

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 : 27 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.

ERRATUM: Kindly note that the post of Administrative Clerk: Provisioning and Auxiliary Services with Ref No: 2020/45 advertised in Public Service Vacancy Circular 09 dated 06 March with the closing date 20 March 2020, was advertised without the delivery and postal address, the correct delivery and postal address read as follows: 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 Nguyuza.

MANAGEMENT ECHELON

POST 10/76 : **DIRECTOR: COMPUTER AUDITS AND HEAD OFFICE AUDITS REF NO: 2020/47**

SALARY : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE REQUIREMENTS : Head Office

: An undergraduate qualification (NQF level 7) or equivalent qualification in Accounting, Auditing, Internal Auditing, Information Systems or Computer Science. 5 years relevant working experience at middle or senior management level. Extensive appropriate experience in auditing at managerial level. A CIA/CISA qualification or advanced study towards such is preferred. Membership with the Institute of Internal Auditors (IIA) or the Information Systems Audit and Control Association (ISACA). Knowledge of the Standards for Professional Practice of Internal Auditing

(SPIIA) or General Standards for Information Systems (SAICA). Knowledge of Accounting and Auditing Principles, Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, the COBIT/COSO Framework and the King Report on Corporate Governance as well as other relevant Public Service Laws and Regulations. Knowledge and experience in Team-mate software and ACL will serve as an advantage. Excellent communication (verbal and written) skills. Ability to manage multiple projects. Proven skills in leading and managing teams to achieve higher levels of efficiency. Ability to work well under pressure for extended periods of time. A valid driver's licence and the willingness to undergo security clearance.

DUTIES : Manage the Internal Audit's Head Office and Computer Audits Component. Monitor and ensure that the Internal Audit Activities' objectives are in line with the Activities' strategic goals and those of the Department. Implement audit approaches and methodologies for Internal Audit Activities. Identify critical risks from the Department's Risk Management plan that require Internal Audit Activity focus. Develop risk-based three-year and annual Internal Audit Plans. Review audit reports as well as supervise the implementation and follow-up of audit findings. Co-ordinate the work of internal and external auditors. Develop policies and procedures to guide audits and audit staff. Ensure the Internal Audit Activities' compliance with all applicable statutory requirements, Acts and professional practices and standards. Effective participation in Audit Committee activities. Manage Financial and Human Resources within the Directorate. 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.

ENQUIRIES : Ms R. Mashigoane Tel No: (012) 406 -1758.
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
NOTE : Applicants must be in possession of pre-entry certificate into the Senior Management Services in the Public Service. This is an online programme offered by the National School of Government.

OTHER POSTS

POST 10/77 : **CHIEF TOWN AND REGIONAL PLANNER GRADE A REF NO: 2020/48**

SALARY : R898 569 per annum, (All inclusive salary package) total package to be structured in accordance with the rules of (OSD).

CENTRE : Head-Office (Pretoria)
REQUIREMENTS : A Bachelor's Degree in Urban/Town and Regional Planning or relevant qualifications. 6 years post qualifications professional experience required with relevant experience in various facets of district and rural planning and property development. Experience in various facets of town & regional planning and related built environment legislation and policies. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN). Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislation/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. A valid driver's license. Willing to travel extensively. Knowledge: Properly developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of metropolitan centers for

improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others), Liaison with metropolitan authorities, Feasibility studies, Legislative and legal aspects of built environment developments and informed decision-making. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report writing, presentation and negotiations skills, Computer literacy.

DUTIES : The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of District and Rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal spheres of government, Government estate footprint assessment and prioritization of targeted municipalities, Development of opportunities into packaged accommodation solutions, Integration of site development plans with existing urban fabric, Identification of State buildings for brownfield/greenfield development, Identification of land parcels in precincts for development, Alignment of user needs, Site due diligence and adherence to planning legislation, Integration of site development plans, Draft and sign land availability agreements, Facilitate site clearance and bulk service installation, Project manage all town planning related tasks in various towns towards packaged precinct solutions. Manage and mentor young professionals with the Directorate. And perform any professional responsibilities that may be delegated by Principals in the Directorate.

ENQUIRIES : Mr T Rachidi Tel No: (012) 406-1885
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 10/78 : **PRODUCTION ARCHITECT GRADE A REF NO: 2020/49**

SALARY : R618 732 per annum, (All inclusive salary package) total package to be structured in accordance with the rules of (OSD).

CENTRE : Head-Office (Pretoria)

REQUIREMENTS : A B degree in Architecture or relevant qualifications. A 3 years post qualifications Architectural experience required. Registration as Professional Architect with South African Council for the Architectural Profession (SACAP) is compulsory, Well developed project management-, analytical-, planning-, legal compliance, computer literacy-, interpersonal-, communication-, report writing- and presentation skills, a valid driving license, Effective use of CAD (AutoCAD, Archi CAD and or Revit) as well as other software required to successfully completing your duties, Experience with GIS will be an added advantage, A proper developed knowledge and understanding of inter-related macro/micro design aspects related to national government's responsibility to improve access to government social services, the revitalization and development of urban centers for improved inner city (CBD) economics, urban design, implementation of urban master planning guidelines, collaboration with local authorities regarding inner city precinct planning and maximization of state properties within urban and rural centers for optimum economic benefit. Experience in urban design, master planning and precinct planning will serve as an advantage. Background with Municipal Spatial Development frameworks and Urban Design Frameworks will be an added advantage.

DUTIES : Analyze master plans and reduce same to further levels of design, taking into account the inter relationship of sites and client needs within precinct boundaries, Take part in site analysis/ audit; approval and clearing of sites for development. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct development report. Drafting and mapping of concepts for Government

Precinct plan using GIS and Computer Aided Design software. Prepare balanced, proper, efficient and effective development plans compliant with legislative requirements, town planning schemes and governmental corporate image and customs, Preparation of drawings, reports and presentations, Effectively translate client requirements into accommodation lists and translating into concept designs, Prepare guidelines and objectives in documentation format for further detail design of specific sites within precincts, Function as a team member and interact with appointed experts, local authorities, clients and management. Provide professional and technical support to the implementation teams at Head and Regional offices.

ENQUIRIES : Mr T Rachidi Tel No: (012) 406-1885
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 10/79 : **CHIEF WORKS MANAGER: (MECHANICAL) REF NO: 2020/50**

SALARY : R376 596 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification in Mechanical Engineering or equivalent qualifications with proven technical mechanical experience in the field or an appropriate N3 plus Trade Test. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Building Standard. A driver's licence is a must. Willingness to travel. Computer literate. Ability to work under pressure. Project management skills. Property and facilities management skills. Knowledge of procurement process and system. Good verbal and written communication skills.

DUTIES : Assist Control Works Manager with the management of mechanical projects. Attend to planned and unplanned maintenance requests from the clients. Compile scope of works, prepared estimates and technical reports. Inspect and report on leased buildings, optimum use of mechanical equipment and installation. Inspect water meter readings. Effectively utilise water and certification of Municipal accounts. Ensure that properties, buildings and machinery comply with OHSA and Building Regulations. Prepare submissions, progress reports and verify invoices. Management of employees in the unit.

ENQUIRIES : Ms M Llali Tel No: (018) 386 5379
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 10/80 : **SENIOR STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT (PROPERTY BUDGET ADMINISTRATION) REF NO: 2020/51**

SALARY : R316 791 per annum
CENTRE : Pretoria: Head Office
REQUIREMENTS : A three year tertiary qualification in Project/Property Budget Administration or equivalent. Knowledge and ability to operate the Works Control System (WCS). Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical and problem-solving skills. Have an understanding of the various facets of the built environment. Computer literacy in MS Office (with specific reference to MS Word, MS Excel and MS Outlook).

DUTIES : Compile authorisations on the Works Control System (WCS). Compile submissions/letters for the approval of funds/additional funds to Client Departments. Advise Head Office project managers and PBA Regional Office units of responses received from Client Departments. Assist with monitoring of the Implementation programmes for forced tender dates,

correct cash flow projections and expenditure vs allocation projections.
Report shortages or surplus of funds to ASD: PBA.

ENQUIRIES : Ms L van den Heever Tel No: (012) 406- 1136
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 10/81 : **ACCOUNTING CLERK: FINANCE CASHIER REF NO: 2020/52**
(Twelve Months Contract)

SALARY : R173 703 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 with appropriate experience in Accounting, Auditing or Financial Management. Knowledge and experience of government systems, BAS/SAGE, Persal or any other accounting systems. Knowledge of WCS & PMIS will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF.

DUTIES : Receive monies on behalf of the State and issue receipts thereof. Perform daily balancing and complete deposit information. Perform daily banking of all monies collected. Access SAGE/BAS to capture receipts issued. Safeguard all receipt and deposit books. Ensure requests for receipt/deposit information are complied with within specified timeframes (audit and investigations). Ensure returned documents are filed in relevant sequence.

ENQUIRIES : Mrs DC Mngoma Tel No: (031) 3147018/ Mr N Gengiah Tel No: (031) 3147014
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr R Joseph

POST 10/82 : **ACCOUNTING CLERK: FINANCE DOCUMENT CONTROL REF NO: 2020/53**
(Twelve Months Contract)

SALARY : R173 703 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 with appropriate experience in Accounting or Auditing or Financial Management. Knowledge and experience of government systems, BAS/SAGE, Persal or any other accounting systems. Knowledge of WCS & PMIS will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF.

DUTIES : Access SAGE/BAS to obtain payment numbers and update on each payment document. Stamp documents 'paid/processed'. Create files to ensure paid/processed documents are safeguarded – filing according to expenditure item. Update Reapatata (Invoice Tracking System) with payment numbers of invoices already paid/processed. Record keeping. Ensure requests for documents (investigations; audit) are complied with within specified timeframes. Ensure returned documents are filed in relevant sequence.

ENQUIRIES : Mrs DC Mngoma Tel No: (031) 3147018/Mr N Gengiah Tel No: (031) 3147014
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr R Joseph

POST 10/83 : **CLEANERS: FACILITY MANAGEMENT REF NO: 2020/54 (X3 POSTS)**

SALARY CENTRE : R122 595 per annum
: Mmabatho Regional Office
: Pochefstroom (X1 Post)
: Klerksdorp (X1 Post)
: Rustenburg (X1 Post)

REQUIREMENTS : Senior Certificate/Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.

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

ENQUIRIES APPLICATIONS : Ms M Llali Tel No: (018) 386 5379
: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile