

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. 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 : 24 June 2022 at 16H00

NOTE : 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 post was advertised in Public Service Vacancy Circular 18 dated 20 May 2022, Photocopier Operator: Registry Ref No: 2022/192, Centre: Cape Town Regional Office, has been withdrawn.

OTHER POSTS

POST 20/111 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2022/202**

SALARY : R382 245 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualifications (NQF Level 6) in Public Administration Politics, Corporate Governance, Development Studies or equivalent qualification, plus extensive proven knowledge of and experience in coordinating stakeholders around government programmes in the public

service. Excellent knowledge of the Public Finance Management Act (Act 1 of 1999) and Treasury Regulations; Good knowledge of legislation applicable to Intergovernmental Relations; Experience in administrative support; Proven skills in stakeholder management and programme/ sector coordination; professional writing skills; Ability and willingness to work under pressure and meet tight deadlines; Ability to work independently and as part of a team; Maintain confidentiality of information.

DUTIES : Support and contribute in development and review policies to support inter-governmental strategy. Plan and coordinate high level meetings; sector work streams, operational Exco and DDM structures. Provide secretariat support to sector IGR structures. Provide protocol support at IGR functions and events. Provide support on performance and financial management and reporting. Manage records of all sector and internal governance structures managed by the Directorate: IGR. Undertake other general administrative support functions. General supervision of employees.

ENQUIRIES : Ms Phathutshedzo Mabuda Tel No: 012 406 1425
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 20/112 : **SENIOR ADMIN OFFICER: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2022/203**

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. Co-ordinate 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 : Mr. HN Masha Tel No: (012) 406 1997
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 20/113 : **GENERAL FOREMAN CLEANING SERVICE REF NO: 2022/204**

SALARY : R147 459 per annum
CENTRE : Mmabatho Regional Office (Brits)
REQUIREMENTS : Senior Certificate/Grade 12 certificate, computer literate. Communication and basic numeracy, interpersonal relations, administrative skills. Exposure to cleaning chemicals and hazardous working conditions, Knowledge of cleaning methods, chemicals and cleaning material and ability to write report.

DUTIES : Administer attendance records for the cleaners. Inspect the physical environment to ensure hygiene and cleanliness. Monitor the condition and availability of cleaning equipment. Order, receive and issue cleaning material. Ensure safe keeping of cleaning material and equipment. Manage and resolve grievances of the cleaning staff. Compile attendance reports. Delegate work responsibilities. Assist in cleaning certain areas in the building. Report faults and defects that might affect daily normal operations.

ENQUIRIES : Mr. B. Mabale Tel No: (018) 386 5303
APPLICATIONS : Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 20/114 : **CLEANER: FACILITY MANAGEMENT REF NO: 2022/205**

SALARY : R104 073 per annum
CENTRE : Mmabatho Regional Office (Potchefstroom Magistrate Court)
REQUIREMENTS : Senior Certificate/ Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors and offices. Scrubbing, moping and polishing floor. Dust and polish furnitures.

ENQUIRIES : Mr. B. Mabale Tel No: (018) 386 5303
APPLICATIONS : Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile
NOTE : Preference will be given to males.