

## 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.  
**Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele  
**Umtata Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi  
**Johannesburg Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr. M Mudau  
**Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ Khotsa  
**Kimberley Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. For Attention: Ms N Hlongwane
- CLOSING DATE** :
- 18 March 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 copies of qualifications, identity document and 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 X3 posts were advertised in Public Service Vacancy Circular 07 dated 25 February 2022 (1) Deputy Director: Financial Accounting Ref No: 2022/78, (2) Assistant Director: System Administrator (Web) Ref No: 2022/83 and (3) Assistant Director: Regional Audit Supervisor Regions Ref No: 2022/84, have all been withdrawn.

#### OTHER POSTS

- POST 08/107** : **DEPUTY DIRECTOR: SMALL HARBOURS DEVELOPMENT PROGRAMMES REF NO: 2022/95**  
(36 Month Contract)
- 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** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in the Built Environment with a Post Graduate Degree being an added advantage. Extensive industry/middle management experience in Project Management with mandatory experience in the maritime industry. Professional registration as a Project Management Professional with the SACPCMP (PrCPM) or PMI (PMP). Valid driver's license is required. Knowledge: Construction Project Management, Quantity Surveying, Built Environment, Government Regulatory Frameworks, Infrastructure Development Management System (IDMS), GIAMA, PFMA and Stakeholder Management. Skills: Strategic capability and leadership; Programme and project management; Full understanding of the project management lifecycles; Information and Knowledge management; Problem solving and change management; Client orientation and customer focus; Financial management; High Level of Communication (verbal and written); Advanced Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation skills; Quality management skills; Ability to work effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Willingness to adapt to a tight work schedule in accordance with professional requirements; Advanced understanding of Microsoft Office suite with advanced MS Projects being an added advantage.
- DUTIES** : Programme manage the roll-out of the Spatial and Economic Development Frameworks to the 13 Proclaimed Fishing Harbours in the Western Cape, Development of Gantt Charts to track progress, develop baselines and milestones, Baselines to be tracked in accordance with the allocated budget, drafting of contractual documents including but not limited to Memoranda of Agreements/Understanding, Service Level Agreements and Project Execution Plans. Thorough understanding of municipal Integrated Development Plans as well as Spatial Development Frameworks in order to guide development along the coastal municipalities. Investigate economic opportunities within the harbours for further development, develop Infrastructure Project Management Plans (IPMPs) in accordance with the IDMS Framework, General and Ad-hoc project management related tasks, Management and development of unproclaimed harbours and state coastal properties in line with the Economic Reconstruction and Recovery Plan (ERRP). Assist in the implementation and manage the units' participation in Operation Phakisa: Ocean Economy. Develop and maintain databases. Compile and submit monthly, quarterly and annual reports based on the various projects and programmes.
- ENQUIRIES** : Mr. N Kubeka Tel No: (012) 406 1504

**POST 08/108** : **DEPUTY DIRECTOR: PROPERTY INVESTMENT SMALL HABOURS REF NO: 2022/96**  
(36 Month Contract)

**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** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) or equivalent in the Built Environment or Real Estate Fields. Extensive related/middle management experience in Property Investment, Contracts Management, Commercial Management, Valuations, Financial Management and Tender Administration. Valid driver's license. Previous experience in the maritime sector or coastal structures will be advantageous. Knowledge: Real Estate Management, Property Finance Management, Commercial Management, Property Investment Management, Contract Management, Lease Management, Property Marketing and Stakeholder Management. State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Integrated Coastal Management Act (NEMA) and GIAMA. Skills: Strategic capability and leadership; Programme and project management; Information and Knowledge management; Problem solving and change management; Client orientation and customer focus; Financial management; High Level of Communication (verbal and written); Advanced Computer literacy; Stakeholder management; Planning and coordination; Presentation and facilitation skills; Quality management skills; Ability to work effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Willingness to adapt to a tight work schedule in accordance with professional requirements and required to travel extensively.

**DUTIES** : Develop a pipeline of investment proposals for small harbours and state coastal properties whilst working with Development Finance Institutions (DFIs) and promoting Public Private Partnerships for the development of new harbours and the redevelopment of existing harbours. Manage the letting out of state owned coastal property for revenue generation, to promote job creation and economic development in line with national government priorities including the Economic Reconstruction and Recovery Plan (ERRP). Strong understanding to allow for the development of market related rentals for various economic activities within the harbours. Ensure increase in revenue through rentals of harbour related properties through the availing of land for Operation Phakisa Projects, Play an active role in the implementation of various Operation Phakisa: Oceans Economy: Small Harbours Development Lab initiatives. This includes ensuring that property inspections are conducted, conducting quality checks and SHE inspection reports; Receiving and facilitating the processing of property investment proposals and property performance monitoring and reporting.

**ENQUIRIES** : Mr. N Kubeka Tel No: (012) 406 1504

**POST 08/109** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2022/97**

**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** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) qualification in Psychology /Behavioural Science or equivalent qualification in Social Sciences, registration with Social Workers Council or SAMCD; Registration with South African Council for Social Professional (SACSSP) as Social Worker. Sound knowledge of Mental Health Care Act and other Social work-related legislation. Membership with EAPA will be an added advantage; Management experience and social programs such as drug and alcohol counselling, basic financial management, retirement counselling, and general counselling for social problems; Skills Interpersonal skills; Report writing; problem solving skills; Good networking skills; Excellent planning, organizing and coordinating skills; Good writing skills; Project Management and basic financial skills; Computer literacy. Added advantage: Honours degree in Social Worker and qualified as a Psychologist.

**DUTIES** : Review, implement and maintain the department's Employee Health and Wellness policy and strategy. Develop operational plan; Provide professional pre-and post-test counselling, therapy and referrals; Ensure referral to other professionals, health institutions and make follow-ups thereof; Health and productivity management; Observance of health awareness calendar e.g. World cancer day, WAD, World blood donor day etc; Manage sports and recreation entities within the department; Maintain functional Wellness Committee; Attend and participate in IDC, EAPA and HPCSA fora; Feedback to managers on progress of referrals; Monitoring and evaluation of implementation EHWP Ensure intervention on crisis debriefing sessions. Provide preventative services e.g alcohol & substance abuse, preparation for retirement sessions etc; Develop partnerships and networking with health and social services stakeholders; Liaise with government sector, internal stakeholders and NGO's; Manage service providers.

**ENQUIRIES** : Mr R Mahlatjie Tel No: (012) 337 2689

**POST 08/110** : **DEPUTY DIRECTOR: HIV & AIDS REF NO: 2022/98**

**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 (NQF Level 6) in Social Work/ Psychology or equivalent qualification; Extensive relevant experience on Assistant Director level. Registration with HPCSA and SACSSP. Knowledge of Public Service Regulations; Programme and Project Management; Financial Management; Relevant HIV and AIDS related legislations, policies and regulations; National Strategic Plan on HIV/AIDS & STIs; Integrated Employee Health & Wellness Framework; Skills Report writing; Communication; Facilitation skills; Interpersonal skills; Counselling Skills; Confidentiality and code of Ethics.

**DUTIES** : Manage the development and maintenance of policies, strategy and guidelines to address HIV and AIDS. Interpret legislation and directives in ensuring compliance to policies and other legislative mandates. Oversee the integration of HIV/AIDS and Advocacy policies in the department. Ensure compliance with policies and other relevant legislations. Conduct ongoing research on HIV/AIDS affairs and benchmark best practices. Establish and maintain partnerships. Manage the implementation of the National Strategic Plan on HIV/AIDS and STIs in partnership with stakeholders; Monitor an action plan for HIV/AIDS events/activities to be hosted within the department. Coordinate Periodical Health Screening of employees; Coordinate HIV/AIDS counselling and testing sessions; Coordinate TB and general health screening sessions; Implement processes aimed at reducing stigma & discrimination. Provide continuous care and support services to staff affected by HIV/AIDS. Facilitate HIV and AIDS awareness programmes and support HIV and AIDS issues. Monitor and evaluate the effectiveness of the interventions of HIV and AIDS program in compliance with DPSA reporting tools; develop the overall framework for monitoring and evaluation of activities. Collate, consolidate and analyse progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in the implementation, and provide specific recommendations. Distributes reports to stakeholders. Provide budget estimates for HIV and AIDS program activities.

**ENQUIRIES** : Mr R Mahlatjie Tel No: (012) 337 2689

**POST 08/111** : **ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2022/99**

**SALARY** : R382 245 per annum

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Accounting, Financial Management or equivalent qualifications. Extensive appropriate experience in budgeting and planning, willing to adapt to work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.

**DUTIES** : Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget inputs and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from SAGE; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments. Management and supervision of subordinates.

**ENQUIRIES** : Ms. F Makhubela Tel No: (012) 406 2071

**POST 08/112** : **ASSISTANT DIRECTOR: ACQUISITION INFRASTRUCTURE REF NO: 2022/100**

**SALARY** : R382 245 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 / Public Administration / Administration/ Management Sciences. Appropriate relevant experience in Procurement / Supply Chain Management. 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, 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** : Manage, execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: 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 BBEE/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, 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.

**ENQUIRIES** : Mr. K Magano/Mr. V Baliso / Tel No: (012) 406 1034 / (012) 406 1540

**POST 08/113** : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2022/ 101**

**SALARY** : R382 245 per annum  
**CENTRE** : Kimberley Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Internal Auditing or Financial Accounting and relevant practical experience as Internal Audit Technician (IAT) in the Internal Auditing field. Knowledge of Standards for Professional Practice of Internal Auditing, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, Accounting standards. Proficient computer literacy, Numeracy, Advanced communication (verbal and written), Language and linguistic skills, Project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, Analytical thinking, interviewing skills, ability to assess and analyse information and make relevant findings, Problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors. A valid driver's license.

**DUTIES** : Conduct audit, risk management, internal control and governance processes; ensure audit programme steps, supervise audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence, ensure the development of audit working papers, ensure conclusions on audit findings, develop draft and final internal audit reports. Ensure the provision of administrative functions of Internal Audit component; ensure co-ordination in the administration of the office and office management systems. Examine financial and operating records and reports through audit programmes, ensure that controls over record-keeping and reporting are adequate and effective. Reconcile financial reports with reconciliation statements to ensure accurate record of transactions. Review and ensure compliance regarding policies, plans, procedures, legislation and regulations, review systems established to ensure compliance. Confirm the existence and use of the asset register, verify the physical existence of the assets, utilise appropriate audit procedures in verifying the assets, appraise the economy and efficiency with which the resources are employed. Review operations/programmes to ascertain whether results are consistent with established goals and objectives, establish whether operations are carried out as planned, and submit findings and recommendations to the component. Supervise employees.

**ENQUIRIES** : Ms Nelisa Ndabeni Tel No: (012) 406 1202

**POST 08/114** : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 2022/102**

**SALARY** : R321 543 per annum  
**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Management Services, Operations Management, Industrial Psychology or equivalent qualification. Relevant experience in Organisational development. Job Analysis Certificate as an added advantage. Knowledge of Public Service Regulations and procedures; Evaluate System. Skills Interpersonal skills; Report writing; Basic problem solving skills; Computer literacy.

**DUTIES** : Conduct job evaluations in the Department; Develop, review and advice on job descriptions and specifications; Develop and maintain the departmental organisational structure and post establishment in line with the strategic plan;

Compile work study investigations report based on findings and recommendations; Provide advice on organisational design, job evaluation procedures and policies; Undertake general work study administrative functions and Maintain a good filing system.

**ENQUIRIES** : Mr R Mahlatjie Tel. No: (012) 337 2689

**POST 08/115** : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2022/103**

**SALARY** : R321 543 per annum  
**CENTRE** : Kimberley Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in the Electrical Engineering discipline accompanied by proven relevant extensive technical experience or N3 Certificate in Electrical Engineering plus passed trade test certificate with proven relevant extensive technical experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.

**DUTIES** : Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works. Do site inspections and reports on leased buildings. Assist in site handovers, first and final deliveries including the close out reports. Facilitate negotiations with contractors. Compile the scopes of work and prepare specifications and estimates. Ensure all work executed complies with PW 371 standards and specifications. Compile technical reports.

**ENQUIRIES** : Ms A Xentsa Tel No: (053) 838 5345  
**NOTE** : Preference will be given to people with disabilities)

**POST 08/116** : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING REF NO: 2022/104**

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in public administration, office management or equivalent qualification; relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration Skills Advanced communication (verbal and written); Sound organisational skill; Good people skill; Ability to communicate well with people at deferent; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion. Knowledge of DPWI structure and functions will be an added advantage.

**DUTIES** : Provides a secretarial support service to the chief directorate; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, fax machines and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services;-Ensure the effective flow of information and documents to and from the office of the CD; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/ reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well

coordinated; Prioritise issues in the office of the CD; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents; Records minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepares briefing notes for the CD as required; Coordinates logistical arrangement for meetings when required; Supports the Chief directorate with the administration of the budgets; Collects and coordinates all the documents that relate to the Chief Directorate's budget.

**ENQUIRIES**

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Mr H Abrahams, Tel: (012) 406 1270

**POST 08/117**

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**PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2022/105**

**SALARY  
CENTRE  
REQUIREMENTS**

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R261 372 per annum  
Johannesburg Regional Office  
A three year tertiary qualification (NQF Level 6) in Management Assistant, Secretariat, Office management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.

**DUTIES**

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Manage the traffic in the office of the Regional Manager, Render efficient and effective Human Resources, provide Financial administrative support including operating the LOGIS and BAS financial systems, and ensure the effective flow of information and documents to and from the office of the Regional Manager. Ensure the safekeeping of all documentation in the office of the Regional Manager in line with relevant legislation and policies. Maintain a filing registry in the office of the Regional Manager. Provisioning of stationery and supplies. Maintaining an electronic post register. Management of the Regional Manager's diary. Schedule meetings and telephone management. Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings. Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities. Responsible for procurement processes within the office of the Regional Manager and manage the petty cash. Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register. Ensure the security profile and classification of documentation, reports and information related to the office.

**ENQUIRIES**

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Thapelo DumaTel No: (011) 713 6044

**POST 08/118**

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**ADMIN OFFICER: PROJECTS: SMALL HARBOURS REF NO: 2022/106**  
(36 Month Contract)

**SALARY  
CENTRE  
REQUIREMENTS**

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R261 372 per annum  
Head Office (Pretoria)  
A three year tertiary qualification (NQF Level 6) in Public Administration / Office Administration coupled with appropriate working experience in the public sector working in an office administrative environment. Knowledge: Sound organizational skills. High level of reliability. Ability to act with tact and discretion. Ability to research and analyse documents and situations. Computer literacy (MS Word, Power Point, Outlook and Excel); Communication skills (verbal and written); Interpersonal skills; Problem solving, Knowledge of BAS, LOGIS and Reapatala systems. Skills: Must be highly reliable, self-motivated, flexible, creative, client focused and quality orientated. Project management; high level of computer literacy, stakeholder management, quality management, planning and coordination. Ability to work independently, Willingness to adapt to a tight schedule in accordance with professional requirements, working

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|                            |   | abnormal hours. Sound knowledge and understanding of the PFMA, GIAMA, national government logistics and procurement processes. Minute taking and secretarial support.  |
| <b><u>DUTIES</u></b>       | : | The successful candidate will provide personal assistance, including a secretarial support service, to the Chief Director: Operation Phakisa. Assist in all the administrative work for the successful implementation of the Operation Phakisa Small Harbours Lab initiatives. Compile and submit monthly, quarterly and annual reports. Provide office, administrative and secretarial support for all Operation Phakisa Small Harbour Working Groups. Provide administrative support to the Chief Director. Good Office management skills (document tracking, storage and retrieval system). Remain up to date with regard to the prescripts / policies and procedures applicable to the manager ensure efficient and effective support.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr. R Kara Tel No: (012) 406 1273  |
| <b><u>POST 08/119</u></b>  | : | <b><u>ADMINISTRATIVE OFFICER: NATIONAL YOUTH SERVICES REF NO: 2022/107</u></b>   |
| <b><u>SALARY</u></b>       | : | R261 372 per annum   |
| <b><u>CENTRE</u></b>       | : | Kimberley Regional Office  |
| <b><u>REQUIREMENTS</u></b> | : | A three year tertiary qualification (NQF 6) in Public Administration or related qualification and relevant experience. Knowledge of Construction Industry, Structure and functioning of the Department and Government, Labour-intensive construction methods, National Youth Service, Research. Analytical thinking, Computer literacy, effective communication (verbal and written) relationship and people management skills, programme and project management skills, design skills, interpersonal and diplomacy skills, problem solving skills, decision making skills, resourceful, creative, people orientated, trustworthy, assertive, hard-working, self-motivated, ability to work independently. Willing to adapt work schedule in accordance with professional requirements. A valid driver's license.  |
| <b><u>DUTIES</u></b>       | : | Provide administrative support in the recruitment and planning of EPWP infrastructure sector programmes learners; participate in regional bid specification and evaluation committees to provide guidance and ensure adherence to EPWP compliance requirements. Prepare logistics for the recruitment of NYS learners. Compile and communicate training needs identified for NYS learners. Develop and maintain accurate database of learner's records. Provide projects administrative support services to all spheres of government and SOE's; prepare NYS documentation and liaise with stakeholders to ensure learners stipend are paid, prepare logistics for EPWP workshops and participate in capacity building workshops to ensure compliance to EPWP requirements. Manage and continuously improve EPWP reporting and data integrity; Monitor and analyse NDPWI projects captured on ERS, submit monthly status report and assist in audit matters. Render general clerical support services to the component. Provide supply chain clerical and financial administrative support services. Capture and update component expenditure. |
| <b><u>ENQUIRIES</u></b>    | : | Mr. M Ntetshe Tel No: (053) 838 5250   |
| <b><u>POST 08/120</u></b>  | : | <b><u>WORKS MANAGER: MECHANICAL REF NO: 2022/108</u></b>   |
| <b><u>SALARY</u></b>       | : | R211 713 per annum   |
| <b><u>CENTRE</u></b>       | : | Johannesburg Regional Office   |
| <b><u>REQUIREMENTS</u></b> | : | A three year tertiary qualification (NQF Level 6) in the Mechanical Engineering field/equivalent qualifications or N3 and passed trade test (Manpower Training Act, 1981) in the Building environment, accompanied by basic knowledge of technical background. A valid Driver's license, computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body would be an advantage.  |
| <b><u>DUTIES</u></b>       | : | Oversee the work of contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process of variation  |

orders and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from projects. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised works.

**ENQUIRIES** : Mr KC Muthivheli Tel No: (011) 713 6097

**POST 08/121** : **ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2022/108**

**SALARY** : R176 310 per annum  
**CENTRE** : Umtata Regional Office  
**REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent qualification. Relevant experience in Provisioning Administration/ Supply Chain Management environment/ Logistics/ Purchasing Management. Knowledge of electronic administration of procurement system. Multi-skilled in operational understanding of financial systems (LOGIS, BAS & other related systems). Understanding and ability to work on invoice tracking system. Computer literacy is a must with an ability to apply Microsoft outlook applications. Knowledge and understanding of PFMA and Treasury Regulations. Excellent client relations and communication skills. Ability to work in a pressured environment. Organising, planning, report writing and problem solving skills. General office management.

**DUTIES** : The successful candidate will be required to provide the following services: Capture request for goods and services on the procurement system. Issuing and management of purchase orders on procurement systems. Assist with execution of various functions in relation to procurement of goods and services. Receipt and verify procurement file for compliance checks before issuing of purchase orders. Ensures effective and timely capturing of invoice payments on the procurement systems. Ability to work on applicable invoice tracking system. Assist with management of commitment register and monthly reconciliation of accounts. Receive and verify travel request before issuing an order. Assist with provision of inputs for quarterly and annual financial statements. Perform transit duties and other related tasks as per supervisor's instructions. Oversee procurement and issue process with regard to stock; capture requests for goods and services. Obtain quotations, place orders with suppliers, monitor stock levels, maintain supplier database, address general enquiries on the procurement system administrative support with regard to the resolution of audit queries, and gather information to resolve audit queries. Perform transit duties and other related tasks as per supervisor's instructions.

**ENQUIRIES** : Ms T Bomela Tel No: (047) 502 7046

**POST 08/122** : **REGISTRY CLERK REF NO: 2022/109**

**SALARY** : R176 310 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : Senior Certificate/Grade 12 or equivalent qualification with relevant experience. Knowledge: National Archive Regulations. Public Finance Management Act. Provisioning management. Inventory administration. Including stock keeping. Procurement processes and procedures. Inventory systems. General office Management. Human Resources policies.

**DUTIES** : Provide registry counter services: attend to clients, handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: receive all mail, sort, register and dispatch mail, distribute notices on registry issues. Render an effective filing and record management service: opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files, complete index cards for all files. Operate office machines in relation to the registry function: open and maintain Franking machine register, Frank post and record money and update register on a daily basis.

**ENQUIRIES** : Mr V Msimango Tel No: (011) 713 6251

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|----------------------------|---|--|
| <b><u>POST 08/123</u></b>  | : | <b><u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 2022/110</u></b>  |
| <b><u>SALAR</u></b>        | : | R176 310 per annum   |
| <b><u>CENTRE</u></b>       | : | Johannesburg Regional Office   |
| <b><u>REQUIREMENTS</u></b> | : | Grade 12 or equivalent qualification. Knowledge of transversal financial Systems Treasury Regulations. State budgeting procedures. Financial administration. Analytical thinking. Accounting and numeric skills, budgeting and communication.  |
| <b><u>DUTIES</u></b>       | : | Administrate and control expenditures. Capture payments, such as Sage Payments and S&T. Capture BAS payments. Compile journal entries. Reconcile and Clear Suspense Accounts. Authorise payments on the PMIS system and Verify payments on WCS. Control and safe keep documents. Place documentation on files. Control and protect documents. Respond to all audit queries in the directorate. Gather of information to resolve audit queries.   |
| <b><u>ENQUIRIES</u></b>    | : | Mr J Marakalala Tel No: (011) 713 6139   |
| <b><u>POST 08/124</u></b>  | : | <b><u>SENIOR GENERAL FOREMAN: CLEANING SERVICES REF NO: 2022/111 (X2 POSTS)</u></b>  |
| <b><u>SALARY</u></b>       | : | R147 459 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria Regional Office   |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate/Grade 12 or equivalent qualification and appropriate relevant experience. Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills.  |
| <b><u>DUTIES</u></b>       | : | Effective monitoring of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning material and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS. |
| <b><u>ENQUIRIES</u></b>    | : | Mr S. Kutu, Tel No: (012) 310 5993   |
| <b><u>POST 08/125</u></b>  | : | <b><u>STOREMAN: WORKSHOP REF NO: 2022/ 112</u></b>   |
| <b><u>SALARY</u></b>       | : | R124 434 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria Regional Office   |
| <b><u>REQUIREMENTS</u></b> | : | Senior Certificate/ Grade 12/ STD 10, workshop tools related experience. A Valid driver's license coupled with PDP. Must have knowledge in OHSACT, 85 of 1993. Must have the ability to work under pressure. Must have good communication skills and must be able to report effectively.   |
| <b><u>DUTIES</u></b>       | : | Repair all store items e.g Machinery, equipments, tools and any other work related items. Ensure compliance as per OHS Act, 85, of 1993. Receive consumable materials from the suppliers. Transport Officials to various sites in all Government buildings. Assist with loading and off-loading any delivery in the section. Should be trustworthy. Adherence requirement of the job.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr I More Tel No: (082) 803 5321   |
| <b><u>POST 08/126</u></b>  | : | <b><u>HANDYMAN: WORKSHOP REF NO: 2022/113</u></b>  |
| <b><u>SALARY</u></b>       | : | R124 434 per annum   |
| <b><u>CENTRE</u></b>       | : | Pretoria Regional Office   |
| <b><u>REQUIREMENTS</u></b> | : | ABET Level 4/ Grade 12 plus experience in the field. The incumbent must the knowledge of operation of equipment, tools and chemicals; technical maintenance; occupational health and safety. He /She must have the following skills: interpersonal, basic literacy, effective communication and technical skills.  |
| <b><u>DUTIES</u></b>       | : | The incumbent will be responsible for maintenance of office buildings, conduct regular building inspections and attend to minor electrical, plumbing and carpentry problems. Delivery of office buildings, maintenance of office equipment, furniture, repair broken furniture, equipment and report defects. Safekeeping of maintenance supplies tools and supplies.  |
| <b><u>ENQUIRIES</u></b>    | : | Mr I More Tel No: (072) 277 9582   |

**POST 08/127** : **SECURITY OFFICER REF NO: 2022/114**

**SALARY** : R124 434 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : Grade 10/ ABET level 3 plus Grade C (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Relevant experience. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHS & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts. A driver's license will be an added advantage.

**DUTIES** : To provide physical security services at all Head office buildings. To protect the lives, property/ assets and interest of department at the Head Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.

**ENQUIRIES** : Mr H Kidsingh Tel No: (012) 406 1526

**POST 08/128** : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2022/115 (X4 POSTS)**

**SALARY** : R124 434 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : Grade 10 or PSIRA Grade D or proven extensive working experience. Familiarity with security legislations will be an added advantage. Basic communication; client liaison; basic security training, Utilisation of fire fighting equipment, evacuation processes. Knowledge: Control of Access to Public Premises and Vehicles Act 53 of 1985; OHS & First Aid; Basic literacy, basic communication. Knowledge of personnel movement within the work premises. SKILLS: Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills; client orientation; Problem solving. Personal Attributes: Polite and friendly; Being able to present the image of the Department, High tactful and diplomatic, Creativity; Being able to work in a team; Being able to work under pressure, Hardworking; high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

**DUTIES** : Execute access and egress control of staff, visitors and assets-perform general reception duties; assist services of security contractor, verify the validity of access cards, identify and control unusual behaviour of employees and general public at the main entrance; handing over shift reports; issue visitors cards, verify, accept or refer documents and deliveries, secure departmental keys, verify asset removals. Verify accessories, damages on GG and lease cars. Control and manage parking; provision of security awareness by informing staff and public about rules, regulation and laws governing work place. Execute surveillance duties-perform patrol duties, identify suspicious activities, search & identify explosive and hazardous substances; report physical risks, loopholes and incidents on the O.B; monitor CCTV in security control room; verify functionality of alarms system; verify functionality of evacuation emergency and exits; respond to alarms system.

**ENQUIRIES** : Ms M. Shingange Tel No: (012) 492 3137

**POST 08/129** : **SECONDARY DRIVER: CLEANING SERVICES REF NO: 2022/116 (X2 POSTS)**

**SALARY** : R124 434 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills

and possess the ability to communicate freely and easily with other employees, the general public and clients.

**DUTIES** : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.

**ENQUIRIES** : Mr S. Kutu, Tel: (012) 310 5993

**POST 08/130** : **TRADESMAN AID REF NO: 2022/117 (X2 POSTS)**

**SALARY** : R124 434 per annum  
**CENTRE** : Polokwane Regional Office (Hoedspruit AFB Workshop)  
**REQUIREMENTS** : A Junior certificate, ABET level 3 or equivalent qualification. (N3/ NCV 4) in Engineering Studies will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.

**DUTIES** : Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Maintain good housekeeping of the workshop and plant rooms.

**ENQUIRIES** : Mr. A. Radebe Tel No: (015) 291 6440

**POST 08/131** : **FOOD SERVICE AID CLEANING SERVICES REF NO: 2022/118**

**SALARY** : R104 073 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : Grade 10 or basic literacy ABET. Must be able to read and write.

**DUTIES** : The successful candidate will be responsible for washing of dishes during all tea breaks and lunch. Ensure availability of boiling water for all tea bears. Organize the trolley for conference set up. Facilitation of the serving of lunch and refreshments for the meetings. Cleaning of kitchen equipment while ensuring kitchen hygiene is maintained at all time. Provide a food service functions in the located areas

**ENQUIRIES** : Mr S. Kutu Tel No: (012) 310 5993