

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.



CLOSING DATE : 24 May 2019 at 16h00
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 3months) 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 16/47 : **IT TECHNICIAN: INFORMATION SERVICES (IT SUPPORT) REF NO: 2019/79**

SALARY : R316 791 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification in Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a network environment. Strong communication and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suite. Understanding of Linux and Open Source will serve as an advantage. A valid driver's licence.

DUTIES : Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide and maintain printing from transversal systems. eg. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support. Manage and maintain a virus-free network. Perform back-ups. Monitor wide and local area networks. Liaise with suppliers. Install and support software/applications.

ENQUIRIES : Ms L Skhosana Tel No: 012 406 1286 /1395
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 16/48 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES PLANNING AND RECRUITMENT REF NO: 2019/80**

SALARY : R316 791 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resource Management, Public Management/ Administration, management sciences or related fields. Appropriate relevant experience. Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of PERSAL. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements,

		Codes of Remuneration, Computer literacy (MS Word, Excel, PowerPoint), Basic numeracy, Interpersonal and diplomacy skills, Communication and reporting abilities, Innovative and creative, The ability to work in stressful situations, People oriented, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team.
<u>DUTIES</u>	:	Provide administrative support to recruitment and selection processes. Advertise posts, Capturing of applications, advice Line Managers on the HR Recruitment best practices, post filling of the positions Ensure adherence to effective implementation of policies, regulations, and acts with regard to HR recruitment and planning. Process appointments, transfers, promotions, relocations and movements on the PERSAL system. Maintain and provide related statistical information. Management of learners and interns within the unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Hlongwane Tel No: 053 838 5377
<u>FOR ATTENTION</u>	:	The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
	:	Ms N Hlongwane
<u>POST 16/49</u>	:	<u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2019/81</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum
	:	Kimberly Regional Office
	:	A three-year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law/ Assets Management or Accounting with relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's Licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	:	General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043
<u>FOR ATTENTION</u>	:	The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
	:	Ms N Hlongwane
<u>POST 16/50</u>	:	<u>PERSONAL ASSISTANT TO THE DDG CONSTRUCTION PROGRAMME MANAGEMENT REF NO: 2019/82</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 Per annum
	:	Head Office (Pretoria)
	:	A three year tertiary qualification in Secretarial, office management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication (verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at deferent; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the manager; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In

the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services-;Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/ reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; Supports the manager with the administration of the Manager's budget; Collects and coordinates all the documents that relate to the manager's budget.

ENQUIRIES

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Ms P Nyembe Tel No: 012 406 1995