

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** : 16 September 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 posts were advertised in Public Service Vacancy Circular 32 dated 26 August 2022. (1) Construction Project Management Grade A, Centre: Bloemfontein Regional Office Ref No: 2022/309B, was advertised with incorrectly number of post, the correct number of post is as follows: Construction Project Management Grade A (X2 Posts), please note that the closing date for both has been extended to 16 September 2022. (2) Assistant Director: Regional Security Management, Ref no: 2022/312, Centre: Durban Regional Office, it is withdrawn.

OTHER POSTS

- POST 33/97** : **CHIEF LANDSCAPE ARCHITECT GRADE A: ARCHITECTURAL SERVICES REF NO: 2022/325**
(X12 Months Contract)
- SALARY** : R912 048 per annum, all-inclusive salary package, (OSD)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : An appropriate degree in Landscape Architecture. Professional registration with the South African Council for the Landscape Architectural Profession (SACLAP) as a Professional Landscape Architect with at least six (6) years relevant professional experience in the landscape architectural field. A valid Code B driver's license. Experience in conducting Real Estate Investment analyses/ feasibility studies will serve as an advantage. Knowledge of the following: Landscape Architectural design and analysis; Good understanding of legislation and operational compliance norms; Construction industry contracts; Landscape Architectural operational communication; and Process skills. Maintenance skills and knowledge. Computer-aided drawing applications. Environmental best practice and its requirements and systems as it relates to landscape architectural designs. Research and development. Technical consulting. Programme and Project Management. Cost estimation and financial management. Knowledge of the real estate industry, project formulation, land use planning and urban design will serve as an advantage. Strategic capability and leadership. Problem solving and analysis. Customer focus and responsiveness. Excellent communication (verbal and written) skills. Presentation skills. Executive report writing skills. Computer literacy in MS Office software (Word, Excel, PowerPoint and Project). People management in a team environment. Planning and organizing, leading and controlling. Conflict management. Negotiation skills. Change management. Well-developed financial and budgetary skills.
- DUTIES** : Review and evaluate existing and proposed open space infrastructure. Consultant's designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrades and/ or maintenance contracts as well as ensure compliance with Departmental requirements and legislation. Assess standards of construction, operations, maintenance and records, understand user or client needs/ requirements and translate into options, development layouts or open space solutions which may include development of conceptual designs, using sketching and presentation techniques to conceptualise client needs into built/ landscape form. Provide technical hands-on specialized support and technical reports so as to inform feasibility studies of small, medium and mega projects, in the evaluation of the effectiveness and efficiency of existing and proposed landscape architectural designs and open space/ landscape infrastructure. Determine open space typologies, spatial qualities, space programming and space analysis in relation to client needs. Determine the cost efficiency of projects and develop life cycle models and costs of different landscape typologies and time implications in collaboration with a multidisciplinary team. Provide expert professional advice on the economic life of existing open spaces/ landscapes. Provide specialised advice in ecological design and sustainability whilst integrating latest technology that includes energy/ water efficiency best practices from landscape architectural perspective. Visit potential development land and building sites to assess and develop technical reports. Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames which may be of small, medium or mega size and complexity as prescribed by National Treasury guidelines. Develop tender documentation and manage the appointment of consultant's. Scrutinize and approve fee accounts of consultants. Mentoring of Candidates/ Interns through facilitating real time work experience. Provide professional landscape architectural support to regions, the development and expansion of the profession internally within the DPWI and externally within the public sector and academic sphere. Standards generation/ revision as well as policy and guideline/ landscape manual development.
- ENQUIRIES** : Mr F Van Wyk, Tel No: (012) 406 1823/083 268 5854
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 33/98 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2022/326**
(Re-advert all applicants who previously applied are encourage to re-apply).

SALARY : R882 042 per annum, (all-inclusive salary package)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management/Administration, Logistics, Supply Chain Management qualification. A candidate must have extensive experience as an Assistant Director and proven years of experience in managing various elements of Supply Chain Management and Valid driver's license. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System (BAS), Logis Certificate. Understanding of procurement-related legislation, including- Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act (PPPFA), Construction Management and Facilities Management and Property Management Act. Skills: Financial management; sound analytical and problem identification and solving skills; computer literacy; numeracy; database management; relationship management; interpersonal skills; decision making skills; Leadership and motivational skills; presentations; communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements.

DUTIES : Manage the Sub-Unit Bid Administration and Acquisition Management of goods and services, Manage Movable and Asset Management, Ensure effective of Travel Logistic Management, and Manage Transport Administration. Develop the Business Plan for Sub-Unit, Appointment of Bid Committees in line with National Treasury Guidelines. Manage the compilation of bid documents and advertisements. Ensure all bids are advertised and published in the relevant plat form in terms of pertinent policies and regulations. Ensure effective management of the secretariat support function, Manage and monitor the Procurement Strategies for all Projects. Ensure Procurement Plan for all Projects is closely monitored and updated. Manage the War Room sessions with Line Managers. Manage all relevant registers involved in Acquisition Management. Have a knowledge of developing the Expression of Interest and two stage bidding. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage the administration of Tender Appeal for all prospective bidders. Manage the Pre-Audit and Post Audit of bids. Manage Provisioning and Logistics Management for all Order to be issued on BAS, Logis and Payment SAGE System. Manage travel, flight and accommodation for the Regional Office. Management and monitoring of directorate's budget. Management of procurement processes related to goods and services, and including travel and accommodation. Management and monitoring of the Sub-Unit' budget. Ensure compliance with the National Treasury Framework for travel and accommodation. Management of applicable National Treasury Service Levels Agreements and Terms of Contracts pertaining to Transversal Contracts such as (Fleet Vehicles, Mobile telecommunication devices, Labour saving devices machines- photo copiers machines, Courier Services, Furniture removals). Ensure effective management of Fleet, Subsidised vehicle. Management of office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements. Manage Movable Asset Management and ensure Asset Register is in place, Monthly Reconciliation of assets. Prepare monthly, quarterly and annual Financial Statements. Manage and deal with all audit queries from Internal and External Auditors. Manage and supervision of the staff.

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 33/99 : **DEPUTY DIRECTOR: CONTRACTOR DEVELOPMENT INITIATIVES AND NATIONAL YOUTH SERVICE REF NO: 2022/327**

SALARY : R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

CENTRE : Durban Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Arts/Social Science /Construction/Development Management related fields/ Training related fields/Project Management. Knowledge of employment-intensive methods of construction. Relevant experience in training and development field, management of learnership programmes and relevant supervisory experience. Knowledge of the National Youth Service programme. Knowledge of artisan development programmes. Ability to work for long hours will be an added advantage. Advanced report writing skills. Project Management skills. A valid driver's license.

DUTIES : Management and implementation of the National Youth Service (NYS) programme at the regional office. Liaison with Project Managers to ensure that EPWP requirements have been included in contract document to contribute towards training of NYS participants and employment of general labour. Prepare specifications for inclusion in the bills of quantities and conduct recruitment. Report work opportunities and National Youth Service participants recruited. Liaison with all relevant stakeholders to ensure their buy-in and participation in the National Youth Service. Ensure reporting of EPWP NYS participants and EPWP general labour from projects implemented at the Durban Regional Office. Compile progress reports on the different programmes being managed. Management of the budget of the component including compilation of budget reports.

ENQUIRIES : Mr. S Simelane Tel No: (031) 314 7357

APPLICATIONS : 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

POST 33/100 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2022/328 (X2 POSTS)**

SALARY : R728 829 per annum, all-inclusive salary package, (OSD)

CENTRE : Kimberly Regional Office

REQUIREMENTS : A National Higher Diploma/ BTech in the Built Environment field and a minimum of 4 years' and six months experience in the Built Environment/Honours degree in Built Environment filed with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the

construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

- ENQUIRIES** : Mr. S Cosa Tel No: (053) 838 5356
- APPLICATIONS** : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
- FOR ATTENTION** : Ms NJL Hlongwane
- POST 33/101** : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: SAPS & IPID**
REF NO: 2022/329
- SALARY** : R477 090 per annum
- CENTRE** : Head Office (Pretoria)
- 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 South African Police Service 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. C Bunu Tel No: (012) 406 1073
	:	The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. N.P Mudau
<u>POST 33/102</u>	:	<u>CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2022/330</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum
	:	Cape Town Regional Office
	:	A three tertiary qualification (NQF Level 6) (T/N/S streams) in electrical engineering or N3 and a passed trade test in the building environment or, Registration as an Engineering Technician and more than 6 years appropriate experience. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situation, assertive, self-motivated, people orientated, hard-working and trustworthy.
<u>DUTIES</u>	:	Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate task and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled develop and interpret plans and sketches, draw-up quotation documents and complies, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulation and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and request for the extension of deadlines. Brief contractors and consultant on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Z Nghona Tel No: (021) 402 2013
	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 33/103</u>	:	<u>ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT REF NO: 2022/331</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum
	:	Durban Regional Office
	:	A three year tertiary qualification (NQF Level 6) in Public Management, Human Resource Management, Social or Management Sciences. Appropriate working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth/Skills Development/ Training

and Development Programmes at a supervisory level; and possess a valid unendorsed driver's license. Knowledge and understanding of National Development Plan, Youth Accord, Public Finance Management Act, Skills Development Act. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word, MS Excel, MS PowerPoint. Good verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration, and must be willing to travel extensively.

DUTIES : Provide input in the development of the Human Capital Investment Programmes guidelines, processes, norms & standards and strategies. Provide technical and administrative support in the implementation of Human Capital Investment Programmes. Procure all resources related to programmes. Ensure alignment of programmes to the National Infrastructure Plan, Sector Skills Plan, Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to Human Capital Investment. Stakeholder Relations Management. Administer the database pertaining to Human Capital Investment programmes beneficiaries. Render administrative services to programmes' finances. Assist in the Development of financial processes and systems for Human Capital Investment Programmes. Collate, consolidate and prepare invoice payments. Prepare and facilitate claims through the SETAs. Track expenditure and prepare financial reports to sponsors and Finance unit. Render monitoring and evaluation services on all Human Capital Investment programmes. Assist in the development of the overall framework of the monitoring and evaluation activities. Collate, consolidate and analyse monthly progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. Compile HCI Programmes Impact Report, Distributes reports to sponsors. Recommend further improvement of the logical frame work.

ENQUIRIES : Mr. D Baikgaki Tel No: (012) 406 1343 / 082 957 4517
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 400 Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms. NS Nxumalo

POST 33/104 : **ADMINISTRATION OFFICER: CONSTRUCTION PROJECTS MANAGEMENT REF NO: 2022/332**

SALARY : R261 372 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in the field of Public Management/Administration with relevant experience in the following areas: fully conversant in the Microsoft Office suite, complemented by a proven ability to type own reports of a high quality, experience in WCS, excellent communication skills (both verbal and written), sense of urgency and drive, outstanding organisational skills and the ability to work with figured, team player who will assist Project Managers and Engineers with various administrative duties in projects, good inter-personal skills, ability to multi-skill, attend section meetings and take minutes. Computer literacy (MS Word, PowerPoint, Excel and Outlook), ability to work independently. Knowledge and understanding of government administration procedures.

DUTIES : Render office assistance in projects. Prepare progress payments to service providers. Make travel and accommodation arrangements. Compile subsistence and travel claims. Assist with the vesting of state property. Assist with the updating of the Property Management Information Systems (PMIS). Attend to land administration queries. Type letters, minutes of the meetings and general typing. Compile and maintain monthly reporting systems. Perform general administration work in the section, photocopies and filing.

ENQUIRIES : Mr. KB Mbhele Tel No: (031) 314 7163
APPLICATIONS : 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

POST 33/105 : **ADMINISTRATION OFFICER: REGISTRY REF NO: 2022/333**

SALARY : R261 372 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) or equivalent plus relevant working experience in Records Management environment. Knowledge of records/ documents and invoice management. File Plan, Mail and Courier Service procedures, Office Administration. Reporting procedures. Data Capturing, Knowledge of Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS), financial systems (BAS, LOGIS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills.

DUTIES : File Management, retrieve files on-site and off-site storage. Control movement and access to files. Scanning, capturing of files on the system. Register supply of files to officials and maintain register. Issue file reference number according to the approved File Plan. Facilitate disposal of files. Safe custody of all DPW records. Ensure proper supervision of mail and postage services. Render Courier Service, package documents. Ensure proper receipt, recording, scanning and distribution of invoices to Line function within a required time frame. Supervision of Switchboard operations, facilitate the procurement of telephone handset and devices. Monitor usage of landlines. Ensure Telkom accounts are paid on time. Attend to clients enquiries. Provide weekly/ monthly statistics and reports on the capturing of invoices on Reapatala. Manage and supervision of staff. Perform any other administrative tasks as per instruction of the supervisor.

ENQUIRIES : Mr. S Tyhomfa Tel No: (021) 402-2083
APPLICATIONS : 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.

FOR ATTENTION : Ms. C Rossouw

POST 33/106 : **SENIOR SECURITY OFFICER REF NO: 2022/334**

SALARY : R176 310 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : Grade 12 certificate or equivalent (NQF level 4 or 5). Security Certificate (A minimum of 1 year of study) Grade B PSIRA Certificate. Relevant security services experience. Knowledge of access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g., MISS, NIA, Protection of Information Act, etc.) and the authority of security officers under these documents, relevant emergency procedure. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving, motivational skills, ability to operate equipment and machines. Analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working and willing to work shifts.

DUTIES : Supervise the security functions performed by the security officers/ service providers, ensuring adherence to department security policies: Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises, Inspect and report all none functioning of security measures (e.g. XRay machines, Walk-through metal detectors, security lights and etc.). Check incidents / occurrence books/registers. Monitor and provide support in case of emergencies. Render administrative and related functions; Determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report

faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets; Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

ENQUIRIES : Mr. K Balepile Tel No: (053) 838 5330
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
FOR ATTENTION : Ms. NJL Hlongwane

POST 33/107 : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2022/335**

SALARY : R176 310 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Senior Certificate (Grade 12) and Grade C, D or E Psira certificate, an intensive and relevant working experience in Security Management. The following will be advantage; Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy and Occupational Health and Safety Act [OHS]. The applicant must be willing to undergo the process of security clearance.

DUTIES : Conduct screening of all people entering and leaving the building through X-ray machine and metal detector; temperatures scanners, determine whether visitors have appointment or the service that the visitor requires; Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point; Complete or ensure that the admission of control register is completed and issue admission control documents/cards as required; Escort visitors/employees to relevant employees/venues where required; access control, Identify suspicious conduct; Ensure that unauthorised persons and dangerous objects do not enter the building/premises, Follow-up on incidents, Issue access cards to employees; Verify the validity of access cards; Control parking; Safeguard state and private vehicles; Monitor CCTV in security control room to identify suspicious activities; provide key management control and administer the security registers.

ENQUIRIES : Ms. S Segale Tel No: (021) 402 2327
APPLICATIONS : 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.

FOR ATTENTION : Ms. C Rossouw

POST 33/108 : **REGISTRY CLERK: PROVISION AND LOGISTICS REF NO: 2022/336**

SALARY : R176 310 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 with appropriate experience. Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996 and Information Act (PAIA), as amended. Knowledge of disposal of records. Computer literacy. Ability to identify and arrange different types of records. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.

DUTIES : Keep registers, e.g. for stamps, registered mail, certified mail and others. Keep the file index up to date and maintain files. Administer the flow of files, records, track, trace files, filling of documents and manage sensitive documentation. Receive, sort or prepare incoming or outgoing mail within the unit.

ENQUIRIES : Mr. R Oliver Tel No: (053) 838 5302
APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. NJL Hlongwane

POST 33/109 : **ADMINISTRATION CLERK: IMMOVABLE ASSET REGISTER PROJECT & DATA ADMINREF NO: 2022/337 (X2 POSTS)**
(24 Months Contract)

SALARY : R176 310 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENT : A three-year tertiary qualification (NFQ Level 6) in Science, Geography, Real Estate and Geographic Information Systems with relevant experience in Immovable Asset Management, Geographic Information Systems (GIS) and State land Administration. Experience in verification of immovable assets (land and buildings), interpretation of CSG diagrams and Deeds information will be an added advantage. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Assistant Director and Deputy Director. Support field workers with physical verification queries. Assist the Assistant Director and Deputy Director with monitoring tasks during implementation phase of various Immovable Asset Register projects. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director.

ENQUIRIES : Mr. M Chauke Tel No: (012) 406 1144
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