

## 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.***

<b><u>CLOSING DATE</u></b>	:	19 December 2022 at 16H00
<b><u>NOTE</u></b>	:	Applications for Senior Management positions must ONLY be emailed to the email address specified for each Senior Management positions. Faxed or late applications will NOT be accepted. 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 and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. 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 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. 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 months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG

under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview, the selection panel will identify candidates to undergo a generic management competency assessment and the successful candidate must be willing to sign a performance agreement and be subjected to security clearance.

#### **MANEGEMENT ECHELON**

- POST 45/168** : **DIRECTOR-GENERAL: DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE REF NO: 2022/463**
- SALARY** : R2 068 458 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.
- CENTRE REQUIREMENTS** : Head Office (Pretoria).  
: An undergraduate (NQF Level 7) and a postgraduate qualification (NQF Level 8) as recognised by SAQA in Public Management or an equivalent qualification. 8 to 10 years' experience at Senior Management Level, of which three (3) years must have been as a member of Senior Management Services in the Public Service. An extensive track record of leading a large organisation and being on the cutting edge of service delivery. Astute managerial and leadership abilities that will enable the incumbent to lead the Department of Public Works and Infrastructure (DPWI) through transformation. Strategic planning experience linked to strong conceptual visionary and leadership skills. Ability to establish relationships with political, business, investment and community structures. Acumen for managing the political administrative interface. Good financial management experience will be an advantage. Skills: Strategic, executive management skills. Extensive drive, energy and enthusiasm and ability to be innovative, creative in designing and implementing ideas with direction. People-orientated, with exceptional negotiation, communication and interpersonal skills. Solution orientated, with the ability to work under stressful situations.
- DUTIES** : As the Accounting Officer of the Department of Public Works and Infrastructure (DPWI), inclusive of the Property Management Trading Entity (PMTE) and Infrastructure South Africa (ISA), the incumbent will provide strategic leadership and direction in the delivery of the Department's mandate, manage and oversee the administration, and render related executive advice to the Executive Authority. These include: Overseeing the management and implementation of EPWP, to contribute to the national goals of job creation and poverty alleviation. Overseeing the provision and management of Intergovernmental Relations, strategic management, governance and risks management services. Management and oversight of the development of public works and infrastructure sector policies and legislations. The provision of strategic leadership on the administration, executive support and corporate services. Oversight and strategic direction of the PMTE. Oversight and strategic management of ISA in their implementation of the SA-Infrastructure Investment Plan. The incumbent will further be responsible for providing strategic direction towards the operations and financial sustainability of the PMTE and overseeing the operations of public entities and councils reporting to DPWI. Contribute in the implementation of the Economic Reconstruction and Recovery Plan (ERRP) plus oversee and provide strategic direction on projects and programmes towards realising a clean-audit for DPWI.
- ENQUIRIES APPLICATIONS** : Ms. TB Hlatshwayo Tel No: (012) 406 1990  
: All applications for this position must be submitted only via email to: [Recruitment22-39@dpw.gov.za](mailto:Recruitment22-39@dpw.gov.za)
- NOTE** : General: The successful candidate will be required to enter into a 5-year employment contract, sign a performance agreement and disclose his/her financial interest within one month of appointment and thereafter on an annual basis. All applicants are to declare any conflict of interest, membership of Boards and Directorships. Please note that all the shortlisted candidates will be subjected to personnel suitability checks and the successful candidate will have to undergo full security vetting. Identified candidates will be subjected to

a government specific competency assessment. The successful completion of the Senior Management Pre-Entry Programme (Mandatory Training Days and Minimum Entry Requirements for SMS Positions), is a pre-requisite for any candidate to be appointed to this position, in terms of the Directive on Compulsory Capacity Development, as endorsed by the National School of Government (NSG). The Programme is available at the NSG under the name Certificate for Entry into SMS. The full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>.

#### **OTHER POSTS**

<b><u>POST 45/169</u></b>	<b><u>DEPUTY DIRECTOR: ADMINISTRATION REF NO: 2022/455</u></b>
<b><u>SALARY</u></b>	R766 584 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 Public Administration or related qualification. 3 years administrative experience at an ASD level. Knowledge: Technical knowledge of the built environment industry; Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulation. ,Skills: Sound analytical and problem identification and solving skills; Marketing and liaison; Advanced communication; Language proficiency; Advanced report writing; Strategic management, Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision making skills; Conflict management; Motivational skills; Influencing skills. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level, People orientated, Assertive, Ability to work independently. Willing to adapt work schedule in accordance with professional requirements. Security clearance.
<b><u>DUTIES</u></b>	Manage logistics for high level meetings and structures in the office of the Office of the Director-General: Participate in TMC, MANCO and HOD Public Works processes to provide advice on strategic issues. Compile briefing notes as well as other documentation to adequately prepare the DG for such meetings. Manage and assess reports of FOSAD or related committees on behalf of the Director General. Develop the administrative framework regarding finances, human resources, operations and logistical requirements. Coordinate the diary of the Director General. Facilitate and support the involvement of the Department in Cluster activities. Ensure the effectiveness of the Office of the Director General: Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage, monitor and track information related to the Office of the Director General. Articulate, co-ordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Director General. Determine the impact and provide comments regarding departmental and external submissions addressed to the Director General. Assess audit reports and ensure that the Department is providing value for money. Ensure effective document management and correspondence flow within the Office of Director-General: Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Director-General. Administer office correspondence, documents and reports. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant to the office. Coordinate projects in the office of the Director-General. Manage the Sub-directorate:- Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.
<b><u>ENQUIRIES</u></b>	Mr SC Zaba Tel No: (012) 406 1544

<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 45/170</u></b>	:	<b><u>DEPUTY DIRECTOR: CABINET SUPPORT REF NO: 2022/456</u></b>
<b><u>SALARY</u></b>	:	R766 584 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 relevant three year tertiary qualification (NQF Level 6) or equivalent qualification. Appropriate relevant experience at a junior managerial (Assistant Director) level. Valid Drivers' license. A valid security clearance will be an added advantage. Knowledge: Applicable legislation, norms and standards related, including the Public Finance Management Act, Treasury Instructions, and the Minimum Information Security Standards (MISS) Act; functioning of national, provincial and local government; fundamental economics; structure and functioning of the Department; Parliamentary protocol processes; linkages with government clusters; Departmental standards and regulations. Skills: Executive management skills; sound analytical and problem identification and solving skills; advanced communication; advanced report writing; strategic management; financial management; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; decision making skills; conflict management; negotiation skills; motivational skills and influencing skills. Personal Attributes: Ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; trustworthy; assertive and ability to work independently. Candidates must be prepared to travel; willing to adapt work schedule in accordance with professional requirements.
<b><u>DUTIES</u></b>	:	Provide content support for the Principal on Ministerial, Cabinet Makgotla, departmental engagements with Cabinet and its committees: Receive and analyse discussion documents for full Cabinet and Cabinet Committee meetings; Conduct relevant research as when and when required; Prepare briefing notes for the DG in support of Minister's Cabinet meetings and committees, Cabinet Makgotla and other departmental engagements; Develop reports as required by Presidency and other Departments; Collect and collate inputs from all Branches towards developing Cabinet reports; Submit the consolidated cabinet reports to the Office of the DG for verification and sign-off; Prepare Cabinet reports for DPW EXCO. Provide administrative support to ODG on Cabinet related matters: Ensure compliance on Cabinet Memoranda for submission to clusters and Presidency; Communicate the proposed reporting format to all relevant stakeholders within the Department; Prepare Cabinet documents for the principal; Render administrative support to DPW management on Cabinet related matters; Ensure effective filing system and safe keeping of all Cabinet documents; Liaise with Ministry on an on-going basis to ensure continuous compliance with Cabinet and Cabinet Committees requirements and requests. Coordinate the implementation of Cabinet Resolutions: Prepare action lists arising from Cabinet resolutions; Develop a Cabinet Memoranda schedule and ensure adherence to the timelines; Ensure implementation of all Cabinet decisions and their implication to DPW; Prepare resolution reports for EXCO. Participate in the identifying of risks to the achievement of departmental objectives. Manage the sub-directorate through the development of operational standards and ensure the attainability and sustainability. Monitor and ensure effective and efficient co-ordination of activities. Provide input into the Budget of the Directorate; Ensure proper utilization of the budget by monitoring & reporting expenditure; Manage and implement service delivery by measuring performance; Ensure individual performance is aligned to the strategic objectives of the unit; Evaluate and monitor performance and appraisal of employees; Compile monthly, quarterly and annual performance reports; Plan, organize and control activities pertaining to the component; Manage the assets of the Sub directorate; Ensure capacity development of staff; Provide guidance to staff; Manage the work quality and performance of staff; Provide input into the strategic and annual reports of the Directorate; Maintain good stakeholder relationships with all relevant stakeholders.

**ENQUIRIES** : Mr SC Zaba Tel No: (012) 406 1544  
**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 45/171** : **ASSISTANT DIRECTOR: CABINET SUPPORT REF NO: 2022/457**

**SALARY** : R393 711 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A relevant three year tertiary qualification (NQF Level 6) or related qualification. Appropriate related administrative experience. A valid driver's licence. A valid security clearance will be an added advantage. Knowledge: Applicable legislation, norms and standards related PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulations. Skills: Sound analytical and problem identification and solving skills; Advanced communication; Language proficiency; Advanced report writing; Strategic management; Organising and planning; Computer literacy, Advanced interpersonal and diplomacy skills; Decision making skills; Conflict management; Motivational skills; Influencing skills. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level; People orientated; Assertive; Ability to work independently. Willing to adapt work schedule in accordance with professional requirements.

**DUTIES** : Facilitate the department's participation into Cabinet and Cluster processes: Develop a reporting tool which includes proposed PoA reporting time-frames in line with Presidency requirements. Receive, analyse and provide inputs to discussion documents for full Cabinet and Cabinet Committee meetings. Communicate the proposed reporting tools to all relevant stakeholders within the Department. Monitor the Cabinet meetings schedules to ensure proper representation of DPW in all cluster meetings. Provide support to DPW management on Cabinet related matters. Collect and collate consolidated inputs from all branches towards developing Cabinet reports. Submit the consolidated cluster reports to the Office of the DG for verification and sign-off. Provide inputs Cabinet reports for DPW EXCO. Provide secretariat support services: Attend ad-hoc committees as directed. Prepare and arrange logistics for inter-departmental focus groups. Ensure the liaison with internal and external stakeholders in relation to scheduled meetings and events. Record minutes and decisions taken. Communicate meeting resolutions to relevant role-players and follow-up on progress made. Ensure the proper archiving system regarding documentation for meetings and events. Coordinate dates for meetings, events and incorporate into the Departmental Year Planner. Establish and maintain effective records and information management systems. Maintain the database or register of received correspondence. Maintain copies of all documents produced, prior to dispatching. Develop and maintain an effective and well-structured filing system. Ensure classification of information. Implement the records disposal policy. Manage the system of tracing and tracking correspondence. Provide effective office administration processes to the Directorate: Provide strategic advice and support regarding departmental service delivery. Manage, monitor and track information related to the office. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements. Develop and manage office management systems.

**ENQUIRIES** : Mr SC Zaba Tel No: (012) 406 1544  
**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 45/172** : **ASSISTANT DIRECTOR: FOSAD CO-ORDINATION REF NO: 2022/458**

**SALARY** : R393 711 per annum  
**CENTRE** : Head Office (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in in Public Administration/ Management/ Office Management or equivalent qualification. Relevant experience. A valid driver's licence. A valid security clearance will be an added advantage. Knowledge: Technical knowledge of the built environment industry; Applicable legislation, norms and standards related PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulations. Executive management skills; sound analytical and problem identification and solving skills; tender processes; marketing and liaison; advanced communication; language proficiency; advanced report writing; strategic management; lateral thinking; research methodologies; financial management; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; time management; decision making skills; conflict management; negotiation skills; motivational skills; influencing skills. Innovative; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results; ability to communicate at all levels, particularly at an executive level; people orientated; trustworthy; assertive; hard-working; Ability to work independently.
<b><u>DUTIES</u></b>	:	Facilitate the department's participation into relevant Cluster processes; Develop a reporting format which includes proposed PoA reporting time-frames in line with Presidency requirements; Communicate the proposed reporting format to all relevant stakeholders within the Department; Monitor the cluster meetings schedules to ensure proper representation of DPW in all cluster meetings; Provide support to DPW management on Cluster related matters; Collect and collate consolidated inputs from all Branches towards developing Cluster reports; Submit the consolidated cluster reports to the Office of the DG for verification and sign-off. Provide office management services to the Directorate; Ensure proper communication of meeting and appointment; Attend ad-hoc committees as directed; Prepare and arrange logistics for inter-departmental focus groups; Ensure the liaison with internal and external stakeholders in relation to scheduled meetings and events; Ensure in the proper archiving system regarding documentation for meetings and events; Coordinate dates for meetings, events and incorporate into the Departmental Year Planner. Provide effective administration processes to the Directorate: Provide strategic advice and support regarding departmental service delivery; Manage, monitor and track information related to the Office of the Director General; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements; Develop and manage office management systems.
<b><u>ENQUIRIES</u></b>	:	Mr SC Zaba Tel No: (012) 406 1544
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 45/173</u></b>	:	<b><u>ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT REF NO: 2022/459</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A relevant three year tertiary qualification (NQF Level 6) or related qualification. Relevant experience. Willing to adapt work schedule in accordance with office requirements. Technical knowledge of the Government regulatory framework; Minimum Information Security Standards (MISS) Act; Departmental strategic goals and objectives and service delivery programmes; Public Finance Management; Public Service Regulation; Public Service Act; National Minimum Information Requirement; Regulations of the National Archives and records Service of South Africa Act and related records management processes; Archive standards and procedures. Effective communication skills (verbal and written); Report writing; Computer literacy; Basic numeracy; Interpersonal and diplomacy skills; Analytical; Problem solving skills; Interpretation skills; Solution oriented. People orientated; High level of reliability; Hard working; Resourceful; Self-motivated; Trust worthy; Multilingual; Creative.
<b><u>DUTIES</u></b>	:	Manage document and correspondence flow within the Office of Director-General. Manage the receipt and registration of all correspondence. Scrutinise

routine documents and make notes for the DG. Forward correspondence to the Chief Director and DG for action. Redirect correspondence as per instructions and maintain copies of documents. Make follow up on referred correspondence. Coordinate feedback from stakeholders, refer to the DG and dispatch accordingly. Manage administrative support services. Record the engagements of DG. Ensure that office equipment is in good working order. Respond to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts. Manage the procurement of office goods and services. Supports the ODG with the administration of the budget. Provide secretariat support. Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the meeting. Record minutes and decisions taken. Communicate meeting resolutions to relevant role-players and follow-up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangement for meetings when required. Establish and maintain effective records and document management systems. Maintain the database or register of received correspondence. Maintain copies of all documents produced, prior to dispatching. Develop and maintain an effective and well-structured filing system. Ensure classification of information. Implement the records disposal policy for ODG. Manage the system of tracing and tracking correspondence. 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** : Mr SC Zaba Tel No: (012) 406 1544  
 : 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 45/174** : **SENIOR ADMINISTRATION OFFICER: PROVISIONING AND LOGISTICS REF NO: 2022/460**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum  
 : Cape Town Regional  
 : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Public Management/ Finance. Extensive experience in Provisioning and Logistics Management. Sound knowledge and understanding of pertinent policies related to procurement Act and Regulations, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS, BAS, SAGE, Archibus). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. Valid Driver's License.
- DUTIES** : Ensuring effective operation of Provisioning Unit. Ensure compliance with applicable in relation to procurement of goods and services, travel and accommodation management. Manage the maintenance of a proper invoice tracking system and payment process thereof. Deal with compilation of inputs for Interim and Annual Financial Statements. Facilitates maintenance and registration of new supplier's banking details on LOGIS/ SAGE systems. Tracking and monitoring of Directorate's budget. Updating of invoices' status on Reapatala tracking system. Ensure application and implementation of effective internal control measures and adherence to applicable departmental policies. Ensure proper reconciliation of accounts on monthly basis. Ensure management of Switchboard operations, Registry Services and personnel.
- ENQUIRIES APPLICATIONS** : Ms. K Moko Tel No: (021) 402 2296  
 : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. (People with disabilities are encouraged to apply)
- FOR ATTENTION** : Ms. C Rossouw

<b><u>POST 45/175</u></b>	:	<b><u>RECEPTIONIST REF NO: 2022/461</u></b>
<b><u>SALARY</u></b>	:	R151 884 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12. Willing to adapt work schedule in accordance with office requirements. Knowledge of Departmental Policies and Regulation; Government Legislatives; Minimum Information Security Standards (MISS) Act; General office administration functions. Basic communication skills; Computer literacy; Basic numeracy; Interpersonal relations; Organisational skills; Basic Financial Management skills. Resourceful; Presentable; Professional demeanour; Creative; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently.
<b><u>DUTIES</u></b>	:	Render reception services to the Office of the Minister. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Minister. Support the security profile of the Office. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Minister. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationary. File/ store, trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Minister. Provide general secretarial services to the office of the Minister. Assist with arrangement of meetings. Organise logistics for the meeting. Assist with preparation of documentation for the meetings. Execute all claims for travel, accommodation and rental cars. Assist with effective flow of information and documents: Direct received submission to relevant managers within the office of the Minister. Ensure the safekeeping documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required.
<b><u>ENQUIRIES</u></b>	:	Mr SC Zaba Tel No: (012) 406 1544
<b><u>APPLICATIONS</u></b>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 45/176</u></b>	:	<b><u>CLEANER: FACILITIES REF NO: 2022/462</u></b>
<b><u>SALARY</u></b>	:	R107 196 per annum
<b><u>CENTRE</u></b>	:	Nelspruit Regional Office: Balfour (X1 Post) Secunda (X1 Post) White River (X1 Post) Graskop (X1 Post) Witbank (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	A Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.
<b><u>DUTIES</u></b>	:	Cleaning toilets and basin, empty and wash dustbin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.
<b><u>ENQUIRIES</u></b>	:	Ms. ME Nkwinika Tel No: (013) 753 6396
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Mr E Nguyuza