

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.



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 05/61 : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2020/21**

SALARY : R869 007 per annum
REQUIREMENTS : A three year tertiary qualification in Social Sciences, registration with Social Workers Council or SAMCD; Registration with South African Council for Social Professional (SACSSP) as Social Worker. Sound knowledge of Mental Health Care Act and other Social work-related legislation. Membership with EAPA will be an added advantage; Management experience and at least 3 years in social programs such as drug and alcohol counselling, basic financial management, retirement counselling, and general counselling for social problems; Skills Interpersonal skills; Report writing; problem solving skills; Good networking skills; Excellent planning, organizing and coordinating skills; Good writing skills; Project Management and basic financial skills; Computer literacy.

DUTIES : Review, implement and maintain the department's Employee Health and Wellness policy and strategy. Develop operational plan; Provide professional pre-and post-test counselling, therapy and referrals; Ensure referral to other professionals, health institutions and make follow-ups thereof; Health and productivity management; Observance of health awareness calendar e.g. World cancer day, WAD, World blood donor day etc; Manage sports and recreation entities within the department; Maintain functional Wellness Committee; Attend and participate in IDC, EAPA and HPCSA fora; Feedback to managers on progress of referrals; Monitoring and evaluation of implementation EHWP Ensure intervention on crisis debriefing sessions. Provide preventative services e.g alcohol & substance abuse, preparation for retirement sessions etc; Develop partnerships and networking with health and social services stakeholders; Liaise with

government sector, internal stakeholders and NGO's; Manage service providers.

ENQUIRIES : Mr R Mahlatjie Tel. No: (012) 337-2689

APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms NP Mudau

CLOSING DATE : 21 February 2020 at 16H00

POST 05/62 : **EXECUTIVE OFFICER MANAGER: FACILITIES MANAGEMENT REF NO: 2020/22**

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 Social Science, Administration, Building Sciences, Financial or related field plus appropriate junior management experience related to office management. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hardworking, Self-motivated, Ability to work independently, Ability to work under pressure.

DUTIES : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/workshops (venues, travel, catering etc); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch Coordinate and manage projects in the office of the DDG To render effective and efficient administrative support services – Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG's office. Risk and compliance management; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)management of section performance within the sub-directorate; Report on the performance of the unit against annual performance plan, operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage

compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

ENQUIRIES APPLICATIONS : Ms N Sharma Tel No: (012) 406 2044
: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION CLOSING DATE : Ms NP Mudau
: 21 February 2020 at 16H00

POST 05/63 : **CONSTRUCTION PROJECT MANAGER REF NO: 2020/23**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS : R718 059 – R766 278 per annum (All-inclusive salary package) (OSD)
: Johannesburg Regional Office
: A National Higher Diploma/BTech in the Built Environment field and a minimum of 4 years' and six months experience in the built environment, BTech in the Built Environment field and a minimum of 4 years' experience in the built environment/Honours degree in any Built Environment field with a minimum of 3 years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager and/or furnish proof that you have applied to register with professional council and paid the prescribed application and registration fees. A valid driver's licence, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES APPLICATIONS : Adv JM Monare: Tel No: (011) 713 6051
: The Regional Manager, Johannesburg Region, Department of Public Works Private Bag X3, Braamfontein, 2017 or Hand delivered at, Corner De Beer and De Korte Street, Mineralia Building, Braamfontein.

FOR ATTENTION CLOSING DATE : Mr M Mudau
: 21 February 2020 at 16H00

POST 05/64 : **LEGAL ADMIN OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (M5) REF NO: 2020/24**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY CENTRE : R373 389 - R912 504per annum (All-inclusive salary package) (OSD)
: Johannesburg Regional Office

REQUIREMENTS : LLB degree with minimum of 8 years postgraduate legal experience. Knowledge of and experience in drafting of contracts and other legal instruments. Knowledge and understanding of government supply chain management. PFMA. Treasury Regulations. PPPFA.CIDB Act and Regulations PAJA Act. Works Control System (WCS).Prescripts of the GCC 2004(Engineering and Construction works) JBCC (Principal Building Agreement) and GCC Mandate and functions of the Department, system and operations of South Africa Courts of law. Interpretation of legislation, Magistrate Court Act and Rules as well as the Supreme Court Act and rules. Drafting and interpreting skills, communication and interpersonal Skills, maintenance of confidentiality of information. Language proficiency. Computer literacy (MS Office).

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

ENQUIRIES : ADV R Mogatle Tel No: (012) 406 2109
APPLICATIONS : The Regional Manager, Johannesburg Region, Department of Public Works Private Bag X3, Braamfontein, 2017 or Hand delivered at, Corner De Beer and De Korte Street, Mineralia Building, Braamfontein.

FOR ATTENTION : Mr M Mudau
CLOSING DATE : 21 February 2020 at 16H00

POST 05/65 : **SENIOR ADMINISTRATIVE OFFICER: LEASING AND ACQUISITION**
REF NO: 2020/25

SALARY : R316 791 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Three year tertiary qualification in Property Management/Real Estate/Property Law, Financial Management, Accounting, Internal Auditing plus extensive experience in acquisitions of property or rights in fixed property and property administration. Computer literacy. Knowledge and understanding of government procurement 75 processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' license is a must have. Willingness to travel extensively

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilized by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilization of leased buildings. Manage lease renewals to ensure that leases are renewed in time.

Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

ENQUIRIES : Mr L Nelwamondo (JHB) Tel No: (011) 713 6218

APPLICATIONS : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

CLOSING DATE : 21 February 2020 at 16H00

POST 05/66 : **ARTISAN PRODUCTION A: WORKSHOP REF NO 2020/26**

SALARY : R190 653 – R211 596 per annum (All-inclusive salary package) (OSD)

CENTRE : Cape Town Regional Office
Bricklayer (X1 Post)
Electrician (X1 Post)

REQUIREMENTS : Proof of passing a trade test in terms of the provision of Section 13(2)(h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act :Knowledge of Occupational Health and Safety Act and Regulations. It is expected of an officials to have a general knowledge to their respective Trades, Valid Driver’s license

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. It will be expected of the incumbent to climb ladders for inspection, to work in a confined space and do maintenance in the government building, adherence requirement of the job.

ENQUIRIES : Messer’s: L Dunga: 2336, Tel No: (021) 402 2346, M. Gazi 2185, M Stephens Tel No: (021) 402 2334

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Customs House Building Lower Heerengracht Street Cape Town.

FOR ATTENTION : Ms.E.Booyesen

CLOSING DATE : 21 February 2020 at 16H00