

## 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.*



**CLOSING DATE** : 20 March 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 Licence (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. Note: 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 09/26** : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: 2020/37**

**SALARY** : R869 007 per annum (inclusive package)

**CENTRE** : Head Office

**REQUIREMENTS** : A three year tertiary qualification in Security Management. Extensive working experience in public service security management environment, appropriate supervisory experience in junior management, valid driver's license. SSA Security Managers Course. Knowledge: Prestige and National Key Points environment, Familiarity with the Minimum Information Security Standards (MISS) and Minimum Physical Security Standards (MPSS), OHSA, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, Criminal Procedure Act National Vetting strategy, Familiarity with, but ideally formal training, in the practice and principles on the execution of general security and security project management. Recommendations: The ability to work independently, analyse problem areas and initiate corrective measures, Experience in policy development, Good communication skills at all levels, Good writing and analytical skills regarding submissions and briefing notes, Ability to make presentations on security matters, Project management skills.

**DUTIES** : Management of physical security functions and operations. Develop and implement security contingency plan. Implement the departmental security policy and physical security procedures, Manage access control, conduct threat and risk analysis, Evaluate and optimise the implementation of standardised security measures and procedures, Conduct security audit and assessment to DPW office buildings. Develop and implement training and security awareness, Interact with security-related and relevant authorities, i.e. State Security Agency and South African Police Services, Performance management of the Unit. Management of budget and procurement of relevant resources. Liaise with relevant security cluster departments (SAPS, SSA, Defence, local disaster management). Management of the Service Level

Agreement (SLA) of contracted private security service providers. Coordination of security logistics and plans during departmental and Prestige events.

**ENQUIRIES** : Mr T Nolusu Tel No: (012) 406 1631

**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

**POST 09/27** : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2020/38**  
Re-Advertisement: those who applied previously are encourage to re-apply

**SALARY** : R869 007 per annum (inclusive package)

**CENTRE** : Bloemfontein Regional office

**REQUIREMENTS** : A three year tertiary qualification in Built Environment, Facilities Management, Property Management/Real Estate with appropriate relevant experience in Property Management or Programme Management. Knowledge: Occupational Health and Safety Act. Relevant experience in Facility Management and understanding of Environmental Conservation Act, knowledge of Government Procurement system, , General built environment, Water Act, Water and Services Act, Technical knowledge of the civil Engineering, best practice within the Water Management Skills, integrated Facilities Management, Public Financial management Act, Horticultural processes/regulations, Supply Chain Management Framework, Government budget procedure Skills: Computer Literacy, Financial skills, time management administration skills Report writing skills, planning and Organising, Diplomacy Skills, good financial and budgeting skills, project management skills and leadership skills, Problem solving, Facilitation skills, effective communication skills, patient, understanding, trustworthy, Dependable, innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-Motivated, Creative, A valid driver's license.

**DUTIES** : The effective facilities management of Electrical, mechanical and Civil engineering, the implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services, ensure compliance with occupational health and safety Act, provide guidance on the implementation of the policy, monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprises-provide information on current requirements and suppliers to express an interest; ensure compliance with procurement procedures and legislation; assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties; utilise state expenditure to promote emerging black enterprise. the effective of cleaning and horticulture services, monitor maintenance of facilities; manage and direct facilities management cleaning and gardening services, compile reports regarding the cleaning and gardening services. Undertake water and waste water plant inspection services-determine best practices, manage the collection of water and sewage effluence from plants, ensure that all portable waters to be tested are correctly labelled. The effective supervision of resources oversee the development and training of staff; supervise the budget expenditure of cleaning and gardening services, direct preparation of financial statement and report on status of State facilities; manage line managers.

**ENQUIRIES** : Ms T Zulu (Bloemfontein) Tel No: (051) 408 7306

**APPLICATIONS** : The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

**FOR ATTENTION** : Mr D Manus

**POST 09/28** : **ASSISTANT DIRECTOR: ACQUISITIONS REAL ESTATE MANAGEMENT SYSTEMS REF NO: 2020/39**

**SALARY** : R470 040 per annum

**CENTRE** : Port Elizabeth Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Property-related disciplines or equivalent qualifications in the Built Environment/Real Estate, with relevant experience. Knowledge of procurement policies and directives. Knowledge of the Public Financial Management Act. Knowledge of contract administration, property trends and financial administration. Computer literacy. Analytical thinking. Good communication/writing skills. Driver's license.

**DUTIES** : Establish the availability of funds for client departments. Inspect and select suitable accommodation according to the requirements of the client departments. Update the Property Management System. Compile monthly reports regarding procured and leased accommodation. Administer lease portfolios and lease agreements. Present submissions related to leasing to bid committees. Conduct the Component's monthly report meetings. Support the financial administrative processes of the section. Negotiate and manage renewals of the leased accommodations.

**ENQUIRIES** : Ms S. Minne Tel No: (041) 408 2067  
**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056

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

**POST 09/29** : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: CORRECTIONAL SERVICES & OTHERS USER DEMAND MANAGEMENT REF NO: 2020/40**

**SALARY** : R470 040 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Financial, Public Administration, Marketing, Law, Real Estate Management or Built Environment. Extensive relevant work experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the Correctional Services Portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver's licence and be prepared to travel whenever there's a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

**DUTIES** : You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: Correctional Services, Finance and Administration Cluster. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the Correctional Services and other client departments. Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of Correctional Services, Finance and Administration Cluster. Liaise with Project Managers and Property Managers on Correctional Services, Finance & Administration Cluster Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources

Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.

**ENQUIRIES** : Mr. P.J. Janse van Rensburg Tel No: (041) 408 2325

**APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056.

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

**POST 09/30** : **SENIOR ADMIN OFFICER: SCM ACQUISITION MANAGEMENT REF NO: 2020/41**  
Re-Advertisement: those who applied previously are encourage to re-apply

**SALARY** : R316 791 per annum

**CENTRE** : Bloemfontein Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Procurement/Supply Chain Management/Financial Management/Public Management/Accounting with extensive relevant experience in Procurement/Supply Chain Management. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management , Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, Good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. People management. Relevant research skills. Organizational management. Performance management. Knowledge and application of relevant procurement legislation\policies.

**DUTIES** : Compile reports , conduct internal procurement research and provide advisory support to Project Managers, Works Managers and Project Leaders on procurement processes on Built Environment (Capital & Maintenance), Asset Management (Leasing, Acquisitions and Disposal). Ensure adherence to prescripts in all submissions to Supply Chain Management Committees. Supervise Supply Chain Management processes (Advertising, Database Administration), Supervise and Manage staff work performance. Custodian for all records of awards approved by Supply Chain Management Committees. Perform any other assigned duties in relation to the implementation of the supply chain management.

**ENQUIRIES** : Mr. D Van Niekerk Tel No: (051) 408 7437

**APPLICATIONS** : The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

**FOR ATTENTION** : Mr D Manus

**POST 09/31** : **SENIOR STATE ACCOUNTANT: REPORTING AND RECONCILIATION (PMG) REF NO: 2020/42**

**SALARY** : R316 791 per annum

**CENTRE** : Head Office

**REQUIREMENTS** : A three year tertiary qualification in Financial Management and Accounting. Experience in financial management (PMG and payroll experience will serve as added advantage), Knowledge of the Public Finance, Management Act (PFMA), Treasury Regulations, General Recognised Accounting, Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations, Communication, interpersonal, sound administrative and numeric skills, Analytical thinking and good planning and organising skills, Ability to work under pressure, be creative, innovative and communicate at all levels.

**DUTIES** : Clear suspense accounts on a monthly basis and perform monthly reconciliation, Ensure that the Bank and PERSAL exceptions are cleared daily, Authorizing of journal, Manage payroll and PMG suspense accounts on a monthly basis, Ensure submission of monthly bank reconciliation and compliance certificate, Authorize Telegraphic Transfer on safety net system, Authorize department's approved funds on monthly basis, Liaise with National Treasury and commercial bank , Authorize banking details received from suppliers on Safety Net, BAS and LOGIS, Ensure that all Entities are captured, linked on BAS and follow up on outstanding entities, Linking of Banking details on Portal in accordance to Financial guidelines, Perform Bas & PERSAL reconciliation, Manage monthly ,Bi-annual and Annual tax reconciliation.

**ENQUIRIES** : Ms N Maimela Tel No: (012) 406 1703

**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

**POST 09/32** : **ADMINISTRATIVE OFFICER: DISPOSAL REF NO: 2020/43**

**SALARY** : R257 508 per annum

**CENTRE** : Kimberly Regional Office

**REQUIREMENTS** : A three year tertiary qualifications with experience in Property Administration. Relevant experience in office administration, acquisition of properties and administration. Acquisition of property rights, conveyancing and registration of rights in property. Financial administration, tender administration, contract management. Knowledge of Property Management Policies and related Acts, Public Financial Management Act, Treasury Regulations, Supply Chain Management Framework, Preferential Procurement Policy Framework Act. Property Management delegations, knowledge of property market trends/ market related rentals etc. Skills; report writing, numeracy, computer literacy, organisation and planning. Interpersonal and diplomacy skills, problem solving skills, Decision making skills, motivational skills, conflict resolution and negotiation skills. Personal Attributes, patience, solution orientated, ability to communicate at all levels, people orientated, innovative, creative, analytical thinking, punctual, precise, trustworthy (credibility), self-motivated & hard-working. Loyal to Clients/ Department, ability to work under pressure. Be willing to travel extensively and work extra hours when necessary. Must have valid driving license.

**DUTIES** : The effective administration and management support on acquisition and disposal of fixed properties. Check correctness of procurement submissions in terms of general quality, procurement policies, BBBEE Strategy, PFMA and ensure compliance. Facilitate the acquisition of fixed properties for occupation by Client Departments. Facilitate the disposal of superfluous State properties in line with Disposal Policy i.e. Land Reform, Human Settlements or economic development. Draft the Deed of Sale/Donation with Legal Services, liaise with the State Attorney for registration and transfer of properties. Administer the process of obtaining approval of submissions including additional inputs to the contents. Monitor and report progress of acquisitions/ disposal projects. Assist with specific projects on property acquisition/ disposal including reports to management. Represent Directorate & participate in workshops and brainstorming sessions. Assist with office logistics arrangements where necessary.

**ENQUIRIES** : Ms Joan Van Der Merwe (Kimberly) Tel No: (053) 8385281

**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

**POST 09/33** : **ADMINISTRATIVE CLERK: ACQUISITIONS REF NO: 2020/44**

**SALARY** : R173 703 per annum

**CENTRE** : Kimberly Regional Office

**REQUIREMENTS** : A Senior Certificate/Grade 12 or equivalent qualification; Appropriate experience in leasing, property administration, Financial administration, tender administration, Contract management., acquisition of property rights; conveyancing and registration of rights in property. Knowledge; Procurement directives and procedures; contract management, administrative procedures, financial administration. Skills; Numeracy, communication, computer literacy, planning and organising, interpersonal skills, general office administration, facilitation, report writing, Analytical thinking. Personal Attributes. Hard working, self-motivated, creative, ability to work under pressure, people orientated, language proficiency, trust worthy, Solution orientated.

**DUTIES** : Provide administrative support with the acquisition of new leases or renewals of the existing leases, termination of leases and audit queries. Obtain files and complete memorandums to Client Services of expired leases. Liaise with client departments regarding new acquisition or renewal of leases. Prepare letter of acceptance and offers. Prepare submissions to standing committees or HO. Advise Finance Section in respect of changes on PMIS. Prepare and arrange Lease Agreements for signature. Sending of original signed lease agreement to Client Departments and Landlords. Prepare letter of termination to clients

and Landlords. Arrange with Registry for closing of files. Receive all correspondence and queries related to leasing/acquisitions. Receive all client to the head of leasing/acquisitions; Ensure that all copies of Lease Agreements are scanned and filled; Facilitate all travelling arrangements of the section. Compile register on submissions to HO, External Clients: Client Departments/Property Owners. Interact with above in relation to all enquiries to the leasing/acquisitions section. Arrange or conduct site inspections meetings with landlords and client departments. Consolidate and compile reports regarding client inquiries and the provision and procurement of accommodation. Internal Clients. Provide support to the head of leasing/acquisitions related to all internal clients. Liaison with all sections and unit components.

- ENQUIRIES APPLICATIONS** : Ms Joan Van Der Merwe (Kimberly) Tel No: 053 8385281  
 : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
- FOR ATTENTION** : Ms D Mashapa
- POST 09/34** : **ADMINISTRATIVE CLERK: PROVISIONING AND AUXILIARY SERVICES REF NO: 2020/45**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
 : Nelspruit Regional Office  
 : A Senior Certificate/ Matric Certificate with relevant experience in provisioning and auxiliary Services (A National Diploma/ Degree will be an added advantage). Knowledge of LOGIS processes and procurement procedures. Knowledge of PPPFA and PFMA. Knowledge of BAS and SAGE Systems will be an added advantage. Computer Literate. Financial skills. Good verbal and written communication skills.
- DUTIES** : Check and capture request on LOGIS with regards to goods and services. Ensure that all procurement is in accordance with the PPPFA and delegations. Oversee the LOGIS process with regards to order, transit and the issuing of stock from store. Complete procurement advices for goods and services to be procured in accordance with the PPPFA and delegations. Manage LOGIS process with regard to orders, transit and the store. Ensure stock taking of store items is conducted. Capture invoices on BAS and SAGE Systems.
- ENQUIRIES** : Mr M.V. Mbukushe Tel No: (013) 753 6399
- POST 09/35** : **SENIOR FOREMAN: HORTICULTURE REF NO: 2020/46**
- SALARY CENTRE REQUIREMENTS** : R173 703 per annum  
 : Port Elizabeth Regional Office  
 : An ABET level 4/Grade 12; valid driver's license code B and be prepared for extensive travel; relevant supervisory skill and experience. Knowledge on horticultural practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy. A valid pest control operator certificate, Chainsaw competency certificate and knowledge of Environmental legislation will be an advantage.
- DUTIES** : Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements; transporting staff, equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Advantageous: Valid PCO; chainsaw competency certificate. Display knowledge of Environmental Legislation.
- ENQUIRIES APPLICATIONS** : Mr S. Mda Tel No: (041) 408 2357  
 : The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056.
- FOR ATTENTION** : Ms. F. Clark