

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.



<u>CLOSING DATE</u>	:	07 June 2019 at 16h00
<u>NOTE</u>	:	An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies (not Older than 3months) of qualifications (Matric and Tertiary Qualifications), an Identification Document and Valid driver's License where required. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply. ERRATUM: Kindly note that the post of Assistant Director: Disposal Property Management (Kimberly Regional Office) with Ref No: 2019/85 advertised in Public Service Vacancy Circular 17 dated 17 May 2019 has been withdrawn.
OTHER POSTS		
<u>POST 18/95</u>	:	<u>DEPUTY DIRECTOR: MARKETING AND PR COMPONENT COMMUNICATION AND MARKETING REF NO: 2019/109</u>
<u>SALARY</u>	:	R869 007 per annum (All inclusive salary package). (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Communication, Marketing, Public Relations, Graphic Design, Journalism or equivalent qualification (NQF Level 6). Relevant experience in Communication, Marketing and Graphic Design environment. A valid Driver's License. Knowledge: Marketing and Communication, In-depth knowledge of government protocol processes, office Management, PFMA, Knowledge of Government Communication. Skills: Branding Management, Events Management, Graphic design, Corporate Identity, Decision making, Conflict Management, Problem solving, Negotiation skills, Report Writing, knowledge of using Corel Draw, InDesign, Illustrator, Photoshop.
<u>DUTIES</u>	:	Provide management support on the development and formulation of marketing and public relations strategies. Coordinate marketing events and brand management activities aligned to strengthen organizational image. Develop and design departmental newsletters, publication, poster and related marketing material. Ensure brand positioning and relevant messages are reinforced in all communication programmes. Production of branded promotional/ marketing collaterals. Plan and execute advertising campaigns. Render the distribution services of branded promotional/ marketing collaterals. Exhibition Management. Corporate Identity Management. Graphic design services in all business unit. Design production and graphic layout. Interpret concept brief and create appropriate design. Design and layout of departmental newsletters. Develop graphic for product illustrations, logo and website.
<u>ENQUIRIES</u>	:	Ms Lindie Nemavhidi Tel No: (012) 406 1838

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 18/96 : **SENIOR ADMINISTRATION OFFICER: MR6 REF NO: 2019/110**

SALARY : R473 820 – R1 140 828 per annum (All inclusive OSD salary package). (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification (LLB) with or an appropriate recognized four year legal qualification, Extensive appropriate post-qualification experience or experience as an in-house legal advisor or contract administrator, Specialized knowledge of and experience in Law of Contract and/or the general administration of contracts within an organizational set-up would be advantageous, Proven drafting and communication skills, Ability to work independently with the assistance of the Directorate: Legal Service in Head Office, conduct research and provide professional in-house legal assistance and advice, Prepared to travel on an ad hoc basis. In-depth knowledge of the Supply Chain Management Framework (Regulations in terms of the Public Finance Management Act), Code of Conduct for SCM Practitioners, Treasury Regulations, Preferential Procurement Policy Framework Act, State Information Technology Act, Public Service Act, and other relevant legislation.

DUTIES : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors); verify correctness of contract documentation. Manage and safeguard guarantees; Provide legal advice, guidance and opinions to the Regional Office, in conjunction with Head Office Legal service, for court cases and other legal matters in which the Department is involved, Manage and implement court orders as instructed; Ensure safe keeping of legal records and documents (contracts, guarantees, etc) Engage with Head Office Legal Service and Contract Administration as and when required; Implement and monitor the delegated powers as required by National Treasury and the PFMA, Manage and implement garnished orders on instruction of eg SARS, Sheriff of the court, Ensure safekeeping of documents such as contracts, guarantees, ect, Provide an advisory and supportive role to Project Managers and Regional Office, in general, on contract and related legal matters. Ensure the extent and effectiveness of legal assistance provided. Render assistance to and liaise with the Office of the State Attorney regarding litigation and arbitration in which the Department is involved.

ENQUIRIES : Ms N Kani Tel No: (021) 402 2197/ 2087

APPLICATIONS : Cape Town Regional: 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 Mtsulwana

POST 18/97 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2019/111**

SALARY : R470 040 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualifications in Economics, Finance and Accounting or related. Valid driver's license. Knowledge of PFMA. Treasury regulations and other transcripts. Supervisory experience. Computer literate. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of accounts. Report writing and good communication skills, verbal and written. Organising and problem solving abilities. Good financial; interpersonal; analytical and budgeting skills. Ability to manage stakeholder's i.e municipalities; client department; landlords and private individuals. Ability to work under pressure.

DUTIES : Responsible to supervise the expenditure on properties through supervising payment of rates and taxes; municipal services; lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure sound property expenditure management system including minimization of accounts payable to avoid fruitless and wasteful, irregular

and unauthorized expenditures. Assist in compilation of sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state w\owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the PMS.

ENQUIRIES : Mr. B Berends Tel No: 021 402 2309

APPLICATIONS : Cape Town Regional: 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 Mtsulwana

POST 18/98 : **ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2019/112**
(Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R376 596 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualification in Accounting, Financial Management or equivalent qualifications. Relevant experience in budgeting and planning for property related expenditure and willing to adapt to work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.

DUTIES : Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget input inputs and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from SAGE; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments.

ENQUIRIES : Ms. M Dlova Tel No: (012) 406 1255

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 18/99 : **ASSISTANT DIRECTOR: INTERNAL CONTROLS INTERNAL CONTROLS REF NO: 2019/113**

SALARY : R376 596 per annum

CENTRE : Port Elizabeth Region Office

REQUIREMENTS : A three year tertiary qualification in Finance / Accounting or Auditing, Relevant working experience in the field of internal control, finance and /or auditing experience. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards. Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS). Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful

expenditure. Good communication skills both written and verbal. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.

DUTIES : Manage the irregular, fruitless and wasteful expenditure investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC) and National Condonation Committee (NCC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s, Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the National Condonation Committee (NCC), Review the adequacy of evidence gathered to substantiate the investigation conclusion, Coordinate and present investigated cases at the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings, Regularly review and submit progress reports on the investigation, Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure, Compile and present report on causes of irregular and fruitless and wasteful expenditure.

ENQUIRIES : Mr. S. Mkutukana Tel No: 041- 408 2001/2040

APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F. Clark

POST 18/100 : **ASSISTANT DIRECTOR: BUDGETS, DEBTORS & DOCUMENT CONTROL REF NO: 2019/114**

SALARY : R376 596 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification in Financial / Management Accounting, relevant working experience in the budget analysis environment, Supervisory experience, Knowledge: Public Finance Management Act, Treasury Regulations, Economic Reporting Framework including the Standard Chart of Accounts. Government Budget Procedures. Skills: Computer Literacy, Time management, People management, Coaching and mentoring, Presentation skills, Planning and organising, Problem solving, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Obtain budget inputs from the various sections and consolidate for the office after review. Capture budget allocations on BAS and SAGE. Prepare monthly budget vs expenditure reports. Convene the monthly meetings for discussion of the budget vs expenditure reports. Prepare monthly cash flow projections for the office. Checking allocation of expenditure and processing of journals to correct wrong allocations. Manage the shifting of funds on the systems as per requirements. Provide regular training on compilation of budget inputs and the use of allocations. Provide budget and financial advice to managers within the office. Preparation and distribution of debt accounts. Updating of debt accounts. Perform the necessary recovery procedures in terms of arrear amounts. Preparation of debtor's information for AFS purposes. Ensure all financial documents are safely stored. Issuing of financial documents for audit and other purposes and the return thereof. Implement internal control measures and conduct risk assessments Respond to audit findings relating to the mentioned areas of responsibility. Respond to all enquiries from clients. Effective management of staff and resources.

ENQUIRIES : E Booyens Tel No: 021 402 2357

APPLICATIONS : Cape Town Regional: 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 Mtsulwana

POST 18/101 : **CHIEF WORKS MANAGERS (BUILDING): FACILITY MANAGEMENT REF NO: 2019/115 (X2 POSTS)**

SALARY : R316 791 per annum

CENTRE : Cape Town Regional Office

- REQUIREMENTS** : A three year tertiary qualification (T/N/S Streams) in Buildings or related with relevant experience or N3 and a passed trade test in the built environment field with extensive relevant experience. Broad based buildings maintenance experience and ability to implement pro-active/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 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 62 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 subordinates 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. C Solomons Tel No: 021 402 2062
- APPLICATIONS** : Cape Town Regional: 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 Mtsulwana
- POST 18/102** : **CHIEF WORKS MANAGERS (MECHANICAL): FACILITY MANAGEMENT REF NO: 2019/116 (X3 POSTS)**
- SALARY** : R316 791 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A Three year tertiary qualification (T/N/S Streams) in Mechanical engineering with relevant experience or N3 and a passed trade test in the built environment Mechanical field Millwright, Fitter, Boiler Maker, Air-conditioning, Refrigeration, Pumps, and Automation with extensive 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 subordinates 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 : Cape Town Regional: 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 Mtsulwana

POST 18/103 : **CHIEF WORKS MANAGER: ELECTRICAL: FACILITY MANAGEMENT REF NO: 2019/117 (X2 POSTS)**

SALARY : R316 791 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in the Electrical Engineering discipline with relevant extensive technical experience, N6 with extensive experience or successfully completed trade test. Wire man license will be an additional advance. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.

DUTIES : Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.

ENQUIRIES : Mr. Stanley Olckers Tel No: 021 402 2030
APPLICATIONS : Cape Town Regional: 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 Mtsulwana

POST 18/104 : **SENIOR COMMUNICATIONS OFFICER COMPONENT COMMUNICATION AND MARKETING REF NO: 2019/118**

SALARY : R316 791 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in Marketing, Communication, Public Relations, Journalism Events Management or equivalent and /or relevant experience in the field. Computer literacy; good written and verbal communication skills, driver's license is highly recommended. Knowledge in Marketing and Communication, Supply chain management, Knowledge of Government Communication process, Branding management, Branding Principles. Skills: Organizing and Planning, ability to work under pressure, willing to adapt work schedule in accordance with professional requirement, willing to travel.

DUTIES : Liaise and promote relations with relevant stakeholders regarding communication services. Assist with the development, monitoring and evaluation of projects. Support the implementation of marketing activities. Ensure that implemented

		project meet required standard. Compile reports and budget inputs for communication projects. Plan and coordinate participation of DPW events, Assist with Branding during the event, Identify and participate in Exhibitions. Production of branded, promotional/marketing collaterals.
<u>ENQUIRIES</u>	:	Ms Lindie Nemavhidi Tel No: (012) 406 1838
<u>APPLICATIONS</u>	:	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
<u>FOR ATTENTION</u>	:	Ms N.P Mudau
<u>POST 18/105</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY PAYMENTS REF NO: 2019/119</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr L. Funde Tel No: 041 408 2000 ext. 2017
<u>APPLICATIONS</u>	:	Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms F. Clark
<u>POST 18/106</u>	:	<u>ADMINISTRATION OFFICER: BID ADMINISTRATION UNIT REF NO: 2019/120 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management/ Purchasing Management/ Business Management/ Economics, Accounting/ Auditing / Finance or Administration With relevant working experience in Procurement / Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, Prescripts on CIDB and understanding of advertising process. Understanding of government procurement systems and processes and of the built environment and property industries. Good verbal and written communication skills, negotiation skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous.
<u>DUTIES</u>	:	Support the administration and smooth functioning of ALL Bid Committees and related processes and systems, Perform secretariat services at the Bid Adjudication Committees, Receive and record requisitions from Users, Capture and maintain requisition register, Coordinate and collate Line functions and Regional inputs for Procurement plans, Update commodity list on the master database, Provide documents and information for Specification Committees, Capture draft procurement strategies for approval, Compile generic bid documents for approved generic specification, Administer submissions for approval of procurement methods, General admin support for Bid Administration Unit, Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance report, Collate data; prepare reports and presentations for management use, Coordinate Internal and External Audit engagement processes,

steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Demand: Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objective, Ensure that procurement source documents verified, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, Ensure timeous reporting to Treasury and Auditor General (AG), Monitor BBBEE spending in terms of the Department's targets, , Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.

ENQUIRIES : Ms. S Naidoo Tel No: (041) 408 2322
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F. Clark

POST 18/107 : **SENIOR ADMIN CLERK ACQUISITIONS REF NO: 2019/121**

SALARY : R173 073 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification with relevant experience coupled with good written and verbal communication skills. Computer literacy in (MS Word and Excel) and telephone etiquette is essential for this position. Ability to work under pressure.

DUTIES : The incumbent will manage and execute liaison functions in the office the Head of Acquisitions and Leasing. Manage and maintain the office related duties, schedule of appointments, meetings, travel arrangements etc. Manage incoming and outgoing mail correspondence in the office. Perform general secretarial duties. Assist in the compilation and maintenance of sectional budget. Monitor leave register of the section, and all other registers relevant to the operations of the section.

ENQUIRIES : Ms. S Minnie Tel No: (041) 4082067
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F. Clark

POST 18/108 : **MESSENGER: WORKSHOP REF NO: 2019/122 (X1 POST)**

SALARY : R122 595 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Grade 12 certificate and relevant experience messenger. A valid driver's license. PDP will be an added advantage. Good communication skills and interpersonal skills. Have the ability to work under pressure and ability to meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment.

DUTIES : The successful candidate will be responsible for Collect, distribute circulars, correspondence, packages, files and documents. Collect and deliver mail to and from the Post Office. Collect, sort and distribute mail to line functionaries and relevant officials within the Department and to external clients. Collect, distribute mail to and from other Departments /external clients and receive signatures from recipients. Ensure all mails/documents/parcels are collected from Registry as per schedule. It will be expected of the incumbent to do lots of walking. The incumbent should be reliable, self-discipline, sober at all times, must have sense of ownership. Attend to admin duties as requested by the supervisor.

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 : Cape Town Regional: 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 Mtsulwana

POST 18/109 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/123**

SALARY : R122 595 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on 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 : Mr Z. Nqana Tel No: (041) 408 2356
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F. Clark

POST 18/110 : **GROUNDSMAN REF NO: 2019/124**

SALARY : R122 595 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A junior certificate or abet level 4 certificate plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.

DUTIES : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.

ENQUIRIES : Mr S. Mda Tel No: (041) 408 2357
APPLICATIONS : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F. Clark