

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 : 01 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.

MANAGEMENT ECHELON

POST 37/76 : **REGIONAL MANAGER (CHIEF DIRECTOR LEVEL)**

SALARY : R1 251 183 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Cape Town Regional Office Ref No: 2019/81A
Mthatha Regional Office Ref No: 2019/81B

REQUIREMENTS : An Undergraduate qualification (NQF Level 7) in the Property, Built Environment discipline, or Management Science, Behavioural Science or law coupled with 5 years relevant experience at senior management level, Extensive experience in property management, asset investment management and the built environment, Knowledge: property management, Public Finance Management Act, Government budget procedures/timeframes (MTEF) Financial management and administration, Project management, Construction regulations, Financial administration processes and systems, Public service act, Public service regulations, Financial manual, Treasury regulations Skills: Construction management, Financial management, Client/customer relations, Intergovernmental relations, People management, Presentation, Competency in policy analysis and development, Negotiation, Communication, Management skills in general, Advanced report-writing, Planning and organizing, Diplomacy, Policy analysis and development, Problem solving, Presentation, Budgeting.

DUTIES : Take responsibility for the overall management of the Regional office. Effectively manage the capital and maintenance budget to promote Black Economic Empowerment. Support development and empowerment initiatives of Government and DPW in particular. Effectively implement construction projects on behalf of client departments. Provide office accommodation to client Departments. Participate in intergovernmental forums and regularly review programmes and report on progress. Ensure financial management of the Region. Develop, review and implement the

		Region's Business plan in line with the strategic plan. Ensure implementation of the departmental strategic plan in the Regional office. Manage the implementation of the Department's operational programmes, which entail service delivery improvement, Expanded Public Works Programmes, Client/customer and stakeholder relations, property management, people management and financial management.
<u>ENQUIRIES</u>	:	Mr S Mdakane tel: (012) 406 1282
<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 37/77</u>	:	<u>DIRECTOR: PRESTIGE PROPERTY MANAGEMENT REF NO: 2019/82</u>
<u>SALARY</u>	:	R1 057 326 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in Property Management, Management Science, Legal and Built environment, Extensive experience in the property and built environment of which 5 years should be at middle management level. A driver's licence. Knowledge: Public Finance Management Act, Property Economics, Government Budget procedures/time frames, MTEF, Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS) Skills: Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem-solving, Presentation, Advanced numeracy, Budgeting. Personal Attributes: Innovative, Creative, Hardworking, Self-motivated, The ability to work under pressure, the ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Strategic leadership: Management of maintenance and capital work at residential and office accommodation of Members of the Executive, and other categories of people including Union Building Manage client request regarding maintenance, interior décor and other benefits as stipulated in the Ministerial Handbook Providing strategic leadership on matters related to residential and office accommodation of Members of the Executive and certain selected categories of people Facilities Management. Develop appropriate facilities management strategies for the Portfolio in conjunction with the Facilities Management branch. Ensure that proactive and reactive maintenance is done in all Prestige properties in conjunction with Facilities Management branch. Ensure effective and efficient supervision of the water and electricity usage in the Portfolio in conjunction with the Real Estate Management branch Investigate client needs in conjunction with Real Estate Management Investment branch and provide options and solutions Register capital and maintenance projects Request for funding through PMBC and IBC and allocation of funding to projects as requested by Project Managers Issuing of Procurement Instruction to Construction and Project Management branch for execution Management of Prestige budget Events Management: Provide support in all events in respect of maintenance and other related activities as instructed by Chief Director or requested by the events management section Client Relations: Management of client requests Ensure that an acknowledgment letter is forwarded to the client informing them of the Portfolio Manager assigned to the request. Provide a report to clients on progress regarding the request, maintenance performance and projects in execution and provide time frames Interact with clients on regular basis Schedule meetings with all internal role-players, Coordinate meetings with executing units and service providers within DPW Liaise with Finance and Provisioning for issuing of orders and payments to

service providers Liaise with ECDP for contractors on the Prestige database Optimise Prestige helpdesk as a central point of lodging complaints Ensure accurate updated Prestige Asset register and Spreadsheet for projects Use appropriate procurement committees to expedite procurement of good and services Manage, coach and monitor performance of subordinates Arrange bilateral meetings with Prestige clients.

ENQUIRIES : Mr M Sazona, Tel No: (012) 406 1963/1322.
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

OTHER POSTS

POST 37/78 : **DEPUTY DIRECTOR: HUMAN CAPITAL INVESTMENT REF NO: 2019/181**
(Professional Services Branch)

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 : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Public Management/Human Resources Management/Social Sciences/Education/Training and Development Appropriate management experience in Human Resources, talent development and management Must have experience in drafting of policies, strategies, standards and norms; and project managing of Sectoral Education Training Authority/National Skills Fund Projects/Programme Administration Knowledge: Skills Development Act, National Skills Development Plan, National HRD Strategy of South Africa, Occupation Specific Dispensation, Built and Infrastructure Sector related legislation Must have a valid unendorsed driver's license and be willing to travel extensively. Registration as a Skills Development Facilitator, and or Assessor will be an added advantage Skills: Good verbal and Written Communication skills, Organizing, Planning and Time Management Skills Knowledge of Filing System Management and Financial Management Policy analysis and development, Planning and organizing, People management, Project coordination, Problem Solving, Facilitation and presentation, Stakeholder and client liaison, Monitoring and Report writing. Advanced computer literacy, MS Word and Excel Excellent interpersonal skills Ability to work under pressure and dead line driven. Willingness to adapt work schedule in accordance with professional requirements.

DUTIES : Develop, review and monitor implementation of HCI or Capacity Building programme guidelines, processes, norms & standards and strategies through - Conducting research on talent acquisition programmes; Drafting, reviewing and ensuring approval of HCI or Capacity Building programme guidelines, norms & standards and strategies, Developing and implementing HCI or Capacity Building programmes support tools; Providing advice and guidance in various fora in relation to the HCI or Capacity Building programmes; Developing, implementing and maintaining related policies, procedures and guidelines. Coordinate the implementation of HCI or Capacity Building Programmes by maintaining strategic and operational agreements between Human Resources, Client Units, and Regions Ensuring alignment of programmes to Workplace Skills Plan, Succession planning, and Human Capital needs of the Department, Coordinating stakeholder meetings, Compile monthly, quarterly and progress reports on HCI or Capacity Building programmes Manage the Database pertaining to Human Capital Investment programmes beneficiaries- Manage and administer programmes beneficiaries contracts, Facilitate induction and Orientation of Interns,

Develop and Manage employment contracts for capacity building beneficiaries and Mentors Coordinate training and development interventions of trainees and Mentors Facilitate exits of Young Professionals and Artisans Trainees, Provide updated beneficiaries information and statistical reports to internal and external stakeholders Conduct monitoring and evaluation of all HCI or Capacity Building programmes Source and provide funding for the implementation of HCI or Capacity Building programmes; Coordinate for preparations and submission of Professional Council requirements for beneficiaries' professional registration and manage the talent pipeline through partnerships with Voluntary Associations, BEPCs, other Departments, and Higher Education Institutions

**ENQUIRIES
APPLICATIONS**

: Ms. Vangile Manzini, Tel: 0124061341
 : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at No. 256 Madiba (corner Vermuelen) & Bosman Street), Central Government Office Building, Pretoria.

FOR ATTENTION

: Ms. NP Mudau

POST 37/79

: **EXECUTIVE OFFICER MANAGER: PROGRAMME MANAGEMENT**
OFFICE REF NO: 2019/182
 (36 Months contract)

SALARY

: R733 257 per annum (All inclusive salary package). (Total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
 : A three year tertiary qualification in any of the following fields: Social Science, Administration, Building Sciences, Financial related or related field Extensive experience on an Assistant Director level Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.

DUTIES

: The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/workshops (venues, travel, catering etc); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch Coordinate and manage projects in the office of the DDG To render effective and efficient administrative support services – Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to

the office; Manage budget in the DDG's office. Risk and compliance management-Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g financial losses, overpayment, etc. according to required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)-management of section performance within the sub-directorate; Report on the performance of the unit against operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

**ENQUIRIES
APPLICATIONS**

: Mr S Mdakane Tel No: (012) 406 1282
 : 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 37/80

: **OFFICE MANAGER (OFFICE OF THE REGIONAL MANAGER) REF NO: 2019/183**

**SALARY
CENTRE
REQUIREMENTS**

: R376 596 per annum
 : Durban Regional Office
 : A three year tertiary qualification in Secretarial\ Administration fields. The ideal candidate should possess the following attributes: Extensive relevant experience advanced computer literacy in MS Office packages (MS Word, MS Excel, MS Power Point) and ability to use e-mail. Interpersonal, organizing and communication skills at all levels with an ability to take initiatives. Maintain confidentiality and be able to work independently, with minimum supervision. Highly organized, hardworking, dynamic professional, self-motivated, who is capable of learning quickly. Ability to work under stressful situations. Knowledge of the following will be an added advantage: PFMA, minimum information security standards act, medium term expenditure budgeting processes, procurement processes and procedures, financial administration processes and systems.

DUTIES

: Events (Diary) Management:-Co-ordinate/arrange meetings/workshops and arrange logistics Co-ordinate/arrange the Regional Manager's itinerary, travel arrangements and accommodation Attend to external visitors (Head office/Clients etc.) Co-ordinate/arrange catering for events/meetings/workshops Attend meetings, take minutes and prepare and distribute them appropriately Review tenders and prepare schedules for the tender committee meetings Budget/Financial Administration:- Manage the petty cash Prepare and submit relevant claims Manage/control the commitment register and budget Office Administration:-Manage correspondence to and from the office (distribution, tracking, copying and filing) Create/type documents Co-ordinate/follow up/consolidate inputs, reports, work plans, business plan from Regional Manager's direct reports Manage telecommunications (phone, fax, e-mail, and internet) Ordering of office supplies Attend to disciplinary enquiries where designated as P/O Ensure the security profile and classification of documentation and information related to the office Authorize payments of office, invoices as delegated Office inventory control Equipment contracts (pend and follow up renewals).Reporting:-

Provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure).

ENQUIRIES : Mr NN Vilakazi Tel No: (031) 3147149

APPLICATIONS : Durban Regional 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 R Joseph

POST 37/81 : **CHIEF WORKS MANAGER BUILDING REF NO: 2019/184**

SALARY : R316 791 per annum

CENTRE : Mthatha Regional Office

REQUIREMENTS : A three year tertiary qualification in (T or N stream) or appropriate N3 (or equivalent qualification) and have passed an official trade test successfully, or be registered as an Engineering Technician in terms of the regulations promulgated under section 14(1) or 14(2) of the engineering profession of SA Act, 1990(Act 114 of 1990) Extensive appropriate experience in the built environment and a valid driver's licence are required The following will serve as recommendations: Proven ability in and exposure to project management, A working knowledge of projects and services in the building environment is essential, Extensive experience in working in multidisciplinary teams, Ability to budget and work with figures(financial management), Strong verbal and written communication skills, Computer literacy (word processing and spread sheets), The successful applicant must also have a sound knowledge of the National Department of Public Works Tender procedures, Tender Documents, Tender recommendations, Targeted procurement policy and compilation of specifications, Knowledge and understanding of PFMA, National Building Regulations and Government Procurement System – Supply Chain Management

DUTIES : The successful candidate will be responsible (under the supervision of the Control Works Manager and on behalf of several client departments Write specifications and to handle inspections in the building environment Travel to sites on a regular basis will be essential to fulfil this task Compile and prepare scope of works, estimates and technical reports Verify and certify invoices from contracts Inspect all state owned buildings in the Eastern Cape for any building and safety defects, do condition surveys

ENQUIRIES : Ms L Mpukane Tel No: (047) 502 7000

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 37/82 : **SENIOR ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: 2019/185**

SALARY : R316 791 per annum

CENTRE : Mthatha Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Administration or related qualification Relevant 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 and Preferential Procurement Regulations, CIDB Act and CIDB Regulations Understanding of government procurement systems and processes and of the built environment and property industries Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Supervise, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, 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: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions Ensure timeous reporting to Treasury and Auditor General (AG) Perform any other assigned duties in relation to the implementation of the Supply Chain Management systems

ENQUIRIES APPLICATIONS : Ms T Stofile Tel No: (047) 502 7082
: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 37/83 : **SENIOR ADMINISTRATION OFFICER (PROPERTY PAYMENTS) REF NO: 2019/186**

SALARY CENTRE REQUIREMENTS : R316 791 Per annum
: Mthatha Regional Office
: A three year tertiary qualification in Finance, Auditing with relevant qualification Appropriate experience in property payments or experience in the account payments section Basic understanding of PFMA, Treasury Regulations and property related legislations A valid driver's licence Computer literacy The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations Good verbal and written communication skills.

DUTIES : Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department Handling of queries from municipalities, service providers, property owners, tenants and clients Monitor and follow up on outstanding balances on relevant accounts Writing monthly reports Assist in capturing of batches and general administration of the section.

ENQUIRIES APPLICATIONS : Ms T Rubushe Tel No: (047) 502 7000
: The Regional Manager, Department of Public Works, Private Bag X 5007,PRD Building, Sutherland Street ,Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 37/84 : **SENIOR ADMINISTRATIVE OFFICER: ACQUISITIONS MANAGEMENT REF NO: 2019/187**

SALARY CENTRE REQUIREMENTS : R316 791 per annum
 : Kimberly Regional Office
 : A three year tertiary qualification or equivalent qualifications preferably in Property, Legal, Built environment or related Appropriate experience in leasing, property administration, strong legal experience, acquisition of property rights; conveyancing and registration of rights in property Knowledge and understanding of government procurement procedures and regulations Understanding and knowledge of the PFMA and PPPFA/ SCM Understanding of property market and its trends Good verbal, written interpersonal skills Computer literate Valid Driver's license.

DUTIES : Acquisition of vacant land and or land with improvements; acquisition of other fixed property Negotiate with various property owners for acquisition of land/fixed property and rights thereof for use by Client Departments Maintain the property Information System/Leasing database for all leased property to ensure timeous rental payments Maintain the Acquisitions Database to ensure acquisition timeframes are met Prepare and compile quality reports required by Head of Section Advice Key Accounts Managers and/or clients on issues related to property acquisition Drafting of acquisition and/or lease contracts and other documents resulting from acquisition processes Liaise with Client Departments, Building owners 'facility maintenance managers and lease administrators to ensure client satisfaction.

ENQUIRIES APPLICATIONS : Ms Joan Van Der Merwe (Kimberly) Tel No: (053) 8385281
 : 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 37/85 : **PERSONAL ASSISTANT: (OFFICE OF THE REGIONAL MANAGER) REF NO: 2019/188**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
 : Durban Regional Office
 : A three year tertiary qualification in Secretarial diploma or equivalent qualification and Matriculation Knowledge and experience in secretarial management, office administration Ability to work under pressure and independently Good communication skills (written and verbal) Knowledge of MS Office packages.

DUTIES : Typing of letters, memos, minutes and general correspondence Responsible for the organization of manager's diary Taking minutes in meetings Compilation of typing of weekly and monthly statistics Monitoring and balancing of petty cash Booking of conferences\venues, meetings, luncheons etc Ordering of stationery, letterheads and application forms Maintenance of the filing system\fax machine Organize when necessary flowers and thank you cards Booking of travel arrangements Support management at all times Must have excellent presentation skills Be stable and willing to assist during management's absence.

ENQUIRIES APPLICATIONS : Mr NN Vilakazi, Tel No: (031) 3147149
 : Durban Regional 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 R Joseph

POST 37/86 : **ADMINISTRATIVE OFFICER: PROGRAMME MANAGEMENT OFFICE**
REF NO: 2019/189
(36 Months contract)

SALARY : R257 508 Per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Office Administration/Office Management and Technology/ Public Administration in clerical and office administration Knowledge of Public Finance Management Act, Wide range of office administration tasks Skills: Effective communication, Report writing, Demonstrative computer literacy, General office administrative and organisational skills Ability to work under stressful situations Ability to communicate at all levels Punctuality Ability to work independently willing to adapt work schedule in accordance with office requirements.

DUTIES : Provide general administrative support to the office of the DDG and Chief Directors Render administrative/office support services Effectiveness and efficiency of the administration of the office Effectiveness of transport, travel and accommodation arrangements Update the database Take minutes during meetings, workshops etc Number and quality of correspondence, documents and reports administered Effectiveness and efficiency of access to office information and documentation Effectiveness and efficiency of office communication Support the manager with the administration of the directorate's budget.

ENQUIRIES : Mr S Mdakane Tel No: (012) 406 1282
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 37/87 : **ADMINISTRATION CLERK: PROGRAMME MANAGEMENT OFFICE**
REF NO: 2019/190 (X2 POSTS)
(36 Months contract)

SALARY : R173 703 Per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A National Senior Certificate (Grade 12), or equivalent qualification A relevant working experience in office administration Good communication (verbal and written), interpersonal, typing, planning, organisational, problem solving and interpersonal relationship skills Time management and conflict management skills Computer Literacy (Word, Excel, PowerPoint, etc) Ability to work under pressure, meet tight deadlines and work independently and as part of the team.

DUTIES : Provide general administrative support to the office of the DDG and Chief Directors Render administrative/office support services Manage travel and accommodation arrangements for the DDG/Chief Directors Provide logistics/procurement support services, for the provision of goods and services Handling of petty cash, travelling and S&T arrangements Interfacing with internal and external stakeholders within and outside the sector Make arrangements for meetings/Conferences/Workshops and receiving of clients Provide secretariat services during ad hoc meetings Ensure the effective flow of information and documentation to and from the office of the DDG and Chief Directors Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES : Mr S Mdakane Tel No: (012) 406 1282
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 37/88 : **SENIOR ADMIN CLERK: (PROVISIONING& LOGISTICS) REF NO: 2019/191**

SALARY : R173 703 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A National Senior certificate (Grade 12) with appropriate experience in Payments (An appropriate National Diploma/Degree will be an added advantage) Record keeping skills, communication skills and good interpersonal skills Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA)

DUTIES : Receive original invoices and copy of delivery note from the supplier and transit to capture on LOGIS Capture and re-authorise all payments to be made to the supplier Capture any credit notes received from suppliers on the system and authorisation of it Capture any disallowances on invoices received from suppliers on the system Capture any memo received from Treasury for backdated price increases and the pre-authorisations Forward the relevant documents to financial delegate for final authorisation of payments Ensuring that relevant approvals are obtained before any advanced payments are made to suppliers Make enquiries on invoices, credit notes, disallowances, back dated price increases and payments sent through to the financial system and re-submit transactions.

ENQUIRIES : Ms. T Bomela Tel No: (047) 702 7046
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 37/89 : **MACHINE OPERATOR: REGISTRY REF NO: 2019/192**

SALARY : R145 281 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A National Senior Certificate (Grade 12) coupled with relevant experience, Knowledge of operating machines and tools as well as Departmental procurement processes, Effective communication (verbal and written) skills, Time management, Ability to operate heavy-duty photocopy machines, A valid driver's license will serve as an advantage.

DUTIES : Reproduce high-quality copies of files and correspondence, Utilise and maintain printing and copying machines, operate the binding machine and bind copies/prints as required.

ENQUIRIES : Ms T Bomela Tel No: (047) 502 7046
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi