

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.



- APPLICATIONS** : May Be Forwarded To The Correct Regional Office/Centre:
Head Office Applications: Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- CLOSING DATE** : 22 April 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 must submit application with the following attachment (1) copies of qualifications, (2) identity document and (3) driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to 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 months, please regard your application as unsuccessful.
- ERRATUM: Kindly note that the following posts was advertised in Public Service Vacancy Circular 11 dated 25 March 2022. (1) Production Engineer: Civil (Traffic and Transportation Engineering Ref no: 2022/48, have been withdrawn.

OTHER POSTS

<u>POST 12/53</u>	:	<p><u>DEPUTY DIRECTOR: USER DEMAND MANAGEMENT (BORDER MANAGEMENT AUTHORITY AND OTHERS) REF NO: 2022/141</u></p> <p>Key Purpose: The incumbent will serve as an interface between Department of Public Works and the assigned client department/s at Head Office level. He/she will coordinate internal stakeholders across various disciplines during various phases of the asset management life cycle with a view to giving premium client service and to increasing client satisfaction.</p>
<u>SALARY</u>	:	R882 042 per annum, All inclusive salary package. (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	:	<p>Head Office (Pretoria)</p> <p>A three year tertiary qualification (NQF level 6) in Marketing & Communication, Legal & Public Administration, and Built Environment disciplines. Appropriate management experience as an Assistant Director in key accounts management, preferably at a strategic office level within the Public Services Sector. Strong supervisory ability with an emphasis on strong strategic planning and reporting, programme management, diversity management, sound budgeting and financial management. Knowledge: Key Account Management (KAM), Government Immovable Asset Management Act (GIAMA), Infrastructure Management Development System (IDMS), Service Level Agreement (SLA), Memorandum of Understanding (MOU), Works Control System (WCS); Property Management Information System (PMIS), Public Finance Management Act (PFMA), Treasury Regulations, Financial Management and Administration, Technical knowledge of the Built Environment, Programme and Project Management, Property and Facilities Management, Occupational Health and Safety Act (OHSA), Construction Regulations, Procurement & Supply Chain Management Processes and Systems (SCM), Human Resource Development and Management (HRDM). Skills: Drafting Service Level Agreement, Service Level Agreements, Memorandums of Understanding (MOU), Performance Development & Management, Research, Analysis, Report and Minutes Writing, Presentation (Power-Point, Excel, Word, etc.), Verbal Communication, Advanced Numeracy & Computer Literacy, Ability to Work Under Pressure, Perform Training Workshops (Research, Organize, Coordinate & Present) to DPWI Staff and Clients, Willingness to adapt work schedule in accordance with office requirements. Dispute and Conflict Management.</p>
<u>DUTIES</u>	:	<p>Manage the strategic accommodation requirements of the Border Management Authority and Other Departments (clients) portfolio in alignment with GIAMA. Assist and train clients in the compilation of User Asset Management Plans (U-AMP) and provide guidance on the Custodial Asset Management Plans (C-AMP) supported by Property Performance and management (PP&M) unit. Obtain and verify the strategic accommodation requirements (U-AMP) of clients to determine correctness. Attend budget planning and (re)allocation meetings. Liaise with relevant internal stakeholders (i.e. Regional Offices, Finance, Property Performance and Management, Town Planning Services, Portfolio Analysis, Technical Services, Real Estate Management, Construction Project Management, Facilities Management, Precinct Planning and Development, etc.) to ensure proper planning, implementation and management of the client requirements. Liaise with the clients, Finance (Budget Planning and Financial Accounting) to ensure availability of funding for the client strategic accommodation requirements, and ensure alignment to the Medium Term Expenditure Framework (MTEF). Issue general information requests, Pre-Design Information Requests (PDIR) and Procurement Instructions (PI) requests to relevant internal stakeholders. Liaise with internal and external stakeholders on all matters relating to the strategic requirements of the client. Verify data integrity on the Works Control System (WCS) and the Property Management Information System (PMIS). Control and monitor project budgets with MTEF allocation for Capital Works, Planned Maintenance and Lease projects. Compile and develop quality client specific portfolio reports and distribute to clients monthly. Co-ordinate, convene and chair management meetings (i.e. Client Liaison Forums, Joint Task Teams, Infrastructure Sub-Task Team, Special Project Steering Committees, Directorate Operations Management, etc.) and develop meeting agenda, minutes and reports. Co-ordinate and attend progress site meetings with relevant internal and external stakeholders. Provide excellent management support to the Director User Demand Management with general office functions</p>

including the accommodation portfolio of the clients. Manage the Sub-Directorate User Demand Management (Sub-Directorate) and undertake all administrative functions required with regards to Financial Management and Human Resource Administration. Establish, implement and maintain efficient and effective Communication and Client Relationship Management networks with clients. Develop and manage the Sub-Directorate's Financial Plan, Annual Performance Plan, Operational Plan, Work-plan, Performance Development Plan and report on progress ad-hoc/monthly/ quarterly/ annually where applicable as required. Develop, implement and maintain administrative processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as and when required. Manage the procurement and utilisation of asset functions for the Sub-Directorate. Plan, allocate, monitor, report and ensure quality control of all work performed by employees in the Sub-Directorate.

- ENQUIRIES** : Mr S. Ngcobo, Tel: (012) 406 1935/ 1264
- POST 12/54** : **DEPUTY DIRECTOR: ACQUISITION INFRASTRUCTURE REF NO: 2022/142**
- SALARY** : R744 255 per annum, All inclusive salary package. (Total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance/Public Administration / Administration/ Management Sciences. Extensive relevant experience in Procurement/Supply Chain Management at junior management/supervisory role. Experience in Construction or Infrastructure 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, Preferential Procurement Regulations as shall have been promulgated by the National Treasury, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. 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** : Actively participate in the design, implementation and management of the institutional arrangements for the procurement of construction works and engineering services as part of the supply chain management system of the Department. Manage, execute, facilitate, support, supervise, and performance manage the following SCM functions - Demand: Participate in the initiation and development of the Department's Construction Procurement Strategy and Construction Procurement Policy. 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. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, 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, compile a risk 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. Mr. T Tladi, Tel: (012) 406 1864

ENQUIRIES

POST 12/55

SENIOR COMMUNICATIONS OFFICER: COMMUNICATION AND MARKETING REF NO: 2022/143

SALARY CENTRE REQUIREMENTS

R321 543 per annum
 Head Office (Pretoria)
 A three year tertiary qualification (NQF level 6) in Marketing, Communication, Public Relations, Journalism Events Management or equivalent and relevant experience in the field. Computer literacy; good written and verbal communication skills, driver's license is highly recommended. Knowledge in Marketing and Communication, Supply chain management, Knowledge of Government Communication process, Marketing Management, Events Management, Exhibition Management, Branding Principles. Skills: Organising and Planning, ability to work under pressure, willing to adapt work schedule in accordance with professional requirement, willing to travel

DUTIES

Liaise and promote relations with relevant stakeholders regarding communication services. Assist with the development, monitoring and evaluation of projects. Support the implementation of marketing activities. Ensure that implemented project meet required standard. Promote the DPWI brand through exhibition, campaign and advertising. Plan and coordinate DPWI events, Coordinate branding during the DPWI events. Promote DPWI Corporate Identity. Procurement of Promotional Material.

ENQUIRIES

Ms L Nemavhidi, Tel (012) 406 1838

POST 12/56

ARTISAN PRODUCTION GRADE C: PAINTING REF NO: 2022/144

SALARY CENTRE REQUIREMENTS

R266 109 per annum
 Durban Regional Office
 A completed Apprenticeship and proof of passing a trade test in terms of the Provisions of Section 13 (2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act. Knowledge of the OHS Act.

DUTIES

Maintenance including new work to the building infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants.

ENQUIRIES

Mr MM Zuma: Tel: (072 406 5212

POST 12/57

ARTISAN PRODUCTION GRADE C: MECHANICAL REF NO: 2022/145

SALARY CENTRE REQUIREMENTS

R266 109 per annum
 Durban Regional Office
 A completed Apprenticeship and proof of passing a trade test in terms of the Provisions of Section 13 (2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act. Knowledge of the OHS Act. Minimum two years' experience in the painting trade.

DUTIES

Maintenance including new work to the building infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants.

ENQUIRIES

Mr MM Zuma: Tel: (072) 406 5212

POST 12/58

ADMINISTRATION CLERK: LOGIS REF NO: 2022/146 (02 POSTS)

SALARY CENTRE REQUIREMENTS

R176 310 per annum
 Head Office (Pretoria)
 A Senior Certificate/Grade 12. Knowledge of the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and. Good verbal and written communication skills,. Good verbal and written communication for the drafting of quality documentation. The ability to manage confidential information, advanced interpersonal and diplomacy

DUTIES

skills, problem solving skills, decision making skills. Computer literacy and a driver's license are compulsory

: Assist with the payment of invoices within the Directorate Logistics. Verify invoices for compliance. Ensure certification of invoices. Prepare payment batches. Update the Reapatala system Receive, record and verify invoices, Capture and maintain registers, Coordinate and collate weekly and monthly statistics Compiling and investigate the LOGIS Commitments and LOGIS Accruals, Cost Containment to National Treasury, Open Vouchers, Travel Management Company BAS and SAGE Accruals. Assist with the preparation of monthly, quarterly and annual financial inputs. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.

ENQUIRIES

: Ms. N, Tel: 012 406 1463