

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

- : 29 July 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.
- ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 25 dated 08 July 2022 (1) Assistant Director: Property Disposals Ref no: 2022/240, Centre; Johannesburg Regional Office, was erroneously advertised with incorrect salary R382 245 per annum, the correct salary level R477 090 per annum. (2) Registry Clerk: Human Resource Administration ref No: 2022/249, Centre: Head Office (Pretoria) was advertised without physical address, the physical address is as follows: 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. (3) Photocopier Operator: Registry (Re-Advert) Ref no: 2022/257, Centre: Cape Town Regional Office, was erroneously advertised with incorrect Requirements: A Senior certificate/Grade 12, the correct Requirement are as follows: Grade 10. (4) Cleaner: Facilities Management Ref no: 2022/259, Centre: Port Elizabeth Regional Office, was erroneously advertised with the incorrect Centre, the correct Centre is as follows: Centre: Port Elizabeth Regional Office (Peddie), further note that closing date will be extended to the 29 July 2022.

OTHER POSTS

POST 26/75 : **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2022/260**

SALARY : R480 927 per annum, (all-inclusive OSD salary package)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator. Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements. A valid driver's license. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context. Legal research and professional legal assistance. In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. SKILLS: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent and effectiveness of managed contracts and related legal matters. Ensure the extent and effectiveness of the safety and integrity of legal records. Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters. Implement and monitor delegated powers as required by National Treasury and the PFMA. Conduct research and provide professional legal assistance, advice and support. Draft and verify legal documents. Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved. Provide an advisory and supportive role to Project Managers and the Regional Office. Ensure the extent and effectiveness of advice, guidance and opinions provided. Ensure the extent of compliance with related standards. Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES : Ms. T Zulu Tel No: 051 408 7306
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 26/76 : **SENIOR ADMIN OFFICER: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2022/261**

SALARY : R321 543 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences, Logistics. Relevant experience in Procurement/Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

DUTIES : Compile a Procurement Plan. Conduct a market and industry analysis. Coordinate the procurement and processing of bids. Serve as a secretariat to Bid committees. Coordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the Bid committees meetings and distribution of such

Minutes agendas to members of the Bid committees together with the submissions for consideration. Advise the Bid committee on procurement processes and prescripts. Liaise with project managers and project leaders with respect to Bid recommendation submissions and make follow up on decision taken by the Bid committees. Check submitted bids for responsiveness criteria. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Compile bid committee reports. Ensure advertising of tenders in the Government Tender Bulletin. Compiling of tender documents and handing out of tender documents to contractors. Ensure SCM compliance in all BAC submissions. Ensure the Opening of tenders. Attend briefing session where necessary. Compile letters, memoranda, circulars & staff notices. Monitor the validity periods of all tenders until the award stage, confirmation of prices and unit rates from contractors. Manage and administer contracts. Supervise Admin Officer/s within the unit. Assist the Head of the unit on all procurement related functions and also perform any other assigned duties in relation to the implementation of the SCM.

ENQUIRIES

APPLICATIONS

FOR ATTENTION

POST 26/77

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

APPLICATIONS

FOR ATTENTION

POST 26/78

SALARY

CENTRE

REQUIREMENTS

DUTIES

: Mr. HN Masha Tel No: (012) 406 1997

: 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

: **SENIOR ADMINISTRATION OFFICER: LEASING AND ACQUISITION REF NO: 2022/262**

: R321 543 per annum

: Nelspruit Regional Office

: A three year tertiary qualification (NQF Level 6) in Property Management/Real Estate/Property Law/Public Management. Relevant experience in leasing and acquisitions of property rights in fixed property and property administration will serve as an advantage, computer literacy knowledge and understanding of government of government procurement processes, contractual policies and procedures, understanding of the property market and its trends, understanding of the derivatives forms of acquisition of property (expropriation, common law, & prescripts) negotiation skills, A valid driver's license is a must have, willingness to travel extensively communication, report writing and presentation skills.

: Procure leased fixed properties or right in fixing properties to be utilised by client departments. View tendered or identified properties. Negotiate lease term with landlords and manage signing lease agreements. Keep tract of the property market and its trends. Manage lease renewals to ensure that leases are renewed in time. Do site inspections to ensure optimal utilisation of leased buildings. Negotiate property purchases. Attend to both clients and landlord's complaints in leased buildings perform general administrative.

: Ms. MM Mokgohloa Tel No: (013) 753 6301

: Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

: Mr. E Nguyuzza

: **CHIEF WORKS MANAGER: BUILDING REF NO: 2022/263**

: R321 543 per annum

: Nelspruit Regiona office

: A three year tertiary qualification or equivalent qualification (NQF Level 6) in a Built Management disciplines with extensive experience in the technical field, i.e. Building or N3 plus trade test and 5-10 years in the building fields. Extensive knowledge of building regulations. Occupational health and safety act. Public finance management act. A driver's license. Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Management and planning skills. Knowledge and understanding of the government procurement system.

: Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing state accommodation. Manage project cost estimates, monitor and control the process of controlling changes in line with the allocated day-to-day maintenance budget. Conduct site inspection to ensure compliance with specification set out by the department. Ensure compliance with OHSA. Assist in the development of building programmes and conditional surveys and report regularly to management on the progress thereof. Manage the budget. Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients

ENQUIRIES : Mrs. PN Bendlela Tel No: (013) 753 6361
APPLICATIONS : Nelspruit Regional Office 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 Ngyuza

POST 26/79 : **STATE ACCOUNTANT: BILLING AND REVENUE MANAGEMENT (ACCOUNTS RECEIVABLES FINANCE) REF NO: 2022/264**

SALARY : R261 372 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Management or Accounting (NQF level 6). Experience in Accounts receivables will be an added advantage. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations. Communication, interpersonal, Sound administrative and numeric skills. Analytical thinking, good planning and organising skills. Ability to work under pressure, innovative and communicate at all levels.

DUTIES : Capture invoices to the accounting system and issue them to the client departments. Keep track of invoices issued and money received through proper filling and record keeping for reporting and audit purposes. Confirm and allocate money received from the client departments. Follow-up with client departments on outstanding debt for recovery in terms of PFMA, Debt Management policy and Treasury Regulations. Assist in compiling monthly reconciliation of accounts and management reporting. Assist by providing inputs for year-end financial statement and audit. Record, follow-up and resolve disputes from the client departments.

ENQUIRIES : Ms. M Seloga Tel No: (012) 406 1233/26
APPLICATIONS : 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 26/80 : **ADMINISTRATION OFFICER: DEMAND MANAGEMENT REF NO: 2022/265**

SALARY : R261 372 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Procurement/ Public Administration or related. Appropriate supply chain experience. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation. Supply chain management. Management of databases. PFMA, PPPFA, and Supply Chain policies and procedures. Treasury Regulations and BBBEE Acts. Monitoring and evaluation theory and methodology. Monitoring and evaluation systems. Computer literacy.

DUTIES : Provide admin support in the research and needs analysis for the Department. Assist in the consultation with relevant stakeholders to determine their challenges, opportunities, and risks. Provide admin support in the review of previous procurements. Identify the frequency of needs and analyze the identified needs in line with the supply chain strategy. Collect and collate information for the Departmental Annual Procurement Plan. Check and analyze. Consolidate the information into a procurement plan for approval by the delegated authority. Provide support in the process of drafting specifications/terms of reference. Assist in identifying and implementing of the preference points system and appropriate goals per commodity in terms of preferential procurement policy objective. Ensure compliance with prescript requirements. Attend to relevant queries. Provide secretariat support to the relevant Committees and general admin and supervision services to the unit. Provide secretariat services during the meetings. Check compliance on submissions to the SCM Committee. Maintain records of all minutes and other relevant documents.

ENQUIRES : Mr. VG Msimango Tel No: (011) 713 6251
APPLICATIONS : Johannesburg Regional Office 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