

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE : 29 April 2022 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit application with the following attachment (1) copies of qualifications, (2) identity document and (3) driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Applications may be forwarded to the correct email/REGIONAL OFFICE/CENTRE. Applications for Senior Management positions must ONLY be emailed to the email address specified for each senior management positions. Faxed or late applications will NOT be accepted.

ERRATUM: Kindly note that the following posts was advertised in Public Service Vacancy Circular 11 dated 25 March 2022. (1) The position of Chief Town and Regional Planner Grade A (X3 Posts) with (Ref No: 2022/45) was advertised with the incorrect requirements. The position does not require an SMS pre-entry certificate. (2) Production Engineer: Civil (Traffic and Transportation Engineering with Ref No: 2022/48, have been withdrawn. Kindly note that all the positions advertised in Public Service Vacancy Circular 12 dated 01 April 2022 has been withdrawn and will be correctly advertised on Public Service Vacancy Circular 13. Those who have applied previously need to re-apply with the correct ref no.

MANAGEMENT ECHELON

- POST 13/63** : **DEPUTY DIRECTOR-GENERAL: CORPORATE SERVICES REF NO: 2022/146**
This is the re-advert, applicants who applied previously are encouraged to re-apply.

- SALARY** : R1 544 415 per annum, all-inclusive package, including basic salary (70% of the package), State's contribution to the Government Employees Pension Fund (15% of the package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: An undergraduate qualification (NQF level 7) and a post-graduate qualification (NQF level 8) in Management Sciences, Behavioural Sciences, Social Sciences or related fields. Demonstrated relevant management experience in managing a complex or diverse portfolio of functions, 8 to 10 years relevant experience at Senior Managerial Level. Knowledge: Understanding of the Public Sector environment and transformation challenges, financial management systems, corporate services' goals and objectives, human resource management and implementation. Skills: Strategic management, Executive management, Supply Chain Management processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and project management, Relationship management, Interpersonal and diplomacy skills, Problem solving, Decision making, Motivational and influential, Negotiation. Personal Attributes: Analytical thinking, Innovative, Creative and Solution orientated, Ability to design ideas with direction, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, people orientated, hard-working, highly motivated.

- DUTIES** : Manage and direct the strategic support functions of the Department in the advancement of service delivery, compliance and good corporate governance, Provide the required corporate services advise to Ministry, ODG and EXCO of the Department, Design and application of staffing and skilling solutions in support of an efficient, effective and development-oriented Department of Public Works and Infrastructure. Provision of modern and appropriate information management systems, technologies and architecture, which are responsive to the key business requirements of the Department, Implementation of both strategic and developmental communication systems aimed at empowering citizens and mobilising public participation, Interpretation of legal concepts and other precepts applicable to the Department in the daily undertaking of its business, Develop and maintain business plans of the various functional areas or components within Corporate Services, Develop an integrated business system that will assist with business planning of Corporate Services, Promote strategic support and planning to the transformational and change management programmes of the Department according to the requirements of the Public Service Act and related legislation, Participate in EXCO, MinTop, MinMec and other governance structures of the Department. Overall management of the Corporate Services functions of the Department.
: Mr SC Zaba Tel No: (012) 406 1544
: All applications must be submitted to Recruitment22-16@dpw.gov.za
: It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance.

- ENQUIRIES APPLICATIONS NOTE** :

<u>POST 13/64</u>	:	<p><u>DIRECTOR: INTERNAL COMMUNICATIONS AND MOBILISATION REF NO: 2022/147</u></p> <p>This is the re-advert, applicants who applied previously are encouraged to re-apply.</p>
<u>SALARY</u>	:	R1 073 187 per annum, all-inclusive salary package, (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	<p>An undergraduate qualification (NQF Level 7) qualifications in communications, journalism, public relations or related qualifications with five years' experience at middle/senior managerial level and relevant working experience. A valid drivers' licence. Personal attributes: innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure, ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels, particularly at an executive level. People orientated, able to establish and maintain personal networks, trustworthy, assertive, hard-working, highly motivated, ability to work independently. Knowledge: marketing and communications, change management, structure and functioning of the Department. Skills: executive management skills, sound analytical and problem identification and solving skills, advanced marketing skills, language proficiency, advanced report writing, research methodology, financial administration, organising and planning, computer utilisation, policy formulation, planning and organising, negotiation skills. Advanced communication (verbal and written) advanced interpersonal and diplomacy skills, time management, decision making skills. Conflict management. Motivational skills. Influencing skills, programme and management skills. Willing to adapt work schedule in accordance with professional requirement. Willing to travel. A valid driver's licence.</p>
<u>DUTIES</u>	:	<p>Effective management and facilitation of internal communication and information flow management, mobilisation and internal corporate identity. Develop and formulate strategies of communication projects. Manage and improve internal communication environment, analyse, maintain and improve communication channels and media. Contribute to compilation and writing of literature related to newsletters, website, posters, speech, magazine and memorandum. Assist with compilation and writing of ministerial speeches and articles on request. Manage calendar of social events and activities. Manage relationships with external stakeholders, establish and sustain efficient communication model through the department. Advice management on new communication technologies. Contribute to effective change management. Compile updated reports on progress and management of internal communications. Effective marketing and implementation of internal communications, ministerial PPP & Mobilisation programmes-facilitate the process of language policy and promote easy access to public information. Coordinate printing and publishing of internal publications, manage the roll out of internal branding, manage and design the Departmental intranet. Effective management of the component, manage employment related processes, execute advisory commitments, determine and plan work procedures and methods of the component, manage budget of the component efficiently, maintain and sustain value chain of suppliers, distributors and consumers for effective information packaging and distribution, compile budgetary reports, effectiveness and efficiency of managed internal communication, extent of managed mobilisation and corporate identity , extent of developing strategies, effective analyses of communication channels and media, extent of developing strategies, effective analysis of communication channels and media , extent of contribution of compilation of literature, quality of compilation of ministerial speeches on request, extent of managed calendar for social events and activities. Quality of establishment of sustained communication models, extent and relevancy of provision of advice to management, nature and extent of contribution to change management, quality and extent of compiled reports, effectiveness and efficiency of facilitation of flow of information, extent of facilitation of language policy and promotion of access of information, effective co-ordination of printing and published publications, extent of managed internal branding, quality of designed departmental intranet, extent, efficiency and effectiveness of management of the component, effective management of staff, extent and efficiency of managed budget, nature and extent of maintained and sustained value chain of suppliers, distributors and consumers, quality of compiled reports.</p>

- ENQUIRIES APPLICATIONS** : Mr T Mchunu Tel No: 012 406 1841
 : All applications must be submitted to Recruitment22-17@dpw.gov.za
- POST 13/65** : **DIRECTOR: ENVIRONMENT AND CULTURE SECTOR (EPWP) REF NO: 2022/148**
 : This is the re-advert, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum, all-inclusive salary package, (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
 : An undergraduate qualification (NQF level 7) in Environment, Agricultural and or related studies plus five years relevant working experience at middle/ senior level. A valid drivers' licence. A postgraduate qualification will be an added advantage. Knowledge: Knowledge of Government's Development agenda, Government anti-poverty strategy and public employment programs, good analytical, innovative, problem solving/ intervention and interpersonal relations, writing and leadership skills. Knowledge of public sector, administrative procedures and processes, public finance management, contract management and stakeholder management. Experience in people management and conflict management. Experience in research methodologies, knowledge of policy and guidelines development, strong strategic management and planning, basic monitoring and evaluation. Good programme/project management are also key requirements. Extensive experience in the expanded public Works programme with specific reference to the Environment and Culture Sector institutional arrangements, related legislation, policies and strategic frameworks. He/she must possess facilitation skills, good communication skills and stakeholder management skills. Ability to communicate at strategic level and work under pressure/ long hours.
- DUTIES** : Organise internal capacity and budget resources for the Environment and Culture (E&C) Sector, develop policies and guidelines for the sector, develop strategic, tactical and implementation plans the E&C sector, design and manage strategies in collaboration with the lead sector department as mandated in the coordination of the EPWP E&C sector, to assist the sector to meet its set targets, secure and manage the provision of technical, implementation and resource support to the sector at national, provincial and local levels. Facilitate development/ review of incentive models, frameworks and implementation manuals. Establish coordination and management structures in DPW for improved efficiency of the sector incentive programme. Provide support for effective management, implementation and accountability on the sector incentive programmes, facilitate and commission research for new expansion areas and to monitor impacts of sector programmes. Manage contractual agreements of external partners/ stakeholders. Monitor and ensure achievements of sector targets. Compile, submit and present reports to various operational, senior /top management and executive structures. Profile best practices.
- ENQUIRIES APPLICATIONS** : Ms P Lukwago-Mugerwa Tel No: 012 492 1425
 : All applications must be submitted to Recruitment22-18@dpw.gov.za
- POST 13/66** : **DIRECTOR: GEOGRAPHICAL INFORMATION SYSTEM (EPWP) REF NO: 2022/149**
 : This is the re-advert, applicants who applied previously are encouraged to re-apply.
- SALARY** : R1 073 187 per annum, all-inclusive salary package, (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
 : An undergraduate qualification (NQF level 7) in GIS or relevant qualification in Geography, Demography, Cartography or related qualifications plus five years' experience in middle/senior management in a relevant environment, A valid driver's license. Extensive knowledge of the Expanded Public Works Programme and the framework for its monitoring and evaluation, Spatial modelling design and analysis knowledge, GIS, legal and operational compliance, data management processes and statistical analysis experience, Willingness to travel. Knowledge and understanding of Microsoft computer and its packages, Strong analytical and project management skills, high level of numeric and data analysis skills, Good communication (verbal and written),

Presentation and training skills. Duties: Provide strategic direction to the Directorate, Manage the research, design, development and implementation of GIS technology and its applications, Promote spatial analysis in all sectors of the EPWP, Manage the process to map progress of the EPWP performance against set targets, Manage the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes of the DPWI, Manage the development and maintenance of a web-based GIS to publish data and facilitate the location of projects, Manage the geo-coding, analysis, maintenance and disseminate the EPWP spatial performance to relevant stakeholders, Managing the overall resources in the Directorate.

- DUTIES** : Provide strategic direction to the Directorate. Manage the research, design, development and implementation of GIS technology and its applications. Promote spatial analysis in all sectors of the EPWP. Manage the process to map progress of the EPWP performance against set targets. Manage the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes of the DPWI. Manage the development and maintenance of a web-based GIS to publish data and facilitate the location of projects. Manage the geo-coding, analysis, maintenance and disseminate the EPWP spatial performance to relevant stakeholders. Managing the overall resources in the Directorate.
- ENQUIRIES** : Mr SC Zaba Tel No: 012 406 1544
- APPLICATIONS** : All applications must be submitted to Recruitment22-19@dpw.gov.za

OTHER POSTS

- POST 13/67** : **CHIEF CONSTRUCTION PROJECT MANAGER (HEAD OF PROJECT MANAGEMENT) (GRADE A) REF NO: 2022/150**

- SALARY** : R1 058 469 per annum, (all-inclusive package per annum) (OSD)
- CENTRE** : Kimberley Regional Office
- REQUIREMENTS** : An appropriate Bachelor's Degree/B-Tech degree or National Higher Diploma in any of the Built Environment disciplines (Architecture, Quantity Surveying, Engineering or Construction Project Management). Minimum of 6 years' post-qualification experience in construction project management. Extensive experience in the Built Environment, especially in building construction project management. Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager, is compulsory. Professional registration in one of the Built Environment disciplines will serve as an advantage. Experience in managing construction service providers, project managers and other technical staff, responsible for managing multiple projects simultaneously; proven project budgeting ability; knowledge and/or understanding of estimating and scheduling techniques; knowledge of the Works Control System (WCS) will serve as an added advantage. Knowledge and understanding of the following Acts; the CIDB Act, Public Finance Management Act, 1999, Act of No. 1 of 1999) PFMA, the Occupational Health and Safety, 1993, Act No. 85 (OHS Act) and the Environment Conservation Act, 1989 (Act No. 73 of 1989) as well as Building Regulations, Knowledge and understanding of Government procurement systems, good financial and budgeting skills. Sound analytical, management and good communication (verbal and written) skills. Computer literacy. A valid driver's license.

- DUTIES** : Manage and lead the Construction Project Management Unit in the Regional Office. Manage environmental health and safety on capital and planned maintenance construction projects. Coordinate and manage the planning and execution of construction and renovation or refurbishment projects within time, cost and specification targets. Develop and monitor a planning and reporting system to effectively plan and monitor projects. Ensure compliance to professional legislation as well as procurement and Departmental policies. Procure consultants, contractors and related service providers for construction projects. Evaluate and make recommendations wrt extension of contract periods. Establish and promote effective relationships with clients. Provide expert advice to the Department and its Clients. Manage communication and documentation of projects for auditing purposes. Manage complex conflicts between various stakeholders. Monitor and control expenditure. Manage component and project budgets. Ensure correct value for money for payments to consultants and contractors. Manage client budget allocation. Compile management reports on budget and expenditure. Maintain data integrity on

- WCS, etc. Manage Project Managers and administrative staff, coach, mentor and train staff. Manage employment related processes.
- ENQUIRIES** : Ms R Baulackey Tel No: 053 838 5257 or Ms N Hlongwane Tel No: 053 838 5377
- APPLICATIONS** : Kimberly Regional Office 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.
- POST 13/68** : **DEPUTY DIRECTOR: ACQUISITION INFRASTRUCTURE REF NO: 2022/141**
This is the re-advert, applicants who applied previously need to re-apply.
- SALARY** : R744 255 per annum, all inclusive salary package. (Total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration / Administration/ Management Sciences. Extensive relevant experience in Procurement / Supply Chain Management at junior management/supervisory role. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, Preferential Procurement Regulations as shall have been promulgated by the National Treasury, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
- DUTIES** : Actively participate in the design, implementation and management of the institutional arrangements for the procurement of construction works and engineering services as part of the supply chain management system of the Department. Manage, execute, facilitate, support, supervise, and performance manage the following SCM functions - Demand: Participate in the initiation and development of the Department's Construction Procurement Strategy and Construction Procurement Policy. Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, compile a risk response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and

Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES APPLICATIONS : Mr. T Tladi, Tel No: (012) 406 1864

Head Office Applications: 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

POST 13/69 : **SENIOR COMMUNICATIONS OFFICER: COMMUNICATION AND MARKETING REF NO: 2022/142**
This is the re-advert, applicants who applied previously need to re-apply.

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

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

ENQUIRIES APPLICATIONS : Ms L Nemavhidi Tel No: (012) 406 1838
: must be submitted to: 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

POST 13/70 : **ARTISAN PRODUCTION GRADE C: PAINTING REF NO: 2022/143**
This is the re-advert, applicants who applied previously need to re-apply.

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

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

ENQUIRIES APPLICATIONS : Mr MM Zuma Tel No: (072 406 5212
: 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 13/71 : **ARTISAN PRODUCTION GRADE C: MECHANICAL REF NO: 2022/144**
This is the re-advert, applicants who applied previously need to re-apply.

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

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

ENQUIRIES : Mr MM Zuma Tel No: (072) 406 5212

- 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 13/72** : **PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2022/151**
(36 Months Contract)
Re-Advertisement, (People who previously applied are encouraged to re-apply)
- SALARY** : R261 372 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : 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** : Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Provisioning of stationery and supplies, Maintaining an electronic post register for 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** : Ms. N Hlengwa Tel No: (047) 502 7010
APPLICATIONS : Umtata Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructures Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructures, 96 Sutherland Street Prd li Building, 5 Th Floor Mthatha 5099
- POST 13/73** : **ADMINISTRATION CLERK: LOGIS REF NO: 2022/145 (X2 POSTS)**
This is the re-advert, applicants who applied previously need to re-apply.
- SALARY** : R176 310 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior Certificate/Grade 12. Knowledge of the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and. Good verbal and written communication skills,. Good verbal and written communication for the drafting of quality documentation. The ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills. Computer literacy and a driver's license are compulsory.
- DUTIES** : Assist with the payment of invoices within the Directorate Logistics. Verify invoices for compliance. Ensure certification of invoices. Prepare payment batches. Update the Reapatala system Receive, record and verify invoices, Capture and maintain registers, Coordinate and collate weekly and monthly statistics Compiling and investigate the LOGIS Commitments and LOGIS Accruals, Cost Containment to National Treasury, Open Vouchers, Travel Management Company BAS and SAGE Accruals. Assist with the preparation of monthly, quarterly and annual financial inputs. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.
- ENQUIRIES** : Ms. L Bester Tel No: 012 406 1463

APPLICATIONS : Head Office Applications: 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