

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 : 22 November 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.

ERRATUM: Kindly note that the post of Assistant Director: Security Services Ref No: 2019/195 Johannesburg Regional Office and Senior Procurement Officer: System Operations – Information and Communications Technology with Ref No: 2019/208 with the closing date 15 November 2019 advertised in Public Service Vacancy Circular 39 dated 01 November 2019 has been withdrawn.

OTHER POSTS

POST 40/39 : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 2019/222**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R470 040 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification in Security Management or related qualification, Appropriate relevant experience on a supervisory level, NIA/SSA Security Advisory Training, Valid driver's licence, must be prepare to travel, willing to adapt work schedule in accordance with professional requirements, Computer literacy, numeracy, interpersonal and diplomacy skills, Problem solving skills, effective communication, Organisation and planning, Relationship management, Decision making skills, Motivational skills, Negotiation ,Conflict resolution, Solution ,People orientated.

DUTIES : Assist in the total security function of the region, Physical Security, Document Security, Personnel Security, Communication and ICT Security, Computer security, Contingency Planning and Security Awareness). Implement the departmental security policy and procedural guidelines in the region. Evaluate and optimize the implementation of appropriate security measures and procedures with the assistance of Head Office. Develop and implement training and awareness programs with the assistance of Head Office. Interact with security-related and relevant authorities. i.e. SSA Agency, South African Police Services, Comsec etc. Assist in managing the capacity of security management with the assistance of the Head Office and SSA Provincial Office. Arrange security committee meetings and report

related security matters. Assist with creating and updating screening database `status with regard to validity and expiry date of security clearances. Inspecting the performance of the security contractor or companies on site/premises. Management. Supervise Admin Officer/s. Manage outsourced security services in accordance with the service level agreements.

ENQUIRIES : Mr M.P Ramaru Tel No: (011) 713 6115
APPLICATIONS : 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.

FOR ATTENTION : Mr M Mudau

POST 40/40 : **INFORMATION SYSTEMS PROCUREMENT OFFICER REF NO: 2019/223**

Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R257 508 per annum
CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualification in Public or Business administration with exposure in Information and Communication Technology environment and knowledge of LOGIS system. Appropriate relevant experience in office administration. Strong verbal and written communication skills. Self-driven, independent individual with decision making and problem solving skills. Good knowledge of Microsoft Suite with emphasis on Excel and Ms Word. Willingness to work irregular hours.

DUTIES : Administration of procurement processes. Receive and verify ICT procurement requests. Registration and maintenance of suppliers on ITP System and ensure that relevant departmental Documents are completed. Provide feedback to users and various Regional officials on ICT Procurement requests status of and related enquiries, Check correctness of ITP request, record and forward them to the investigation officer, Refer ITP, requests to supervisor for approval on LOGIS system and follow-up with Provisioning, Perform administrative functions related to receiving and despatching of ICT goods and services. Ensure that all ICT Procurement documents are properly filed, Liaise with various units regarding received and dispatched ICT goods and services. Track the status of ICT Procurement request with various units and suppliers, Receive and process invoices and ensure alignment to orders.

ENQUIRES : Ms. L Skhosana Tel No: (012) 406 1286/1395
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

POST 40/41 : **ACCOUNTING CLERK REF NO: 2019/224 (X1 POST)**

SALARY : R173 703 per annum
CENTRE : Kimberly Regional Office
REQUIREMENT :

Senior Certificate/Grade 12 and relevant working experience in Financial Accounting. Customer service experience will be an advantage. A candidate must have knowledge of ERP systems and/or Government transversal systems, payments and receipts and financial procedures. Trustworthy, honest, planning, organising, written and verbal and good interpersonal skill, computer literacy.

DUTIES : The management and administration of petty cash and cash receipts – custodian of and safeguarding of petty cash float, receive, validate and process petty cash requests, record petty cash voucher with supporting documentation, replenish petty cash, perform daily and monthly reconciliations, effective document control of petty cash claims. Receive and issue money and allocate on ERP system. Prepare and complete daily banking of all cash receipts and allocation on. Make inputs to petty cash

related policies and procedures. Provide petty cash related inputs for financial statements in line with GRAP and respond to audit queries on related petty cash and cash receipts matters.

ENQUIRIES
APPLICATIONS

: Mr Oduetse Motlhabane Tel No: (053) 8385227
:
: Kimberley Regional: The Regional Manager, Department of Public Works,
Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market
Square, Old Magistrate Building, Kimberley.

FOR ATTENTION

: Ms Daisy Mashapa