

## DEPARTMENT OF PUBLIC WORKS

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



- CLOSING DATE** : 21 June 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 3 months) of qualifications (Matric and Tertiary Qualifications), valid driver's licence (where necessary) and 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.
- ERRATUM:** Kindly note that the position of Works Manager: Building (Facilities Management Services) Ref No: 2019/129 (Kimberly Regional Office), with the closing date 14 June 2019 published in Public Service Vacancy Circular 19 of 2019 dated 31 May 2019 has been advertised with incorrect title, the correct title is Control Works Manager: Building and the post of Assistant Director: Key Accounts Management (PBA) Ref no: 2019/131 (Mthatha Regional Office), with the closing date 14 June 2019 published in Public Service Vacancy Circular 19 of 2019 dated 31 May 2019 has been withdrawn.
- OTHER POSTS**
- POST 20/39** : **SIGN LANGUAGE INTERPRETER REF NO: 2019/146**  
(24 Months Contract)
- SALARY** : R257 508 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Senior Certificate (Grade 12) or equivalent with extensive knowledge and experience of South African sign Language interpretation. Sign Language Interpretation Certificate. Understanding of procurement legislation, government processes and procedures is essential. Knowledge of computer programmes: MS Excel, MS Word, and MS PowerPoint.
- DUTIES** : Reporting: to the Deputy Director: Bid Administration. To render Sign Language interpreting services to the DD: SCM in all internal and external meetings and interactions with colleagues and stakeholders to facilitate free flow of information and to ensure that the DD communicates in an effective manner including telephonic communication. To accompany the DD to all events and official activities/meetings internally and externally so as to ensure that the DD participates equitably in all meetings and processes. To provide administrative and office management support to the Directorate not limited to: (a) assist in preparation of bid adjudication sittings, (b) compile and issue quotations as requested, (c) provide administrative assistance to the capital procurement process, (d) perform any duties in relation to the implementation of the Supply Chain Management (SCM). To support the capturing and maintenance of information in the SCM Directorate through records management in support of the overall objectives of the Directorate.
- ENQUIRIES** : Mr T Tladi Tel No: (012) 406 1864 or Mr V Baliso (email only) Vuyile.Baliso@dpw.gov.za
- APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau

**NOTE** : The appointed incumbent is required to maintain high professionalism and adhere to the code of ethics in interpreting and to maintain confidentiality

**POST 20/40** : **ADMINISTRATION OFFICER: PROPERTY PAYMENTS REF NO: 2019/147 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R257 508 per annum  
 : Port Elizabeth Regional Office  
 : A three year tertiary qualification in Accounting or equivalent qualification preferably in Property Finance Administration, Knowledge of PFMA and other property-related legislation, Appropriate experience in property industry, Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary

**DUTIES** : Responsible for payment of legitimate municipal services, rates and taxes to Municipalities/creditors timeously on a monthly/yearly basis. Ensure that all batches prepared comply with related prescripts, delegation and procedures. Liaise with Local authorities/landlords and clients regarding payments and resolution of queries. Assist in resolution of queries, implementation of internal controls and measures. Verify and manage information on PIMS System, Ensure that PIMS supplier numbers are correctly linked with SAGE (in conjunction with Utilization Contract Administration), Monthly reconciliation of payments to invoices and record cards. Comply with the requirements of the PFMA.

**ENQUIRIES APPLICATIONS** : Mr L. Funde Tel No: 041 408 2000 ext. 2017  
 : Port Elizabeth Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

**FOR ATTENTION** : Ms F Clark

**POST 20/41** : **CLEANERS: FACILITIES MANAGEMENT (FORT BEAUFORT (X1 POST, BEDFORD X1 POST AND PORT ALFRED X1 POST) REF NO: 2019/148 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R122 595 per annum  
 : Port Elizabeth Regional Office  
 : Grade 10 or Standard 8, ABET level 3 or equivalent. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

**ENQUIRIES APPLICATIONS** : Mr Z Nqana, Tel No: (041) 408 2356  
 : Port Elizabeth Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

**FOR ATTENTION** : Ms F. Clark.

**POST 20/42** : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/149 (X10 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R122 595 per annum  
 : Pretoria Regional Office  
 : Grade 10 or Standard 8, ABET level 3 or equivalent. Relevant experience in Cleaning. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning material and equipment will be an added advantage

**DUTIES** : Cleaning offices, reception area, toilets, basins and wall tiles, empty and wash floors, sweeping passages, floors and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuum offices and stripping floors.

**ENQUIRIES APPLICATIONS** : Mr S Kutu Tel No: 012 310 5993  
 : Pretoria Regional Applications: The Regional Manager Department of Public Works, Private bag X 229 Pretoria, 0001 or Hand deliver at 251 Nana Sita Street, Corner Nana Sita and Thabo Sehume Street, Pretoria

**FOR ATTENTION** : Ms MJ Masubelele