

## 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.*



- APPLICATIONS** :
- 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
- 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
- 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 Nguyuza
- 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 Mtsulwane
- CLOSING DATE** :
- NOTE** :
- 20 August 2021 at 16H00
- 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 25 dated 16 July 2021 (1) Construction Project Manager: Centre: Kimberly Regional Office (2 Posts) Ref No: 2021/211 was advertised with the incorrect enquiries: for Kimberley Office: Mr. T Van den Berg, Tel no: (053) 838 5204, the correct enquires is as follows: Mr. JP Marais Tel no. 053 838 5288.

#### OTHER POSTS

<b><u>POST 26/93</u></b>	:	<b><u>DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: SAPS, CSP &amp; IPID REF NO: 2021/237</u></b>
<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</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Communication, Marketing, Commerce, Built Environment, Legal & Public Administration. Junior management experience in the field of key account management, preferably at strategic office level within the Public Service Sector. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; working knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Must be in possession of a Code 8 (Code B) Driver's License. Skills: Advanced interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relationship management, ability to work under pressure; provide training to clients and staff, facilitation of meetings and related industry information research. Willingness and ability to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Performance management and development of staff efficiency in relation to assigned duties.
<b><u>DUTIES</u></b>	:	To manage the accommodation requirements of the South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-design information requests to relevant internal stakeholders; liaise with South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate regarding their project (capital works and planned maintenance) and leasing services, facilities management and general maintenance; interact with DPWI and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate portfolios; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; facilitate confirmation of funds for clients' leased accommodation. Provide support to management with general office functions related to the accommodation portfolio of South African Police Service, Civilian Secretariat of Police and Independent Police Investigative Directorate; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers as and when required; compile agenda and minutes of meetings; liaise with and

maintain seamless internal operations through interaction with regional offices. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required with regard to financial and HR administration. Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement of asset to maintain optimal functioning of the sub-directorate. Plan and allocate work. Conduct quality assessment on submissions from the unit to both internal and external stakeholders.

**ENQUIRIES** : Mr. B Kgasoane, Tel No: (012) 406 2020

**POST 26/94** : **DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT (SOUTH AFRICAN POLICE SERVICES) REF NO: 2021/238**

**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 preferably in the Built Environment. Appropriate relevant experience in Immovable Asset / Property / Facilities Management at Assistant Director Level. A valid unendorsed RSA driver's license. Knowledge: Asset (immovable) Management. Facilities Management. Property Management. Government Immovable Asset Management Act (GIAMA), 2007. Public Finance Management Act (PFMA), 1999. Treasury Regulations. Property related legislations. Project Management. Skills: Problem solving. Planning and organising. Strategic planning. Time management. Computer literacy. Facilitation. Writing. Analytical. Good communication. Interpersonal. Personal Attributes: Goal and solution orientated. Self-driven. Assertiveness. People and client orientated. Team player. Innovative. Ability to adapt work schedule in response to operational requirements. Willingness to travel.

**DUTIES** : The incumbent will be responsible for the immovable asset management functions within the department with the following key result areas aligned to the approved Strategic Plan, Annual Performance Plan and Business Plan: Assess the performance (i.e. physical, functional & financial) of state-owned facilities and recommend possible intervention measures. Assess the leasehold portfolio and recommend suitable accommodation solutions. Assist with the development / review of Custodian Asset (immovable) Management Plans. Develop Implementation Programmes to address user departments and custodian's accommodation requirements. Programme Management. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Develop Asset (immovable) Management policies, strategies and guidelines. Provide management support to the directorate / section. General management of immovable assets under the custodianship of DPWI.

**ENQUIRIES** : Ms. CM Maseloane, Tel No: (012) 406 1908

**POST 26/95** : **DEPUTY DIRECTOR: EPWP DATA MANAGEMENT REF NO: 2021/239**

**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 in Statistics/Information Systems or relevant qualification. Appropriate of functional work experience in data management and statistical analysis. Knowledge: Expanded Public Works Programme, EPWP reporting requirements; Prescripts governing the EPWP Skills: Data analysis and report writing, Analytical problem solving, Advanced Ms Excel, Sound numerical and analytical acumen, advanced report writing, strong interpersonal and communication skills. Presentation. Willingness to adapt to a working schedule in accordance with office requirements. Willingness to travel for work purposes. Valid driver's License.

**DUTIES** : Development and publication of quarterly integrated EPWP Monitoring and Evaluation reports. Development and the publication of monthly EPWP variance reports by sphere, sector, programme and province. Development and the publication of monthly EPWP progress reports (All spheres).

		Presentation of EPWP progress against targets and the interpretation of these results at diverse EPWP forums. Development and maintenance of the EPWP Reporting System. System integration and testing. Facilitate audits of the EPWP Reporting System.
<b><u>ENQUIRIES</u></b>	:	Ms. T Maluleke, Tel No: (076) 420 8083
<b><u>POST 26/96</u></b>	:	<b><u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTS AND BUDGETS REF NO: 2021/240</u></b>
<b><u>SALARY</u></b>	:	R733 257 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>	:	Port Elizabeth Regional Office A three year tertiary qualification in Financial Management/Financial Accounting. CA (SA) will be added advantage; appropriate relevant experience and supervisory level and valid driver's license. Working knowledge of GRAP/GAAP, Financial Management and Accounting. Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations; Knowledge of financial and operational prescripts that governs the Department and Public Sector; must have budgeting knowledge and skills. Must have payroll and basic conditions of service knowledge; Knowledge in Supply Chain Management; Knowledge of transversal systems used in Public Sector e.g. BAS, PERSAL and LOGIS and internal systems used by the department e.g. SAGE, Archibus, WCS and PMIS will be added advantage. Skills and Competencies: Interpersonal and diplomacy; Management Skills, Good communication skills (written and verbal). Problem solving and decision making skills, Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, Power Point and Outlook); Numerical, Analytical, Reporting, Financial skills; Assertiveness, Accuracy and attention to detail.
<b><u>DUTIES</u></b>	:	Advise and assist Director: Finance in the exercising of pers, functions assigned and delegations and render effective and efficient support to clients; Ensure the effective implementation of and compliance with applicable acts, regulations and prescripts; Develop in-house control mechanisms for all operations; Review business processes regarding all functions performed within the unit; Prioritise and facilitate the compilation of budget input as required by Head Office; Complete the MTEF requirements; Effective efficient management of expenditure, revenue, suspense accounts and reconciliation of business systems with the best practice accounting norms and standards; Prepare financial statements and ensure that accruals and commitments are recorded in line with relevant accounting standard. Coordinate and facilitate internal and external audits and inspections and reports to audit steering committee; Management and supervision of staff within unit. Identify and facilitate internal and external training for the staff.
<b><u>ENQUIRIES</u></b>	:	Mr. SD Mkutukana, Tel No: (041) 408 2040
<b><u>POST 26/97</u></b>	:	<b><u>EXECUTIVE OFFICE MANAGER / PROGRAMME COORDINATOR REF NO: 2021/241</u></b> (36 Months Contract)
<b><u>SALARY</u></b>	:	R733 257 per annum, (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management Service
<b><u>CENTRE REQUIREMENT</u></b>	:	Head Office (Pretoria) A relevant three year tertiary qualification in Social Science, Administration, Financial or related field plus appropriate junior management experience related to office management. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hardworking, Self-motivated, Ability to work independently, Ability to work under pressure
<b><u>DUTIES</u></b>	:	The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc Act as formal channel of communication between office of the DDG and other Departments and

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

**ENQUIRIES** : Mr. S Sokhela Tel No: (012) 406 1143/2043

**POST 26/98** : **ASSITANT DIRECTOR: VALUATION SERVICES REF NO: 2021/242**

**SALARY** : R470 040 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification in Real Estate (Property Valuation) plus appropriate and relevant experience in property valuations. Registration with the South African Council for the Property Valuers’ Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional Associated Valuer. A valid unendorsed driver’s license. Knowledge of valuation of various types of properties and applicable legislation such as , PFMA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and project planning. Effective communication, advanced report writing, computer literacy, planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to travel, work long hours and adapt to work schedules in accordance with professional requirements.

**DUTIES** : Undertake managerial functions and valuation of properties as delegated by the Director Valuation Services. Submit valuation reports to the Secretariat of the Land Affairs Board and liaise with the Board on valuation matters. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Assist in driving the mentorship Programme for candidate valuers and associated initiatives. Mentor Candidate valuers. Promote the interest of the valuers’ profession in general.

**ENQUIRIES** : Mr. H Ndlovu Tel No: (012) 406 1888

**POST 26/99** : **ASSISTANT DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT DISPOSALS REF NO: 2021/243**

**SALARY** : R470 040 per annum

- CENTRE REQUIREMENTS** :
- Head Office (Pretoria)
- A three year tertiary qualification in the Real Estate Management, Property Law, Financial/Business Management or related equivalent with relevant appropriate experience in Property Management preferably in Immovable Asset/Property Disposals. Knowledge of State Land Disposal Act, Broad Based Black Economic Empowerment Act, Government Immovable Asset Management Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, administration skills, decision making skills, problem solving, writing skills, ability to operate under pressure, highly motivated, good understanding of asset management, valid driver's licence, excellent interpersonal and communication skills.
- DUTIES** :
- The incumbent will be responsible for assisting the Deputy Director in facilitating disposal of immovable assets for Government socio economic objectives (Land Reform, Human Settlements, Servitudes for water, roads, electricity etc.) and those identified as superfluous to the needs of the State with the following key result area: Manage the disposal process of State land-co-ordinate and facilitate the process of disposing immovable assets requested for Government's key strategic objectives; co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposal.
- ENQUIRIES** :
- Mr. M Cele Tel No: (012) 406 1204
- POST 26/100** :
- CLINICAL PROGRAMME CO-ORDINATOR (WELLNESS) REF NO: PWH/EHWP/17/21**  
Directorate: Nursing Department
- SALARY CENTRE REQUIREMENTS** :
- R376 596 – R443 601 per annum, (plus benefits)
- Pretoria West Hospital
- Relevant undergraduate qualification Registration with the professional body and supervisory experience will be an added advantage. Knowledge of Microsoft Office suite programs. Knowledge of Public Service Act, Policies and Regulations. Knowledge of Employee, Health and Wellness (EHW) strategic framework. Knowledge of Employee, Health and Wellness (EHW) Policies. Knowledge of employee value proposition. (Presentation, Analytical, Communication and Counselling skills. A valid driver's license.
- DUTIES** :
- Provide training and administrative support to the unit. Monitor, evaluate and assess the impact of EAP/ EHWP at Pretoria west Hospital. Implement, monitor and provide administrative support and guidance on the implementation of EHWP strategic programs including HIV & AIDS, STI and TB. Implement change and resilience management initiatives. Capacity building through training and coaching. Implement workplace life skills programs. Promotion and marketing of EHWP. Provide management advisory service. Develop, manage and report on programmes planned for the unit. Champion the employee value proposition (EVP). Develop implement and maintain standard operating procedures and practices for EHW service delivery implement and maintain standard operating procedures and practices for EHW service delivery that ensures confidential, ethical and quality services. Implement and ensure policies are in line with the new developments in the field of EHW. Research, analyse and reporting on programme Utilization, interventions and advise management on improvement of quality standards. Identify risk factors. Compile reports regarding the findings and recommendations and implementation of recommended interventions. Management, Health and Productivity management (HPM), Safety health environment risk and quality policy management (SHERQ), wellness management, Gender and Diversity management. Implementation of Policy on reasonable accommodation and Assistive devices (PRAAD). Ensure proper files, office correspondence, documents and reports. Draft and type standard correspondence and documents.
- ENQUIRIES APPLICATIONS** :
- Ms NL Madiba Tel No: (012) 380 1206/1205
- All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.

- NOTE** : Applications must be submitted on form new Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 20 August 2021
- POST 26/101** : **SENIOR ADMINISTRATIVE OFFICER: ACQUISITION AND LEASING REF NO: 2021/244**
- SALARY** : R316 791.per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Property Management/ Administration/ Finance/Management/ or Legal field or equivalent qualification plus appropriate relevant experience in property field. A sound understanding of property legislations. Knowledge of the Government Procurement Systems. Good financial and negotiation skills. Sound analytical and problem solving skills. An understanding of the PFMA. Good communication skills both verbal and written. Understanding of derivative forms of acquisition of property. Good interpersonal skills and Computer Skills. A valid driver's license will be an added advantage.
- DUTIES** : Procure and administer fixed properties. Determine and analyse acquisitions options to meet requirements of the clients. Negotiate and implement the most beneficial and legally acceptable forms of acquisition of property assets. Views tendered or identified properties. Keep track of property marked trends. Compilation of management reports. Compilation of budgets. Effective expenditure control. Management of Leases and inspection of Properties.
- ENQUIRIES** : Ms. P Lekgau, Tel No: (012) 492 2297
- POSTS 26/102** : **SENIOR ADMINISTRATIVE OFFICER: MOVABLE ASSETS MANAGEMENT REF NO: 2021/245**
- SALARY** : R316 791 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Financial Management or equivalent qualification coupled with appropriate experience. Knowledge of LOGIS, BAS/SAGE. Treasury Regulations, PPPF, PFMA requirements, National Treasury Guidelines as well as knowledge of asset lifecycles and financial statements. Written and verbal communications skills. Leadership skills. Computer skills. Valid driver's license.
- DUTIES** : Manage the life cycle of movable assets. Ensure bar-coding of new assets. Tracking and movement of movable assets. Verification of existing assets. Maintaining Movable Asset Register on LOGIS. Manage the filing system of all documentation. Disposal of redundant/obsolete assets as per Treasury Regulations. Control and manage the procurement of all assets. Liaise with Prestige and other clients. Supervise subordinates.
- ENQUIRIES** : Ms. E Matinyane, Tel No: (012) 492 3041
- POST 26/103** : **ADMIN OFFICER: IAR GIS REF NO: 2021/246 (X4 POSTS)**  
(36 Months Contract)
- SALARY** : R257 508 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENT** : A three-year tertiary qualification Information Technology, Project Management, Property Management and Asset Management with relevant experience in IT Environment, Asset Management and Property management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. As well as Geographic Information Systems (GIS). 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.
- DUTIES** : General administrative responsibilities and functions to support the Deputy Director: Immoveable Asset Register. By maintain GIS databases and use GIS software to analyse the spatial and non-spatial information in them. Digitizing

building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose. Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images. Installation, configuration, troubleshooting and monitoring of oracle mobile server and synchronization issues. User administration and support, creating cluster and allocation on the Quality Assurance (QA) system for fieldwork purpose. Support Fieldworkers with physical verification queries and challenges with the Mobile App and distribute properties for fieldwork purpose. Monitoring GEOSERVER operations. Generate shape files and update the GIS database using Oracle Map builder. Extract and deploy Building, Site, Facility and components reports on the database using SQL Script, required by the management.

**ENQUIRIES** : Mr. S Sokhela Tel No: (012) 406 1143/2043

**POST 26/104** : **ADMINISTRATION OFFICER: UTILIZATION AND CONTRACT REF NO: 2021/247**

**SALARY** : R257 508 per annum  
**CENTRE** : Nelspruit regional office  
**REQUIREMENTS** : A three year tertiary qualification or equivalent qualification in a property related or legal field. Appropriate experience in leasing, property administration and/or acquisition of property rights. Knowledge and understanding of Government procurement procedures and regulations. Understanding and knowledge of the PFMA, PPPFA and SCM. Understanding of the property market and its trends. Good communication (verbal and written) and interpersonal skills. Computer literacy. A valid driver's licence

**DUTIES** : Effective administration in the utilization regarding the potential of state owned properties, undertake site visits and condition survey to determine utilization potentials. The provision of optimal utilization of state owned properties. Manage property details and maintain property management information systems and fixed asset register. Administrative measures against unlawful occupations. Liaise with clients to determine their property related requirements. Assist in identification of redundant state properties for disposal. The provision of management support of property related contracts and agreements.

**ENQUIRIES** : Ms MM Mokgohla, Tel No: (013) 753 6301

**POST 26/105** : **ADMINISTRATIVE OFFICER: TRANSPORT: PROVISIONING AND LOGISTICS (SCM) REF NO: 2021/248**

**SALARY** : R257 508 per annum  
**CENTRE** : Cape Town Regional  
**REQUIREMENTS** : A three year tertiary qualification in Logistics/ Transport Management/ Public Administration/ Public Management or equivalent qualification. Appropriate working experience in Transport Management. Sound knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS or SAGE). Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

**DUTIES** : Ensuring day-to-day management and maintenance of fleet vehicles. Verify monthly kilometers travelled before approval for payment. Authorize trip itineraries. Receive and certify invoices for processing of monthly payments. Verify and process Subsistence and Transport claims. Ensure safe parking of fleet. Maintain records of driver's licenses, trip authorization files, etc. Ensure service maintenance of vehicles. Redirect traffic fines. Prevent misuse of fleet. Inspection of subsidized vehicle and processing of new applications. Ensure compliance with the transport policies, procedures and processes. Perform other related tasks as per supervisor's instructions and willingness to adapt to



work schedule in accordance with office requirements. Assist with preparation of Interim and Annual Financial Statements. Ensure effective management of Fleet and Subsidised vehicle. Ensure adherence to prescripts/ policies and provide advice to all Units with regards to provisioning of goods and services as well as logistical services.

**ENQUIRIES** : Mr. S Tyhomfa, Tel No: (021) 402 2083

**POST 26/106** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2021/249**

**SALARY** : R257 508 per annum  
**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : A three year tertiary qualification in the Built Environment; Property Management; Real Estate; Town & Regional Planning; Construction, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Asset Management or Accounting with relevant experience in Property / Accounting / Immovable Asset Register Management. Appropriate relevant 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.

**DUTIES** : 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.

**ENQUIRIES** : Ms. L Mahlombe Tel No: (021) 402 2328

**POST 26/107** : **ADMIN CLERK: GEOGRAPHIC INFORMATION SYSTEM (GIS) REF NO: 2021/250 (X7 POSTS)**  
(36 Months Contract)

**SALARY** : R173 703 per annum  
**CENTRE** : Head Office (Pretoria)

**REQUIREMENT** : Senior Certificate/Grade 12/equivalent qualification. Relevant working experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. 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 dead line driven.

**DUTIES** : Assist the REIRS Branch with coordination and execution of GIS activities related to Asset Verification, validation and data cleansing of Asset attribute data and to assist with the Coastal reserves research and land surveying project, Verify documents or information through Deeds Search with Deeds Office, Surveyor-General, Lapsis (Housing Development Agency website) and Municipalities, Confirming ownership of properties in ensuring that correct and accurate property information is captured on IAR as well with the property that are on Provincial IAR - reflected on Deeds web, Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director, IAR Physical Verification Desktop planning, Maintain GIS databases, and use GIS software to analyse the spatial and non-spatial information in them, Digitizing building footprints, measuring building extent, and creating virtual sites and merged properties on Quantum Geographic Information Systems (QGIS) application for physical verification purpose, Entering various types of data into GIS databases, such as text or spreadsheet files of latitude and longitude coordinates, tabular data, aerial or satellite imagery, and manual digitizing of map images with the assistance of the GIS ASD, Support Fieldworkers with physical verification queries and challenges

with the Mobile App and distribute properties for fieldwork purpose. The facilitation and maintenance of the database using structured query language (SQL) – These items will be done with the assistance/monitoring of the ASD GIS or DD Data and Systems, Extract or deploy Building, Site, Facility and components reports on the database using SQL Script, required by the DD, and Director or the unit (REIRS), Generate shape files and update the GIS database using Oracle Mapbuilder, Mapping and data loading, Optimise geographic technologies to produce user driven products analysis and informatics

- ENQUIRIES** : Mr. M Chauke Tel No: (012) 406 1143
- POST 26/108** : **PROPERTY CARE TAKER REF NO: PWH/PCT/16/21**  
Directorate: FMU Department
- SALARY CENTRE REQUIREMENTS** : R102 534 - R204 612 per annum, (plus benefits)  
: Pretoria West District Hospital  
: Abet up to a maximum qualification of grade 11. Must be able to read and write in English. Must be able bodied. Must have reliable transport to work from 06h30 to15h00. Must have knowledge about plants, weeds and working tools.
- DUTIES** : The physical execution of various basic duties in the gardens Other areas and grounds. Gardening, pruning, weeding, refuse Removal, mowing lawns and working with garden equipment. Assistance in sections as required.
- ENQUIRIES APPLICATIONS** : Mr. G Bodenstein Tel No: (012) 380 1282  
: All Applications can be delivered to: Pretoria West Hospital, HR Department, 380 Sytze Wierda Avenue, Philip Nel Park, Pretoria West or posted to Pretoria West Hospital, HR Department, Private Bag X02, Pretoria West 0117.
- NOTE** : Applications must be submitted on form new Z83 (obtainable from any Public Service department) and must be completed in full and page 2 duly signed. Clear indication of the post and reference number that is being applied for must be indicated on your Z.83. A recent CV specifying all qualifications and experience, with respective dates and certified copies of qualifications and ID must be attached. General information: If any discrepancies found, services will be terminated with immediate effect.
- CLOSING DATE** : 20 August 2021