12 with Mathematics / accounting / Physical Sciences with relevant experience, Diploma/ Degree in administration will be advantages. computer experience (Microsoft packages). Knowledge of the Government's procurement systems. Good financial, Sound analytical and problem solving skills. An understanding of the PFMA. Good communication skills (verbal and written) and interpersonal skills. Understanding of derivative forms of acquisition of property. A high level of computer literacy.
<u>DUTIES</u>	:	Basic Preparing and check Engineering calculation from contractors/ Services Providers and able to read Engineering drawing. Developing estimates for Works management unit when purchasing goods and services. Invites and evaluate quotations. Recording quotations and invoices for all works managers. Printing, Submitting and collecting of Photocopies, and documentation from registry and tender section. Faxing and phoning to confirm all Suppliers orders for works management. Create a Filing system for all correspondence and tender document. Arrange meeting and take minutes for the sectional meeting. Compiling technical reports for works managers, registering, developing and writing reports for the works management section. Register and distribution of all callout to the relevant works managers.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Muthivheli, Tel: (011) 713 6067
<u>FOR ATTENTION</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017.
	:	Ms N Djaje.
<u>POST 19/117</u>	:	<u>WORKS MANAGER: MECHANICAL 3 POSTS REF NO: 2016/63</u>
	:	Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R171 069 per annum
	:	Johannesburg Regional Office
	:	Relevant recognized qualification in Mechanical Engineering field (Minimum N3) accompanied basic knowledge technical background. A valid driver's licence and Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environment Conversation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and Verbal communication skills. Registration with any professional body will serve as an advantage.
<u>DUTIES</u>	:	Render basic inspection service of work done on minor new and existing structures on a project basis through developing progress reports on outstanding and finalized work. Analyse and compile relevant documentation to be done on minor new and existing structures. Oversee the work of contractors.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Muthivheli, Tel: (011) 713 6097
<u>FOR ATTENTION</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
	:	Ms N Djaje.

<u>POST 19/118</u>	:	<u>SENIOR REGISTRY CLERK GRADE II REF NO: 2016/64</u>
<u>SALARY</u>	:	R142 461 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent with appropriate experience. The following will serve as recommendations: Knowledge of File Management and National Archival Act, as amended. Computer literacy is also essential. Ability to identify and arrange different types of records. Ability to work under pressure and take initiatives. Knowledge of disposal of records. Proven communication, organising and interpersonal skill.
<u>DUTIES</u>	:	The incumbent will be responsible to manage the more advanced duties of the registry clerk. Keep register, e.g. for stamps, registered mail, certified mail. Responsible for handling of postal articles and operating the Franking Machine. Keep file index up to date and maintain files. Keep and manage amendments, annual reports and delegation. Assist at the switchboard and photocopier office as and when requested. Responsible for completion of request memos for stationery related items as needed by the Registry unit.
<u>ENQUIRIES</u>	:	Mr E Venter Tel (051) 408 7457
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/119</u>	:	<u>CREDITORS CLERK: PROPERTY PAYMENTS REF NO: 2016/65</u>
<u>SALARY</u>	:	R142 461 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate with appropriate experience within public finances and payments. Knowledge and experience in the property industry as well as a valid driver's license and Tertiary qualifications will be an added advantage.* Basic understanding of the PFMA of 1999 and other property related legislation. *Financial reconciliation and numerical skills. Good verbal and communication skills. *Good interpersonal relations. * Computer literate.
<u>DUTIES</u>	:	Payment and managing of accounts received from municipalities, service providers and landlords, in respect of, municipal services, rates & taxes and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients, in respect of monitoring of accommodation and services provided by the Department, handling of enquiries from municipalities, service providers, property owners, tenants and clients. Monitoring and follow up balances on relevant accounts.
<u>ENQUIRIES</u>	:	Mr G Van Niekerk, Tel: (051) 408 7546
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/120</u>	:	<u>ASSISTANT ADMIN OFFICER: PROVISIONING REF NO: 2016/66</u>
<u>SALARY</u>	:	R142 461 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate or equivalent qualification. Extensive administration experience. Good communication skills (written and verbal). LOGIS literacy. Good planning and or Organizational skills. Ability to work independently and under pressure is essential. Computer literacy (MS Office Packages). Knowledge of SCM, PFMA and PPPFA.
<u>DUTIES</u>	:	Capture requests for goods and services on LOGIS. Place orders with suppliers. Maintain supplier database. Monitor stock levels. Receive and issue stock. Perform monthly reconciliation of payments. Conduct stock taking. Address general enquiries on LOGIS.
<u>ENQUIRIES</u>	:	Mr BH Khanyeza, Tel 031 3147038
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000
<u>FOR ATTENTION</u>	:	Mr BE Mbatha
<u>POST 19/121</u>	:	<u>SECURITY OFFICER: SECURITY SERVICES REF NO: 2016/67</u>
<u>SALARY</u>	:	R119 154 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office

<u>REQUIREMENTS</u>	:	Applicant must be in a possession of Grade 12 and PSIRA Certificate Grade D. Familiarity with Security legislations, computer literacy and knowledge of security system will be an added advantage. Ability to work independently. Good communication skills. Good writing and analytical skills. Appropriate experience in the security field.
<u>DUTIES</u>	:	To provide security services to the NDPW Bloemfontein Region. To protect the lives, Information, property/ assets and security interest of NDPW at the region. Implement security services policy and procedures to safeguard NDPW personnel, Information and property/ assets. To provide a client relationship between security, personnel and clients. To conduct access control through positive identification, conduct patrols, rendering escorts etc. The provision of support to the administration of security services.
<u>ENQUIRIES</u>	:	Mr F Nesamari, Tel: 051 408 7430
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/122</u>	:	<u>CLEANING FOREMAN: DURBAN REF NO: 2016/68</u>
<u>SALARY</u>	:	R119 154 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, good communication and literacy. Knowledge of usage of cleaning materials and equipment. Knowledge of using chemicals and working under hazardous conditions. Supervisory experience.
<u>DUTIES</u>	:	The effective monitoring of cleaning services, Inspect the physical environments to ensure hygiene and cleanliness, monitor the condition and availability of cleaning equipment, Order, receive and issue cleaning materials, Compile cleaning reports. Manage and resolve complaints and grievances for professional conduct, Inspect staff, Compile attendance reports, Delegate work responsibilities, and Manage staff according to PMDS.
<u>ENQUIRIES</u>	:	Mr ST Ngcobo, Tel (031) 3147176
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000
<u>FOR ATTENTION</u>	:	Mr BE Mbatha
<u>POST 19/123</u>	:	<u>HANDYMAN (WORKSHOP) REF NO: 2016/69</u>
<u>SALARY</u>	:	R119 154 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	ABET level 4 plus experience in the field. The incumbent must have the Knowledge of Operation of equipment, tools and chemicals; technical maintenance; occupational health and safety. He/ She must have the following skills Interpersonal; basic literacy; effective communication and technical skills.
<u>DUTIES</u>	:	The incumbent will be responsible for maintenance of office buildings, conduct regular building inspections and attend to minor electrical, plumbing and carpentry problems. Delivery of office buildings, maintenance of office equipment, furniture, repair broken furniture, equipment and report defects. Safekeeping of maintenance tools and supplies.
<u>ENQUIRIES</u>	:	Mr DK Digomo Tel (012) 321 7104
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K. Tlhapane/ Ms MC. Lekganyane
<u>POST 19/124</u>	:	<u>SECURITY OFFICER 3 POSTS REF NO: 2016/70</u> Security Management
<u>SALARY</u>	:	R119 154 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Applicants must be in possession Grade 12 Certificate, a Grade D (PSIRA) Certificate; studying towards Security Management OR extensive relevant working experience. Familiarity with security legislation will serve an advantage. Recommendations: Ability to work independently, analyze problem areas and initiate corrective measures. Valid driver's license and willingness to travel on a regular basis. Good communication skills at all levels. Good writing and analytical skills.

<u>DUTIES</u>	:	Execution of access and egress control of staff, visitors and assets as well as escorting and surveillance duties. Day/ night supervision of contract security.
<u>ENQUIRIES</u>	:	Ms M. Shingange Tel: (012) 492 3137
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K. Tlhapane/ Ms MC. Lekganyane
<u>POST 19/125</u>	:	<u>SECURITY OFFICER REF NO: 2016/71</u> Security Management (Females are encouraged to apply)
<u>SALARY</u>	:	R119 154 per annum
<u>CENTRE</u>	:	Mthatha Regional Officer
<u>REQUIREMENTS</u>	:	Grade 12 and Grade C PSIRA certificate with relevant experience (studying towards Security Management will be an added advantage). Knowledge of security legislation will also be an added advantage. Recommendations: Ability to work independently, Willingness to undertake shift work, Ability to operate control room, analyse problem areas and to initiate corrective measures. Valid driver's licence and willing to travel on regular basis. Good communication skills at all level. Good writing, analytical and interpersonal skills.
<u>DUTIES</u>	:	Execute access and egress control staff, visitors and assets. Execute control room with CCTV surveillance operations. Assist in the supervision of the contract security company.
<u>ENQUIRIES</u>	:	Mr Soshukuma, Tel: (047) 502 7113
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Sutherland Street, Mthatha 7099
<u>FOR ATTENTION</u>	:	Mr S Siyengo
<u>POST 19/126</u>	:	<u>DRIVER: GARDENING SERVICES 2 REF NO: 2016/72</u> Facilities Management
<u>SALARY</u>	:	R119 154 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A Junior certificate, grade 10 (standard 8) or ABET Level 2 equivalent qualifications. Two years or more experience in gardening or cleaning environment, Good interpersonal skills, basic communication and literacy. The ability of performing routine tasks without delay. Knowledge on usage of cleaning tools and equipment's will be an added advantage. A valid driver's license code C1 with valid PDP.
<u>DUTIES</u>	:	General transportation of workers officials and cleaning and gardening machine, materials. Reporting and carrying instructions from supervisor and reporting back. Willing to work long hours.
<u>ENQUIRIES</u>	:	Mr K Muthivheli, Tel: (011) 713 6097
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017
<u>FOR ATTENTION</u>	:	Ms N Djaje.
<u>POST 19/127</u>	:	<u>CLEANERS: MAGISTRATE COURTS 9 POSTS REF NO: 2016/73</u>
<u>SALARY</u>	:	R84 096 per annum
<u>CENTRE</u>	:	Excelsior Magistrate Court x 1; Thaba-Nchu Magistrate Court x 6; Faurismith Magistrate Court x1 and Hertzorgville Magistrate Court x 1
<u>REQUIREMENTS</u>	:	Standard 8/ Grade 10 and be able to read and write. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage.
<u>DUTIES</u>	:	Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping, passages, floors, offices floors and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls.
<u>ENQUIRIES</u>	:	Human Resource, Tel: 051 408 7401/ 7375
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>NOTE</u>	:	Only people residing in the specific area will be considered.
<u>POST 19/128</u>	:	<u>TRADESMAN AID II: WORKSHOP 4 POSTS REF NO: 2016/74</u>
<u>SALARY</u>	:	R84 096 per annum

<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Regional Office
	:	Grade 10 with 2-5 years relevant working experience and be able to read and write. Grade 12 will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment's will be an added advantage.
<u>DUTIES</u>	:	Assist Artisans with all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site. Must periodically ensure a good house keeping at the workshop and on site. Ensure all work is carried out in a safe manner according to the OHS ACT.
<u>ENQUIRIES APPLICATIONS</u>	:	Human Resource, Tel: (051) 408 7401/ 7375
	:	The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 19/129</u>	:	<u>GROUNDSMAN 4 POSTS REF NO: 2016/75</u> Horticultural Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R84 096 per annum
	:	Pretoria Regional Office
	:	A junior certificate or abet level 4 certificate plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.
<u>DUTIES</u>	:	The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hardsurfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T. Mashilo, Tel (012) 342 1815
	:	The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K. Tlhapane/ Ms MC. Lekganyane
<u>POST 19/130</u>	:	<u>TRADESMAN AIDS 4 POSTS REF NO: 2016/76</u> Workshop
<u>SALARY CENTRE REQUIREMENTS</u>	:	R84 096 per annum
	:	Pretoria Regional Office
	:	A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, good communication and literacy. Knowledge of usage of cleaning materials and equipment. Knowledge of using chemicals and working under hazardous conditions. Supervisory experience.
<u>DUTIES</u>	:	The effective monitoring of cleaning services, Inspect the physical environments to ensure hygiene and cleanliness, monitor the condition and availability of cleaning equipment, Order, receive and issue cleaning materials, Compile cleaning reports. Manage and resolve complaints and grievances for professional conduct, Inspect staff, Compile attendance reports, Delegate work responsibilities, and Manage staff according to PMDS.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr DK Digomo Tel (012) 321 7104
	:	The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms K. Tlhapane/ Ms MC. Lekganyane