

**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** : 29 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.

**OTHER POSTS**

**POST 41/55** : **CONTROL ENGINEERING TECHNOLOGIST: STRUCTURAL REF NO: 2019/224**

**SALARY** : R751 542 – R859 323 per annum (All-inclusive salary package) (OSD) per annum (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : Bachelor of Technology in Engineering (B Tech) or Relevant Qualification, Six Years post qualification Engineering Technologist Experience Required. Compulsory registration with the Engineering Council of South Africa as an Engineering Technologist. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures; Steel structures and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior technicians, technologist and candidates.

**DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised

civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate technologists and technicians.

**ENQUIRIES APPLICATIONS** : Ms. T Kolele Tel No: (021) 402 2963

**FOR ATTENTION** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**POST 41/56** : **CONTROL WORKS MANAGER: BUILDING\ MECHANICAL REF NO: 2019/225 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R470 040 per annum  
: Durban Regional office  
: A three year tertiary qualification in Building\ Mechanical or Trade Certificate plus related technical experience plus relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's licence. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.

**DUTIES** : Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.

**ENQUIRIES APPLICATIONS** : Mr P Singh Tel No: (031) 314 7157

**FOR ATTENTION** : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.  
: Mr BE Mbatha

**POST 41/57** : **ASSISTANT DIRECTOR: INTERIOR DESIGNER PRESTIGE REF NO: 2019/226**

**SALARY CENTRE REQUIREMENTS** : R470 040 per annum  
: Cape Town Regional Office  
: A three year tertiary qualification in Interior Design or relevant tertiary qualification. Extensive practical experience in Interior design portfolio. Knowledge of the government supply chain management system and tender administration. Computer literacy and a valid driver's licence. Knowledge of the PFMA.

**DUTIES** : To manage the Interior Design portfolio for Ministerial houses and offices as well as residences in the Parliamentary Villages. Responsible for the Interior budget and cash flow forecast. Ensure portfolio is kept abreast of the latest market trends as well as the sourcing of relevant service providers. Supervise a staff compliment of interior designers, ensure assets are sourced for best value and movements are recorded to ensure asset register is updated. Develop Interior design schemes and presentations on story boards. Intensive client liaison and participation in client structured meetings and bilaterals. Quality control of development of specifications, project planning and management. Intensive knowledge of product quality and design. Writing of reports and submissions as and when required. Ensure the client requests are attended to within the specified period and feedback is provided. Participation in workshops as well as input required on policies relevant to the portfolio. Manage the compilation of tender specifications and quotations. Ensure the design handbook is updated and kept abreast of market trends.

**ENQUIRIES APPLICATIONS** : Ms B Manuel Tel No: (021) 402 2139

**FOR ATTENTION** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.  
: Ms N Mtsulwane

**POST 41/58** : **ASSISTANT DIRECTOR: KEY ACCOUNTS MANAGEMENT (PBA) REF NO: 2019/227**

**SALARY** : R470 040 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three year qualification in finance and appropriate relevant experience in Budget. Knowledge of infrastructure projects and Works Control System (WCS). Knowledge of Budget, financial, programme management and administrative skills with specific reference to the Capital Works, Planned Maintenance and Day to day maintenance. Strong Supervisory Skills, strategic skills, interpersonal skills and client relation skills. Computer Literacy, (Ms Excel and Word). Understanding of the construction industry with specific reference to the Programme Management Environment.

**DUTIES** : Programme services on WCS, Report possible over and under expenditure with regards to Projects registered for the Regional Office. Interact with Projects Managers to identify budget shortage or surplus and report to Head of KAM and PBA H/O. Monitor Cash flow p Projects Unit to discuss budget inputs for budget allocations and budget reviews. Prepare monthly expenditure reports and distribute to internal stakeholders for analysis and intervention when necessary and meet set deadlines for submitting Interact with Finance Unit to consolidate Monthly Property Management Expenditure Report. Facilitate and coordinate monthly meeting with relevant units to analyse budget. Analyse and propose solutions with regard to Expenditure interventions. Prepare adhoc reports for reporting in various forums such as client liaison forums. Ensure data integrity with regard to Projects Registered on WCS. Manage Day to Day Maintenance Budget, Willingness and ability to travel as and when required. Supervise staff and manage their performance according to the PMDS policy.

**ENQUIRIES** : Ms C Sotshangane Tel No: (047) 502 7000  
**APPLICATIONS** : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

**FOR ATTENTION** : Ms N Mzalisi

**POST 41/59** : **ASSISTANT DIRECTOR: PERSONNEL CONTROLLER REF NO: 2019/228**

**SALARY** : R470 040 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification in Human Resources Management, Public Administration and Management, or equivalent. Appropriate experience in Human Resource Administration, A valid drivers licence and a successful completion of PERSAL Personnel Administration and PERSAL Controller's course. Knowledge: Preferential HRA policies and related legislation, functioning of national, provincial and local government, HRA policies, Employment Equity Act and related policies, Public Finance Management Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act, Treasury Regulations, Resolutions, PERSAL. SKILLS: Computer literacy, Ability to undertake research/gather information, Analytical thinking, Problem solving and solution orientated, Advanced communication. Personal Attributes: Ability to communicate at all levels, Ability to work independently, Self-motivated, People orientated, willing to adapt work schedule in accordance with professional requirements.

**DUTIES** : Provide first line support to PERSAL users, assist with unresolved problems to logik call centre (PERSAL), Register SCC's on the personnel related requests, maintain the departmental code structure, The management of PERSAL user profiles, Create PERSAL user profiles, allocate PERSAL functions, link user to reviser, facilitate resetting of PERSAL. Monitoring of PERSAL suspense file, Facilitate prompt approval of transactions by Regions and Head Office, Perform emergency approvals on the system, Assist users with the investigation and solution to faulty/rejected transactions, Consolidate reports on faulty/rejected and awaiting approvals. Amendment of appointment dates, advice users of important PERSAL messages Coordination of PERSAL training, Inform users of nominations or cancellation of courses, Follow-up and collect results and certificates, Request PERSAL reports and analysis, ensure that Exception reports are followed up and cleared.

**ENQUIRIES** : Ms S Khumalo Tel No: (012) 406 1754

**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 41/60** : **CHIEF ARTISAN: WORKSHOP REF NO: 2019/229 (X1 POST FOR BUILDING) AND (X1 POST FOR PAINTING)**

**SALARY** : R386 487 – R441 891 per annum (All-inclusive salary package) (OSD) per annum (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE REQUIREMENTS** : Pretoria Regional Office  
: Appropriate Trade Test Certificate and Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Knowledge of the PFMA and the OHS Act. Knowledge of Project Management, Technical design and analysis. Knowledge: Computer-aided technical applications, knowledge of legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. A valid driver's License.

**DUTIES** : Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration process of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.

**ENQUIRIES APPLICATIONS** : Mr J. de wit Tel No: (082) 889 0283  
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

**FOR ATTENTION** : Ms MC Lekganyane / Ms K Tlhapane

**POST 41/61** : **ARTISAN CHIEF/SUPERINTENDENT: BUILDING WORKSHOP REF NO: 2019/230 (X2 POSTS)**

**SALARY** : R386 487 – R441 891 per annum (All-inclusive salary package) (OSD) per annum (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE REQUIREMENTS** : Cape Town Regional Office  
: Appropriate Trade Test Certificate and ten years post qualification experience required as an Artisan/Artisan Foreman. Appropriate experience as a supervisor. General knowledge of maintenance and any other new installation in Engineering. Able to lead, control, plan, organize and manage a maintenance team. Experience in Building related operations, including repairs, new installations and maintenance in general Knowledge of OHS Act, 85 of 1993, PFMA, and its regulations .Effective communication (verbal and written) skills at operational level. Computer literacy and A valid Driver's License.

**DUTIES** : Manage Workshops in Western Cape. Manage human resources. Supervise, train and evaluate personnel and Learners .Supervise equipment, tools and machinery generally used in a technical and maintenance environment .Compile reports, records and material lists. Manage repairs and maintain costs. Maintain good housekeeping in the Workshop. Liaise with clients and other Governments departments. Supervise preventative maintenance services on infrastructure in government buildings .Supervise capital projects. Perform stand-by duties when required. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job.

**ENQUIRIES APPLICATIONS** : Mr. M Stephens: Tel No: (021) 402 2334 Mr. T Mudau Tel No: (021) 402 2333  
: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms N Mtsulwane

**POST 41/62** : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING AND BUDGETS REF NO: 2019/231**

**SALARY** : R376 596 per annum  
**CENTRE** : Pretoria Regional Office

**REQUIREMENTS** : A three years tertiary qualification (NQF 6) in Accounting, Finance/Economics. Appropriate Financial Accounting experience. Knowledge of transversal systems (BAS, PMIS, WCS, PERSAL, LOGIS, etc) applicable in the Public Service. Knowledge or experience of auditing procedures by the Auditor-General. Ability to implement systems and exercise control to ensure sound financial management. Proven financial communication and interpersonal skills. Ability to follow a pro-active and creative problem solving approach. Computer literacy.

**DUTIES** : Prepare various financial statements and reports for management and for submission to the Auditor-General. Ensure transactions are in compliance with the Public Finance Management Act, National Treasury Regulations and Treasure Prescripts. Manage financial procedures and internal controls. Analyze the entire Regional Office budget and expenditure reports. Provide regular feedback to the Line Functions with recommendations regarding interventions. Confirm the availability of funds against procurement procedures and payments. Compile, coordinate and capture the budget projections from line managers on BAS. Advise Managers on their spending pattern in line with their projections and their expenditure. Ensure that correct SCOA codes are used every time procurement is made. Be able to attend to Audit queries.

**ENQUIRIES** : Mr M. Selepe Tel No: (012) 310 5194  
**APPLICATIONS** : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

**FOR ATTENTION** : Ms MC Lekganyane / Ms K Tihapane

**POST 41/63** : **ASSISTANT DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: 2019/232 (X1 POST)**  
(Re-Advertisement: Those who applied previously are encouraged to re-apply)

**SALARY** : R376 596 per annum  
**CENTRE** : Nelspruit Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF 6) in Supply Chain Management, Finance or Procurement; appropriate relevant experience in supply chain management and procurement management, related supply chain experience at supervisory level. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills. Ability to work under stressful situations; Ability to communicate at all levels; Able to establish and maintain networks; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Manage and supervise the procurement office. Co-ordinate the procurement and processing of bids. Scrutinize specifications. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the bid and sub bid committees. Advise the Sub Bid and Bid committee on procurement processes and prescripts. Assist the Head of Procurement on all procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decision taken by the Sub Bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub Bid committees of all decisions taken. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM.

**ENQUIRIES** : Mr P Mashiane Tel No: 013 7536381

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

**FOR ATTENTION** : Mr E Nguyuzza

**POST 41/64** : **ASSISTANT DIRECTOR: BUDGETS REF NO: 2019/233**

**SALARY** : R376 596 per annum  
**CENTRE** : Polokwane Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF 6) in Accounting/ Finance related. Appropriate budgeting experience. Knowledge of transversal systems applicable in the Public Service. Ability to implement systems and exercise control to ensure sound financial management. Understanding of PFMA and relevant Government regulations and policies. Computer literacy, with emphasis on working with spreadsheets and report writing.

**DUTIES** : Ensure effective monitoring, evaluation and reporting on the budget. Compile progress reports and submit to Management for financial reporting. Ensure that budget estimates or proposals are complete, accurate and conform to established procedures, regulations and departmental objectives. Analyze the entire Regional Office budget and expenditure reports. Provide regular feedbacks to Line Functions and recommendations regarding interventions. Confirm availability of funds against procurement procedures and payments. Compile, coordinate and capture the budget projections from Line Managers on BAS. Co-ordinate revised budget inputs from line managers. Coordinate shifting of funds. Advise Managers on their spending patterns in line with their projections and their expenditure. Ensure that correct SCOA codes are used every time procurement is made. Attend to Audit queries.

**ENQUIRIES** : Mr. M.L. Serepo Tel No: (015) 293 8003  
**APPLICATIONS** : The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

**FOR ATTENTION** : Mr Nj Khotsa

**POST 41/65** : **CHIEF WORKS MANAGERS (BUILDING): FACILITY MANAGEMENT REF NO: 2019/234**

**SALARY** : R316 791 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF 6) in Building Sciences and appropriate technical experience OR an N3 certificate plus competed trade test with three years technical experience in the built environment. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, national building regulation, the environmental conservation act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

**DUTIES** : Attend to day-to-day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

**ENQUIRIES** : Mr M Ntshona Tel No: (041) 408 2307  
**APPLICATIONS** : Port Elizabeth Regional Office: The Regional Manager, Department of Public Works, Private Bag X 3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth.

**FOR ATTENTION** : Mr S Mdlaka

**POST 41/66** : **CHIEF WORKS MANAGER (MECHANICAL): FACILITY MANAGEMENT REF NO: 2019/235**

**SALARY** : R316 791 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in the Built Environment disciplines, or N3 plus trade test. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and

Safety Act, Public Finance Management Act, A valid 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. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

**DUTIES** : 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. Monde Nqeketo Tel No: (047) 502 7000  
**APPLICATIONS** : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

**FOR ATTENTION** : Ms N Mzalisi

**POST 41/67** : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2019/236**

**SALARY** : R316 791 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : A three year tertiary (NQF Level 6) qualification; in Human Resource Management, Human Resource Development, Labour Law or Relations. Relevant experience in training and development practices. Knowledge of standards, practices, processes and procedures related to HR development; structure and functioning of the Department; Employment Equity Plan of the Department; regulatory framework related to HR development, including the Skills Development Act; Constitution of the RSA, Public Service Act and Regulations, Collective Agreements, Codes of Remuneration and the Public Finance Management Act; Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer utilisation; financial administration; change/diversity management; analytical thinking; problem solving skills; motivational skills; influencing skills; presentation skills; advanced negotiation skills; conflict management; communication and report writing abilities. 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.

**DUTIES** : Support the skills development process with regard to; compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan, developing training plans and reports. Support the provisioning of education, development and training; support learnership and internship processes, ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilisation of related service providers, maintain the skills development database, compile data on training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Assist in the administration of study support; facilitate and market the allocation of study support, administrate the allocation and management of bursaries. Support personnel performance management processes; facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general, and particularly during performance reviews, appraisals and processing of performance bonuses and rewards, determine and analyse trends on performance management, including data/statistics on employment equity, support integration of

performance management processes with related HR processes; facilitate the award of incentives for good performance and monitor the management of poor performance.

**ENQUIRIES** : Ms NJL Hlongwane  
**APPLICATIONS** : 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 D Mashapa

**POST 41/68** : **SENIOR STATE ACCOUNTANT: RECEIVABLE AND PAYMENTS (FINANCIAL ACCOUNTING) REF NO: 2019/237**

**SALARY** : R316 791 per annum  
**CENTRE** : Nelspruit Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF 6) in Accounting. Appropriate experience in financial accounting. Knowledge of financial systems BAS, SAGE, Persal, PMIS, WCS and LOGIS. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and policies. Knowledge and experience in audit procedures by the Auditor General. Ability to implement systems and exercise control, to ensure sound financial management. Knowledge of GAAP and GRAP, Accrual Basis and Cash base Accounting. Understanding of SCOA Segments. Computer literacy. Ability to follow proactive and creative approach. Be able to work under pressure. A driver license will be added advantage.

**DUTIES** : Manage financial procedures and internal control. Manage the processing and recording of day to day amounts of money received and spent in the department. Reconcile the ledger, including suspense accounts on monthly basis. Maintain accounts payable and receivables. Give advice on arrange of financial aspects of the department, such as financial procedures, tax and cash flow. Development and implementation of audit action plans. Preparation of financial statements and ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards. Processing of Journals. Give advice on range of financial aspects of the department such as tax and cash flow. Supervise staff.

**ENQUIRIES** : Mr.MV Mbukushe Tel No: (013) 753 6300/6390  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

**FOR ATTENTION** : Mr E Nguyuzza

**POST 41/69** : **SENIOR ADMINISTRATION OFFICER: TRANSPORT OFFICER REF NO: 2019/ 238**

**SALARY** : R316 791 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A Three year tertiary qualification (NQF 6) in Supply Chain or related to Supply Chain Management and relevant experience in the Logistical and Transport environment. Sound knowledge of Transport and Administrative delegations and prescripts. Knowledge of MS Word, Power point and Excel is vital. Good verbal and written communication skills. Good supervision skills. Be able to work under pressure. Knowledge of Registry and telecommunication units is essential. The candidate must be in possession of a valid driver's license.

**DUTIES** : Management of Transport unit, Registry, Telecommunication and Photocopier units. Supervision of transport clerks, Registry and Switchboard personnel; compile work plans and do performance reviews. Manage telecommunication system. Check and approve Subsistence and Transport claims. Manage utilization of subsidized vehicles. Manage fleet vehicles and other transport matters. Ensure optimum use of fleet vehicles. Ensure that effective control measures are implemented and adhered to. Liaise with Fleet Company. Handle queries regarding fleet vehicles.

**ENQUIRIES** : Mr M Raphesu Tel No: (012) 310 5161  
**APPLICATIONS** : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

**FOR ATTENTION** : Ms MC Lekganyane / Ms K Tihapane



**POST 41/70** : **SENIOR ADMINISTRATIVE OFFICER: ACQUISITION MANAGEMENT REF NO: 2019/239**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum  
: Pretoria Regional Office

: A three year tertiary qualification (NQF 6) in Financial Administration and/ or Supply Chain Management plus appropriate relevant experience. Must be prepared to travel. Knowledge of Supply Chain Management, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, PPPR 2017, Financial & SCM delegations and applicable financial management legislation. Ability to work with service providers and clients at various levels. Organisation and planning. Effective communication skills. Report writing. A Valid driver's license.

**DUTIES** : The provision of secretariat services to the Regional Bid Committee. Receive approved tenders from the Bid Committee. Prepare scoring model/tender recommendation. Preparing of evaluation reports. Attend to queries on tender administration phase. Receive and check all submissions to SCM committees. Check compliance on submissions to SCM committee. Communicate queries on submissions discussed by RBAC. Keep correct records on RBAC decisions. Advise and guide the Attend bid specification committee as a member and ensure that SCM prescripts and processes are complied with in line with the Procurement Strategy. Assist with general office administration functions. Check bids and quotations administrative responsiveness criteria. Conduct site visits to brief potential bidders. Evaluation and adjudication of responses on Proquote System. Provide information on audit queries. Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan Risk Management. Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Perform any other assigned duties in relation to the implementation of the Supply Chain Management systems.

**ENQUIRIES APPLICATIONS** : Mr M Raphesu Tel No: (012) 310 5161  
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

**FOR ATTENTION** : Ms MC Lekganyane / Ms K Tlhapane

**POST 41/71** : **IT TECHNICIAN: INFORMATION TECHNOLOGY: SYSTEM OPERATIONS REF NO: 2019/240**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum  
: Pretoria Regional Office

: A three year tertiary qualification (NQF 6) in Information Technology, Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a network environment highly recommended. Strong communication, interpersonal and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suites. Understanding of Linux and Open Source will serve as an advantage. Knowledge of Call Logging systems and call centre environment. A valid driver's license.

**DUTIES** : The successful candidate will be responsible for detecting and repairing of faults on LAN/WAN, PC's, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide, support and maintain business applications and printing including transversal system e.g. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support to all official in the Department at all levels. Manage and maintain a virus-free network. Perform back-ups, monitor wide and local area networks. Liaise with equipment manufacturers about technical faults. Install and support software/applications. Travel to different areas to provide support.

**ENQUIRIES APPLICATIONS** : Ms MJ Masubelele Tel No: (012) 492 3187  
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

**FOR ATTENTION** : Ms MC Lekganyane/Ms K Tlhapane

<b><u>POST 41/72</u></b>	:	<b><u>CHIEF WORKS MANAGER REF NO: 2019/241 (X5 POSTS)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R316 791 per annum Durban Regional Office Electrical (X2 Posts) Mechanical (X2 Posts) Building (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in the Built Environment disciplines or equivalent, or N3 plus trade test. Extensive experience in the technical field ie. Electrical/Mechanical/Building. Extensive knowledge of the Building 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.
<b><u>DUTIES</u></b>	:	Manage day-to-day Electrical/Mechanical/Building 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 electrical/mechanical 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr P Singh Tel No: (031) 3147157
<b><u>FOR ATTENTION</u></b>	:	The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. Mr BE Mbatha
<b><u>POST 41/73</u></b>	:	<b><u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2019/242</u></b>
<b><u>SALARY CENTRE</u></b>	:	R316 791 per annum Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Human Resources Management/Labour law/Labour Relation, 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.
<b><u>DUTIES</u></b>	:	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 on employee/labour relations; promote sound labour relations, equity and diversity.

**ENQUIRIES** : Ms NS Nxumalo Tel No: (031) 3147023  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.  
**FOR ATTENTION** : Mr BE Mbatha

**POST 41/74** : **SENIOR ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: 2019/243**

**SALARY** : R316 791 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Public Management, Administration or related qualification coupled with relevant experience in facilities management. Strong written and verbal communication and computer skills. A valid driver's license. Ability to work with budgets and knowledge of procurement of goods and services through tender procedures are added advantage. A knowledge of OHS&A and Labour Relations.

**DUTIES** : To check and approve requisitions for cleaning\gardening material and equipment and repairs thereof. To compile budget inputs and financial reports. To follow up outstanding orders and invoices and authorize payments. To supervise and assess staff. To do inspections, investigations and recommend or institute discipline action or training. To compile specifications of cleaning and gardening contracts. To ensure the correct filing in terms of the appropriate prescript.

**ENQUIRIES** : Mr ST Ngcobo, Tel No: (031) 3147176  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.  
**FOR ATTENTION** : Mr BE Mbatha

**POST 41/75** : **SENIOR ADMINISTRATION OFFICER: PROPERTY DISPOSALS REF NO: 2019/244**

**SALARY** : R316 791 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Town and Regional Planning, Property Law, Real Estate and/or Property. Appropriate experience within a property management environment or Knowledge of Departmental policies, procedures and processes regarding the disposals of State Immovable Assets will be an added advantage. Sound knowledge and understanding of State Land Disposals Act, PFMA, GIAMMA, BBBEE and Treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High level of computer proficiency. Ability to work within diverse team and the willingness to travel extensively is necessary. Must have a valid driver's license.

**DUTIES** : Disposal of redundant/superfluous State Immovable Assets. Prepare disposal submissions and vesting applications to be presented at the Provincial State Land disposals and Vesting Committee (PSLVDC) for recommendation. Prepare disposals submissions for approval by the Minister and National Treasury. Keeping track of developments with regard to disposal of fixed assets to ensure that correct procedures and policies are complied with when disposing of redundant State properties. Liaise with the office of the State, Surveyor-Generals. Deeds, Local Authorities, Department of Rural Development and Land Reform (DRDLR), regional lands claim commission, Western Cape Provincial Government and other stakeholders. Ensure the disposal of state assets supports the Government's broader social, financial and socio-economic objectives. Conduct site inspections and prepare submissions for the removal of restrictive title deed condition, deed of grants and registration of servitudes. Attend to all property transfers and registrations and file records of all transactions. Attend to the endorsement of all relevant title deeds upon receipt of item 28(1) certificates from DRDLR. Prepare reports and submissions to top management and relevant stakeholders.

**ENQUIRIES** : Mr S Maholwana Tel No: (021) 402 2111

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms N Mtsulwane

**POST 41/76** : **SENIOR ADMINISTRATION OFFICER: INTERIOR DESIGN PRESTIGE REF NO: 2019/245**

**SALARY** : R316 791.per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualifications in Interior Design or relevant qualification. Appropriate practical experience and design portfolio. Knowledge of the Government Provisioning administration system and tender administration. Computer skills. A valid driver's licence.

**DUTIES** : Assist the Assistant Director. Execute interior design scheme presentations. Site inspections to sample board plan. Intensive client relations. Project planning and maintenance. Ensure that projects are run cost effectively without compromising quality, delivered on time as well as implementation of socioeconomic objectives of the Department. Compile and develop specification for quotations and tender documents. Quality control in both specifications and service delivery. Compile and check tender documents, supervise contractors. Supervise cash flow forecast, process contractor's payments and prepare monthly reports. Facilitate and check the payments. Keep abreast of the latest market trends, do market research on the latest product ranges and assist with sourcing service providers. Facilitate the day-to-day maintenance of the portfolio maintenance plan.

**ENQUIRIES** : Ms B Manuel Tel No: (021) 402 2139  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms N Mtsulwane

**POST 41/77** : **SENIOR ADMIN OFFICER: UTILISATION AND CONTRACTS ADMINISTRATION REF NO: 2019/246**

**SALARY** : R316 791 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A three tertiary qualification in Real Estate, Property/Development Management, Built Environment or equivalent. Extensive experience in property management or fixed asset management environment. Knowledge: Public Finance Management Act (PFMA), Government Immovable Asset Management (GIAMA), and other relevant property related acts and regulations. Contracts and administration of leases will be a strong recommendation. A valid driver's licence. Skills: Effective communication skills; advanced report writing; computer literacy, policy analysis and presentation skills; Good verbal and written communication skills. Ability to negotiate at all levels. Good interpersonal skills. Good analytical, planning, organizing and financial skills. Ability to work in a team.

**DUTIES** : Oversee the updating of the national fixed assets register and the Property Management Information Systems of the regional office to reflect all relevant property-related information. Conduct property inspections to ensure and prepare them for vesting purposes and optimal utilization. Negotiate with potential tenants and conclude lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the Department and proper management of debtors. Keep track of developments with regard to property management trends to ensure optimal performance and maximum value of fixed assets. Identify superfluous properties and prepare them for disposal. Take responsibility for identifying the most beneficial and accurate options of property management. Liaise with all relevant stakeholders and units to ensure that property information is correctly captured in good time and readily available when required. Assist in the preparation of reports and submission to top management and all relevant stakeholders. Supervision of staff.

**ENQUIRIES** : Mr AS Chonco Tel No: (031) 3147027  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

**FOR ATTENTION** : Mr BE Mbatha

**POST 41/78** : **CHIEF WORKS MANAGER: MECHANICAL FACILITY MANAGEMENT REF NO: 2019/247**

**SALARY** : R316 791 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (T/N/S Streams) in Mechanical engineering with appropriate relevant experience or N3 and a passed trade test (in terms of the provision of Section 13(2)(h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act) in the built environment with appropriate relevant experience. Broad based buildings maintenance experience and ability to implement proactive/preventative maintenance system. A valid driver's license is compulsory. Knowledge And Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills. Self-management. Report writing skills Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork.

**DUTIES** : Manage day-to-day breakdowns, site inspections, conditioning assessments, report writing, costing, manage and compilation of term contracts, financial reporting and administrative duties related to facilities management. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the Western Cape as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.

**ENQUIRIES** : Mr. Rameez Majal Tel No: (021) 402 2300  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms. E Booysen

**POST 41/79** : **ARTISAN FOREMAN PAINTER: GRADE A REF NO: 2019/248**

**SALARY** : R304 263 – R344 640 per annum (All-inclusive salary package) (OSD) (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : Appropriate Trade Test Certificate in Painting plus five years post qualification experience as an Artisan. Experience in technical and maintenance matters. Knowledge of the PFMA and the OHSA. Strong Leadership and Management ability. Ability to communicate affectively at operational level. Must be Computer Literate. A Valid Driver's License (attach a copy).

**DUTIES** : Effective supervision and management of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement

administration processes of workshops. Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.

**ENQUIRIES** : Mr Z. Mashiyane Tel No: (041) 408 2194

**APPLICATIONS** : Port Elizabeth Regional Office: The Regional Manager, Department of Public Works, Private Bag X 3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth.

**FOR ATTENTION** : Mr S Mdlaka

**POST 41/80** : **ARTISAN FOREMAN ELECTRICAL WORKSHOP OSD REF NO: 2019/249**

**SALARY** : R304 263 – R344 640 per annum (All-inclusive salary package) (OSD) (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : Proof of passing a trade test in Electrical in terms of the provision of Section 13(2)(h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act and relevant N3 coupled with three years' experience after Trade test. Eligible to register Three phase wireman's license. Computer literate. Knowledge of OHAct, 85 OF 1993 and its regulations. Knowledge of general engineering works, plant works, operations of engineering equipment, be able to read and understand Electrical drawings.

**DUTIES** : The successful candidate must be able to compile material list per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and compile progress reports on projects and Monitor/Mentor/Train Artisans, Assistants and Learners. All officials must be prepared to be on stand-by. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection, to work in a confined space and do maintenance on the government buildings/Adherence requirement of the job.

**ENQUIRIES** : Mr G Burnell Tel No: (021) 402 2346 Mr M Stephens: Tel No: (021) 402 2334Mr. T Mudau Tel: No: (021) 402 2333

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms N Mtsulwane

**POST 41/81** : **ARTISAN FOREMAN MECHANICAL REF NO: 2019/250**

**SALARY** : R304 263 – R344 640 per annum (All-inclusive salary package) (OSD) (total package to be structured in accordance with the rules of the Middle Management Service).

**CENTRE** : Kimberly Regional Office

**REQUIREMENTS** : Appropriate Trade Test Certificate and Five years post qualification and experience as an Artisan. Knowledge of the OHS Act and practices. Operation of equipment, tools and materials, Stores. Knowledge of built environment. Knowledge of Fitting and Turning will be an added advantage. Technical maintenance Interpersonal skills, Basic literacy, Resourceful, Motivational skills, Supervisory skills. Problem solving, Decision making. Technical skills, Planning and organising. Ability to work independently. Communication skills. A valid driver's license.

**DUTIES** : Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. The effective and efficient maintenance of technical faults, inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test, repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related function- update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required; provide inputs to the operational plan, ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources and scheduling of work.

**ENQUIRIES APPLICATIONS** : Ms A Xentsa Tel No: (053) 838 5345  
 : 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 D Mashapa

**POST 41/82** : **ARTISAN FOREMAN: PLUMBING REF NO: 2019/251**

**SALARY** : R304 263 – R344 640 per annum (All-inclusive salary package) (OSD) (total package to be structured in accordance with the rules of the Middle Management Service).

**CENTRE REQUIREMENTS** : Pretoria Regional Office  
 : Appropriate Trade Test Certificate and five years post qualification experience as an Artisan. Knowledge of the OHS Act and practices, Strong leadership and management ability. Ability to communicate effectively at operational level, Must be computer literate, A valid driver's license. Candidate must have extensive experience in the building and related operations, including repairs, new installations and maintenance in general.

**DUTIES** : Supervise and produce designs according to client specification and within limits of production capability; Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. Inspect equipment and/or facilities for technical faults; repair equipment and facilities according to standards; test repair equipment and/or facilities against specifications; service equipment and/or facilities. Update register of maintained and repaired faults; obtain quotations and purchase (order) required equipment and materials. The effective supervision of staff.

**ENQUIRIES APPLICATIONS** : Mr J. de Wit Tel No: (082) 889 0283  
 : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

**FOR ATTENTION** : Ms MC Lekganyane/Ms K Tihapane

**POST 41/83** : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2019/252**

**SALARY** : R257 508 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Accounting/cost and Management Accounting or equivalent qualification in finance. Must be able to resolve problems efficiently and work well under pressure. Computer skills, good communication and interpersonal skills. Good written, analytical and financial management skills. A valid driver's license.

**DUTIES** : Payment of accounts received from Municipalities, Landlords and service providers in respect of municipal services and rates and taxes for state owned assets and leased accommodation. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Perform any other property payments related functions when necessary.

**ENQUIRIES APPLICATIONS** : Ms T Rubhushe Tel No: (047)502 7000  
 : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

**FOR ATTENTION** : Ms N Mzalisi

**POST 41/84** : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2019/253**

**SALARY** : R257 508 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in the Finance/Accounting field. Appropriate experience in property payments or experience in the accounts payments section will be an added advantage. Basic understanding of Public Finance Management Act, and other property related legislations. Financial reconciliation and numerical skills. Good verbal and written communication skills. Good interpersonal relations. A valid driver's license would be an added advantage. Computer literacy.

**DUTIES** : Payments of accounts received from municipalities, service providers and land lords, in respect of rates, municipal services and accommodation leased by the

Department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and clients. Handling of enquiries from municipalities. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals. Manage all accounts on his/her portfolio end ensure all accounts are paid within 30 days and in line with documented procedures and internal controls.

**ENQUIRIES APPLICATIONS** : Mr B Dlamini, Tel No: (031) 3147128

**FOR ATTENTION** : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

**POST 41/85** : **ADMINISTRATION OFFICER: (ACQUISITION) SUPPLY CHAIN MANAGEMENT REF NO: 2019/25**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
 : Johannesburg Regional Office  
 : Three year tertiary qualification in Supply Chain Management/Logistics/Purchasing/Economics/Equivalent qualification. Relevant working experience in supply chain management, Knowledge and experience in the application of the legislative framework that governs supply chain management in the Public service environment, PFMA, PPPFA, BBBEE and Treasury Regulations. Excellent verbal and written communication skills. Problem Solving, analytical skills and computer literacy, Knowledge of Walker BAS, Strong planning and co-ordination abilities. A valid driver's license.

**DUTIES** : Advertising of tenders in the Government Tender Bulletin. Updating of tender register and relevant electronic Systems and databases. Support Admin Sections in briefing session. Compiling of tender documents. Handing out of tender documents to contractors. Opening of tenders. Type and publish bid results. Check SCM compliance in all submissions before submitted to RBAC.\*Requesting extension of validity periods, confirmation of prices and unit rates from contractors. Secretariat to the Regional Bid Committees. Taking minutes and distributing agendas to members. Checking of responsiveness criteria in all bids received. Perform any other assigned duties in relation to Supply Chain Management. Supervise Assistant Admin Officer/s.

**ENQUIRIES APPLICATIONS** : Mr J Lesejane Tel No: (011) 7136233

**FOR ATTENTION** : 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.

**POST 41/86** : **STATE ACCOUNTANT – PMG AND RECONCILIATION PMTE REF NO: 2019/255**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
 : Head Office  
 : A three year tertiary qualification in Financial Accounting or related and relevant experience. Knowledge of SAGE system will be an added advantage. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems, accounts payables and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

**DUTIES** : Effective processing of receipts- capture and process journals of duly supported receipts on ERP system. Authorise duly supported telegraphic transfers on Safety Net. Liaison with clients and stakeholders on amounts received. Prepare and consolidate Compliance certificates. Monitoring and clearing of suspense accounts. Perform monthly bank reconciliation and suspense accounts. Effective document control of allocation journals. Make inputs to PMG related policies and procedures. Prepare and complete monthly reporting to National Treasury. Provide PMG related inputs for financial statements in line with GRAP and respond to Audit queries on related Financial Accounting related matters.

**ENQUIRIES APPLICATIONS** : Mr P Meso Tel No: (012) 406-1277

**FOR ATTENTION** : 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 41/87** : **ADMIN OFFICER: UTILIZATION AND CONTRACT REF NO: 2019/256 (X1 POST)**

**SALARY** : R257 508 per annum  
**CENTRE** : Mmabatho Regional Office  
**REQUIREMENTS** : A Three year tertiary qualification (NQF 6) in Property Management or related to property management with appropriate experience in property management, information systems or fixed asset environment. High degree of computer and good interpersonal skills. Good written, analytical and financial skills. A valid driver's licence, prepared to travel and willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Update and keep National fixed asset register of the Regional Office. Update information on the property management system to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in time. Assist in preparation of reports to top management and all relevant stakeholders.

**ENQUIRIES** : Mr Zwelithini Sibanda Tel No: (018) 3865211  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

**FOR ATTENTION** : Mr T. Oagile

**POST 41/88** : **ADMIN OFFICER: ACQUISITION MANAGEMENT: SUPPLY CHAIN MANAGEMENT REF NO: 2019/257**

**SALARY** : R257 508 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management, Finance, Logistics, Public Administration, or equivalent 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 committee secretarial functions and Reporting at Regional level, Good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. Relevant research skills. Organizational management. Knowledge and application of relevant procurement legislation \ policies.

**DUTIES** : 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) , 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 the supply chain management.

**ENQUIRIES** : Mr. TP Zwane Tel No: (031) 314 7109  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

**FOR ATTENTION** : Mr BE Mbatha

**POST 41/89** : **STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2019/258**

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF 6) in Financial Accounting or Management Accounting or related finance qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.

**DUTIES** : Monitor and investigate expenditure for misallocations purpose, Capture and reconcile original, adjustment budget and shifting of funds on BAS. Request expenditure reports from BAS and distribute to line function managers. Collect and register budget inputs from line managers. Ensure accurate expenditure

allocations of SCOA items. Maintain proper filling system. Provide support to Head and Regional Offices regarding budget allocations and expenditure items.

**ENQUIRIES** : Mr Segodi Selomo Tel No: (012) 406 1338  
**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 41/90** : **ADMINISTRATIVE OFFICER: SUPPLY CHAIN MANAGEMENT: ACQUISITION REF NO: 2019/259 (X2 POSTS)**

**SALARY** : R257 508 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management/ Public Management/ Administration or equivalent relevant qualification. Appropriate experience in Supply Chain Management (Acquisition Management or Demand Management). Good understanding of Supply Chains Management procedures, and experience of PFMA, PPPFA, Treasury Regulations and B-BBEE. Client Care Management, Good communications and interpersonal skills, report writing skills and Computer Literacy (Excel and MS word). Able to plan and meet the pressurized deadlines and well-prepared to work in a team. Ability to interpret, apply policies, strategies and legislation. Highly organized and sense of responsibility and loyalty.

**DUTIES** : Facilitate the implementation of formal tender process (Advertisement, Closing and Awarding of tenders). Check Bid Responsiveness Criteria (Pre-Screening). Ensure the quality assurance and compliance of the procurement documents to BID Committees. Facilitate the Bid Evaluation and Specification Committee Meetings, and provide advice accordingly. Attend Compulsory site briefing meetings. Liaise with internal and external stakeholders with regard to tender enquiries. Implement the control measures to avoid the cancelling and lapsing of tenders. Provide Secretary Duties during the Bid Meetings, and make follow-ups the outcomes of it. Management and development of staff.

**ENQUIRIES** : Ms. R. Mouton Tel No: (021) 402 2076/2071  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms. E Booysen

**POST 41/91** : **ADMINISTRATION OFFICER: PROVISIONING AND LOGISTICS REF NO: 2019/260**

**SALARY** : R257 508 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Public Management and Administration, Supply Chain Management, Logistics or equivalent with appropriate experience in Provisioning. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Supervisory, Computer literacy, Administration, Financial and Reconciliation skills. Good communication (verbal and writing) and interpersonal skills. Willing to adapt to work schedule in accordance with various requirements of the unit. Ability to perform under pressure and work overtime. Knowledge of financial systems (LOGIS, BAS or SAGE) and Reapatala invoice tracking system.

**DUTIES** : The successful candidate will be required to provide the following services. Provide effective administrative support to the Provisioning and Logistics unit. Assist with monthly, quarterly and annual financial reports. Assist with monthly reconciliation of accounts, ensure updating of commitment register, assist with administration and management of transversal and term contract accounts. (Copy machines, cellphones, courier services, office stationary). Provide compliance and quality checks on all procurement requests before issuing purchase order. Liaising with internal and external clients regarding procurement and payment issues. Receive, record and verify compliance of all invoices, certify correctness and ensure effective and efficient processing of payments on our systems in line with 30 days Treasury prescript. Assist with supervision of staff. Perform any other work schedule in accordance with the various requirements of the unit.

**ENQUIRIES** : Mr S Tyhomfa Tel No: (021) 402 2083

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms N Mtsulwane

**POST 41/92** : **ADMINISTRATION OFFICER: PROPERTY DISPOSALS REF NO: 2019/261 (X2 POSTS)**

**SALARY** : R257 508 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Town and Regional Planning, Property Law, Real state and/or Property Studies. Appropriate experience within a property management environment. Knowledge of Departmental policies, procedures and processes regarding the disposals of State Immovable Assets will be added advantage. Sound knowledge and understanding of State Land Disposals Act, GIAMMA, PPPFM, BBBEE. Supply Chain Management and Treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High level of computer proficiency. Ability to work within diverse team and the willingness to travel extensively is necessary. Must have a valid driver's license.

**DUTIES** : Disposal of redundant/superfluous State Immovable Assets. Prepare disposals submissions and vesting applications to be presented at the Provincial State Land disposals and Vesting Committee (PSLVDC) for recommendation. Prepare disposals submissions for approval by the Minister and National Treasury. Keeping track of developments with regard to disposal of fixed assets to ensure that correct procedures and policies are complied with when disposing of redundant State properties. Liaise with the office of the State, Surveyor-Generals. Deeds, Local Authorities, Department of Rural Development and Land Reform (DRDLR), regional lands claim commission, Western Cape Provincial Government and other stakeholders. Ensure the disposal of state assets supports the Government's broader social, financial and socio-economic objectives. Conduct site inspections and prepare submissions for the removal of restrictive title deed condition, deed of grants and registration of servitudes. Attend to all property transfers and registrations and file records of all transactions. Attend to the endorsement of all relevant title deeds upon receipt of item 28(1) certificates from DRDLR. Prepare reports and submissions to top management and relevant stakeholders.

**ENQUIRIES** : Mr S Maholwana Tel No: (021) 402 2111  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms N Mtsulwane

**POST 41/93** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2019/262**  
Re-Advertisement: Those who applied previously are encouraged to re-apply.

**SALARY** : R257 508 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in the Built Environment; Property Management; Real Estate; Town & Regional Planning; Construction, Accounting, Commerce or Tertiary qualification with any of the following as major subject; Property Law/Asset Management or Accounting with relevant experience in Property/Accounting/Immovable Asset Register Management. Appropriate 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.

**DUTIES** : 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 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 of 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms L Mahlombe Tel No: (012) 406 1351
	:	The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Ms. E Booysen
<b><u>POST 41/94</u></b>	:	<b><u>ADMINISTRATION OFFICER: PROJECTS REF NO: 2019/263</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R257 508 per annum
	:	Cape Town Regional Office
	:	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.
<b><u>DUTIES</u></b>	:	Assist with the vesting of estate 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.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms T. Kolele, Tel No: (021) 402 2063
	:	The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Ms. E Booysen
<b><u>POST 41/95</u></b>	:	<b><u>ASSISTANT ADMINISTRATION OFFICER HELPDESK AND COMPLAINTS REF NO: 2019/264</u></b>
	:	Facilities Management
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R208 584 per annum
	:	Cape Town Regional Office
	:	A Senior certificate/Grade 12 with appropriate experience. A tertiary qualification will be an added advantage. Computer literacy with relevant experience in clerical and administration duties. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Ability to convert data into usable information (Statistics) be analytical. Be able to perform under pressure. A basic understanding of various facets of the built environment and project management skills. Typing will also be an advantage.
<b><u>DUTIES</u></b>	:	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. Filing, Memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415's for day to day maintenance services and service contracts Updating and filing 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 spreadsheet for distribution to internal and external clients. Provide National Call Centre with feedback in terms of the status of the complaints. Attend and arrange meetings with internal and external clients including normal administrative responsibilities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Z Nghona Tel No: (021) 402 2013
	:	The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Ms. E Booysen
<b><u>POST 41/96</u></b>	:	<b><u>ASSISTANT ADMIN OFFICER: WORKS MANAGEMENT REF NO: 2019/265</u></b>
<b><u>SALARY CENTRE</u></b>	:	R208 584 per annum
	:	Durban Regional Office

**REQUIREMENTS** : A Senior Certificate/Grade 12 qualification and a high level of computer literacy, including experience in Microsoft packages, 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, An understanding of derivative forms of the acquisition of property.

**DUTIES** : Compile, register, develop and write reports for the Works Management Section, Register and distribute all callouts to the relevant works managers, Record quotations and invoices for all works managers, Print, submit and collect photocopies and documentation to and from the registry and tender section, Fax and phone to confirm all suppliers' orders for works management, Create a filing system for all correspondence and tender documentation, Arrange meetings and take minutes of the sectional meetings.

**ENQUIRIES APPLICATIONS** : Ms G Manqele Tel No: (031) 3147169

**FOR ATTENTION** : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.  
Mr BE Mbatha

**POST 41/97** : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT SERVICES REF NO: 2019/266**

**SALARY CENTRE REQUIREMENTS** : R208 584 per annum  
Cape Town Regional Office

**REQUIREMENTS** : A Senior Certificate/Grade 12 or equivalent qualification and Grade 'B' PSIRA accredited certificate, relevant experience within security industry, Be prepared to work extensive rotational hours, Experience in guarding services and control room monitoring and operations will be an added advantage. Knowledge of Occupational Health and Safety Act 85 of 1993, Control of Access to Public Premises and Vehicles Act, Act 53 of 1985, Criminal Procedures Act, Act 51 of 1977, as amended, Private Security Regulatory Authority Act 56 of 2001, National Key Point Act, Act 102 of 1980, Trespass Act, Act 6 of 1959, as amended and Firearms Control Act, Act 60 of 2000 National Security environment and security, policies, relevant legislation related to public security and access control, including MISS, MPSS and OHS and control room functions Recommendation: Knowledge of Computer literacy, willingness to travel on a regular basis and valid driver's license is essential, communication and interpersonal skills, planning, negotiation and conflict resolution.

**DUTIES** : Control of access in and out of the buildings occupied by the Department of Public Works and Infrastructure, Ensure all visitors complete access control registers and furnish positive identification (ID, Driver's License and passport), Ensure all contractors complete contractors access control registers, Confirm all visits telephonically, Scanning of all incoming and outgoing luggage's/packages, Ensure that firearms are kept in the firearm safe and locked, Ensure all equipment (laptops, computers, cartridges, etc.) coming in and out of the building are registered, Conduct building inspections and patrols daily as per schedule, Report all security breaches to supervisors and record on the Occurrence Book, Conduct escort duties, Perform production security duties, Perform control room duties including monitoring of CCTV and key control through registers. Ensure proper security housekeeping rules are adhered to.

**ENQUIRIES APPLICATIONS** : Mr. SP Segale Tel No: (021) 402 2327

**FOR ATTENTION** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.  
Ms. E Booysen

**POST 41/98** : **ASSISTANT ADMINISTRATION OFFICER: PROVISIONING AND LOGISTICS REF NO: 2019/267**

**SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
Cape Town Regional Office

**REQUIREMENTS** : A Senior Certificate or equivalent qualification. Extensive experience in Provisioning Administration/Purchasing Management plus electronic administration of a procurement system. Computer skills including Excel. Knowledge of Treasury Regulations. Must be multi-skilled in the procurement administration environment and operational understanding of LOGIS, BAS and SAGE systems. Client relations and communication skills. Ability to work in a

- pressured environment and willingness to adapt to work schedules in accordance with office requirements.
- DUTIES** : The successful candidate will be required to provide the following services. Assist with the issuing of orders on LOGIS and SAGE. Provide various functions on LOGIS, verifying requisitions and authorizing procurement advice for the purpose of generating procurement orders. Verify supplier banking details before effecting payments. Update the commitment register on leases. Capture invoice sundry payments for goods and services on BAS and SAGES as well as on LOGIS. Receive and verify travel request before issuing an order. Receive request for stationery stock, process and issuing out thereof and as well replenishments. Perform transit duties and other related tasks as per supervisor's instructions.
- ENQUIRIES APPLICATIONS** : Ms Bulelwa Ntoni Tel No: (021) 402 2020
- : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen
- POST 41/99** : **SENIOR REGISTRY CLERKS: PROVISIONING AND LOGISTICS REF NO: 2019/268**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
 : Cape Town Regional Office  
 : A Senior Certificate/ Grade 12 with relevant experience in registry or documents management environment. Knowledge and understanding of records, mail and courier service procedures. Knowledge of National Archives and Records Service Act (NARSA) and Information Act (PAIA). Computer literacy is also essential. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.
- DUTIES** : The successful candidate will be required to maintain the filing system and records. Manage the flow of files and records, track and trace files and manage sensitive documentation. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and Register invoices on Reapatala System. Drawing or downloading of Reapatala reports and filing thereof (electronically and manually). Receive, sort or prepare incoming or outgoing mail from/for Post office and internal clients. Operate and reload Franking Machine and render Courier services. Perform any other work schedule in accordance with the various requirements of the Unit.
- ENQUIRIES APPLICATIONS** : Sibulele Tyhomfa Tel No: (021) 402 2083
- : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen
- POST 41/100** : **REGISTRY CLERK REF NO: 2019/269 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
 : Durban Regional Office  
 : A Senior Certificate/Grade 12 with appropriate experience. The following will serve as recommendations: Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996, as amended. Computer literacy. Ability to identify and arrange different types of records. Ability to work under pressure and take initiative. Knowledge of disposal of records. Proven communication, organizing and interpersonal skills.
- DUTIES** : Keep registers, eg for stamps, registered mail, certified mail and others. Handle postal articles. Keep the file index up to date and maintain files. Keep and manage amendments, annual reports and delegations. Updating of the invoice Register for both PMTE and DPW.
- ENQUIRIES APPLICATIONS** : Mr BH Khanyeza, Tel No: (031) 3147038
- : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.
- FOR ATTENTION** : Mr BE Mbatha

**POST 41/101** : **EPWP DATA CAPTURER REF NO: 2019/270**

**SALARY** : R173 703 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : Senior Certificate/Grade 12 with experience in usage of Microsoft Office packages (Word, Excel, Access) or Certificate National diploma/Degree in Information Technology/Statistics Information Science. Accurate capturing of data with a neat methodical approach. Ability to key and check work accurately, have communication (both written and oral) skills and interpersonal skills. This position requires somebody who is self-motivated, committed to meeting quality standards and has ability to work under pressure.

**DUTIES** : Be part of a team of data capturers dedicated to carrying out the capture of data on behalf of reporting bodies. Accurately capture EPWP data into the Web Based System and Infrastructure Management Information System. Transcription of data from source documents of variable quality and verification of work of others. Offer advice and guidance to public bodies on the process of capturing data and agree on deadlines for the capturing of the required information. Execute related administrative duties.

**ENQUIRIES** : Mr L Mpakato Tel No: (047)502 7000  
**APPLICATIONS** : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

**FOR ATTENTION** : Ms N Mzalisi

**POST 41/102** : **ASSISTANT ADMINISTRATIVE CLERK: INVENTORY REF NO: 2019/271**

**SALARY** : R173 703 per annum  
**CENTRE** : Mthatha Regional Office  
**REQUIREMENTS** : A Senior Certificate or equivalent with relevant experience in Provisioning administration, Tertiary qualification will be an added advantage.

**DUTIES** : Manage store / warehouse, Update bin cards and the system on receiving and issuing stock. Conduct daily/ weekly/monthly cycle counting. Ensure proper record keeping and administration of records. Ensure maintenance and control of stock. Capture transactions on stock system. Verify and dispatch stock. Issue and pick stock. Report stock discrepancies when detected.

**ENQUIRIES** : Ms T Bomela Tel No: (047)502 7000  
**APPLICATIONS** : Mthatha Regional: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. Or Hand Deliver at PRD 2 Building Southerland Street Umtata.

**FOR ATTENTION** : Ms N Mzalisi

**POST 41/103** : **CREDITORS CLERK: PROPERTY PAYMENTS REF NO: 2019/272**

**SALARY** : R173 703 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : Senior Certificate/Grade 12 with appropriate experience within finances and payments. Knowledge and experience in the property industry as well as a valid driver's license 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.

**DUTIES** : 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.

**ENQUIRIES** : Mr. G Van Niekerk Tel No: (051) 408 7546  
**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 41/104** : **REGISTRY CLERK: REGISTRY REF NO: 2019/273**

**SALARY** : R173 073 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria Regional Office
	:	Grade 12/Senior Certificate with appropriate relevant working experience in the central registry environment, completion of the Records Management course is a prerequisite. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.
<b><u>DUTIES</u></b>	:	Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms S. Maruma Tel No: (012) 310 5166
	:	The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms MC Lekganyane / Ms K Tlhapane
<b><u>POST 41/105</u></b>	:	<b><u>SWITCHBOARD OPERATOR HORTICULTURAL SERVICES: FACILITIES MANAGEMENT REF NO: 2019/274</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 per annum
	:	Cape Town Regional Office
	:	Applicant must have a Senior Certificate/with 2-5 years' experience. General knowledge of telephone systems, Language proficiency, Computer literacy. Interpersonal relations. Telephone etiquette. General office administration. Client-cantered service delivery. Effective verbal communication. Customer care. Previous experience of using operating switchboard is advantageous.
<b><u>DUTIES</u></b>	:	To operate the switchboard. Answer all internal and external calls. Receive and dispatch incoming calls in a professional manner, including taking and relaying of messages. Direct/connect telephone calls as required. Co-ordinate the installation/ transfer of telephone points and extension allocations. Maintain internal directory. Print and distribute telephone accounts. Arrange and Report faulty telephone equipment for repairs. Order local and national directories. Maintain and distribute an updated list of contact details on a regular basis. General office administration i.e. filing, copy making etc.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. MAE Jantjies Tel No: (021) 4022404
	:	The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
<b><u>FOR ATTENTION</u></b>	:	Ms. E Booysen
<b><u>POST 41/106</u></b>	:	<b><u>SUPERVISOR: CLEANING SERVICES: FACILITY MANAGEMENT REF NO: 2019/275</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R145 281 per annum
	:	Cape Town Regional Office
	:	Applicant must have a Junior certificate or equivalent qualification and relevant experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be added advantage.
<b><u>DUTIES</u></b>	:	Manage and supervise cleaning staff and assist with the day-to-day cleaning. Administer attendance record and Work plans. Report any maintenance problems daily and follow up thereof. Co-ordinate with seniors timeously with regard to problems that may rise. Plan/recommend leave for the cleaning



personnel under supervision. Execute daily inspections of the building with regard to its cleanliness. Place orders for cleaning materials. Control inventory of cleaning materials and equipment for the building. Draft the cleaning program for the cleaning personnel.

**ENQUIRIES APPLICATIONS** : Ms. Faeza Meyer Tel No: (021) 402 2040  
: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms. E Booysen

**POST 41/107** : **MESSENGER/DRIVER HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2019/276**

**SALARY CENTRE** : R145 281 per annum  
: Cape Town Regional Office (GSE Rondebosch)

**REQUIREMENTS** : Applicant must have a Junior Certificate or equivalent qualification with appropriate experience. Knowledge of the performance of messenger and delivery related functions. The performance of driver related functions. Must have a valid Code 8 driver's licence and PDP. Ability to work under pressure. Time management skills. Flexibility to work irregular hours. The successful candidate will be required to obtain a Secret Security Clearance.

**DUTIES** : Perform messenger/driving duties. Sorting and registering of mail. Collect, parcels, documentation, and deliver specified persons designations. Ensure proper control of the movement of documents and face value documents. Making of copies of documents. Collect office consumables. Drive departmental officials, clients and visitors as may be requested. Transport mail and documents for distribution. Complete transport schedule regarding trips travelled. Support the security profile of office. Support registry related activities. Computer literacy. Good communication and customer related skills. Maintain accurate filing system. Perform general administrative and record keeping tasks.

**ENQUIRIES APPLICATIONS** : Mr.MAE Jantjies Tel No: (021) 4022404  
: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms. E Booysen

**POST 41/108** : **SECONDARY DRIVER: HORTICULTURAL SERVICES: FACILITIES MANAGEMENT REF NO: 2019/277**

**SALARY CENTRE** : R145 281 per annum  
: Cape Town Regional Office (GSE Rondebosch)

**REQUIREMENTS** : Applicant must have a Junior Certificate or Abet Level 4 Certificate, appropriate experience in transporting horticultural goods as well as workers. Applicant should be in Conversant with the requirements of the Occupational Health and Safety Act and Regulations. The candidate must also have had experience in leading a team of workers and giving instructions to these workers. Have good communication skills. The officer must be in possession of a heavy duty license (C1 and PDP).

**DUTIES** : The transportation of employees and horticultural goods. Able to travel long distance areas for plot clearing and firebreaks, Supervision of lorry assistance. Removal garden refuse and offloading to dumping site. Receiving instructions from supervisor and reporting back. Reporting of disciplinary matters to supervisor. Support to supervisor and colleagues.

**ENQUIRIES APPLICATIONS** : Mr MAE Jantjies Tel No: (021) 689 5741  
: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms. E Booysen

**POST 41/109** : **FOREMAN HORTICULTURAL SERVICES: FACILITIES MANAGEMENT REF NO: 2019/278 (X2 POSTS)**

**SALARY CENTRE** : R145 281 per annum  
: Cape Town Regional Office (GSE Rondebosch)

**REQUIREMENTS** : Applicant must have a Junior Certificate/Abet Level 4 Certificate with relevant experience. Must have a valid driver's licence and PDP. Able to operate computer would be an advantage. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills.

**DUTIES** : The Supervision of personnel and horticultural. Special request for long distances and plot clearing and firebreaks. Delegation/implementation of landscaping duties. Garden Maintenance. Notification of problem areas to supervisors. Oversee/maintain plot and fire break clearing. Site Inspection of vacant state property. Special indications/duties manage plant decorations and flower arrangements as requested. Nursery maintenance.

**ENQUIRIES APPLICATIONS** : Mr MAE Jantjies Tel No: (021) 689 5741  
: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms. E Booysen

**POST 41/110** : **SUPERVISOR: CLEANING SERVICES: FACILITIES MANAGEMENT REF NO: 2019/279 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R145 281 per annum  
: Pretoria Regional Office  
: Senior Certificate/Grade 12 or equivalent qualification and appropriate relevant experience. Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Must be in possession of a valid driver's license and willing to travel extensively.

**DUTIES** : Effective monitoring of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning material and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

**ENQUIRIES APPLICATIONS** : Mr S Kutu Tel No: (012) 310 5993  
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria.

**FOR ATTENTION** : Ms MC Lekganyane / Ms K Tlhapane

**POST 41/111** : **DRIVER/MESSENGER REF NO: 2019/280**

**SALARY CENTRE REQUIREMENTS** : R145 281 per annum  
: Durban Regional Office (Durban Workshops)  
: A Senior Certificate or equivalent with appropriate experience. A valid Drivers' license. The following will serve as recommendations: Minimum Information Security Standards (MISS) Act; Technical skills; Ability to maintain integrity of confidential information; ability to prioritise; basic communication (verbal and written); basic numeracy; basic computer literacy; interpersonal relations.

**DUTIES** : Perform driver/messenger-related services - drive departmental officials, clients and visitors as may be requested; transport mail and documents for distribution; complete transport schedule regarding trips travelled. Render auxiliary administrative support as required - supports the security profile of the office; support registry related activities; support operator related activities. 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. Perform driver-related services - drive departmental officials, clients and visitors as may be requested; transport mail and documents for distribution; complete transport schedule regarding trips travelled.

**ENQUIRIES** : Mr. MM Zuma: Tel No: (031) 305 6438

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

**FOR ATTENTION** : Mr BE Mbatha

**POST 41/112** : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/281 (X17 POSTS)**

**SALARY** : R122 595 per annum  
**CENTRE** : Highflats (X1 Post)  
Umzinto (X1 Post)  
Pinetown (X1 Post)  
Durban Central (X3 Posts)  
Harding (X1 Post)  
Stanger (X3 Posts)  
Richmond (X2 Posts)  
Mtunzini (X1 Post)  
Mahlabathini (X1 Post)  
Ngwelezane (X1 Post)  
Verulam (X2 Posts)  
Durban Regional Office

**CENTRE REQUIREMENTS** : A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

**DUTIES** : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

**ENQUIRIES APPLICATIONS** : Mr S Ngcobo Tel No: (031) 3147176

**FOR ATTENTION** : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.  
Mr BE Mbatha

**POST 41/113** : **GENERAL WORKER REF NO: 2019/282 (X3 POSTS)**

**SALARY** : R122 595 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : Applicants must have a Junior Certificate, ABET or equivalent qualification and relevant working experience. Good understanding of the OHS Act, and technical maintenances. Basic communication skills.

**DUTIES** : Ensure the effective delivery of technical maintenance. Assist with checking and reporting faults. Assist Artisans with obtaining quotations related to equipment and materials required. Cut grass and clean surrounding environments at sewerage plants, fish ponds and boiler houses. Assist with movement of furniture around buildings. Collect stationery for the section. Remove rubbish/refuse around buildings.

**ENQUIRIES APPLICATIONS** : Mr MM Zuma Tel No: (031) 3056438

**FOR ATTENTION** : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.  
Mr BE Mbatha

**POST 41/114** : **CLEANER REF NO: 2019/283**

**SALARY** : R122 595 per annum  
**CENTRE** : Kimberly Regional Office  
**REQUIREMENTS** : ABET level 3/or Grade 10 (STD 8) certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

**ENQUIRIES** : Ms N Dlela Tel No: (053) 838 5275

**APPLICATIONS** : 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 D Mashapa

**POST 41/115** : **TRADESMAN AID REF NO: 2019/284**

**SALARY** : R122 595 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : A junior certificate/ABET level 3. (Technical N/NCV certificate in Chemical Plant Operation and related qualifications will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks.

**DUTIES** : Assist Artisans with regards to repair and maintenance work. Operate water purification and waste water treatment plants. Perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Maintain good housekeeping of the workshop and plant rooms.

**ENQUIRIES** : Ms A Xentsa Tel No: (053) 838 5345  
**APPLICATIONS** : 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 D Mashapa

**POST 41/116** : **CLEANERS: FACILITIES MANAGEMENT REF NO: 2019/285 (X15 POSTS)**

**SALARY** : R122 595 per annum  
**CENTRE** : Mmabatho Regional Office  
Potchefstroom (X4 Posts)  
Delareyville (X1 Post)  
Orkney (X1 Post)  
Coligny (X1 Post)  
Ventersdorp (X1 Post)  
Klerksdorp (X4 Posts)  
Wolmaransstad (X1 Post)  
Rustenburg (X1 Post)  
Itsoseng (X1 Post)

**REQUIREMENTS** : ABET Level 2, 3, 4 Or Standard 8. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.

**DUTIES** : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture.

**ENQUIRIES** : Ms M Llali Tel No: (018) 386 5379  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

**FOR ATTENTION** : Mr T. Oagile

**POST 41/117** : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/286 (X2 POSTS)**

**SALARY** : R122 595 per annum  
**CENTRE** : Polokwane Regional office  
Vuwani Magistrate Court (X1 Post)  
Mokopane Magistrate Court (X1 Post)

**REQUIREMENTS** : ABET level 3/or Grade 10 (Std 8) certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

**ENQUIRIES APPLICATIONS** : Ms. N.A. Sipungela Tel No: (015) 291 6389  
 : The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

**FOR ATTENTION** : Mr. NJ Khotsa

**POST 41/118** : **TRADESMAN AID REF NO: 2019/287**

**SALARY CENTRE REQUIREMENTS** : R122 595 per annum  
 : Polokwane Regional Office (Hoedspruit AFB Workshop)  
 : A junior certificate/ABET level 3. (Technical N/NCV certificate in Chemical Plant Operation and related qualifications will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks.

**DUTIES** : Assist Artisans with regards to repair and maintenance work. Operate water purification and waste water treatment plants. Perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Maintain good housekeeping of the workshop and plant rooms.

**ENQUIRIES APPLICATIONS** : Mr. H Ngoatje Tel No: (015) 291 6300  
 : The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

**FOR ATTENTION** : Mr. NJ Khotsa

**POST 41/119** : **FACILITIES: CLEANERS REF NO: 2019/288 (X5 POSTS)**

**SALARY CENTRE** : R122 595 per annum  
 : Nelspruit Regional Office  
 : White river (X1 Post)  
 : Witbank (X1 Post)  
 : Delmas (X1 Post)  
 : Volkrust (X1 Post)  
 : Amersfort (X1 Post)

**REQUIREMENTS** : Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.

**DUTIES** : cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

**ENQUIRIES APPLICATIONS** : Mr EJ Mkhari Tel No: (013) 753 6347  
 : The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

**FOR ATTENTION** : Mr E Nguyuzza

**POST 41/120** : **CLEANERS: FACILITY MANAGEMENT REF NO: 2019/289 (X16 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R122 595 per annum  
 : Cape Town Regional Office and surrounding areas  
 : A Junior Certificate or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

**DUTIES** : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls.

**ENQUIRIES APPLICATIONS** : Mr. Faeza Meyer Tel No: (021) 402 2040  
 : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

**FOR ATTENTION** : Ms N Mtsulwane

**POST 41/121** : **GROUNDSMAN HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2019/290 (X6 POSTS)**

**SALARY CENTRE** : R122 595 per annum  
 : Cape Town Regional Office: GSE Rondebosch

- REQUIREMENTS** : Applicant must at least have a Junior certificate or equivalent plus at least appropriate experience in general garden maintenance. Basic Literacy and Numerical skills or ABET Qualification. An added advantage is that the candidate has had previous experience in chain saw work and or working with mowers.
- DUTIES** : To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required.
- ENQUIRIES** : Mr.MAE Jantjies Tel No: (021) 402 2404
- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen
- POST 41/122** : **TRADESMAN AID WORKSHOP REF NO: 2019/291 (X5 POSTS)**
- SALARY** : R122 595 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : Senior Certificate/Grade 12/STD 10 and Technical related qualification to workshops (e.g. NTC/TVET/higher). Must have good communication skills and must be able to report effectively. Knowledge of Occupational Health and Safety Act, 85 of 1993.
- DUTIES** : Assist Artisans with regard to repair and maintained work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off- loading of tools as well as material, check faults for repair and maintenance required and housekeeping of workshop and plant rooms. It will be expected of the incumbent to climb ladders for inspection, work in a confined space and perform maintenance on the government building/adherence requirement of the job.
- ENQUIRIES** : Mr. Dunga L Tel No: (021) 402 2336/Mr. Gazi M Tel No: (021) 402 2185/Mr.M Stephens: 021 402 2334
- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen
- POST 41/123** : **STORE MAN: WORKSHOP REF NO: 2019/292**
- SALARY** : R122 595 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : Senior Certificate/Grade 12/STD 10, workshop tools related experience. A Valid driver`s license coupled with PDP. Must have knowledge in OHSACT, 85 of 1993. Must have the ability to work under pressure. Must have good communication skills and must be able to report effectively.
- DUTIES** : Repair all store items e.g. Machinery, equipment, tools and any other work related items. Ensure compliance as per OHS Act, 85, of 1993.Receive consumable materials from the suppliers. Transport Officials to various sites in all Government buildings. Assist with loading and off-loading any delivery in the section. Should be trustworthy. Adherence requirement of the job.
- ENQUIRIES** : Mr. Dunga L Tel No: (021) 402 2336/Mr. Gazi M Tel No: (021) 402 2185/Mr. M Stephens Tel No: (021) 402 2334
- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.
- FOR ATTENTION** : Ms. E Booysen