

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 : 06 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. NB: 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 07/38 : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2020/33**

SALARY : R473 820 - R1 140 828 per annum (All-inclusive salary package) (OSD)
CENTRE : Pretoria Regional Office
REQUIREMENTS : A tertiary qualification (LLB) with at least 8 years' appropriate post-qualification legal experience, Prepared to travel on an ad hoc basis, willing to adapt work schedule in accordance with professional requirements, A valid driver's licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management (Regulations in terms of the Public Finance Management Act), Code of Conduct for Supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, State Information Technology Act, Public Service Act, Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents on respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents (contracts, guarantees, etc); engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters,

Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services, regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES : Mr GZ Nonyane Tel No: (012) 310 5004
APPLICATIONS : Pretoria Regional Office. The Regional Manager Department of Public Works, Private bag X 229 Pretoria, 0001 or Hand deliver at 251 Nana Sita Street, Corner Nana Sita and Thabo Sehume Street, Pretoria.
FOR ATTENTION : Ms MJ Masubelele

POST 07/39 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER ORGANISATIONAL DEVELOPMENT (HRM) REF NO: 2020/34**

SALARY : R316 791 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Social Science or Psychology. Registration with South Africa Council for Social Services Professions (SACSSP) as a Social Worker or the HPCSA as a Psychologist. Appropriate knowledge in Employee Wellness Programmes as well as short term counselling. Computer literacy. A valid driver's licence and willingness to travel are essential.

DUTIES : Health and productivity management: Facilitate education and awareness on chronic illnesses and mental health; support the department on management of incapacity. HIV & TB management: Mainstream HIV & AIDS into the core functions of the department; conduct HIV & TB awareness; promote protection of human rights and improve access to justice. Wellness management: implement preventative and curative programs to address social, financial and emotional wellness; encourage work life balance. Health and Safety management: create awareness on health and safety behaviour. Establish strategic partnerships for programme implementation.

ENQUIRIES : Mr SS Mdlaka/Ms PT Buwa Tel No: (041) 408 2131/2344
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F. Clark

POST 07/40 : **SENIOR PERSONNEL PRACTITIONER: (HRR & P) HUMAN RESOURCES MANAGEMENT REF NO: 2020/35**

SALARY : R316 791 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resource Management, Public Management/ Administration, Management Sciences or related fields. Appropriate relevant experience. Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of PERSAL. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration, Computer literacy (MS Word, Excel, PowerPoint), Basic numeracy, Interpersonal and diplomacy skills, Communication and reporting abilities, Innovative and creative, The ability to work in stressful situations, People oriented, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team.

DUTIES : Provide administrative support to recruitment and selection processes. Advertise posts, Capturing of applications, advice Line Managers on the HR Recruitment best practices, post filling of the positions Ensure adherence to effective implementation of policies, regulations, and acts with regard to HR recruitment and planning. Process appointments, transfers, promotions, relocations and movements on the PERSAL system. Maintain and provide related statistical information. Management of learners and interns within the unit.

ENQUIRIES : Ms. S. Mafanya Tel No: (041) 408 2157
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms. F. Clark

POST 07/41 : **ADMIN CLERK: (PROVISIONING& LOGISTICS) REF NO: 2020/36**

SALARY : R173 703 per annum

CENTRE : Mthatha Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 with appropriate experience in Payments (An appropriate National Diploma/Degree will be an added advantage) Record keeping skills, communication skills and good interpersonal skills Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).

DUTIES : Receive original invoices and copy of delivery note from the supplier and transit to capture on LOGIS Capture and re-authorise all payments to be made to the supplier Capture any credit notes received from suppliers on the system and authorisation of it Capture any disallowances on invoices received from suppliers on the system Capture any memo received from Treasury for backdated price increases and the pre-authorisations Forward the relevant documents to financial delegate for final authorisation of payments Ensuring that relevant approvals are obtained before any advanced payments are made to suppliers Make enquiries on invoices, credit notes, disallowances, back dated price increases and payments sent through to the financial system and re-submit transactions.

ENQUIRIES : Ms. T Bomela Tel No: (047) 702 7046

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi