

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 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. 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 Construction Project Manager with Ref No: 2020/23 advertised in Public Service Vacancy Circular 05 dated 07 February 2020 with the closing date 21 February 2020, was advertised with incorrect number of post, the correct number of post read as follows: Construction Project Manager (X2 Posts) Ref No: 2020/23

OTHER POSTS

POST 06/31 : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR (X2 POSTS)**

SALARY : R470 040 per annum
CENTRE : Port Elizabeth Regional Office: Ref No: 2020/27A
 Mmabatho Regional Office: Ref No: 2020/27B

REQUIREMENTS : A three year tertiary qualification in Human Resources Development/Human Resource Management/Public Management/Public Admin and Behavioural Sciences. Relevant experience in Training Coordination, Social Facilitation and Reporting. Contract Management, Supply Chain Management are important for the job. The job is a high travelling job with irregular working hours and requires a valid driver's license and competency in Microsoft Office Products.

DUTIES : 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; Collect data for reporting on training interventions; Coordinate capacity building programmes for EPWP Officials.

ENQUIRES APPLICATIONS : Ms Cinderella C Makunike Tel No: (012) 492 3075
Port Elizabeth The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
Mmabatho Regional 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 : Ms F. Clark. (Port Elizabeth)
 Mr T. Oagile (Mmabatho,)

CLOSING DATE : 28 February 2020 at 16H00

POST 06/32 : **ADMINISTRATION OFFICER: ACQUISITIONS (SCM) REF NO: 2020/28**

SALARY : R257 508 per annum
CENTRE : Polokwane Regional Office

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| <u>REQUIREMENTS</u> | : | A three year tertiary qualification in Supply Chain Management, Finance or Logistics. Relevant working experience in supply chain management. Knowledge and experience in the application of the legislative framework that governs Supply Chain Management in the Public Service environment, PFMA, PPPFA, BBBEE and Treasury Regulations. Knowledge of government procurement systems. Excellent verbal and written communication skills |
| <u>DUTIES</u> | : | Compile and update quotations register for approved procurement strategy. Compile and check bids and quotations administrative responsiveness criteria. Keep record of all minutes and approved submissions on file; monitor validities of closed tenders; writing monthly reports on tenders evaluated; assist with opening of envelopes after closing date for tenders; Capture tenders & quotations awarded on departmental procurement toolkit & NT website. Contact and fax the contractor call-out request for emergency work. Inform the relevant project manager regarding the appointment on site. Ensure proper maintenance of call-out in terms of emergency. Check and validate submissions before submitting to the sub-Bid Committee; process and bind documentation received from evaluation committee for submission to sub-bid committee and distribution to committee members, arrange sub-bid committee meetings with all role-players; take minutes at the sub-bid committee meetings; Distribute adjudicated submissions to relevant units. Open envelopes after closing dates for tenders. Assist with general office administration functions. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr K.E. Maswanganyi Tel No: (015) 293 -8049 |
| <u>FOR ATTENTION CLOSING DATE</u> | : | The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane |
| <u>FOR ATTENTION CLOSING DATE</u> | : | Mr. NJ Khotsa |
| <u>FOR ATTENTION CLOSING DATE</u> | : | 28 February 2020 at 16H00 |
| <u>POST 06/33</u> | : | <u>ASSISTANT ADMIN OFFICER PROPERTY MANAGEMENT: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2020/29 (X1 POST)</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R208 584 per annum Cape Town Regional Office |
| <u>DUTIES</u> | : | A Senior Certificate/Grade 12 or equivalent qualification with relevant experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), and Property related Acts and Property laws and local regulations. A valid Driver's License will be an added advantage and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended. Updating of the National Immovable Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Develop an understanding of GIAMA and implement the same. Communicate with relevant stakeholders regarding the maintenance of the National Immovable Asset Register. Assist in carrying out regular inspections and prepare reports to ensure maximisation of property utilization and for vesting purposes. Identify superfluous State properties and prepare disposals. Assist in securing State properties to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Assist in obtaining information for the preparation and conclusion of lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property related matters. Assist in the carrying out of property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Assist in the administrative duties as requested by the Property Manager. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. A. Groenewald Tel No: (021) 402 2049 |
| <u>FOR ATTENTION CLOSING DATE</u> | : | 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. |
| <u>FOR ATTENTION CLOSING DATE</u> | : | Ms.E.Booyesen |
| <u>FOR ATTENTION CLOSING DATE</u> | : | 28 February 2020 at 16H00 |
| <u>POST 06/34</u> | : | <u>ADMIN CLERK: ACCOUNTS PAYABLE REF NO: 2020/30</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R173 703 per annum Head Office (Pretoria) A Senior Certificate/ Grade 12 plus relevant experience and knowledge of filing and retrieving of documents (batch control). Experience in receiving and issuing of money |

is an added advantage. Working knowledge of Government financial system (BAS). Good communication skills, both written and verbal. Ability to work under pressure and meet deadlines.

DUTIES : Maintain the filing system. File and retrieve documents. Keep records of all requested documentation and make follow-up if not returned. Administration and co-ordination of all monies received and issued in a relieving capacity. Assisting with the updating of the invoice tracking system. Attend to all enquiries regarding documents requested.

ENQUIRIES APPLICATIONS : Ms J Oliver Tel No: (012) 406-1686

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

POST 06/35 : **ADMINISTRATIVE CLERK: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2020/31**

SALARY : R173 703 per annum
CENTRE : Port Elizabeth regional Office
REQUIREMENTS : A Senior Certificate/ Grade 12 with Commercial subjects. Computer literate in Ms Word/Excel. The candidate should be a well-organized person and should be prepared to work under pressure. Basic knowledge of any Logis/Provisioning System, as well as a valid code 08 driver's license will be an added advantage.

DUTIES : Invite quotations from suppliers according to the relevant threshold, keep and maintain supplies database, generate orders on Logis, Administrate supplies transversal contracts, administrate department cell phone contracts, compile reports in respect of order transactions. Liaise with internal & external clients in respect of supplies. Ensure compliance of provisioning policies in respects of goods and services. Assist on sport checks of e-class accountable stores.

ENQUIRIES APPLICATIONS : Mr TE Matiso Tel No: (041)408 2007
The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION CLOSING DATE : Ms F. Clark.
28 February 2020 at 16H00

POST 06/36 : **CLEANERS: CLEANING SERVICES REF NO: 2020/32 (X3 POSTS)**

SALARY : R122 595 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

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

ENQUIRIES APPLICATIONS : Mr. Z. Nqana Tel No: (041) 408 2356
The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION CLOSING DATE : Ms F. Clark
28 February 2020 at 16H00