

DEPARTMENT OF PUBLIC WORKS

CLEANER: FACILITIES MANAGEMENT (X 45 POSTS)

REF NO : 2017/154

SALARY : R107, 886.00 per annum

CENTRES : South Gauteng High Court (x12 Posts)	Ref: 2017/154 A
Krugersdorp Court (x5 posts)	Ref: 2017/154 B
Vereeniging Magistrate Court (x6 posts)	Ref: 2017/154 C
Braakpan Magistrate Court (x5 posts)	Ref: 2017/154 D
Springs Magistrate Court (x3 posts)	Ref: 2017/154 E
Kempton Park Magistrate Court (x4 posts)	Ref: 2017/154 F
Orlando Magistrate Court (x1 post)	Ref: 2017/154 G
Stores Magistrate Court (x7 posts)	Ref: 2017/154 H
Randburg Magistrate Court (x1 post)	Ref: 2017/154 I
Edenvale Magistrate Court (x 1 post)	Ref: 2017/154 J

Requirements: Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

Duties : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

Enquiries: Mr. K Muthivheli Tel No: (011) 713 6097

External candidates are encouraged to apply

- **Johannesburg Regional Office: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017 Attention Ms. C Nyapisi**

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

Applications must be stated the place of preference:



public & works

Department:
Public Works
REPUBLIC OF SOUTH AFRICA

Closing Date: 16h00, 09 October 2017

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

DRIVERS / MESSENGERS (X 5 Posts)

REF NO : 2017/ 155

SALARY : R127 851.00 Per annum

CENTRE : Head Office, Pretoria

REQUIREMENTS : Grade 12 certificate and relevant experience as a Driver/ messenger. A valid driver's license. PDP will be an added advantage Good communication skills and interpersonal skills. Have the ability to work under pressure and ability to meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment.

DUTIES : The successful candidate will be responsible for Collect, distribute circulars, correspondence, packages, files and documents. Collect and deliver mail to and from the Post Office. Collect, sort and distribute mail to line functionaries and relevant officials within the Department and to external clients. Collect, distribute mail to and from other Departments /external clients and receive signatures from recipients. Ensure all mails/documents/parcels are collected from Registry as per schedule. Drive departmental Officials, Clients and visitors as may be requested. Perform inspection on fleet vehicles on a daily. Report all damages/Service dates to the Transport Officer. Collect and shred waste paper from other units and deliver at designated area. Prepare packages and arrange for collection by courier services/Post Office as and when required. Collect and deliver stationery as requested. Make photocopies, scan, email and fax as requested. Ensure that Registry equipment is maintained and used correctly. Attend to admin duties as requested by the supervisor

ENQUIRIES Ms T Makama (012) 406-1490

POST

: PERSONAL ASSISTANT: (x3 POSTS)

PROFESSIONAL SERVICES
PORTFOLIO ANALYSIS
PRESTIGE

Ref No 2017/ 156 **A**

Ref No 2017/156 **B**

Ref No 2017/156 **C**

SALARY : R 226 611 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS: A three year tertiary qualification in Management Science, Behavioural Science or equivalent and relevant experience in Office Management and co-ordination. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.

DUTIES : Manage the traffic in the office of Chief Director Efficient and effective Human Resources, Financial administrative support, Efficient and effective, including operating the LOGIS and BAS financial systems, Perform the duties of Chief User Clerk in the office of the Chief Director, Provisioning of stationery and supplies, Maintain an electronic post register for incoming and outgoing post, Maintain a filing registry in the office of the Chief Director, Electronic management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Directorate and organise training facilities, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget of the Chief Directorate and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.

ENQUIRIES: Ms NP Mudau Tel: 012 406 1548

CLOSING DATE: 09 October 2017

APPLICATIONS: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria,

FOR ATTENTION: Ms N.P Mudau



public works



Department:
Public Works
REPUBLIC OF SOUTH AFRICA

SOUTH AFRICA WORKS BECAUSE OF PUBLIC WORKS

ADMINISTRATION OFFICER: BID ADMINISTRATION (X 3 Posts)

REF NO : 2017/157
CENTRE : PE Regional Office

SALARY : R 226 611.00 per annum

REQUIREMENTS: A three year tertiary qualification in Supply Chain Management/Purchasing/Business Management/ Economics, Accounting/Auditing/Finance or Administration with relevant working experience in Procurement/Supply Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, Prescripts on CIDB and understanding of advertising process. Understanding of government procurement systems, processes, of the built environment and property industries. Good verbal and written communication skills, negotiation skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous.

DUTIES : Support the administration and smooth functioning ALL Bid Committees and related processes and systems, perform secretariat services at the Bid Adjudication Committees, receive and record requisitions from Users, Capture and maintain requisition register, Coordinate and collate Line functions and Regional inputs for Procurement plans, Update commodity list on the master database, Provide documents and information for Specification Committees, Capture draft procurement strategies for approval, Compile generic bid documents for approved generic specification, Administer submissions for approval of procurement methods, General admin support for Bid Administration Unit, Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance report, collate data; prepare reports and presentations for management use, Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Demand: Conduct a market and industry analysis, Identify/implement preference point system and appropriate goals per commodity in terms of preferential procurement policy objective, Ensure that procurement source documents verified, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, Ensure timeous reporting to Treasury and Auditor General (AG), Monitor BBBEE spending in terms of the Department's targets, Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.

ENQUIRIES : Ms. S. Mkutukana Tel. 041- 408 2040

➤ **APPLICATIONS** : The Regional Manager, Department of Public Works
Private Bag X3913, North End, Port Elizabeth 6056

ATTENTION : Ms F Clark

SENIOR ADMINISTRATIVE OFFICER: INDUSTRY RESEARCH ANALYST

Ref No. : 2017/158
Salary : R281, 418.00 PER ANNUM
Centre : Head Office (Pretoria)

Requirements: A three year tertiary qualification in Property, Finance, Economics, Mathematics or Statistics, Appropriate work experience in the property and construction industries and knowledge of research

Knowledge: Competence in Microsoft Office applications • high competence in MS Excel • competence in research and report compilation • understanding of analytical tools • knowledge of property investment, management and valuation • good project management skills **Personal attributes:** Excellent interpersonal, communication and analytical skills • ability and willingness to work under pressure • able to work independently • dedicated, diligent and focused • passionate about knowledge and research • innovative thinking • must be able to take initiative • commitment to excellence in every aspect of work • A Valid driver's license

Duties: Research on economic, industry and other trends and topics independently • perform data analysis and documentation of insights • prepare comprehensive business reports • work closely with stakeholders with different backgrounds to validate analyses and output • provide technical assistance to other units within the business • assist in the development of analytical tools and investment related policies for the Department

Enquiries: Mr M. Konyana, Tel number: 012 406 1590



public works

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