

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



- CLOSING DATE** : 13 December 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 (within 6 months) copies of qualifications (matric certificate, qualifications), a valid Driver's Licence (where required) and an Identification Document. 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. All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.
- ERRATUM:** Kindly note that the post of Deputy Director with Ref No: 2019/298 advertised in Public Service Vacancy Circular 42 dated 22 November 2019 with the closing date 06 December 2019, was advertised with incorrect Qualification, the correct Qualification read as follows: A three year tertiary qualification in Commerce (Real Estate, Finance or Property Economics) and also the post of Assistant Director: Property Financial Analyst (X3 Posts) with Ref No: 2019/302 advertised in Public Service Vacancy Circular 42 dated 22 November 2019 with the closing date 06 December 2019, was advertised with incorrect Qualification and Requirement, the correct Qualification and Requirement read as follows: A three year tertiary qualification in Commerce (Real Estate, Finance or Property Economics), Be in possession of valid driver's license.

OTHER POSTS

- POST 43/38** : **DEPUTY DIRECTOR: TRAINING EPWP REF NO: 2019/308**
- SALARY** : R869 007.per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Polokwane Regional Office
- REQUIREMENTS** : A three year tertiary qualification in Human Resources Development, Human Resource Management, Public Management, Management Sciences or Behavioural Sciences. Extensive appropriate experience in learning and development environment, Computer literate, and be in possession of a valid driver's license, Knowledge of public finance management legislature, contract management, procurement management, stakeholder management, monitoring, evaluation, programme and project management are also key job requirements. The job requires good analytical skills, problem solving, conflict management and good interpersonal relations. Willingness to travel and irregular working hours.
- DUTIES** : Manage the training of EPWP participants in the province, Manage the budget allocated to the region for training of EPWP participants, Coordinate the procurement of training providers, Manage the training provider contracts, Manage the payments to the training providers, Manage the reporting of

training interventions. Supervise and manage EPWP Training Unit in the region.

ENQUIRES APPLICATIONS : Ms C Makunike Tel No: (012) 406 3075

: 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 43/39 : **ASSISTANT DIRECTOR: SCREENING SERVICES REF NO: 2019/309**

SALARY : R470 040 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Security Management, Public Management or Public Administration. Appropriate relevant experience in security screening, proven supervisory experience in screening will be an added advantage and valid driver's licence. Knowledge: National security environment and security policies, Relevant legislation related to public security including the Minimum Information Security Standards (MISS) Act, Procurement processes and systems, Financial administration, Risk management, Screening techniques, Interviewing techniques. SKILLS: Computer literacy, Report writing and presentation skills, Interpersonal and diplomacy skills, Problem solving skills, Effective communication, Organization and planning, Decision making skills, Conflict resolution, analytical skill. Personal Attributes: Solution orientated, People orientated, Innovative, Creative, Hard-working. Willingness to successfully attend prescribed training courses, prepared to work irregular and long hours, Security clearance, willing to adapt work schedule in accordance with professional requirements. Must be prepared to travel, Driver's license.

DUTIES : Analyse and evaluate security screening reports, Conduct quality control of the screening reports, planning and management of screening projects, manage pre-employment screening of prospective employees and service providers and provide relevant managers with quality and reliable screening reports, assist in developing screening policy, strategy and standard operating procedures, conduct security screening awareness programmes within the department. Co-ordinate screening compliance with Regional Offices, provide quality screening reports to supervisors, manage the contracted screening database service provider, verification of payment invoices, keeping records, manage screening databases, supervise subordinate and performance management, assist with procurement and financial management, co-ordinate and liaise with SSA, SAPS and relevant stakeholders.

ENQUIRIES APPLICATIONS : Mr T Nolusu Tel No: (012) 406 1631

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

FOR ATTENTION : Ms NP Mudau

POST 43/40 : **ADMIN OFFICER: UTILIZATION AND CONTRACT REF NO: 2019/310**

SALARY : R257 508 per annum

CENTRE : Mmabatho Regional Office

REQUIREMENTS : A Three year tertiary qualification related to property management with appropriate experience in property management or information systems or fixed asset environment. High degree of computer and good interpersonal skills. Good written, analytical and financial skills. A driver's licence is a must, 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 APPLICATIONS : Mr Zwelithini Sibanda Tel No: (018) 3865211

: 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 43/41 : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2019/311 (X2 POSTS)**

SALARY : R122 595 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 10 and PSIRA Grade D, proven extensive security working experience. Familiarity with security legislations will be an added advantage. Basic communication; client liaison; basic security training, Utilisation of firefighting equipment, evacuation processes. Knowledge: Control of Access to Public Premises and Vehicles Act 53 of 1985; OHS & First Aid; Basic literacy, basic communication. Knowledge of personnel movement within the work premises. SKILLS: Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills; client orientation; Problem solving. Personal Attributes: Polite and friendly; Being able to present the image of the Department, High tactful and diplomatic, Creativity; Being able to work in a team; Being able to work under pressure, Hardworking; high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

DUTIES : Execute access an egress control of staff, visitors and assets-perform general reception duties; assist services of security contractor, verify the validity of access cards, identify and control unusual behaviour of employees and general public at the main entrance; handing over shift reports; issue visitors cards, verify, accept or refer documents and deliveries, secure departmental keys, verify asset removals. Verify accessories, damages on GG and lease cars. Control and manage parking; provision of security awareness by informing staff and public about rules, regulation and laws governing work place. Execute surveillance duties-perform patrol duties, identify suspicious activities, search & identify explosive and hazardous substances; report physical risks, loopholes and incidents on the O.B; monitor CCTV in security control room; verify functionality of alarms system; verify functionality of evacuation emergency and exits; respond to alarms system.

ENQUIRIES : Mr Elliot Monyadi Tel No: (012) 406 1630
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 43/42 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/312**

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