

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



- APPLICATIONS** :
- May Be Forwarded To The Correct Regional Office/Centre:
- Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
- Pretoria Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele
- Johannesburg Regional Applications:** 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
- Kimberly Regional Office 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. N Hlongwane
- Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007,Umtata,5099.For Attention: Ms. N Mzalisi
- Mmabatho Regional 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
- Durban Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms. NS Nxumalo
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Mr. SS Mdlaka
- Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X20605, 9300 or hand delivered, 18 President Brandt Street Bloemfontein 9300. For Attention: Mr. D Manus
- Cape Town Regional 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. N Mtsulwana
- Polokwane Regional Applications:** The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa
- Nelspruit Regional 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 Nguyuzza
- CLOSING DATE** :
- 27 August 2021 at 16H00
- NOTE** :
- 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. 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. Kindly take note that with effect from 01 January 2021 DPSA approved the new Z83 application form, you are all requested to use it and failure to use the new application form your application will be disqualified, obtainable from any Public Service department. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the

following regarding certification: Advertisement and accompanying notes must be clearly capture the requirements for the certification to reflects that applicants must submit copies of qualifications, identity documents, and driver's license (Where applicable) and any other relevant documents, such copies need not to be certified when applying for the post. The communication form the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to be furnished additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

**ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 26 of 2021 dated 16 July 2021, Cleaner: Facilities Management Ref No: 2021/326 (4 posts), was advertised without the placement centres, the positions will be withdrawn and re-advertised with the correct placement centres. The post of Horticulturist: Facilities Management ref No: 2021/229 (X2 posts), have been withdrawn.

#### **OTHER POSTS**

- POST 28/52** : **DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2021/253 (X2 POSTS)**  
(36 Months Contract)
- SALARY** : R869 007 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 (NQF level 6) in Information Technology and Asset Management as recognized by SAQA, Appropriate experience in the property management, IT environment, or Systems and Data Management, Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
- DUTIES** : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders

		in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr. S Sokhela Tel No: (012) 406 1143 / 2043
<b><u>POST 28/53</u></b>	:	<b><u>DEPUTY DIRECTOR: GEOGRAPHIC INFORMATION SYSTEMS (GIS) REF NO: 2021/254</u></b> (36 Months Contract)
<b><u>SALARY</u></b>	:	R869 007 per annum, (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria) A three year tertiary qualification (NQF level 6) in Geographic Information System as recognized by SAQA, registration with SAGC (PLATO). Appropriate relevant years' experience in GIS, Asset Management, statistical analysis and project management will be an added advantage. Willingness to travel, valid unendorsed drivers' license, excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking, Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage, Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers, Good Verbal and written communication Skills. Understanding the mandate of the Department, People Management Skills, Strategic leadership and Economic orientation.
<b><u>DUTIES</u></b>	:	Design, plan and perform advanced GIS analysis to address organizations strategic objective, Undertake spatial modelling, Facilitate the collection and capturing of spatial data from various formats and sources, Ensure the publishing of metadata, Coordinate the design, development and creation of geospatial databases, Conduct analysis and visualization of data to meet the stated requirement, Manage and implement image processes and procedures, Undertake operational and project requirements. Manage GIS Sub Directorate effectiveness, Allocate, control, monitor and report on all resources, Manage and implement knowledge sharing initiatives e.g. short-term assignments and training, continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. GIS Establishment and implementation, Undertake cost benefit analysis of GIS in the REIRS branch, Develop process model and workflows diagrams, Implement GIS policy and standards, give support in drafting the Terms of Reference for GIS projects. Research, Research, investigate and advice on new GIS technologies, Advise on research viability and feasibility, Recommend and compile appropriate plan to respond to the research problem, Develop new methods/technologies for solving spatial data problems, Research and implement new GIS standards.
<b><u>ENQUIRIES</u></b>	:	Mr. M Chauke, Tel No: (012) 406 1144
<b><u>POST 28/54</u></b>	:	<b><u>DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER ACCOUNTING REF NO: 2021/255 (X4 POSTS)</u></b> (36 Months Contract)
<b><u>SALARY</u></b>	:	R869 007 per annum, (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria) A three year tertiary qualification (NQF level 6) in Financial Accounting, Asset Management and Business Administration as recognized by SAQA, Appropriate relevant years' experience in Asset Management, financial reporting and project management. Experience in financial reporting for immovable assets in line with the relevant GRAP standards will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

**DUTIES** : Perform regular review and assessments of Immovable Asset Register Management policies and procedures to ensure that they are aligned to the GRAP standards, GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance. Identify completed projects for capitalisation. Design and manage a plan for physical verification of completed projects. Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers. Apply deemed cost on properties (transfer, additions etc.). Perform monthly reconciliations for itemised billing, Assets Under Construction, municipal rates & taxes and other customer transactions. Perform reconciliations between Deeds and the IAR bi-annually. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Analyse audit reports and develop audit remediation plans. Implement audit plans and respond to audit queries. Manage, coach and monitor performance of subordinates.

**ENQUIRIES** : Mr. S Sokhela Tel No: (012) 406 1143

**POST 28/55** : **ASSISTANT DIRECTOR: IAR REPORTING REF NO: 2021/256**  
(36 Months Contract)

**SALARY** : R470 040 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENT** : A three year tertiary qualification (NQF level 6) in Accounting or equivalent qualification and relevant appropriate experience in Asset Management, financial reporting or project management. Willingness to travel. Valid unendorsed drivers license, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.

**DUTIES** : Ensure that all business tasks are executed in accordance with the adopted policies and procedure. Perform monthly reconciliations between IAR and sub-ledgers. Investigate reconciling items and prepare necessary adjustments. Maintain the AUC register. Ensure that the IAR is updated timely. Engage with various stakeholders to ensure that the IAR is aligned to their requirements. Engage with relevant stakeholders to ensure the IAR is updated timely and contains accurate information. Assist with the preparation of the immovable asset note to the Annual Financial Statements. Prepare and maintain an updated audit file. Assist with the year-end close process. Engage with relevant stakeholders. Analyse itemised billing register and lease register and confirm ownership. Investigate discrepancies and report on results.

**ENQUIRIES** : Mr. S Sokhela Tel No: (012) 406 2043.

**POST 28/56** : **ASSISTANT DIRECTOR: MARKETING AND PUBLIC RELATIONS (COMMUNICATIONS AND MARKETING) REF NO: 2021/257**

**SALARY** : R470 040 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Marketing, Communication, Public Relations, Journalism, Events Management or equivalent and/or relevant experience in the field. Computer literacy, good written and verbal communication skills, drivers license. Knowledge: Marketing and Communication, In-depth knowledge of government protocol processes, office Management, PFMA, Knowledge of Government Communication. Skills: Branding Management, Events Management, Corporate Identity Management, Decision making, Conflict Management, Problem solving, Negotiation skills, Report Writing, Willingness to travel.

**DUTIES** : Develop marketing and public relations strategies. Coordinate marketing events and brand management activities aligned to strengthen organizational image. Develop and design departmental newsletters, publications, posters and related marketing materials. Ensure brand positioning and reinforce

relevant messages in all communication programmes. Production of branded promotional/and marketing materials. Plan and execute advertising campaigns. Render the distribution services of branded promotional/marketing materials. Run exhibitions and manage exhibition materials. Manage corporate identity campaigns. Compile reports and budget inputs for communication projects. Liaise and promote relations with relevant stakeholders regarding communication services.

**ENQUIRIES** : Ms. L Nemavhidi, Tel No: (012) 406 1838

**POST 28/57** : **ASSISTANT DIRECTOR: REGIONAL SECURITY MANAGEMENT REF NO: 2021/258**

**SALARY** : R470 040 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** :

A three year tertiary qualification (NQF level 6) in Security Management/Social Sciences/Criminal Justice and intensive relevant working experience, SSA Security Advisors course will be an added advantage. Knowledge: The SSA environment will be an added advantage, Familiarity with the Minimum Information Security Standards, OHSA, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies, 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, A valid driver's license and willingness to travel on a regular basis, Good communication skills at all levels, Good writing and analytical skills regarding submissions and briefing notes, The ability to make presentations on security matters. Project management skills.

**DUTIES** : Assist in the management of the total security function of the region (personnel, document, communication, physical, computer security, and contingency planning and security awareness). Implement the departmental security policy and the development of procedural guidelines in the Region. Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office. Develop and implement training and awareness programmes with the assistance of Head Office. Interact with security-related and relevant authorities, ie SSA Agency, South African Police Services, Comsec, Manage the capacity of Security Management, with the assistance of the Head Office and SSA Provincial Office.

**ENQUIRIES** : Mr. TE Phungula Tel No: (031) 314 7026

**POST 28/58** : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY OFFICER: ELECTRICAL / BUILDING / MECHANICAL REF NO: 2021/259**

**SALARY** : R470 040 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** :

A three year tertiary qualification (NQF level 6) in Electrical Engineering and appropriate work experience. Relevant experience in construction or built environment, Project management, Safety Management. Registered with recognized Institutions. Knowledge: Occupational Health and Safety Act, National Building Regulations, SANS 10142 –1:2006, SANS Standards, Other relevant Acts and Regulations. Skill: Computer Literacy, Planning and Organizing, Presentation, Conflict management, Writing. Drivers' license. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

**DUTIES** : Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate the workplaces (State and Leased buildings). Facilitate the issuing of compliance certificates (CC). Ensure Boilers, Incinerators, Lifts, Sub-Stations, Mini sub-station, Transformers, Switch Gears, Sewage Plant are safe and without risk. Conduct incident investigations for recommendations. Check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractors H&S Plan is maintained on construction site. Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise and prepare incident report. Monitor utilization and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote

awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with recommendations.

**ENQUIRIES** : Ms. T Kolele Tel No: (021) 402 2063

**POST 28/59** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2021/260**

**SALARY** : R376 596 per annum

**CENTRE** : Mthatha Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in internal Auditing or Financial Accounting, Internal Audit Technician (IAT) plus appropriate experience in internal auditing. Professional Internal Auditor (PIA), and Certified Internal Auditor (CIA) will be added advantages. A valid Drivers' license. Must be prepared to travel. Registration with the Institute for Internal Auditors. Knowledge in Standards for Professional Practice of Internal Auditing; Treasury Regulations; Public Finance Management Act; Institute of Internal Auditors Code of Ethics; Phases of internal audit process; Departmental business systems and processes; Departmental policies and procedures; Best practices regarding systems of risk management, internal control and governance processes and Accounting standards. Skills: Proficient computer literacy; advanced communication (verbal and written); Computer literacy; Project management; Report writing. Ability to assess and analyse information and make relevant finding. Conflict management. Ability to work under stressful situations and against deadlines. Ability to communicate at all levels. Expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance.

**DUTIES** : The effective undertaking of audit programmes regarding risk management, internal control and governance processes- ensure audit programme steps; supervise audit fieldwork and collect relevant, sufficient and useful audit evidence; assess and evaluate audit evidence; The provision of undertaking the administrative functions of Internal Audit component - ensure co-ordination in the administration of the office; ensure adequate resources for the office; manage office management systems; The provision of compliance review regarding policies, plans, procedures, legislation and regulations- review systems established to ensure compliance; confirm the existence and use of the asset register; verify the physical existence of the assets; utilise appropriate audit procedures in verifying the assets; Supervise employees to ensure an effective service delivery; General supervision of employees; Allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES** : Mr. L Gayiya Tel No: (081) 035 0267

**POST 28/60** : **ASSISTANT DIRECTOR: SCM LOGISTICS REF NO: 2021/261**

**SALARY** : R376 596 per annum

**CENTRE** : Johannesburg Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Supply Chain Management, Finance, Procurement, Bachelor of Arts or related as recognized SAQA with appropriate relevant experience in Supply Chain Management and procurement management. Related Supply Chain experience at Supervisory level and knowledge of Database management; monitoring and evaluation Theory, methodology and systems; supply chain management; procurement Management. Thorough knowledge and understanding of government procurement Systems and relevant legislation; supply chain management; management of Databases; built environment industry; monitoring and evaluation theory and Methodology; monitoring and evaluation 63 systems. Skills: Good verbal and written Skills; basic numeracy; advanced interpersonal and diplomacy skills and problem Solving Skills. Willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Coordinate and review the processing of requisitions for goods and services. Receive a Requisition and process requisition. Coordinate the placement of orders for goods and Services. Place an Order for the service in the case of a service required. Order and acquire goods if not a Store item or the item is not in stock. Coordinate the safekeeping and distribution of Goods:- Receive and

check goods. Capture goods on relevant LOGIS system. Return Damaged incorrect and substandard goods. Issue goods as required. Preparation and Collation of payment documents. Manage travel, transport and archive related Provide 24 hour service relating to travel; undertake budget planning activities and Expenditure Of visits abroad; manage the vehicle fleet; manage subsidized transport; source Suppliers and services; implement, maintain and monitor related policies and Procedures; manage key accounts; ensure the processing of monthly invoices on LOGIS; Manage Registry and records including archives; ensure efficient Supervise employees to ensure an effective logistics management services and undertake All administrative functions required with regard to financial and HR administration: General supervision of employees. Allocate duties and perform quality control on the Work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage Performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure Efficient and effective functioning.

- ENQUIRIES** : Mr. V.G Msimango Tel No: (011) 713 6251
- POST 28/61** : **ASSISTANT DIRECTOR: ACQUISITION – GOODS AND SERVICES REF NO: 2021/262**
- SALARY** : R376 596 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Logistics Management and relevant years' experience in Procurement / Supply Chain Management. Experience in Goods and Services Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, National Treasury Practice Notes and Guides. Understanding of government procurement systems and processes within the Goods and Services environment. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
- DUTIES** : Manage, execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Determine the effectiveness of the implementation of the Devolution system. Facilitate the invitation process of quotations from the suppliers on the database using the correct evaluation methods. Oversee utilization of CSD in quotation processes. Implement measures to eliminate fraud and corruption within SCM. Implement measures to eliminate fraud and corruption within SCM. Render support to Head office and regional offices on Devolution System regularly SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management

responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI. Mr. X Makhonco Tel No: (012) 406 1760

**ENQUIRIES**

**POST 28/62**

**SENIOR ADMINISTRATION OFFICER: ACQUISITION – INFRASTRUCTURE REF NO: 2021/263 (X2 POSTS)**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R316 791 per annum  
Head Office (Pretoria)  
A three years tertiary qualification (NQF level 6) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences. Minimum 3 years relevant experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

**DUTIES**

Execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

**ENQUIRIES**

Mr. K Magano/Mr. V Baliso Tel No: (012) 406 1034/012 406 1540

**POST 28/63**

**SENIOR ADMIN OFFICER: LOGISTICS (TRAVEL CONTRACT MANAGEMENT) LOGISTICAL SERVICES REF NO: 2021/264**

**SALARY**

**CENTRE**

**REQUIREMENTS**

R316 791 per annum  
Head Office (Pretoria)  
A three year tertiary qualification (NQF level 6) in Business Management, Business Administration, Public Administration, Finance, Commerce, Law, Tourism, Logistics or Supply Chain Management or equivalent qualification; with relevant experience. PLUS the following key competencies: Knowledge of



		Supply Chain Management processes, PPPFA, Preferential Procurement Regulations, SCM Treasury Practice Notes Public Finance Management Act, Treasury Regulation and other relevant prescripts, Knowledge of the various forms of contracts within the SCM environment Decision making, Computer skills, Problem solving, Writing, Reporting & Presentation skills. Ability to engage with service providers on matters related to contract and management/administration of contracts in relation to general goods or services, highly motivated & ability to work under pressure. Proven track record of having had participated in contract management and administration. Must be in possession of a valid driver's license.
<b><u>DUTIES</u></b>	:	Develop, manage processes and oversee travel contract management unit. Compliance and contract monitoring, contract register, evaluation of supplier performance, conclusion of contract and corrective measures. Timely and relevant contract administration relationship management between suppliers and Department. Performance management of suppliers, effect collection, incentives and penalties on non-performance. Recognition of contractual obligations in the annual financial statements. Verify compliance and authenticity of travel request. Verify compliance on all travel request before issuing travel orders. Liaising with internal and external clients regarding travel issues. Ensure adherence to the policy. Certify the correctness of attached documents to the Travel forms. Ensuring that correct Budget codes on travel forms are verified to allow accurate spending on budget for travelling. Management of reports, compile submissions and memorandums. Implement travel policy, training of internal and external clients on travel related matters, training of Regions for travel matters. Conduct Monthly meetings with suppliers. Ensure safekeeping all documents and records related to travel. Liaise with clients regarding travel. Assist with resolution of internal and external audit queries. Administer all human resource related matters in the section
<b><u>ENQUIRIES</u></b>	:	Ms. N Zama, Tel No: (012) 406 1756
<b><u>POST 28/64</u></b>	:	<b><u>SENIOR ADMIN OFFICER: IAR GIS REF NO: 2021/265</u></b> (36 Months Contract)
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year relevant tertiary qualification (NQF Level 6) in Geography, Science, Information Technology and Property Management. Registration with PLATO as a GISc Professional will be an added advantage. Appropriate relevant years' experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent interpersonal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<b><u>DUTIES</u></b>	:	Geographical referencing of administrative geographical data: Analysis, geocoding, editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist Assistant Director in defining and controlling spatial data on the Immovable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data.
<b><u>ENQUIRIES</u></b>	:	Mr. M Chauke Tel No: (012) 406 1144
<b><u>POST 28/65</u></b>	:	<b><u>ADMINISTRATION OFFICER: PROJECTS REF NO: 2021/266</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Public Management/Administration with relevant experience in the following areas: fully conversant in the Microsoft Office suite, complemented by a proven ability to type own reports of a high quality, experience in WCS, excellent communication skills (both verbal and written), sense of urgency and drive, outstanding organisational skills and the ability to work with figures, team player who will assist Project Managers and Engineers with various administrative duties in projects, good interpersonal skills, ability to multi-skill,

		attend section meetings and take minutes. Computer literacy (MS Word, PowerPoint, and Excel & Outlook), Ability to work independently. Knowledge and understanding of Government administration procedures.
<b><u>DUTIES</u></b>	:	Render office assistance in projects. Prepare progress payments to service providers. Make travel and accommodation arrangements. Compile subsistence and travel claims. Assist with the vesting of state property. Assist with the updating of the Property Management Information System (PMIS) Attend to land administration queries. Type letters, minutes of the meetings and general typing. Compile and maintain monthly reporting systems. Perform general administration work in the section, photocopies and filing.
<b><u>ENQUIRIES</u></b>	:	Mr. KB Mbhele, Tel No: (031) 314 7163
<b><u>POST 28/66</u></b>	:	<b><u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2021/267</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Johannesburg Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Property Management; Real Estate, Town & Regional Planning, Accounting, Bachelor of Commerce. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid drivers License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<b><u>DUTIES</u></b>	:	General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.
<b><u>ENQUIRIES</u></b>	:	Ms. F Khoza, Tel No: (011) 713 6079
<b><u>POST 28/67</u></b>	:	<b><u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2021/268</u></b> (36 Months Contract)
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Head Office Ref No: 2021/267 A (X1 Post) Pretoria Regional Office Ref No: 2021/267 B (X1 Post) Mmabatho Regional Office Ref No: 2021/267 C (X1 Post) Polokwane Regional Office Ref No: 2021/267 D (X1 Post) Bloemfontein Regional Office Ref No: 2021/267 E (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<b><u>DUTIES</u></b>	:	General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.
<b><u>ENQUIRIES</u></b>	:	Mr. S Sokhela Tel No: (012) 406 1143/2043

- APPLICATIONS** : for these posts should be forwarded to: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria.
- FOR ATTENTION** : Ms. N.P. Mudau
- POST 28/68** : **STATE ACCOUNTANT: REPORTING AND RECONCILIATION (PMG AND PAYROLL) REF NO: 2021/269**
- SALARY** : R257 508 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Financial Management or 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 Regulation. 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 PMG and Payroll suspense accounts and perform monthly reconciliation on a monthly basis. Clear bank and persal exceptions. Compile and capture journals to clear suspense accounts. Report on suspense accounts on a monthly basis. Complete the monthly bank reconciliation. Authorize Telegraphic Transfer on safety net system. Request department's approved funds on monthly basis. Capture banking details received from suppliers on Safety Net, AS and Logis. Liaise with National Treasury and Commercial bank. Submit and collect documents from National Treasury and other institutions. Perform Bas and Persal reconciliation. Perform monthly, Bi-annual and annual tax reconciliation
- ENQUIRIES** : Ms. N Maimela Tel No: (012) 406 1703
- POST 28/69** : **PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2021/270**
- SALARY** : R257 508 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Management Assistant, Secretariat, Office management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.
- DUTIES** : Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
- ENQUIRIES** : Ms. TP Zulu Tel No: (066) 419 6103
- POST 28/70** : **ASSISTANT ADMINISTRATION OFFICER: WORKS MANAGER REF NO: 2021/271**
- SALARY** : R208 584 per annum

**CENTRE REQUIREMENTS** : Durban Regional Office  
: A Senior Certificate/Grade 12 qualification with extensive relevant working experience, a high level of computer literacy, including experience in Microsoft packages. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Sound analytical and problem-solving skills, an understanding of the PFMA, Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.

**DUTIES** : Compile, register, develop and write reports for the Works Management Section. Register and distribute callouts to the relevant works managers. Record quotations and invoices for Works managers. Print, submit and collect photocopies and documentation to and from the registry and tender section. Fax and phone to confirm all suppliers' orders for works management. Create a filing system for all correspondence and tender documentation. Arrange meetings and take minutes of the sectional meetings. Liaise with Chief Works Managers and Clients (external & internal). Provide admin support for Works managers and technical functions. Capture requisitions on the LOGIS system, Manage flow of information and documents in the office. Tracking and record keeping of flow of documents.

**ENQUIRIES** : Mr. P Singh Tel No: (031) 314 7232

**POST 28/71** : **ADMINISTRATIVE CLERK: IMMOVABLE ASSET REGISTER (VERIFICATION) (X25 POSTS)**  
(36 Months Contract)

**SALARY CENTRE** : R173 703 per annum  
: Head Office Ref No: 2021/272 A (X3 Posts)  
Pretoria Ref No: 2021/272 B (X3 Posts)  
Polokwane Ref No: 2021/272 C (X2 Posts)  
Mmabatho Ref No: 2021/272 D (X2 Posts)  
Bloemfontein Ref No: 2021/272 E (X1 Post)  
Nelspruit Ref No: 2021/272 F (X2 Posts)  
Johannesburg Ref No: 2021/272 G (X2 Posts)  
Durban Ref No: 2021/272 H (X2 Posts)  
Kimberley Ref No: 2021/272 I (X2 Posts)  
Cape Town Ref No: 2021/272 J (X3 Posts)  
Mthatha Ref No: 2021/272 K (X1 Post)  
Port Elizabeth Ref No: 2021/272 L (X2 Posts)

**REQUIREMENTS** : A Senior Certificate/Grade 12/equivalent qualification and relevant years working experience in office administration duties. Driver's license required. Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.

**DUTIES** : Assist in physical verification of NDPWI assets. Perform support function to ASD and DD Physical Verification. Perform desktop planning and confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist with property information to other units. Perform physical verification of sites and condition assessment.

**ENQUIRIES APPLICATIONS** : Mr. S Sokhela Tel No: (012) 406 1143  
: for these posts should be forwarded to: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria.

**FOR ATTENTION** : Ms. N.P. Mudau

**POST 28/72** : **CLEANER: FACILITY MANAGEMENT REF NO: 2021/273 (X4 POSTS)**

**SALARY CENTRE** : R102 534 per annum  
: Mmabatho Regional Office  
Brits Magistrate Court (X1 Post)  
Vryburg Magistrate Court (X1 Post)  
Wolmaranstad Magistrate Court (X1 Post)  
Rustenburg Magistrate Court (X1 Post)

- REQUIREMENTS** : Matric, 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. NB: Preference will be given to males.
- ENQUIRIES** : Ms. M Llali Tel No: (018) 386 5379