

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.



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.

ERRATUM: Kindly note that the post of Assistant Director: PMTE Demand Management with Ref No: 2019/176 with the closing date 25 October 2019 advertised in Public Service Vacancy Circular 36 dated 11 October 2019 has been withdrawn.

OTHER POSTS

POST 39/32 : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 193**

SALARY : R473 820 - R1 140 828 per annum (All-inclusive OSD salary package).
CENTRE : Pretoria Regional Office
REQUIREMENTS : A four year degree (LLB) with at least 8 years' appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, Prepared to travel on an ad hoc basis, willing to adapt work schedule in accordance with professional requirements, A valid driver's licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management (Regulations in terms of the Public Finance Management Act), Code of Conduct for Supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, State Information Technology Act, Public Service Act, Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents on respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents (contracts, guarantees, etc); engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance,

advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services, regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES : Mr GZ Nonyane Tel No: (012) 310 5004
APPLICATIONS : Pretoria Regional Office. 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
CLOSING DATE : 15 November 2019 at 16h00

POST 39/33 : **ASSISTANT DIRECTOR: SECURITY SERVICES REF NO: 2019/195**

SALARY : R470 040 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification in Security Management/Public Management/Policing and relevant working experience in security management or related field. Knowledge: Prestige and National Key Points environment will be an added advantage, Familiarity with the Minimum Information Security Standards, OHSA, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies, Familiarity with, but ideally formal training, in the practice and principles on the execution of general security and security project management. Recommendations: Ability to work independently, analyse problem areas and initiate corrective measures, Experience in policy Development, Good communication skills at all levels, Good writing and analytical skills regarding submissions and briefing notes, Ability to make presentations on security matters, Project management skills.

DUTIES : Assist in the management of the total security function of the region (personnel, document, communication, physical, computer security, and contingency planning and security awareness), Implement the departmental security policy and the development of procedural guidelines in the Region, Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office, Develop and implement training and awareness programmes with the assistance of Head Office, Interact with security related and relevant authorities, ie State Security Agency and South African Police Services, Manage the capacity of Security Management with the assistance of Head Office, SAPS and SSA Provincial Offices, Manage contracted private security service providers, Coordinate security logistics and plans during prestige events, Coordinate security screening of service providers and vetting of NDPW employees.

ENQUIRIES : Mr M.P Ramaru Tel No: (011) 713 6115
APPLICATIONS : 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.

FOR ATTENTION : Mr M Mudau
CLOSING DATE : 15 November 2019 at 16h00

POST 39/34 : **ASSISTANT DIRECTOR: UTILIZATION AND CONTRACT ADMINISTRATION REF NO: 2019/196**

SALARY : R470 040 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification in Real Estate, Property Development and Management, Property Law, Build environment qualification and Town Planning. Appropriate experience in property management and /or information systems or fixed asset management environment; A valid driver's licence. Computer literacy, good communication and interpersonal skills. Good written, analytic and financial skills.

DUTIES : Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stake holders and units to ensure that property information is captured

correctly and in good time. Assist in the preparation of reports to top management and all relevant stake holders. Liaise with client departments to ensure optimal utilization of state owned properties. Supervision of staff Comply with the requirements of the PFMA

ENQUIRIES : Mr F Khoza Tel No: (011) 713 6079

APPLICATIONS : 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.

FOR ATTENTION : Mr M Mudau

CLOSING DATE : 15 November 2019 at 16h00

POST 39/35 : **ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT REF NO: 2019/197**

SALARY : R376 596 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A three year tertiary qualification in Financial Management, Risk and Asset Management or relevant qualification. Appropriate experience in Movable Asset Management. Knowledge of the Public Finance Management Act, Graap 1999 (Act No 1 of 1999). Office administration, SCM and provisioning policies and procedures. Financial administration processes. Archibus and SAGE systems. Contractual policies and procedures. Effective communication skills. Report-writing skills. Numeracy. Computer literacy. Interpersonal relations. A driver's license. Willingness to travel. Willingness to adapt work schedule in accordance with office requirements.

DUTIES : Manage safekeeping of movable assets and inventory register. Bar-code new assets and update on Archibus. Track movements of movable assets on Archibus. Take stock of existing assets. Maintain the movable assets register on Archibus. File the supporting documents of assets moved. Keep records of redundant, unserviceable and broken assets. Manage the repair process of movable assets. Maintain the maintenance schedule of movable assets. Register maintenance information on Archibus. Engage with suppliers. Interact with chief users with regard to asset repairs. Manage the repair processes. Administer financial reporting processes on movable assets. Obtain relevant report from Archibus and SAGE. Reconcile information on SAGE and Archibus. Identify problem areas and submit journals to rectify. Compile reconciled reports for the finance department. Compile annual balance sheet of movable assets.

ENQUIRIES : Ms. E Matinyane, Tel No: (012) 492 3041

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

CLOSING DATE : 15 November 2019 at 16h00

POST 39/36 : **ASSISTANT DIRECTOR: BUDGETS REF NO: 2019/198**

SALARY : R376 596 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A Three year tertiary qualification in finance/Accounting and relevant experience on supervisory level. Knowledge: Public finance management act; Financial management and administration; Treasury regulations; State budgetary systems; Procurement directives and procedures; Financial systems. Skills: Computer utilisation, Financial administration, Change/diversity management, Analytical thinking, Problem solving skills, Motivational skills, Influencing skills, Presentation skills, Communication and report writing abilities.

DUTIES : The effective monitoring, evaluation and reporting on the budget; ensure cash flow management of the regional office for monthly reporting; attend to internal and external queries including audit queries; report on revenue collected. The effective management of staff and resources allocated to the section; Provide hands-on training to staff within Budgets and/or Accounts Payable, Accounts Receivable and Salary Administration; ensure that delegated duties are attended to by relevant staff members; ensure good management of resources allocated to the section, manage Regional Office budget effectively, efficiently and economically. The effective management of budget and expenditure, Attend to and investigate each transaction on the BAS/SAGE or any applicable

financial reports to obtain supporting documents and provide support within the budget sections; Manually authorise journals to correct cost centres and ensure that all necessary supporting documents are verifiable and authentic; Approve journals on BAS for the clearing of transactions to correct cost centres misallocations; Ensure that all misallocation of expenditure are attended to on daily basis. The compilation of financial statements or financial reports and compliance to financial prescripts, PFMA, Financial policies, Accounting Standards such as GRAP, GAAP, etc.; Draw financial reports from BAS/SAGE or any other financial system/ reporting system; Obtain all necessary information from Line Functions for the compilation and verification of information before submitting to the Auditors and Head Office; Compile progress reports and submit to management for Financial reporting; Provide financial support to management and assist with the implementation of the strategic objectives of the Department and leadership as outlined in the strategic plan of the department; Ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts, etc. and Accounting Standards before any transaction can be effected either manually or on the system; Implement internal control measures and conduct risk assessments. Ensure the effective and efficient processing of the Budget; Coordinate initial and revised budget inputs from line managers and allocate per objective; Manage budget by providing the Early-Warning reports, Coordinate the shifting of funds; Ensure that budget planning is within the statutory requirements.

ENQUIRIES : Mr M Mudau Tel No: (011) 713 6024
APPLICATIONS : 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.
FOR ATTENTION : Mr M Mudau
CLOSING DATE : 15 November 2019 at 16h00

POST 39/37 : **ASSISTANT DIRECTOR: PMTE DEMAND MANAGEMENT REF NO: 2019/199**
 Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R376 596 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Purchasing, Provisioning & Logistics/Finance/Assets Management/Property Management. Extensive relevant experience in purchasing management. Knowledge of Public Finance Management Act, Office administration, Procurement and provisioning policies and procedures, Financial administration processes and LOGIS systems, contractual policies and procedures. Management skills, analytical thinking, language proficiency, report writing skills, numeracy, research skills, computer literacy, advanced interpersonal and diplomacy skills, decision making and project management skills. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines. Ability to communicate at all levels. Trustworthy and assertive. Supervision of staff. Must have a valid driver's license.

DUTIES : Extent, effectiveness, efficiency and impact of procurement services. Zero tolerance to fraud and corruption. Effectiveness of procurement model. Effectiveness of supplier register. Rotation of suppliers/contractors. Manage procurement processes related to build environment, property management, appointment of consultants, and full compliance with the processes. Member of the bid specification evaluation. Ensure adherence to procurement related prescripts e.g. construction industry development board act, BBBEE, PPPFA, SCM, etc. Developed or trained contractors/suppliers on procurement processes. Effective and efficient risk control measures. Accurate inputs on reporting framework within the region. Manage the tender administration process. Authorisation of orders. Certification of invoices and verification supporting documents for payments. Advertisement of approved Bids. Manage documentation related to approved bids. Manage the preparations for the bid committee meetings. Inform the adjudicators before the lapsing of tenders. Develop work plans for all staff. Performance review of the unit and the staff. Effectiveness and efficiency of the unit. Developed and properly trained employees. Disciplined staff. Implemented risk management plan. No unattended audit queries. Improved management letter. Improved internal controls.

ENQUIRIES : Mr. S Mkutukana Tel No: (041) 408 2040
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913,
North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F. Clark
CLOSING DATE : 15 November 2019 at 16h00

POST 39/38 : **LEGAL ADMIN OFFICER: LEGAL AND CONTRACTS ADMINISTRATION**
(GR 5) REF NO: 194

SALARY : R373 389 - R912 504 per annum (All-inclusive OSD salary package)
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A four year Degree (LLB) degree with at least 8 years postgraduate legal experience. Knowledge of and experience in drafting of contracts and other legal instruments. Knowledge and understanding of government supply chain management. PFMA. Treasury Regulations. PPPFA.CIDB Act and Regulations PAJA Act. Works Control System (WCS).Prescripts of the GCC 2004(Engineering and Construction works) JBCC (Principal Building Agreement) and GCC Mandate and functions of the Department, system and operations of South Africa Courts of law. Interpretation of legislation, Magistrate Court Act and Rules as well as the Supreme Court Act and rules. Drafting and interpreting skills, communication and interpersonal Skills, maintenance of confidentiality of information. Language proficiency. Computer literacy (MS Office).

DUTIES : Assist in administering Departmental contracts. Assist in the acceptance of bids and enter into contracts on behalf of the department. Assist in safe keeping of guarantees and contractual documents. Ensure completeness of contract documents for safekeeping. Provide information and access to document to documentation to auditors and project managers. Assist Regional Offices and Head in registering financial details of contractors. Facilitate the release of guarantees upon completion of construction projects. Extract information from the works control system (WCS) and interact/liaise with officials from other Department and member of the public. Prepare techno-legal opinion and peruse and comment on a variety legal documents to ensure that they are legally complaint. Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office. Ensure the effective administration of legal matters of the Department. Draft contracts and forward them for signature. Receive and peruse correspondence from various Offices of the State Attorney's to ensure that they are in accordance with the instructions of the Department. Receive and Peruse summonses served on the Department, consider the claims and instruct the Office of the State Attorney with clear mandate on whether to settle or defend the claims. Assist in labour relations issues by presiding over misconduct hearings and /or initiate on behalf of the Department and appear on behalf of the Department before the relevant bargaining council. Assist supervisor in the training and management of staff.

ENQUIRIES : Adv R Mogatle Tel No: (012) 406 2109
APPLICATIONS : 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.
FOR ATTENTION : Mr M Mudau
CLOSING DATE : 15 November 2019 at 16h00

POST 39/39 : **SENIOR STATE ACCOUNTANT: SALARIES ADMIN AND REVENUE REF**
NO: 2019/201

SALARY : R316 791 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification in Finance/Accounting and extensive relevant work experience. The following will serve as recommendation. Knowledge of PFMA and treasury regulations, Knowledge of LOGIS and BAS/SAGE and be computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver licence will be added advantage.

DUTIES : Attend to salaries, cashier and debtors' day to day operations (authorising payments and or journals on BAS/SAGE, Persal and updating PMIS); Ensure the reconciliation and clearing of suspense accounts including payroll and debtors accounts; Ensure the consolidation and submission of interim/annual

Financial statements inputs to Head Office, Ensure the attendance of queries, including audit queries; Train and supervise subordinates under his/her Supervision; Attend to other related duties as delegated by management.

ENQUIRIES : Mr MJ Marakalala Tel No: (011) 0713 6139
APPLICATIONS : 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.

FOR ATTENTION : Mr M Mudau
CLOSING DATE : 15 November 2019 at 16h00

POST 39/40 : **SENIOR ADMINISTRATIVE OFFICER: UDM DEFENCE AND OTHERS REF NO: 2019/202**

SALARY : R316 791 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : A three year tertiary qualification in Financial Administration/Public Administration/ Marketing, Real Estate Management or Built environment. Relevant work experience. Knowledge of Works Control System (WCS) WORX 4U and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; State budgetary systems; business-, accounting- and financial systems. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Verify accommodation particulars to determine correctness. Apply space norms and cost limits to register and program the service. Assist with the issuing of pre-designed information requests (PDIR) to Professional Services. Assess and analyse accommodation requirements. Compile and issue procurement instructions to executing units at Head Office and regional level. Liaise with clients regarding leasing issues. Facilities management and maintenance. Relations. Conduct Information Sessions, Workshops and Training on Labour related matters. Investigate allegations of misconduct and report to the Head of Labour Relations Unit. Preside over and represent the department in Disciplinary hearings. ensure that collective funds are deposited in the client department's suspense account; ensure that deposited funds are accounted for and allocated to the correct services; assist with the monthly reconciliation of the suspense account and report to the client departments; prepare cost analyses for leased accommodation; obtain cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments.

ENQUIRIES : Ms E. van Deventer Tel No: (012) 310 5010
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 Tlhapane
CLOSING DATE : 15 November 2019 at 16h00

POST 39/41 : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2019/203**

SALARY : R316 791 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : A three year tertiary qualification in Finance, Auditing or 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 license. 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 : Ms M. Vuso Tel No: (012) 310 5111

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

CLOSING DATE : 15 November 2019 at 16h00

POST 39/42 : **SENIOR ADMINISTRATION OFFICER: TRANSPORT: PROVISIONING AND LOGISTICAL SERVICE REF NO: 2019/204**

SALARY : R316 791 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A Three year tertiary qualification or equivalent qualification and relevant experience in the Logistical and Transport environment. Sound knowledge of Transport and Administrative delegations and prescripts. Knowledge of MS Word 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. D Van Niekerk Tel No: (051) 4087 437

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

CLOSING DATE : 15 November 2019 at 16h00

POST 39/43 : **SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT: SCM REF NO: 2019/205**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R316 791 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A three year tertiary qualification in Procurement/Supply Chain Management with relevant experience. 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. People management. Relevant research skills. Organizational management. Performance 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), Supervise and Manage staff work performance. 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. D Van Niekerk Tel No: (051) 4087 437

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

CLOSING DATE : 15 November 2019 at 16h00

POST 39/44 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION: HUMAN RESOURCE MANAGEMENT REF NO: 2019/206**

SALARY : R316 791 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification/ (NQF 6) related qualification in Human Resource Management/Behavioural Sciences, Management Sciences or equivalent qualification. Relevant experience in Human Resource environment. Knowledge of HR related standards, practices, processes and procedures, Structure and functioning of the Department, Business functions and processes of the Department Change Management. Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, collective agreements, Codes of Remuneration and the Public Finance Management Act. Condition of service regulations and procedures. The following skills will be an added advantage: Basic numeracy interpersonal and diplomacy skills, communication and report abilities. The candidate should be innovative and creative. Ability to work in stressful situations. People oriented, trustworthy, assertive, hard-working, self-motivated and ability to work in a team.

DUTIES : Provide support to the management of service benefits. Assist in the research processes on best practices of service benefits; analyse research findings and make recommendations. Assist in sourcing information on matters related to service benefits. Assist in the maintenance of policies. Assist in the policy reviews related to condition of services; assist in the maintenance of conditions of services. Maintenance of database and management of reports on conditions of service-in the management of the registry section; administrate the process of conditions of service in the unit.

ENQUIRIES : Ms M. Masubelele Tel No: (012) 492 3187
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 M. Masubelele
CLOSING DATE : 15 November 2019 at 16h00

POST 39/45 : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2019/207**

SALARY : R316 791 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resources Management/Labour law/Labour relations; 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.

DUTIES : 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.
FOR ATTENTION : Mr R Joseph
CLOSING DATE : 15 November 2019 at 16h00

POST 39/46 : **SENIOR PROCUREMENT OFFICER: SYSTEM OPERATIONS – INFORMATION AND COMMUNICATIONS TECHNOLOGY REF NO: 2019/208**

SALARY : R257 508 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior certificate/Grade 12 or equivalent qualification plus LOGIS knowledge. Appropriate work experience in office administration. A diploma qualification will be advantageous. Strong verbal and written communication skills. Self-driven, independent individual with decision making and problem solving skills. Good knowledge of Microsoft Suite with emphasis on Excel and Ms Word. Willingness to work irregular hours.

DUTIES : Administration of procurement processes, Receive and verify ICT procurement requests, Registration and maintenance of suppliers on ITP System and ensure that relevant departmental Documents are completed, Provide feedback to users and various Regional officials on ICT Procurement requests status of and related enquiries; Check correctness of ITP request, record and forward them to the investigation officer, Refer ITP requests to supervisor for approval on LOGIS system and follow-up with Provisioning, Perform administrative functions related to receiving and despatching of ICT goods and services, Ensure that all ICT Procurement documents are properly filed, Liaise with various units regarding received and dispatched ICT goods and services, Track the status of ICT Procurement request with various units and suppliers, Receive and process invoices and ensure alignment to orders.

ENQUIRES : Ms. L Skhosana Tel No: (012) 406 1286/1395
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
CLOSING DATE : 15 November 2019 at 16h00

POST 39/47 : **STATE ACCOUNTANT REF NO: 2019/209**

SALARY : R257 508 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Three year tertiary qualification in Finance/Supply Chain Management. Relevant working experience in Financial Management, Accounting or Supply Chain experience. Knowledge of Finance prescripts (GAAP and GRAP standards) and international standards. Working Knowledge of Government Financial systems (BAS, PERSAL, PMIS). Knowledge and understanding of the PFMA Treasury Regulations and Supply Chain Management Framework. Good communication skills both written and verbal. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.

DUTIES : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practice notes, policies and inform about new prescripts from National Treasury. Identify non-compliance issues by doing the pre- audit and post audit. Compile report on Non-compliance for coordination for purposes of Financial Statements. Renew and updating SCM Standard operating Procedure manual. Delegations

document and Policy for the Department. Update the risk register in SCM Reporting on regular basis to Senior Management and National Treasury on the performance of SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries. Audit coordination between AGSA and the Department.

ENQUIRIES : Ms. B Phahlane Tel No: (051) 408 7588
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
CLOSING DATE : 15 November 2019 at 16h00

POST 39/48 : **STATE ACCOUNTANT: COMPLIANCE REF NO: 2019/210**

SALARY : R257 508 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification in Finance/Auditing/Supply Chain Management. Financial Management/Accounting or Supply Chain Management experience. Knowledge of Financial prescripts and international standards, working knowledge of Government Financial systems (BAS, PERSAL, PMIS & LOGIS). Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework. Skills and personal attributes: Good communication skills both written and verbal. Trustworthy. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.

DUTIES : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practice notes, policies and inform about new prescripts from National Treasury. Identify non-compliance by doing pre audit and post audit. Compile report on Non-compliance for coordination purposes of Financial statements. Review and updating SCM standard operating Procedure manual, Delegations document and Policy for the Department. Update the risk register in SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries.

ENQUIRIES : Mr S. Sekgale Tel No: (012) 492 3047
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 Tlhapanne
CLOSING DATE : 15 November 2019 at 16h00

POST 39/49 : **ADMINISTRATIVE OFFICER (PROPERTY ACQUISITIONS) REF NO: 2019/211 (X3 POSTS)**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R257 508 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A Three tertiary qualification in Property Management, Real Estate, Property Law, Financial Management and B.Com Economics. Appropriate experience in Real Estate or Property Acquisition. Computer Literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' licence is a must have. Willingness to travel extensively.

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate

property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

ENQUIRIES : Ms J Setlhoke Tel No: (018) 386 5223
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
CLOSING DATE : 15 November 2019 at 16h00

POST 39/50 : **ADMINISTRATIVE CLERK: SCM REF NO: 2019/212**

SALARY : R173 703 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A Senior certificate/Grade 12 with relevant experience in Supply Chain Management/ Procurement/ Finance /database administration, Knowledge and understanding of procurement-related legislation. Knowledge and understanding of Government procurement systems and processes, Knowledge of public Service act and Public Service regulations, Knowledge of the Code of Conduct for supply chain management practitioners. SKILLS: Good communication (verbal and written) skills, Computer literacy and numeracy. Personal Attributes: Analytical thinking, High ethical standards, Ability to conduct business with integrity and in a fair and reasonable manner, Ability to work under pressure, People orientated, resourceful.

DUTIES : Request quotations from relevant suppliers as per SCM prescripts and CIDB practice notes, Ensuring goods and services are procured in line with the procurement and adhere to SCM policies and procedures, Prepare and drafts advert to be placed on the Government Tender Bulletin and relevant mediums, Advertise and assist in closing the bids, Provide Secretarial support to the Bid Committees and prepare and compile bid committee minutes, Prepare recommendation submission for quotations to Regional Bid Adjudication Committee; Provide admin support, Liaise and interact regarding procurement-related processes, Bid Committee and bidding processes.

ENQUIRIES : Mr. T Stofile Tel No: (047) 502 7082
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.

FOR ATTENTION : Ms N Mzalisi
CLOSING DATE : 15 November 2019 at 16h00

POST 39/51 : **ADMIN CLERK: WORKSHOPS REF NO: 2019/213**

SALARY : R173 703 per annum
CENTRE : Pretoria Regional Office
EQUIREMENTS : Applicant must have grade 12 equivalent with relevant experience in administration of job cards. knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act ,Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Register and file new job cards; make follow up on outstanding job cards; monitor the updating of information on job cards; circulation of information on job cards. settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders; maintain statistical information; support effective and efficient administration of workshops; ensure continuous adherence to OHSA policies

ENQUIRIES : Mr J. de Wit Tel No: (012) 889 0283
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
CLOSING DATE : 15 November 2019 at 16h00

POST 39/52 : **REGISTRY CLERK: REGISTRY REF NO: 2019/214**

SALARY : R173 073 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : 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.

DUTIES : 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.

ENQUIRIES : Ms S. Maruma Tel No: (012) 310 5166
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
CLOSING DATE : 15 November 2019 at 16h00

POST 39/53 : **CREDITORS CLERK: PROPERTY PAYMENTS REF NO: 2019/215 (X2 POSTS)**

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
CLOSING DATE : 15 November 2019 at 16h00

POST 39/54 : **MESSENGER DRIVER: PROVISIONING AND LOGISTICS MANAGEMENT REF NO: 2019/216**

SALARY : R145 281 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : ABET/ Grade 10 and appropriate experience in messenger driving. Knowledge of Minimum Information Security Standards (MISS) Act. Skills: Effective

communication (verbal and written). Willing to adapt work schedule in accordance with office requirements. A Valid driver's license.

DUTIES : Collect post, parcels and documentation and deliver to specified persons/destinations. Ensure proper control over the movement of documents and face value documents, copies of documents, fax documents, and 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.

ENQUIRIES : Mr H. Stroebel Tel No: (012) 310 5158

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

CLOSING DATE : 15 November 2019 at 16h00

POST 39/55 : **SENIOR FOREMAN: CLEANING SERVICES REF NO: 2019/217 (X2 POSTS)**

SALARY : R145 281 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A Senior Certificate/ Grade 12 with relevant experience, Drivers' license; must be prepared to travel, willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials, cleaning procedures. Operating cleaning equipment, occupational health and safety, Labour Relations Act. Skills: Effective communication skills, numeracy, computer literacy, observation abilities; Ability to work with consultants, professionals and staff at various levels, organisation and planning, relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills, decision making skills, negotiation, conflict resolution, motivational skills, Innovative, creative, resourceful, energetic, solution orientated – ability to design ideas without direction; ability to communicate at all levels; people orientated, hard-working, trustworthy, highly motivated, ability to work independently.

DUTIES : Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness, supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment, ensure the maintenance/servicing of equipment, ensure the replenishment and distribution of cleaning equipment and materials, maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources, assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.

ENQUIRIES : Mr KC Muthivheli (Jhb) Tel No: (011) 713 6097

APPLICATIONS : 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.

FOR ATTENTION : Mr M Mudau

CLOSING DATE : 15 November 2019 at 16h00

POST 39/56 : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2019/218**

SALARY : R122 595 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : Grade 10 or PSIRA Grade D or proven extensive 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 CC TV in security control room; verify functionality of alarms system; verify functionality of evacuation emergency and exits; respond to alarms system.

ENQUIRIES : Ms M. Shingange Tel No: (012) 492 3137

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 Tlhapanne

CLOSING DATE : 15 November 2019 at 16h00

POST 39/57 : **GROUNDSMAN REF NO: 2019/219 (X3 POSTS)**

SALARY : R122 595 per annum

CENTRE : Durban 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 Ngcobo, Tel No: (031) 3147176

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000.

FOR ATTENTION : Mr R Joseph

CLOSING DATE : 15 November 2019 at 16h00

POST 39/58 : **TRADESMAN AID II: WORKSHOP REF NO: 2019/220 (X3 POSTS)**

SALARY : R122 595 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : Grade 10 with technical environment working experience and be able to read and write. (Grade 12 and Technical Qualifications will be added advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment's will be an added advantage.

DUTIES : Assist Artisans with all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site. Must periodically ensure a good housekeeping at the workshop and on site. Ensure all work is carried out in a safe manner according to the OHS ACT.

ENQUIRIES : Mr M Mashinini Tel No: (051) 408 7350

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

CLOSING DATE : 15 November 2019 at 16h00

POST 39/59 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/221**

SALARY : R122 595 per annum

CENTRE : Mthatha Regional Office

- REQUIREMENTS** : Grade 10 (Std 8) or ABET level 3 qualification. Relevant cleaning experience. 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 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.
- ENQUIRIES** : Ms N Nakumba Tel No: (012) 492 3173
- 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
- CLOSING DATE** : 15 November 2019 at 16h00