

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, 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.



CLOSING DATE
NOTE

26 August 2022 at 16H00

: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, 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 clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from 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 furnish 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 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 3 months, please regard your application as unsuccessful.

OTHER POSTS

POST 29/62 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: SAPS & IPID**
REF NO: 2022/279

SALARY : R477 090 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial, Public Administration, Marketing, Law, Real Estate Management or Built Environment. Extensive relevant work experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public

Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the Correctional Services Portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver's license and be prepared to travel whenever there's a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES

: You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: SAPS & IPID. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the SAPS & IPID client departments. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and at regional level. Register and ensure programming of projects on the Works Control System (WCS). Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and Site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of SAPS & IPID. Liaise with Project Managers and Property Managers on SAPS & IPID Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.

**ENQUIRIES
APPLICATIONS**

: Mrs. E Van De Venter Tel No: (012) 310-5010
 : Pretoria Regional Office 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

POST 29/63

: **ASSISTANT DIRECTOR: HORTICULTURAL SERVICES REF NO: 2022/280**

**SALARY
CENTRE
REQUIREMENTS**

: R477 090 per annum
 : Pretoria Regional Office
 : A three year tertiary qualification (NQF Level 6) in Horticulture, relevant experience in Horticulture, good knowledge of government policies, contract administration and supervision of staff. The applicant must have knowledge of florals, pot plants and irrigation system as he/she will be expected to inspect these from time to time. A Valid Driver's License will be essential. The applicant must be willing to travel to sites from time to time and must prepare to avail him/herself for emergency matters on Saturdays and Sundays. Knowledge of golf course maintenance and golf machines.

DUTIES : Management of staff and contractors. General administration of the section (performance Management Systems) Prepare request for quotation and advertise tenders for provisioning with horticultural services. Provide budget inputs and control expenditure on a monthly basis. Conduct inspections on all arrear of responsibility. The candidate will from time to time attend to client queries and must also attend interdepartmental meetings for addressing sectional input on horticultural retirements for official state functions. Training and mentoring of staff. The candidate will also serve as a Health and Safety Officer and will have to advice the department on trees that need to be removed for client's safety. The applicant must be prepared to undergo security vetting.

ENQUIRIES : Mr. S. Kutu Tel No: (012) 310 5993

APPLICATIONS : Pretoria Regional Office 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

POST 29/64 : **ASSISTANT DIRECTOR: ACQUISITION – GOODS AND SERVICES REF NO: 2022/281**

SALARY : R382 245 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Management/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.

ENQUIRIES APPLICATIONS : Mr. X Makhonco Tel No: (012) 406 1760
 : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms. NP Mudau

POST 29/65 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES RECRUITMENT REF NO: 2022/282**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Behavioural Science, Social Science or Management Sciences. Appropriate working experience in Human Resource Recruitment. Knowledge: Standards, practices, processes and procedures related to HR Recruitment Structure and functioning of the Department Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act. Codes of Remuneration. Public Finance Management Act. Conflict management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organisational skills. Computer utilisation. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Punctuality. Assertive. Hard-working. Self-motivated. Ability to work independent.

DUTIES : Facilitate and implement advertising processes. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Obtain quotes for placement of advertisements. Ensure approval of adverts. Arrange placement bookings with advertisement agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicants' profiles. Facilitate the invitation of short listed applicants. Represent human resource in interviews of short listed applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personnel planning requirements. Compile, maintain and communicate the Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise 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 APPLICATIONS : Ms. M Magane Tel No: (012) 406 1552
 : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms. NP Mudau

POST 29/66 : **SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: 2022/283**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Pretoria Regional Office
 : A three year tertiary qualification (NQF Level 6) in Finance/Accounting or equivalent in financial related field and with relevant work experience. The following will serve as a recommendation: Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS and BAS/SAGE and Computer literacy. Be able to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's license will be an added advantage.

DUTIES : To supervise the Expenditure Section. Duties will include the following amongst others, to authorise/approve the payments and journal transactions on transversal systems, such as BAS/SAGE, PMIS, WCS and PERSAL. To ensure the reconciliation of business systems and clearance of Suspense Accounts. Ensure the consolidation and submission of Interim/Annual

Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her supervision. To attend to other related duties as delegated by management.

ENQUIRIES APPLICATIONS : Ms. L. Mabuso Tel No: (012) 310 5929
 : Pretoria Regional Office 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

POST 29/67 : **SENIOR ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: 2022/284**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Umtata Regional Office
 : A Three year tertiary (NQF level 6) qualification in Public Management, Supply Chain Management or Contract Management plus appropriate experience in Contract Management, Acquisition or Demand. Knowledge of Public Finance Management Act (PFMA), National Treasury Regulations, Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework Act, Good Understanding of Supply Chain Management Procedures and prescripts. Ability to develop, interpret and apply policies and legislations. Key skills Communication (verbal and Written), Computer, Problem Solving, planning, organizing, interpersonal, ability to work under stressful environment, decision making, basic numeracy skills, project management skills, analytic skills, must be in possession of a valid driver's license.

DUTIES : Supervise and provide operational and strategic guidance on SCM processes (Advertising, Evaluating and Adjudicating. Provide secretariat support to the Bid Committees. Quality checking on all submissions to Bid Committees. Prepare and submit monthly and quarterly reports in line with the reporting requirements. Provide comprehensive response to internal and external clients. Custodian for all records of awards approved by the Bid Committee. Perform any other assigned duties in relation to the implementation of the Supply Chain Management, and development of staff.

ENQUIRIES APPLICATIONS : Ms. T. Stofile Tel No: (047) 502 7082
 : Umtata Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Umtata 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms. N Mzalisi

POST 29/68 : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2022/285**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Bloemfontein Regional Office
 : A Three year tertiary (NQF level 6) qualification in Logistics, Transport Management, Public Management, Business Management with relevant experience in the Logistical and Transport environment. Sound knowledge of Transport and Administrative delegations and prescripts. Knowledge of MS Word and Excel is vital. Good verbal and written communication skills. Good supervision skills. Be able to work under pressure. The candidate must be in possession of a valid driver's license.

DUTIES : Management of Transport unit. Supervision of transport officers; compile work plans and do performance reviews. Check and approve Subsistence and Transport claims. Manage utilization of subsidized vehicles. Manage fleet vehicles and other transport matters. Ensure optimum use of fleet vehicles. Ensure that effective control measures are implemented and adhered to. Liaise with Fleet Company. Handle queries regarding fleet vehicles. Verify the authenticity, accuracy and correctness of invoices of services provided. Ensure timeous hotel and flight reservations; ensure authorizations for trips; address any accommodation related problems. Capture all travel and accommodation arrangements; develop and implement measures to improve service delivery. Administrate the budget and related expenditure. Administrate employment related processes of personnel; manage administrative issues related to the section; inspect and investigate collisions; manage losses and damages; process traffic fines.

ENQUIRIES : Ms. L Mashamaite Tel No: (051) 408 7462

APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr. D Manus

POST 29/69 : **CHIEF HORTICULTURIST: HORTICULTURAL SERVICES REF NO: 2022/286**

SALARY : R321 543 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualifications (NQF Level 6) in Horticulture or equivalent qualification; National Board Examination Certificate and relevant experience; Knowledge of departmental guidelines and policies; A code B driver's licence; Appropriate supervisory experience; Computer literacy; Good communication, reporting and interpersonal skills; Knowledge of pest control management and irrigation installation will be an added advantage.

DUTIES : Plan and develop horticultural activities (landscaping, gardening and pot plant maintenance, floral arrangements, special events); Supervise contractors; Maintain and control equipment and stock; procure goods and services; Conduct site meetings, as well as develop progress reports and authorise invoices; Assist on training developmental plan/strategies on departmental staff and contractors; Carry out general office administration.

ENQUIRIES : Mr L. Mtanywa Tel No: (018) 386-2311
APPLICATIONS : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 29/70 : **SCIENTIFIC TECHNICIAN: WATER CARE REF NO: 2022/287**

SALARY : R316 536 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : Three year tertiary qualification (NQF level 6) in Water Care or Analytical Chemistry, Chemical Engineering and Water and Sanitation qualification with relevant exposure in water and wastewater treatment. Valid motor vehicle driver's License and registration with SACNASP as a Certificated Natural Scientist is compulsory. Three years minimum post qualification experience demonstrating a high level of competencies in water and wastewater treatment practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and environment is required. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of the treatment plants equipment (pumps, dosing, siphons, distribution arms on biofilters, aerators, mechanical screens etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of technology with regard to drinking and wastewater treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of great advantage. Knowledge of the applicable legislative framework like Water Act, Water Service Act, National Environmental Management Act and relevant Regulations e.g. Blue Green No Drop.

DUTIES : Scheduled inspections on weekly, monthly, quarterly and six monthly basis. Sampling of drinking and wastewater treatment plants, final effluent and plant components as necessary. Interpret, review Operation and Maintenance Manual and as built drawings. Operator training as necessary. Assessment of drinking and wastewater plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, and amongst others analysis of final effluent, perform calculations for the determination of sludge age, dosage quantities etc. from drinking and wastewater treatment plants, report writing on compliance/non-compliance of plants, liaison with Chief Scientific Technician (Analytical Services) on laboratory administration. Analysis of samples if required. Maintenance, calibration and operation of scientific equipment. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Compilation of reports on final drinking water and wastewater quality. Operation of IRIS system to ensure compliance with DWS Regulations. Assessment and recommendations on improvement of water

		quality. Forming partnership with Project Managers in addressing challenges during Water Management related projects execution.
<u>ENQUIRIES</u>	:	Mr. J. de Wit Tel No: 082 889 0283
<u>APPLICATIONS</u>	:	Pretoria Regional Office 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.
<u>FOR ATTENTION</u>	:	Ms. M. Masubelele
<u>POST 29/71</u>	:	<u>ADMINISTRATION OFFICER: SCREENING SERVICES REF NO: 2022/288</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Management Sciences/ Security Management, appropriate working experience in Security Screening Services and a valid motor vehicle driver's license. Knowledge: National security environment and security policies, Relevant legislation related to public security including the Minimum Information Security Standards (MISS) Act, Procurement processes and systems, Financial administration, Risk management, Screening techniques, Interviewing techniques. Skills: Computer literacy, Report writing and presentation skills, Interpersonal and diplomacy skills, Problem solving skills, Effective communication, Organization and planning, Decision making skills, Conflict resolution, analytical skill. Personal Attributes: Solution orientated, People orientated, Innovative, Creative, Hard-working. Willingness to successfully attend prescribed training courses, prepared to work irregular and long hours, Security clearance, willing to adapt work schedule in accordance with professional requirements. Must be prepared to travel, Driver's license.
<u>DUTIES</u>	:	Analyse and evaluate security screening reports, Conduct quality control of the screening reports, planning and management of screening projects, manage pre-employment screening of prospective employees and service providers and provide relevant managers with quality and reliable screening reports, assist in developing screening policy, strategy and standard operating procedures, conduct security screening awareness programmes within the department. Co-ordinate screening compliance with Regional Offices, provide quality screening reports to supervisors, manage the contracted screening database service provider, verification of payment invoices, keeping records, manage screening databases, supervise subordinate and performance management, assist with procurement and financial management, co-ordinate and liaise with SSA, SAPS and relevant stakeholders.
<u>ENQUIRIES</u>	:	Mr. T Nolusu Tel No: (012) 406 1631
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. NP Mudau
<u>POST 29/72</u>	:	<u>RECEPTIONIST: INTERNAL COMMUNICATIONS AND MOBILISATION REF NO: 2022/289 (X2 POSTS)</u>
<u>SALARY</u>	:	R147 459 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 Certificate, extensive relevant working experience in Office Administration and Clerical Services. Willingness to adapt work schedule in accordance with office requirements. Knowledge: Customer service principles and practices, Understanding of legislation, policies and procedures of DPWI, Office management and administrative tasks. Skills: Advanced communication (verbal and written), Computer literacy, Interpersonal skills, Customer service oriented, Planning and organising, Stress management skill. Personal Attributes: People orientated, Hardworking, Resourceful, Professional personal presentation, Initiative, Self-motivated, respectful, honesty, trust worthy and Creative.
<u>DUTIES</u>	:	Receive visitors and or clients; Assist and direct visitors and clients to their destination; Re-direct calls as appropriate and take adequate messages when required; Handling visitor's inquiries whenever possible; Keeping a logbook of each day's visitors; Ensure a clean reception area; Provide a high level of internal customer service, Extent of support to the effective management of work flow and administration of office functions, Nature and efficiency of liaison, Number and extent of meetings co-ordinated, Number and accuracy of reports

ENQUIRIES
APPLICATIONS

collated, Effective management of visits in the office, Number and quality of documents and reports prepared.

- : Ms. T Nzama Tel No: (012) 406 1509
- : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- : Ms NP Mudau

FOR ATTENTION