

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**APPLICATIONS**

- Head Office Applications:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau
- 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
- Nelspruit Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Nguyuzza
- Johannesburg Regional 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
- Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr NJ Khotsa
- Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley For Attention: Ms D Mashapa
- Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. For Attention: Ms N Mzalisi
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056 For Attention: Ms F Clark
- Mmabatho Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735, hand delivery: 810 Maisantoe and Albert Luthuli Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T Oagile
- Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town For Attention: Ms. E Booysen
- Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X20605, 9300 or hand delivered, 18 President Brandt Street Bloemfontein 9300 For Attention: Mr D Manus
- Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria For Attention: Ms A Mafa/ Ms K. Tlhapane

CLOSING DATE

: 20 November 2020 at 16H00

NOTE

: An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's License (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People

with disabilities are encouraged to apply. All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

OTHER POSTS

POST 25/42 : **DEPUTY DIRECTOR: IAR CONCURRENT MANDATE REF NO: 2020/85 (X2 POSTS)**

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

REQUIREMENTS : A relevant three-year tertiary qualification in Commerce, Property Management, Asset Management, Business Administration and Public Relations Management or equivalent as recognized by SAQA. Relevant experience in Asset Management and Property Management. Experience in Asset Register environment or State land administration will be an added advantage. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Ensure successful execution of the IAR Concurrent Mandate through continuous interaction with key stakeholders of the State land community. Provide support and guidance to other National and Provincial custodians by addressing management assertions. Review and update policies, frameworks and guidelines in collaboration with other National and Provincial custodians. Promote uniformity in the management of immovable assets in line with GIAMA principles/responsibilities of the custodian. Facilitate the rectification of erroneously vested land parcels and ensure endorsement of the relevant title deeds. Provide support to the Operation Bring Back programme. Facilitate the transfer of immovable assets among National and Provincial custodians in accordance with Section 42 of the PFMA. Ensure that Provinces and other National Custodians are appropriately empowered with relevant information to successfully execute their responsibilities of managing their IARs. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. Siboniso Sokhela Tel No (012) 406 1143 / 2043.

POST 25/43 : **DEPUTY DIRECTOR: IAR VERIFICATION REF NO: 2020/86**

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

REQUIREMENTS : A relevant three-year tertiary qualification in town planning, property management, asset management, project management or equivalent. Relevant experience in asset management, property management and project management. Willingness to travel, a valid driver's license, excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking, Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage, Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers, Good Verbal and written communication Skills. Understanding the mandate of the Department, People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Manage IAR verification logistics including mobile application and system tools. Monitor the implementation and maintenance of IAR essential policies and procedures at regional level. Address completeness of the IAR through reconciliation of data from various sources. Conduct physical verification activities to provide status information around the existence and condition of

		all Immovable Assets in the register and completed infrastructure projects. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Provide appropriate support to IAR projects in the REIRS division. Manage, coach and monitor performance of the subordinates.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143 / 2043
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Madiba (Vermuelen) & Bosman Street, Central Government Building, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 25/44</u>	:	<u>DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2020/87</u>
<u>SALARY</u>	:	R869 007 per annum. (All inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A relevant three-year tertiary qualification in Information Technology and Asset Management as recognized by SAQA, Relevant experience in the property management, IT environment, or Systems and Data Management, Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<u>DUTIES</u>	:	Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143 / 2043
<u>POST 25/45</u>	:	<u>DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER PROJECTS & SUPPORT REF NO: 2020/88</u>
<u>SALARY</u>	:	R869 007 per annum. (All inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	National Diploma/ B Degree in Law, Property Management and Asset Management, Relevant experience in Property Management, Conveyancing and / or State Land Administration or relevant. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<u>DUTIES</u>	:	Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Manage day-to-day operational aspects of a project and scope. Effectively apply methodology and enforce project standards to minimize risk on projects. Provide appropriate support regarding the implementation of the Operation Bring Back Strategy. Identify and record all State land expropriated by DPW as contemplated by the Expropriation Bill of 2016. Research/literature on new developments on project management methodologies, Research and

management of Title Deeds. Liaise and interact with relevant stakeholders on project management. Surveying of land parcels. Vesting of land parcels. Endorsements of Title Deeds. Implementation of the State Domestic Facilities Framework. Conveyancing of approved disposals. Process, manage and transfer all approved disposals for socio economic and Land Reform purposes in line with the Disposal policy and section 42 of the PFMA. Manage 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.

ENQUIRIES

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Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043

POST 25/46

:

DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2020/89

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

:

Port Elizabeth Regional Office

REQUIREMENTS

:

A three year tertiary qualification in Human Resources Management, Management Sciences/Social Sciences. Extensive experience in the Human Resources Management /Social Sciences. Extensive experience in the Human Resources Management environment. Knowledge: PERSAL. The Public Service Act. Public Service Regulations. Financial manual. Treasury Regulations and prescripts from the Department of Public Service and Administration. Skills: Management. Analytical thinking. Language proficiency. Report Writing. Numeracy. Research. Organizing and planning. Computer literacy. Advanced interpersonal and diplomacy. Decision making. Project management. Personal Attributes: Innovative. Creative. Resourceful. Energetic. Helpful. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines. Ability to communicate at all levels. People orientated. Trustworthy/reliable. Assertive. Hard working. Highly motivated. Ability to work independently.

DUTIES

:

Effective and efficient implementation of recruitment processes in the Regional. Ensure proper recruitment and placement of staff. Ensure compliance to the recruitment policy. Implement job evaluation results. Develop a comprehensive employment equity plan for the Region. Oversee proper administration of Regional establishments on PERSAL. Effective management of conditions of services. Approve PERSAL transactions. Improve the overall leave circular by setting out procedures in the Region. Reduce delays of pension benefits payments. Interpret and implement Human Resources Administration policies. Ensure proper records management. Effective and efficient development of personnel in the Region-market external/internal bursaries. Ensure recognition of prior learning. Implement learnerships, internships, and ABET. Build relationships with stakeholders. Monitor and evaluate the Performance Management and Development System. Ensure proper bursary payments. Implement findings and results of skills audit. Implement PMDS audit findings before the next appraisals. Conduct skills audit on all Regional staff. Conduct orientation and induction in the Region. Compile training reports for the Region. Effective management of sound Labour relations and matters of mutual interest. Ensure the facilitation of disciplinary processes. Advise line managers and staff on Labour Relations matters. Improve quality of consultancy between human resources and management on an ongoing basis. Implement the disciplinary and grievance management policy. Ensure finalization of cases within regulated timeframes.

ENQUIRIES

:

Mr. J Van Der Waldt Tel No: (041) 468 2003

POST 25/47

:

DEPUTY DIRECTOR: PROVIDERS' CAPACITY BUILDING AND COORDINATION (EPWP) REF NO: 2020/90

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

:

Head Office (Pretoria)

REQUIREMENTS

:

A three year tertiary qualification in Financial Management/Administration/ Supply Chain Management or equivalent; Extensive experience in Finance or Supply Chain Management field in Junior management or related. A valid driver's license is compulsory. Knowledge of the relevant Public Service regulation Skills Development Act and the National Skills Development Strategy plan /NQF/SETA/QCTO/SAQA/NSF framework/ EPWP business plan

and the Training Framework, PFMA and National Treasury prescripts. Skills: Communication (written and verbal), Planning and organizing, Facilitation and presentation, Stakeholder and client liaison, Project management and administration, Policy analysis, Problem Solving, Computer literacy, Analytical, Report writing, People management and supervision.

DUTIES : Develop and monitor the implementation of directives, norms & standards, guidelines, and policies related to training for EPWP participants, Facilitate the procurement, contracts and claims process of the appointed training providers, Facilitate effective technical support and record management services, Manage and supervise employees to ensure an effective condition of service and undertake all administrative functions required with regard to financial and HR administration, Compile and submit all required administrative reports.

ENQUIRIES : Ms Tsholofelo Pooe Tel No: (012) 492 3082

POST 24/48 : **DEPUTY DIRECTOR: PROVISIONING AND LOGISTICS (SUPPLY CHAIN MANAGEMENT) REF NO: 2020/91**

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 : Cape Town Regional Office

REQUIREMENTS : A Three year tertiary qualification in the Public Administration, Logistics, Finance or Procurement; Business Management/Administration or Supply Chain Management qualification. An extensive related years of experience in Supply Chain Management in particular Provisioning and Logistics Management with more than three years at management supervisory experience. Valid driver's license. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System (BAS), Logis Certificate. Understanding of procurement-related legislation, including- Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act (PPPFA). Skills: Financial management; sound analytical and problem identification and solving skills; computer literacy; numeracy; database management; relationship management; interpersonal skills; decision making skills; motivational skills; presentations; communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements.

DUTIES : Effective operational management of Provisioning and Logistics unit. Management of procurement processes related to goods and services, and including travel and accommodation. Management and monitoring of directorate's budget. Ensure compliance with the National Treasury Framework for travel and accommodation. Management of applicable National Treasury Service Levels Agreements and Terms of Contracts pertaining to Transversal Contracts such as (Fleet Vehicles, Mobile telecommunication devices, Labour saving devices machines- photo copiers machines, Courier Services, Furniture removals). Ensure effective management of Fleet, Subsidised vehicle. Management of office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements. Understanding of Movable Asset Management. Ensure adherence to prescripts/ policies and provide advice to all Regional Business Units. Manage the sub directorate's office administration; manage human resource, equipment and finances; manage employment-related processes.

ENQUIRIES : Mr. E. Dlamini Tel No: (021) 402 2082

POST 25/49 : **DEPUTY DIRECTOR: ACCOUNTS & BUDGETS REF NO: 2020/92**

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 : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification in Financial Management/Financial Accounting. CA (SA) or equivalent qualification will be an added advantage;

appropriate relevant experiences and supervisory level and a valid driver's license. Working knowledge of GRAP / GAAP and Financial Management and Accounting; Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge of financial and operational prescripts that governs the Department and Public Sector; Must have budgeting knowledge and skills; Must have payroll and basic conditions of service knowledge; Knowledge in Supply Chain Management; Knowledge of transversal systems used in the Public Sector e.g. BAS, PERSAL and LOGIS and internal systems used by the department e.g. SAGE, Archibus, WCS and PMIS will be an added advantage. Skills and Competencies: Interpersonal and diplomacy; Management skills; Good communications skills (written and verbal); Problem solving and decision making skills; Ability to work under pressure and meet tight deadlines; Computer literacy (MS Word, Excel, Power Point and Outlook); Numerical, Analytical, Reporting, Financial Skills; Assertiveness, Accuracy and attention to detail.

DUTIES : Advise and assist the Director: Finance in the exercising of powers, functions assigned and delegations and render effective and efficient support to clients; Ensure the effective implementation of and compliance with applicable acts, regulations and prescripts; Develop in-house control mechanisms for all operations; Review business processes regarding all functions performed within the unit; Prioritise and facilitate the compilation of budget inputs as required by Head Office; Complete the MTEF requirements; Effective and efficient management of expenditure, revenue, suspense accounts and reconciliation of business systems with best practice accounting norms and standards; Prepare financial statements and ensure that accruals and commitments are recorded in line with relevant accounting standards; Coordinate and facilitate internal and external audits and inspections and report to audit steering committee; Management and supervision of staff within the unit. Identify and facilitate internal and external training for the staff.

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

POST 25/50 : **DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER**

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 : Durban Regional Office Ref No: 2020/93A

Polokwane Regional Office Ref No: 2020/ 93B

REQUIREMENTS : A three year tertiary qualification in the Security Management field/discipline or equivalent qualification. Extensive experience in security management. NIA Security Advisory Training. Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (State Security Agency), South African Policy Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.

DUTIES : Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security

measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/improvements/disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Coordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.

- ENQUIRIES** : Mr. NN Vilakazi, Tel No: (031) 314 7150
Mr. M. Ntshani, Tel No: (015) 291 6444
- POST 25/51** : **DEPUTY DIRECTOR: FINANCIAL REPORTING POSITIONS REF NO: 2020/94 (X6 POSTS)**
(36-Month Contract)
Re-Advertisement
- 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** : Bloemfontein Ref No: 2020/94 A (X1 Post)
Mmabatho Ref No: 2020/94 B (X1 Post)
Nelspruit Ref No: 2020/94 C (X1 Post)
Polokwane Ref No: 2020/94 D (X1 Post)
Port Elizabeth Ref No: 2020/94 E (X1 Post)
Pretoria Ref No: 2020/94 F (X1 Post)
- REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or equivalent qualification. Extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Shortlisted candidates will be subjected to an assessment. Willingness to travel with a valid driver's license. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
- DUTIES** : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end

procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Mr H Abrahams Tel No: (012) 406 1270

POST 25/52 : **ASSISTAND DIRECTOR: IAR REPORTING REF NO: 2020/95 (X2 POSTS)**

SALARY : R470 040 per annum

CENTRE : Head Office

REQUIREMENTS : A three year tertiary qualification in Accounting or equivalent qualification and relevant appropriate experience in Asset Management, financial reporting or project management. Willingness to travel. Valid unendorsed drivers license, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.

DUTIES : Ensure that all business tasks are executed in accordance with the adopted policies and procedure. Perform monthly reconciliations between IAR and sub-ledgers. Investigate reconciling items and prepare necessary adjustments. Maintain the AUC register. Ensure that the IAR is updated timely. Engage with various stakeholders to ensure that the IAR is aligned to their requirements. Engage with relevant stakeholders to ensure the IAR is updated timely and contains accurate information. Assist with the preparation of the immovable asset note to the Annual Financial Statements. Prepare and maintain an updated audit file. Assist with the year-end close process. Engage with relevant stakeholders. Analyse itemised billing register and lease register and confirm ownership. Investigate discrepancies and report on results.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 2043.

POST 25/53 : **ASSISTANT DIRECTOR: IAR GIS REF NO: 2020/96**

SALARY : R470 040 per annum

CENTRE : Head Office

REQUIREMENTS : A degree in Geography and Information Technology. Compulsory registration with PLATO as a GISc Professional on appointment. Relevant experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. Valid drivers License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : Perform desktop GIS planning. Geographical referencing of administrative geographical data: Analysis, geo-coding, editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist Director in defining and controlling spatial data on the Immoveable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support in the development of GIS Dashboards and Mobile apps for DPW and public works sector. Render in-house GIS training sessions to the staff and other business units within the Department.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 1143

POST 25/54 : **ASSISTANT DIRECTOR: IAR DATA ANALYST REF NO: 2020/97**

SALARY : R470 040 per annum

CENTRE : Head Office

<u>REQUIREMENTS</u>	:	A three year tertiary Qualification in Information Technology, Relevant experience in the property management, IT environment or Data Management, willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Decision making Skills. Negotiation, Communication and Problem Solving Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Data analysis, Data Standardization, Data Warehousing, Project Implementation and management, GIS knowledge, Framework for supply chain management, Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to IAR Deputy Director. Good Verbal and written communication Skills. Understanding the mandate of the Department. Financial Management, Time Management and Computer Literacy Skills.
<u>DUTIES</u>	:	Assist in managing IAR Data and data projects related to the DPW and its family, Assist in the development of processes for the alignment and management of IAR data for the DPW family, Assist in implementing the controls associated with management of the integrity of the IAR Master data (Manual and Automated controls), Maintain alpha-numeric data structures to ensure data links with spatial data, Accurately complete IAR data, Standardize and upload data into a common platform for analysis, reporting and a single point of truth, Update IAR data continuously based on additions (new or prior year adjustments), Compare the immovable asset register of the Department with the immovable asset registers of other custodian departments, Compare the UAMPS, CAMPS, WIP, CSG and Deeds data with the immovable asset register of the Department and monitor completeness, Provide immovable asset data and information to users and stakeholders, Attend to all asset register "sub ledger" accounting and reconciliation requirements, Perform monthly reconciliations between IAR and sub-ledgers, Investigate reconciling items and prepare necessary adjustments, Maintain the AUC register, Ensure that the IAR is updated timely, Ensure IAR reporting is accurate, relevant and in line with accounting standards, Assist with the preparation of the immovable asset note to the Annual Financial Statements, Prepare and maintain an updated audit file, Assist with the year-end close process, Ensure that billing and lease source data is aligned to the IAR ,Engage with relevant stakeholders, Analyse itemised billing register and lease register and confirm ownership, Investigate discrepancies and report on results, Assist in implementation of IAR policies, frameworks and guidelines, processes, norms & standards and strategies in line with IT standards, Assist in the implementing of IAR policies, frameworks and guidelines, processes, norms & standards and strategies in collaboration with National, Provincial and Local government custodians to ensure uniformity in the accounting of immovable assets for the State, Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 2043
<u>POST 25/55</u>	:	<u>ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2020/98</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or Degree in Human Resources Development /Human Resource Management/Public Management/Public Admin or Behavioural Sciences. Relevant experience in Training Coordination. Knowledge and experience in reporting, records management, verification of training provider claims, contract management, and supply chain management are important requirements for the job. The job is a high travelling job with irregular working hours and requires a valid driver's license and computer literacy in Microsoft Office package.
<u>DUTIES</u>	:	Coordinate the training for EPWP participants; Provide assistance in the management of budget allocated to the region for the training of EPWP participants; Assist in the coordination of the procurement of training providers and support training providers on contractual matters; Support training providers on payment of training claims. Collect data for reporting on training interventions; Keep records of training conducted. Coordinate capacity building programmes for EPWP Officials.
<u>ENQUIRIES</u>	:	Ms Cinderella C Makunike Tel No: (012) 492 3075

POST 25/56 : **ASSISTANT DIRECTOR: LEASING & ACQUISITION REF NO: 2020/99**
(Re-advert)

SALARY : R470 040 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with experience in the property environment, Relevant working experience in Property Management, Supervisory experience, Extensive experience in property acquisitions will be an added advantage. Willingness to travel, valid unendorsed drivers license. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Property Management Information Sources/systems; Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Verify confirmation of funds from client departments. Lead the procurement process for all procurements at head office. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Ensure lease agreements are within industry trends Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Compile budget and expenditure reports for the section.

ENQUIRIES : Ms MM Mokhohloa Tel No: (013) 753 6301

POST 25/57 : **ASSISTANT DIRECTOR: LEASING PROPERTY MANAGEMENT REF NO: 2020/100**

SALARY : R470 040 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A National diploma/Bachelor's degree or equivalent qualification in Property Management, Relevant experience, A valid driver's license, Knowledge and understanding of Government procurement systems, Good financial as well as strong negotiations skills, Sound analytical and interpersonal skills, Knowledge of building inspections and the real estate markets and its trends, Ability to work well under pressure.

DUTIES : Obtain cost effective hired office accommodation and unimproved housing for all National Government departments. Maintain PMIS for all leased properties to ensure timeous rental payment. Submit all statistical monthly reports to the Head of Section. Compile the budget for the hiring of accommodation, repairs and refurbishment as well as day to day maintenance of leased properties. Provide financial control over expenditure of allocated funds. Liaise with Client Departments, building owners and lease administrators to ensure client satisfaction. Perform supervisory functions. Ensure compliance with relevant legislation and Acts to avoid qualified audits.

ENQUIRIES : Mr L Ndabeni Tel No: (012) 492 3178

POST 25/58 : **ASSISTANT DIRECTOR: UDM (SAPS & OTHERS) REF NO: 2020/101**

SALARY : R470 040 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification in the Built Environment, Real Estate Management, Marketing, Commerce or equivalent in Administration field with extensive appropriate experience in client relations. The ideal candidate should have strong strategic planning, programme management and client relations skills. An understanding of the different facets of the built environment and property industry is essential. Sound budgeting, project management and financial management skills. Knowledge of WCS. Computer literacy. Knowledge of PFMA. Ability to work under pressure, think analytically,

- innovative and self-motivated. Good verbal and written communication skills. A valid driver's license.
- DUTIES** : The incumbent will be responsible for the Key Account Management as a contact point between the National Department of Public Works & Infrastructure and assigned client departments. Assist with the consolidation and compilation of accommodation related information in reporting to the client. Ensure monitoring and implementation programmes for leased accommodation, capital works and planned maintenance services. Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset plans and budget. Ensure efficient turn-around times on strategic initiatives and programme related reports. Facilitate and minute regular forum meetings with client departments. Advice, interact and source information from client departments and departmental service providers. Assist with the implementation and management of Service Level Agreements. Give inputs towards the compilation and implementation of annual business plans for the Directorate. This post will require official travelling and the incumbent must be willing and able to travel as and when required.
- ENQUIRIES** : Ms N. Ncapayi Tel No: (015) 291 6455
- POST 25/59** : **ASSISTANT DIRECTOR: HORTICULTURE SERVICES REF NO: 2020/102**
- SALARY** : R470 040 per annum
CENTRE : Cape Town Regional Office (Groote Schuur Estate)
REQUIREMENTS : A three year tertiary qualification in Horticulture with relevant experience in the field of horticulture. Must be computer literate. Be in possession of a valid drivers license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills. Applicant should be in Conversant with the requirements of the Occupational Health and Safety Act and Regulations. Have good communication skills.
- DUTIES** : The successful candidate will be: Supervising the processing of horticultural tasks in the field of horticulture. Report writing. Does long and short term planning. Prepare and finance business plan with Deputy Director and client services. Prepare monthly progress reports. Formulation of the garden services budget. Ensure proper commitment registers. Management of all procurement of horticultural services. Be able to communicate with prestige clients. Clear knowledge of SCM procedures.
- ENQUIRIES** : Mr D. Lewin Tel No: (021) 4022104
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town
- FOR ATTENTION** : Ms. E Booysen
- POST 25/60** : **ASSISTANT DIRECTOR: UTILIZATION AND CONTRACT ADMINISTRATION REF NO: 2020/103**
- SALARY** : R470 040 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration or related qualifications and with appropriate experience in property management and /or information systems or fixed asset management environment; A valid driver's license. High degree of 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** : Ms N Cikolo Tel No: (012) 492 3096

<u>POST 25/61</u>	:	<u>ASSISTANT DIRECTOR: STRATEGIC PLANNING REF NO: 2020/104</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Public Administration or Public Management (or equivalent qualification) and relevant experience in Strategic Planning. A valid driver's license. Knowledge and understanding of Strategic Planning frameworks, systems, procedures and processes applicable in the Public Service. Knowledge of government legislations and policies. Good communication (both written and verbal) skills. Computer literacy with at least knowledge of MS, Word, Excel, Outlook and PowerPoint.
<u>DUTIES</u>	:	Assist with the facilitation and compilation of the Strategic Plan, Annual Performance Plan and Annual Operational Plan. Assist with alignment of strategic planning documents and budget documents (ENE). Assist with the coordination of annual strategic planning sessions including drafting and sending of invitations, confirm attendance, draft agendas and minutes at strategic planning meetings. Assist with the development of planning policy, guidelines and project plans. Review and analyse strategic plans, Annual Performance Plans and Operational Plans for the Department and Public Entities and provide a detailed reports with findings and recommendations. Provide technical support and advice to the business units on strategic planning matters. Assist with developing presentations. Make presentations at branch meetings when required. Analyse plans and reports and conduct research on recent developments in the planning field. Compile strategy documents and reports and provide administrative support to the Strategic Planning unit. Ability to work on tight deadlines and under pressure. Liaise with all levels of management in the department. Ensure timeous submission of planning documents to oversight bodies. Attend meetings and forums as required. Allocate work and manage performance of Administrative Officer. Identify training needs and facilitate training for the administrative officer.
<u>ENQUIRIES</u>	:	Ms A Monyela Tel No: (012) 406 1358
<u>POST 25/62</u>	:	<u>ASSISTANT DIRECTOR: UTILISATION AND CONTRACT ADMINISTRATION PROPERTY MANAGEMENT REF NO: 2020/105</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Real Estate / Property Science / Urban and Regional Planning or a related appropriate qualification with appropriate experience in Property Management and/or information systems or a fixed asset management environment, Knowledge of property related legislation, Computer literacy, Good communication and interpersonal skills, Good written, analytical and financial skills, Willingness to travel extensively, A valid driver's license is a pre-requisite.
<u>DUTIES</u>	:	Conduct physical verifications to ensure that State Owned Properties are utilised efficiently and optimally. Ensure that the 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 stakeholders 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 stakeholders. Liaise with client Departments to ensure optimal utilisation of State Owned Properties. Supervision of staff. Comply with the requirements of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA).
<u>ENQUIRIES</u>	:	Mr L Ndabeni Tel No: (012) 492 3178
<u>POST 25/63</u>	:	<u>ASSISTANT DIRECTOR: UMD: PROJECT BUDGET ADMINISTRATION USER DEMAND MANAGEMENT REF NO: 2020/106</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in the Financial (Project Budget) or Administrative fields. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports from the WCS system. Sound budgeting, financial, programme management and administrative skills with specific reference to the Capital and Repair and

		Refurbishment budgets. Strong supervisory abilities and strategic planning skills. Analytical and problem-solving skills. Computer literacy in MS Office (Word and EXCEL). An understanding of the Construction industry with specific reference to the Programme Management environment. Knowledge of the PFMA, PMDS and all other relevant legislation. A valid driver's license as well as the willingness and ability to travel as and when required.
<u>DUTIES</u>	:	Monitor the Implementation Programmes and monthly expenditure reports for forced tender dates, correct cash flow projections and expenditure. Budget control of the Capital, Repair and Refurbishment and Recoverable budgets. Approve authorisation documents and update the Works Control System (WCS). Authorise funds for the invitation and award of bids as well as additional funds required for both consultants and contractors aligned to the approved Implementation Programmes. Liaise with Project Managers on budget related matters. Liaise with PBA HO for requesting of additional funds and any other budget requirements that may arise. Ensure the data integrity of WCS with relevance to all budget related matters. Prepare infrastructure budget reports for the DD: UDM and Regional Office Management as required. Attend the monthly Programme Management meetings. Attend Client Forum and other ad hoc meetings as and when required. Manage the human resources of the PBA unit.
<u>ENQUIRIES</u>	:	Ms J Smith Tel No: (021) 402 2097
<u>POST 25/64</u>	:	<u>ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT REF NO: 2020/107</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum
	:	Polokwane Regional Office
	:	A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications and relevant supply chain management, contract management experience. Knowledge of contract management; SCM processes and systems. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and Logis and Bas systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.
<u>DUTIES</u>	:	Supervise monitor, analyse and determine actions to ensure proper contract administration:-Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services; Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.
<u>ENQUIRIES</u>	:	Mr P.P. Mothiba Tel No: (015) 291 6309
<u>POST 25/65</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (DEMAND MANAGEMENT) REF NO: 2020/108</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R376 596 per annum
	:	Polokwane Regional Office
	:	A three year tertiary qualification in Supply Chain Management/ Finance/ Administration/ Public Management or related field plus relevant supervisory level experience in Supply Chain Management and Procurement Management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good

- verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
- DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department (Regional Office). Ensure that SCM prescripts, processes are complied with in line with the procurement strategy. Determine whether specifications should contain any special conditions. Coordinate, review, collect and collate information for the annual procurement plan. Consolidate the procurement plan and table for approval by the accounting officer; Supervise and compile tender/quotation specifications as required. Compile and publish request for proposals as required. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval); Compile bid documents; Publish tender invitations; Receiving and opening of bid documents; Render advice during the tender/bid briefing sessions; Keep records of all minutes and monitor validity of closed tenders; Compile monthly reports on tenders evaluated. Coordinate, review, and compile the list of prospective providers for Quotations:- Compile terms of reference to invite service providers for an expression of interest; Receive, evaluate and adjudicate the expressions of interest; Compile a database of approved suppliers; Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. General supervision of subordinate employees.
- ENQUIRIES** : Mr P.P. Mothiba Tel No: (015) 291 6309
- POST 25/66** : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2020/109 (X3 POSTS)**
(36-Months Contract)
Re-Advertisement
- SALARY CENTRE** : R376 596 per annum
Kimberley Ref No: 2020/ 109 A (X1 Post)
Mthatha Ref No: 2020/109 B (X1 Post)
Nelspruit Ref No: 2020/109 C (X1 Post)
- REQUIREMENTS** : A three year tertiary qualification in Financial Accounting or equivalent qualification (NQF Level 6). Extensive relevant finance experience with GRAP or accrual accounting practical experience performed within the last 4 years. Audit articles will be advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
- DUTIES** : Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Implement efficient and effective systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the monitoring of the audit action plan. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for drafting responses to audit findings. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.
- ENQUIRIES** : Mr H Abrahams Tel No: (012) 406 1270

POST 25/67 : **ASSISTANT DIRECTOR: UTILISATION AND CONTRACT REF NO: 2020/110**

SALARY : R356 596 per annum
CENTRE : Pretoria Regional Office

REQUIREMENTS : A three year tertiary qualification in Real Estate Management or related qualification. Appropriate experience in the property field. Sound understanding of property legislation. Good financial and negotiation skills. Sound analytical and problem-solving skills. Understanding of the PFMA. Understanding of the built environment, knowledge of regulations applicable to the development of property, knowledge of financial processes and systems, knowledge of contractual processes and procedures, knowledge of procurement processes and systems. Good communication skills, both verbal and written. Valid driver's license. Prepared to travel. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Manage property related contracts and agreements by undertaking tenant verifications. Administer the drafting and conclusion of contracts and agreements between the Department and tenants on leased properties. Manage the implementation of the conditions of lease agreements, particularly with regard to contract milestones and ensure the payment of rentals. Manage the repayment or recovery of outstanding debts. Ensure that accurate information is captured on the Property Management Information System. Keep trade of developments with regards to Property management trends. Ensure that there is frequent site visits to all state owned lease properties. Liaise with all relevant stakeholders.

ENQUIRIES : Mr N. Mathivha Tel No: (012) 310 5027

POST 25/68 : **SENIOR ADMIN OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2020/111**

SALARY : R316 791 per annum
CENTRE : Head Office

REQUIREMENT : A relevant three year National Diploma in Public Administration/ Management Assistant or equivalent NQF Level 6 qualification. Relevant working experience in administration field. An experience in asset management will be an added advantage. Valid drivers License. Computer literacy. Wide range of office management and administrative tasks. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven. Hard working. Office administration and organisational skills.

DUTIES : Provide effective administration support services to the Chief Directorate, Integration of meetings and development of a Corporate Calendar for the year, Liaise and consolidate with stakeholders involved with the office, Resolve queries and complaints through the engagement of relevant stakeholders, Remain abreast with the procedures and processes that apply in the office of the manager, Collect and compiles all necessary documents to inform on the contents for the manager, Coordinates logistical arrangements for meetings when required, Collect and coordinates all the documents that relate to the manager's budget, Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over-and under spending, Monitor, evaluate and reporting monthly/ quarterly/annually on Chief Directorate performance, Quality- assurance the Portfolio of Evidence of the progress reports provided against the targets and performance indicators. Liaise with the Directors on performance information reports. Assist with tracking responses to stakeholder and staff queries.

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 1143/1143

POST 25/69 : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS MANAGEMENT REF NO: 2020/112**

SALARY : R316 791 per annum
CENTRE : Nelspruit Regional Office

REQUIREMENTS : A three year tertiary qualification in Social Sciences, Management Sciences Human Resources Management, Labour Law or equivalent qualification. Relevant working experience. A generalist with in-depth knowledge of related legislations such as the Public Service Act, Public Service Regulations, Collective Agreements, Labour Relations Act, BCEA, PFMA, Skills

		Development Act, etc. Proven exposure/experience in collective bargaining processes and handling of individual and collective disputes/grievances. Good verbal and written communication skills. Facilitation and presentation skills. Mediation and conflict management skills. Basic knowledge of the PERSAL system. A valid driver's license and willingness to travel. Computer literacy.
<u>DUTIES</u>	:	Implementation of Labour Legislation. Advice and pro-actively manage departmental risk on industrial actions. Maintain labour relations, grievances and misconduct database. Co-ordinate labour relations reports and advice Regional Office on current trends and decided cases on misconducts. Implement and maintain all labour relations programmes, policies and interventions for the Regional Office. Prepare and provide relevant reports to the Head of Labour Relations. Record Labour Relations statistics on PERSAL.
<u>ENQUIRIES</u>	:	Mr. EK Nguyuza Tel No: (013) 753 6319
<u>POST 25/70</u>	:	<u>SENIOR ADMIN OFFICER: CONTRACT MANAGEMENT REF NO: 2020/113</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management or related qualification. Relevant experience in Supply Chain field. Knowledge of Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures. Financial administration processes and LOGIS and BAS systems. Contractual policies and procedures. Effective communication skills; technical report writing skills. Numeracy. Computer literacy. Interpersonal relations; general office administrative and organisational skills. Understanding of Contract management; SCM processes and systems. A valid drivers' license. Prepared to travel; willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Administer contracts in accordance with approved Contract Management strategies and procedures. Verify the variation request to determine if it's not covered under the existing contract and pricing structures. Arrange engagements with suppliers to discuss proposed variations. Ensure that agreed variations are clearly documented. Update contract details to maintain the integrity of contract information. Keep good records of contract documentation. Provide advice on contracts and contract administration processes. Check that milestone completion notices and other documents required for payment meet contractual requirements. Advise on aspects which deviate from contract requirements. Present and explain contract requirements, and terms and conditions to stakeholders to support compliance with relevant procedures. Confirm contract terms are understood by relevant stakeholders. Establish and maintain stakeholder and supplier relationships to identify and minimise risk. Analyse and report on specific risks associated with contracts;
<u>ENQUIRIES</u>	:	Ms LP Khumalo, Tel No: (012) 310 5168
<u>POST 25/71</u>	:	<u>SENIOR ADMIN OFFICER: ACQUISITIONS MANAGEMENT (SCM) REF NO: 2020/114</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management or Logistics or Finance or Public Finance Management or equivalent qualification and relevant work experience in Bid and Quotation Administration. Competencies: Computer skills. Sound knowledge of Government Procurement procedures, namely Supply Chain Management, Preferential Procurement Policy Framework Act, PFMA and Treasury Regulations. A Valid Driver's license.
<u>DUTIES</u>	:	The successful candidate will be required to Supervise, manage and monitor all transaction on bid and quotation administration. Ensure that bids are advertised and closed in time. Ensure manual and electronic tender registers and publish bids received on relevant tender portals. Attending and supporting site briefing meetings. Coordinate the evaluation of the administrative responsiveness criteria of bids and quotes. Perform secretariat function on Bid Committees and provide advisory services. Ensure evaluation reports comply with relevant and applicable prescripts. Manage and ensure communicate extension of validity period of bids. Perform any other assigned duties in relation to Supply Chain Management activities and maintain compliance. Liaise with Contract and Legal Administration on bids awarded. Supervise staff.

		It will be expected of the candidate to rotate in the Sub-directorate on an annual basis
<u>ENQUIRIES</u>	:	Mrs N Mthethwa, Tel No: (031) 3147151
<u>POST 25/72</u>	:	<u>SENIOR ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: 2020/115</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or equivalent qualification and relevant experience in the Administrative/Economic Sciences. Must be computer literate in MS Suite. Good interpersonal and sound analytical skills. Good communication and writing skills. Knowledge of PFMA and Treasury Regulations.
<u>DUTIES</u>	:	Assist the Works Management team with administrative duties and address complaints. Enhance communication between KAM, Property Payments, SCM and Works Management. Ensure an up to date record of contractor outstanding payments. Management of the Database. Liaise with Control Works Managers to ensure that all queries and calls logged are appropriately attended and finalized within deadlines. Supervise staff according to PMDS system, and keep an up to date record of all open and closed services. Attend the Bid \ Sub-Bid Committee meetings and ensure the empowerment of emerging Contractors.
<u>ENQUIRIES</u>	:	Mr P Singh, Tel No: (031) 3147157
<u>POST 25/73</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: TRAINING AND DEVELOPMENT REF NO: 2020/116</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Human Resource Development, Human Resource Management or any relevant qualification, ODETDP Certificate will serve as an added advantage, Appropriate experience in training and development practices, Understanding of the ETD environment including the SAQA, NQF Frameworks and SETA's, Knowledge of National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development, Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD, Excellent Computer skills in MS Excel, PowerPoint and MS Words, Data analysis techniques, Report Writing skills, Ability to communicate at all levels, Excellent Communication(verbal & written) and Analytical skills, Interpersonal relations and the ability to perform under pressure, Valid driver's license.
<u>DUTIES</u>	:	Conduct training need analysis, Develop training implementation plan as per the WSP, Obtain approvals for all trainings to be implemented, Co-ordinate departmental training programmes, Compile data on training statistics, Report on the training undertaken, Evaluate training, Processing of invoices for all the training conducted, Maintain training records, Communicate relevant training interventions in the Department, Assist in conducting skills audit, WSP and compilation of the annual training report.
<u>ENQUIRIES</u>	:	Ms F. Maseko, Tel No: (012) 406 1307
<u>POST 25/74</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2020/117</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A three years tertiary qualification in Human Resource 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 is a 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 liase with relevant stakeholders; act as designated officer to resolve grievance; 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 relevant stakeholders; act as designated officer to resolve grievances; liaise with organised labour on matters of mutual interest; ensure conduct training and awareness.

ENQUIRIES : Mr T Oagile, Tel No: (018) 386 5217

POST 25/75 : **SENIOR ADMIN OFFICER: TRANSPORT (PROVISIONING AND LOGISTICS) REF NO: 2020/118**

SALARY : R316 791 per annum
CENTRE : Cape Town Regional
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Equivalent qualification. Extensive supervisory experience in Logistics Management. Sound knowledge and understanding of pertinent policies related to procurement, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Excellent knowledge of applicable financial business systems (LOGIS and BAS). Excellent verbal and written communication skills. Problem Solving, analytical skills and computer literacy. An ability to handle confidential information. A valid driver's license.

DUTIES : Management of Transport Unit. Day to day management, maintenance of fleet vehicles and other transport related matters. Manage utilisation of subsidized vehicles. Ensure optimum use of fleet vehicles. Ensure timely processing of invoices and reconciliation of accounts. Ensure timely processing of excess invoices and clearing of suspense account. Ensure timely verification and approval of Subsistence and Transport claims. Effective budget management. Ensure proper budget monitoring. Updating of invoices' status on Reapatala tracking system. Assist with preparation of quarterly and annual financial statement. Ensure effective control measures are implemented and adhered to. Ensure effective, monitoring of log sheet and fleet vehicle rotation. Implementation of monthly reconciliation. Management of human resources.

ENQUIRIES : Nolitha Poswa Tel No: (021) 402 2198

POST 25/76 : **SENIOR ADMIN OFFICER: SCM ACQUISITION MANAGEMENT REF NO: 2020/119**

SALARY : R316 791 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) or equivalent as recognised by SAQA. Relevant experience in Procurement/Supply Chain Management and Supervisory 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 : Ms WSE Khumalo Tel No: (053) 838 5359

POST 25/77 : **CHIEF HORTICULTURIST (HORTICULTURE SERVICES) REF NO: 2020/120**

SALARY : R316 791 per annum
CENTRE : Cape Own Regional Office (Groote Schuur Estate)
REQUIREMENTS : A three year tertiary qualification in Horticulture with extensive relevant experience in the field of horticulture. Must be computer literate. Be in possession of a valid drivers license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills. Applicant should be in Conversant with the requirements of the Occupational Health and Safety Act and Regulations. The candidate must also have had experience in leading a team of workers and giving instructions to these workers. Have good communication skills.

DUTIES : The successful candidate will be: Supervising the processing of horticultural tasks in the field of horticulture. Report writing. Does long and short term planning. Supervises the drawing up of plant schemes of prestige gardens. Control the maintenance of department sports fields and facilities. Prepare the necessary tenders for the purchasing of material and equipment. Exercise budget control. Supervision and administration of horticultural maintenance contracts. Supervising of sub-ordinates and delegating work duties. Be able to communicate with prestige clients. Support to supervisor and colleagues.

ENQUIRIES : Mr MAE Jantjies Tel No: (021) 402 2407

POST 25/78 : **SENIOR ADMINISTRATIVE OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2020/121**

SALARY : R316 791 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Management or administration, Supply Chain Management or Logistics with appropriate experience in Provisioning. Strong management and supervisory skills; relevant experience in Provisioning and Logistics management. A thorough knowledge of the PFMA, Treasury Regulations, PAS Framework for Supply Chain Management, PPPFA and other relevant legislation and ability to implement these prescripts. Knowledge of transversal systems e.g. Logis will be an added advantage. An understanding and knowledge of the department, its clients and line function business units would be an added advantage. Good leadership and communication skills, verbal and written; presentation skills, budgeting skills, computer literacy. A creative assertive, self-motivated, reliable, integrity and honest individual.

DUTIES : Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Verification of payments. Warehouses/stores management. Manage switchboard. Act as a Logis systems controller. Monitor transversal controls approved by Treasury.

ENQUIRIES : Mr. T.E Matiso Tel No: (041) 4082340

<u>POST 25/79</u>	:	<u>ADMIN OFFICER: IAR GIS REF NO: 2020/122 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification Information Technology, Project Management, Property Management and Asset Management with relevant experience in IT Environment, Asset Management and Property management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. As well as Geographic Information Systems (GIS). Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	:	General administrative responsibilities and functions to support the Deputy Director: Immoveable Asset Register. By maintain GIS databases and use GIS software to analyse the spatial and non-spatial information in them. Digitizing building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose. Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images. Installation, configuration, troubleshooting and monitoring of oracle mobile server and synchronization issues. User administration and support, creating cluster and allocation on the Quality Assurance (QA) system for fieldwork purpose. Support Fieldworkers with physical verification queries and challenges with the Mobile App and distribute properties for fieldwork purpose. Monitoring GEOSERVER operations. Generate shape files and update the GIS database using Oracle Map builder. Extract and deploy Building, Site, Facility and components reports on the database using SQL Script, required by the management.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043
<u>POST 25/80</u>	:	<u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER (X7 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office (X2 Verification, X2 Iar Projects, X1 Concurrent Mandate) Ref No: 2020/123A (X5 Posts) Durban Regional Office (X1 Post Verification) Ref No: 2020/123B Cape Town Regional Office (X1 Post Verification) Ref No: 2020/123C
<u>REQUIREMENTS</u>	:	A relevant three-year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's license. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	:	General administrative responsibilities and functions to support the Deputy Director: Immoveable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immoveable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immoveable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043
<u>POST 25/81</u>	:	<u>PERSONAL ASSISTANT: CHIEF DIRECTOR IMMOVABLE ASSET REGISTER REF NO: 2020/124</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office

REQUIREMENTS : A three year tertiary qualification in Secretarial, Office Management, Management Assistant or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication (verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at different levels; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion.

DUTIES : Provides a secretarial/receptionist support service to the manager; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services; Ensure the effective flow of information and documents to and from the office of the manager; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/ reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the manager; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required; Supports the manager with the administration of the Manager's budget; Collects and coordinates all the documents that relate to the manager's budget

ENQUIRIES : Mr. Siboniso Sokhela Tel No: (012) 406 2043

POST 25/82 : **ADMINISTRATIVE OFFICER: REGISTER REF NO: 2020/125**

SALARY : R257 508per annum
CENTRE : Mthatha Regional Office

REQUIREMENTS : A three year tertiary qualifications in Public Management/ Behavioural Sciences or related qualifications and appropriate experience in Registry. Experience in registry mailing procedures and Filing systems. Computer literacy in Ms Word/Excel. Knowledge of the National Archives procedures and standards are an added advantage, Candidate should be a dynamic, self-motivated and well organized person. Candidate should possess excellent interpersonal relations, analytical and have good presentation skills. Candidate should be committed and able to work under pressure and able to communicate at all levels. Willingness to travel as and when required. Willingness to face new challenges within the section. Completion of any Archive related course will be a strong recommendation. People who applied previously are encouraged to apply.

DUTIES : Implementation and maintenance of the approved filing system. Receiving and distributing correspondence, records and postal articles. Maintenance of all records in the region including amendments and additions. Disposal of records. Control filing and reference numbers on correspondence. Supervise, train, discipline staff members as well as evaluation of staff work performance. Initiate changes within the section to improve better service delivery.

Implement and maintenance of the approved filing system. Tracing of records. Dispatch outgoing correspondence. Open and dispatch internal mail. Safe custody and strict control of records. Maintenance of office equipment.

ENQUIRIES : Ms T Bomela, Tel No: (047) 502 7046

POST 25/83 : **ADMINISTRATION OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2020/126**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
 : Port Elizabeth Regional Office
 : A three year tertiary qualification in Public Management and Administration, Supply Chain Management, Logistics or equivalent with appropriate experience in Provisioning. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Supervisory, Computer literacy, Administration, Financial and Reconciliation skills. Good communication (verbal and writing) and interpersonal skills. Willing to adapt to work schedule in accordance with various requirements of the unit. Ability to perform under pressure and work overtime. Knowledge of financial systems (LOGIS, BAS or SAGE) and Reapatala invoice tracking system will be an added advantage.

DUTIES : The successful candidate will be required to provide the following services. Provide effective administrative support to the Provisioning and Logistics unit. Assist with monthly, quarterly and annual financial reports. Assist with monthly reconciliation of accounts, ensure updating of commitment register, assist with administration and management of transversal and term contract accounts. (Copy machines, cellphones, courier services, office stationary). Provide compliance and quality checks on all procurement requests before issuing purchase order. Liaising with internal and external clients regarding procurement and payment issues. Receive, record and verify compliance of all invoices, certify correctness and ensure effective and efficient processing of payments on our systems in line with 30 days Treasury prescript. Assist with supervision of staff. Perform any other work schedule in accordance with the various requirements of the unit.

ENQUIRIES : Mr. T.E Matiso, Tel No: (041) 4082141

POST 25/84 : **ADMIN OFFICER: UTILIZATION AND CONTRACT REF NO: 2020/127 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
 : Mmabatho Regional Office
 : A Three year tertiary qualification in Property Management, Real Estate Management, Town and Regional Planning and Law Degree with appropriate experience in property management or information systems or fixed asset environment. High degree of computer and good interpersonal skills. Good written, analytical and financial skills. A driver's licence is a must, prepared to travel and willing to adapt work schedule in accordance with office requirements.

DUTIES : Update and keep National fixed asset register of the Regional Office. Update information on the property management system to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in time. Assist in preparation of reports to top management and all relevant stakeholders.

ENQUIRIES : Mr Zwelithini Sibanda Tel No: (018) 386 5211

POST 25/85 : **ADMIN OFFICER: UTILISATION AND CONTRACTS ADMINISTRATION REF NO: 2020/128**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
 : Durban Regional Office
 : A three year tertiary qualification in property-related or equivalent qualification, and extensive experience in property management or fixed asset management environment. Knowledge of contracts and administration of leases will be a strong recommendation. A valid driver's licence. High degree of computer skills. Good verbal and written communication skills. Ability to negotiate at all levels. Good interpersonal skills. Good analytical, planning, organizing and financial skills. Ability to work in a team.

DUTIES : Oversee the updating of the national fixed assets register and the Property Management Information Systems of the regional office to reflect all relevant property-related information. Conduct property inspections to ensure and prepare them for vesting purposes and optimal utilization. Negotiate with potential tenants and conclude lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the Department and proper management of debtors. Keep track of developments with regard to property management trends to ensure optimal performance and maximum value of fixed assets. Identify superfluous properties and prepare them for disposal. Take responsibility for identifying the most beneficial and accurate options of property management. Liaise with all relevant stakeholders and units to ensure that property information is correctly captured in good time and readily available when required. Assist in the preparation of reports and submission to top management and all relevant stakeholders.

ENQUIRIES : Mr AS Chonco, Tel No: (031) 3147027

POST 25/86 : **ADMIN OFFICER: ASSET REGISTRY REF NO: 2020/129**

SALARY : R257 508 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law/Assets Management or Accounting with relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's license. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES : Ms. N Marenene Tel No: (031) 3147028

POST 25/87 : **ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2020/130**

SALARY : R257 508 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Management/Administration or Supply Chain Management or Logistics or equivalent with appropriate experience in Provisioning. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations, Supervisory, Computer literacy, Administration, Financial and Reconciliation skills. Good communication (verbal and writing) and interpersonal skills. Willing to adapt to work schedule in accordance with various requirements of the unit. Ability to perform under pressure and work overtime. Knowledge of financial systems (LOGIS, BAS or SAGE) and Reapatala invoice tracking system.

DUTIES : The successful candidate will be required to provide the following services. Provide effective administrative support to the Provisioning and Logistics unit. Assist with monthly, quarterly and annual financial reports. Assist with monthly reconciliation of accounts, ensure updating of commitment register, assist with administration and management of transversal and term contract accounts. (Copy machines, cellphones, courier services, office stationary). Provide compliance and quality checks on all procurement requests before issuing purchase order. Liaising with internal and external clients regarding procurement and payment issues. Receive, record and verify compliance of all invoices, certify correctness and ensure effective and efficient processing of payments on our systems in line with 30 days Treasury prescript. Assist with

		supervision of staff. Perform any other work schedule in accordance with the various requirements of the unit
<u>ENQUIRIES</u>	:	Ms. N Mthethwa Tel No: (031) 3147151
<u>POST 25/88</u>	:	<u>ADMIN OFFICER: ACQUISITION MANAGEMENT SCM REF NO: 2020/131</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management, Finance or Procurement; with related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Conduct needs assessment for the compilation of acquisition and demand management; Liaise with relevant units in administration and review of acquisition and demand plans; Perform market assessment and industry analysis; Assist with evaluation and costing of goods and services planned to be procured; Administer specifications and terms of references in procurement; Assist in developing procurement sourcing strategies; Prepare reporting inputs and adhere to set deadlines; Assist with other related SCM functions in realisation of demand management function.
<u>ENQUIRIES</u>	:	Ms T Stofile Tel No: (047) 502 7082
<u>POST 25/89</u>	:	<u>ADMIN OFFICER: FACILITIES MANAGEMENT REF NO: 2020/132</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification or equivalent qualification coupled with relevant experience in facilities management, knowledge of OHSA, Logis and PMIS and have strong written, verbal communication and computer skills. Be in possession of a valid driver's license, and be willing to travel extensively throughout the KZN Province. Ability to work with budgets and knowledge of procurement of goods and services, PFMA and tender procedures would be an added advantage.
<u>DUTIES</u>	:	To check and approve requisitions for cleaning\gardening material and equipment and repairs thereof. To compile budget inputs and financial reports. To follow up outstanding orders and invoices and authorize payments. To monitor staff performance. To conduct needs and recommend the appointments. To do inspections, investigations and recommend or institute the discipline or training. To compile technical specifications and do evaluations of contracts and tenders according to required criteria for cleaning and gardening and security contracts and tenders.
<u>ENQUIRIES</u>	:	Mr ST Ngcobo Tel No: (031) 3147176
<u>POST 25/90</u>	:	<u>PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2020/133</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Management Assistant, Secretariat, Office management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.
<u>DUTIES</u>	:	Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, including operating the LOGIS and BAS financial systems, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry

in the office of the Regional Manager , Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.

ENQUIRIES : Adv. JM Monare (Jhb) Tel No: (011) 713 6051

POST 25/91 : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2020/134**

SALARY : R208 254 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : A Senior Certificate/Grade 12 or equivalent qualification and Grade 'B' PSIRA accredited certificate, relevant experience within security industry, Be prepared to work extensive rotational hours. Knowledge of Occupational Health and Safety Act. Control of Access to Public Premises and Vehicles Act. Criminal Procedures Act. Private Security Regulatory Authority Act. National Key Point Act. Knowledge of Computer literacy, willingness to travel on a regular basis and valid driver's license is essential, communication and interpersonal skills, planning, negotiation and conflict resolution.

DUTIES : Control of access in and out of the buildings occupied by the Department of Public Works and Infrastructure, Ensure all visitors complete access control registers and furnish positive identification (ID, Driver's License and passport), Ensure all contractors complete contractors access control registers, Confirm all visits telephonically, Scanning of all incoming and outgoing luggage's/packages, Ensure that firearms are kept in the firearm safe and locked, Ensure all equipment (laptops, computers, cartridges, etc.) coming in and out of the building are registered, Conduct building inspections and patrols daily as per schedule, Report all security breaches to supervisors and record on the Occurrence Book, Conduct escort duties, Perform production security duties, Perform control room duties including monitoring of CCTV and key control through registers. Ensure proper security housekeeping rules are adhered to.

ENQUIRIES : Mr T. Maila Tel No: (012) 310 5181

POST 25/92 : **ASSISTANT ADMINISTRATION OFFICER: WORKS MANAGEMENT REF NO: 2020/135**

SALARY : R208 584 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A Senior certificate/Grade 12 qualification with appropriate experience in office administration in a related environment. (An appropriate National Diploma/Degree will be an added advantage). Knowledge of Government procurement systems; Understanding of the PFMA. Good communication skills (Written& verbal), Computer literacy in MS Office software as well as good telephone etiquette are essential. Ability to work under pressure.

DUTIES : Manage and co-ordinate the functions of the component. Liaise with Technicians and Clients. Handle technicians' correspondence with clients. Provide admin support for technicians and technical functions. Administer invoices and estimates, leaves and work plans. Provide general administrative support within the section.

ENQUIRIES : Mr M.R. Lekgothoane, Tel No: (015) 291 -6452

POST 25/93 : **ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2020/136**

SALARY : R173 703 per annum
CENTRE : Durban Regional Office

<u>REQUIREMENTS</u>	:	A National Senior certificate (Grade 12) with appropriate experience in Payments. Record keeping skills, communication skills and good interpersonal skills Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA)
<u>DUTIES</u>	:	Capture requests for goods and services on LOGIS. Place orders with suppliers. Maintain supplier database. Monitor stock levels. Receive and issue stock. Perform monthly reconciliation of payments. Conduct stock taking. Address general enquiries on LOGIS.
<u>ENQUIRIES</u>	:	Ms CN Mthethwa Tel No: (031) 3147151
<u>POST 25/94</u>	:	<u>ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2020/137 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent qualification. With appropriate experience in Provisioning Administration/ Supply Chain Management environment/ Logistics/ Purchasing Management. Knowledge of electronic administration of procurement system. Multi-skilled in operational understanding of financial systems (LOGIS, BAS & other related systems). Understanding and ability to work on invoice tracking system. Computer literacy is a must with an ability to apply Microsoft outlook applications. Knowledge and understanding of PFMA and Treasury Regulations. Excellent client relations and communication skills. Ability to work in a pressured environment and willingness to adapt to work schedules in accordance with various requirements of the directorate.
<u>DUTIES</u>	:	The successful candidate will be required to provide the following services: Receipt and verify procurement file for compliance checks before issuing of purchase orders. Assist with the issuing and management of purchase orders on LOGIS and SAGE. Assist with execution of various LOGIS functions in relation to procurement of goods and services. Ensures effective and timely capturing of invoice payments on LOGIS, BAS and SAGE systems. Ability to work on applicable invoice tracking system. Assist with management of commitment register and monthly reconciliation of accounts. Receive and verify travel request before issuing an order. Assist with provision of inputs for quarterly and annual financial statements. Perform transit duties and other related tasks as per supervisor's instructions.
<u>ENQUIRIES</u>	:	Phindeka Bambela Tel No: (021) 402 2193
<u>POST 25/95</u>	:	<u>ACCOUNTING CLERK: BATCH CONTROLLER REF NO: 2020/138 (X1 POST)</u>
<u>SALARY</u>	:	R173 703 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A Senior (Matric) certificate, Three years National Diploma or equivalent with Financial Accounting will be added as an advantage, appropriate experience within a financial environment well as administrative experience will be an added advantage. Computer literacy in Microsoft Word, Excel and Outlook. Knowledge of relevant legislation, regulations and policies as well as transversal financial systems in government such as BAS/SAGE X3, PMIS, WCS. Sound interpersonal and good verbal and written communication skills, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<u>DUTIES</u>	:	The incumbent of this position will take responsibility for. The main responsibility of this post is to maintain proper filing system (Batch Control) including the monitoring and controlling of all documents relating to the different transversal systems. Keep records of all requested documents and make follow if not returned as agreed. Reporting to the Senior State Accountant. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. Perform other duties as delegated by the supervisor. Attend to queries regarding document handling.
<u>ENQUIRIES</u>	:	Ms P Sani Tel No: (012) 492 3122
<u>POST 25/96</u>	:	<u>SENIOR FOREMAN: HORTICULTURAL SERVICES (FACILITIES MANAGEMENT) REF NO: 2020/139</u>
<u>SALARY</u>	:	R145 281 per annum

CENTRE REQUIREMENTS : Cape Town Regional Office (Station: Gse Rondebosch)
 : Applicant must at least have a Junior certificate. ABET or equivalent and relevant experience. Have exposure in dealing with people of high profile like judges and magistrates. Be able to handle a large staff component. Be able to handle a large staff component. Valid driver's license and be prepared to travel.

DUTIES : The Supervision of personnel and horticultural. Special request for long distances and plot clearing and firebreaks. Delegation/ implementation of landscaping duties. Garden Maintenance. Notification of problem areas to supervisors. Oversee /maintain plot and fire break clearing. Site Inspection of vacant state property. Special indications/duties manage plant decorations and flower arrangements as requested. Nursery maintenance

ENQUIRIES : Mr MAE Jantjies Tel No: (021) 4022407

POST 25/97 : **DRIVER: WORKSHOP REF NO: 2020/140**

SALARY CENTRE REQUIREMENTS : R145 281 per annum
 : Pretoria Regional Office
 : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients.

DUTIES : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.

ENQUIRIES : Mr J. de Wit Tel No: (082) 889 0283

POST 25/98 : **SUPERVISOR: CLEANING SERVICES: FACILITY MANAGEMENT REF NO: 2020/141 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R145 281 per annum
 : Cape Town Regional Office: (Oudtshoorn Magistrate Court (X1 Post)
 Atlantis Magistrate Court (X1 Post)

DUTIES : Applicant must have a junior certificate or equivalent qualification and relevant experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be added advantage.
 : Manage and supervise cleaning staff and assist with the day-to-day cleaning. Administer attendance record and Work plans. Report any maintenance problems daily and follow up thereof. Co-ordinate with seniors timeously with regard to problems that may rise. Plan/recommend leave for the cleaning personnel under supervision. Execute daily inspections of the building with regard to its cleanliness. Place orders for cleaning materials. Control inventory of cleaning materials and equipment for the building. Draft the cleaning program for the cleaning personnel.

ENQUIRIES : Mr. Dorian Lewin Tel No: (021) 402 2104

POST 25/99 : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2020/148 (X3 POSTS)**

SALARY CENTRE REQUIREMENTS : R122 595 per annum
 : Pretoria Regional Office
 : Applicant must be in a possession of ABET/ Grade 10 plus Grade E, D or C (PSIRA). Appropriate experience in the security field. Familiarity with Security legislations, computer literacy and knowledge of security system will be an added advantage. Ability to work independently. Good communication skills. Good writing and analytical skills.

DUTIES : To provide security services to the NDPW. To protect the lives, Information, property/ assets and security interest of NDPW at the region. Implement security services policy and procedures to safeguard NDPW personnel, Information and property/ assets. To provide a client relationship between security, personnel and clients. To conduct access control through positive identification, conduct patrols, rendering escorts etc. The provision of support to the administration of security services.

ENQUIRIES : Mr T. Maila Tel No: (012) 310 5181

POST 25/100 : **GROUNDSMAN (HORTICULTURAL SERVICES) REF NO: 2020/142**

SALARY : R102 534 per annum
CENTRE : Polokwane Regional Office (Musina Magistrate Court)
REQUIREMENTS : ABET level 4/ NCV 4 or Grade 10 certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine gardening tasks.

DUTIES : To perform general garden maintenance tasks as directed by the supervisor such as planting, pruning, spraying, mowing and tree felling work, application of fertilizers, herbicides and pesticides as the need arise. Collecting of garden refuse at respective areas. Assist with general garden work as requested.

ENQUIRIES : Ms. M.E. Nkwini Tel No: (015) 291-6393

POST 25/101 : **GROUNDSMAN (HORTICULTURAL SERVICES) REF NO: 2020/143 (X9 POSTS)**

SALARY : R102 534 per annum
CENTRE : Pretoria 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 hardsurfaces, 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. T. Mashilo Tel No: (012) 342 2033

POST 25/102 : **GROUNDSMAN REF NO: 2020/144**

SALARY : R102 534 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Junior Certificate, ABET level 4 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; planting of annuals and perennials; removing weeds; sweeping hard surfaces, maintaining lawns and lawn edges, integrating and fertilizing lawns; collecting and loading of garden and household refuse on to trucks and bakkies; cleaning of equipment; reporting faults.

ENQUIRIES : Mr. S Ngcobo, Tel No: (031) 3147176

POST 25/103 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2020/145 (X6 POSTS)**

SALARY : R102 534 per annum
CENTRE : Polokwane Regional Office (Thohoyandou Magistrate Court (X3 Posts)
Thohoyandou High Court (X1 Post)
Vuwani Magistrate Court (X1 Post)
Moutse Magistrate Court (X1 Post)

REQUIREMENTS : ABET level 3 / or Grade 10 (std 8) certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES : Ms. N.A. Sipungela Tel No: (015) 291 6389

POST 25/104 : **CLEANER: FACILITIES MANGEMENT REF NO: 2020/146 (X10 POSTS)**

SALARY : R102 534 per annum

CENTRE : Durban Regional Office

REQUIREMENTS : A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

ENQUIRIES : Mr S Ngcobo, Tel (031) 3147176

POST 25/105 : **CLEANER: FACILITY MANAGEMENT REF NO: 2020/147 (X6 POSTS)**

SALARY : R102 534 per annum

CENTRE : Cape Town Regional Office
 Khayelitsha Court Ref No: 2020/147 A (X1 Post)
 Wynberg Court Ref No: 2020/147 B (X1 Post)
 Mitchell's Plain Ref No: 2020/147 C (X1 Post)
 Swellendam Ref No: 2020/147 D (X1 Post)
 Worcester Ref No: 2020/147 E (X1 Post)
 Caledon Ref No: 2020/147 F (X1 Post)

REQUIREMENTS : A Junior certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage.

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

ENQUIRIES : Mr. D Lewin Tel No: (021) 402 2104

NOTE : Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post