

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure 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.



CLOSING DATE : 25 October 2019

NOTE : 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 (not Older than 3 months) of qualifications (Matric and Tertiary Qualifications), an Identification Document and Valid driver's License where required. 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

POST 36/115 : **ASSISTANT DIRECTOR: PMTE DEMAND MANAGEMENT REF NO: 2019/176**

SALARY : R470 040 per annum

CENTRE : Port Elizabeth Regional Office

REQUIREMENTS : A three year tertiary qualification in Purchasing, Provisioning & Logistics/Finance/Assets Management/Property Management. Extensive relevant experience in purchasing management. Knowledge of Public Finance Management Act, Office administration, Procurement and provisioning policies and procedures, Financial administration processes and LOGIS systems, contractual policies and procedures. Management skills, analytical thinking, language proficiency, report writing skills, numeracy, research skills, computer literacy, advanced interpersonal and diplomacy skills, decision making and project management skills. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines. Ability to communicate at all levels. Trustworthy and assertive. Supervision of staff must have a valid driver's license.

DUTIES : Extent, effectiveness, efficiency and impact of procurement services. Zero tolerance to fraud and corruption. Effectiveness of procurement model. Effectiveness of supplier register. Rotation of suppliers/contractors. Manage procurement processes related to build environment, property management, appointment of consultants, and full compliance with the processes. Member of the bid specification evaluation. Ensure adherence to procurement related prescripts e.g construction industry development board act, BBBEE, PPPFA, SCM, etc. Developed or trained contractors/suppliers on procurement processes. Effective and efficient risk control measures. Accurate inputs on reporting framework within the region. Manage the tender administration process. Authorisation of orders. Certification of invoices and verification supporting documents for payments. Advertisement of approved Bids. Manage documentation related to approved bids. Manage the preparations for the bid committee meetings. Inform the adjudicators before the lapsing of tenders. Develop work plans for all staff. Performance review of the unit and the staff. Effectiveness and efficiency of the unit. Developed and properly trained employees. Disciplined staff. Implemented risk management plan. No unattended audit queries. Improved management letter. Improved internal controls.

ENQUIRIES : Mr S Mkutukana Tel No: (041) 408 2040

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F Clark

POST 36/116 : **ADMINISTRATION OFFICER: ACQUISITIONS REF NO: 2019/177**

SALARY : R257 508 per annum

CENTRE : Port Elizabeth Regional Office

REQUIREMENTS : A three year tertiary qualification in Property Management/Real Estate/Property Law/ Public Management or equivalent qualification Relevant experience in acquisitions of property rights in fixed property and property administration will serve as an advantage Computer literacy Knowledge and understanding of government procurement processes, contractual policies and procedures Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc) negotiation skills A valid drivers' license is a must have Willingness to travel extensively Communication, report-writing and presentation skills Computer literacy.

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative.

ENQUIRIES : Ms. S Minne Tel No: (041) 408 2067

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F Clark

POST 36/117 : **SECONDARY DRIVER REF NO: 2019/178**

SALARY : R145 281 per annum

CENTRE : Port Elizabeth Regional Office

REQUIREMENTS : A junior/ABET certificate or equivalent qualification with relevant experience Knowledge of the Minimum Information Security Standards Act Basic literacy, basic numeracy Effective communication skills (Verbal and Written), interpersonal relations, planning of work processes, time management, driving skills A valid driver's licence.

DUTIES : Perform driver-related services, drive departmental officials, clients and visitors as requested Transport mail and documents for distribution Complete transport schedule regarding trips travelled Perform general messenger and delivery services-collect post, parcels and documentation and deliver to specified persons/destinations Ensure proper control over the movement of documents and face value documents Make copies of documents, fax documents, collect office consumables Render auxiliary administrative support as required-Support the security profile of the office, support registry related activities and operation related activities.

ENQUIRIES : Mr S Mkutukana Tel No: (041) 408 2040

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F Clark.

POST 36/118 : **MACHINE OPERATOR REF NO: 2019/179**

SALARY : R122 595 per annum

CENTRE : Durban Regional Office

REQUIREMENTS : Abet Level 4 or equivalent qualification, coupled with relevant experience Knowledge of operating machines and tools as well as Department's procurement processes Effective communication (verbal and written) Interpersonal skills Time management Operation of heavy duty photocopy machines A valid driver's license will be an added advantage.

DUTIES : Reproduce high quality copies of files and Correspondence Utilize and maintain printing and copying machines operate the binding machine and bind copies/prints as required.

ENQUIRIES : Mr BH Khanyeza Tel No: (031) 3147038

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000 or Hand Deliver to Corner Dr Pixley Kasem and Samora Machel Streets Durban

FOR ATTENTION : Mr R Joseph

POST 36/119 : **MESSENGER REF NO: 2019/180**

SALARY : R122 595 per annum

CENTRE : Durban Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 with appropriate experience Good communication and writing skills Willingness to travel and work irregular hours.

DUTIES : Collect and deliver mail including registered documents to the post office Deliver mail to other offices of the Department of Public Works in the KZN Province Collect and deliver mail at the Post Office Collect and distribute circulars, correspondence, packages from\to Post Office\functionaries\other Departments Distribute and collect files and documents Collect\distribute mail to and from other departments and receive signatures from recipients Prepare packages and arrange for collection by courier services\Post Office as and when required Collect newspapers and magazines from suppliers Render photocopy, shredding and faxes services for all staff in the office Render registry services in the absence of the Registry Clerks Render all appropriate support\tasks as may be required in the office

ENQUIRIES : Mr BH Khanyeza Tel No (031) 3147038

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000 or Hand Deliver to Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr R Joseph