

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** : 23 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 post was advertised in Public Service Vacancy Circular 31 dated 19 August 2022. (1) Driver Ref No: 2022/303, Centre: Cape Town Regional office is withdrawn and the following posts were advertised in Public Service Vacancy Circular 33 dated 02 September 2022. (1) Deputy Director: Supply Chain Management, Ref No: 2022/326, Centre: Bloemfontein Regional Office, it is withdrawn. (2) Administration Officer: Registry Ref No: 2022/333, Centre: Cape Town Regional Office, has been advertised with the incorrect requirements, the correct requirements are as follows: An appropriate three year tertiary qualification in Records Management, Archives, Library and information science or relevant qualification, plus relevant working experience in Records Management environment. (3) Senior Security Officer: Security Management Ref no: 2022/335, Centre: cape Town Regional Office, was advertised with incorrect requirements Senior Certificate (Grade 12) and Grade C, D or E Psira certificate, the correct requirements are as follows: Senior Certificate (Grade

12) and Grade C Psira certificate only, the closing date will be extended to the 23 September.

OTHER POSTS

- POST 34/174** : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2022/338**
(36 Months 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** : Nelspruit Regional office
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Built Environment, Facilities Management and Logistics and appropriate relevant experience in Property Management or Programme Management. Knowledge: Occupational Health and Safety Act. Relevant experience in Facility Management and understanding of Environmental Conservation Act, knowledge of Government Procurement system, General built environment, Water Act, Water and Services Act, Technical knowledge of the civil Engineering, best practice within the Water Management Skills, integrated Facilities Management, Public Financial management Act, Horticultural processes/regulations, Supply Chain Management Framework, Government budget procedure. Skills: Computer Literacy, Financial skills, time management administration skills Report writing skills, planning and Organising, Diplomacy Skills, good financial and budgeting skills, project management skills and leadership skills, Problem solving, Facilitation skills, effective communication skills, patient, understanding , trustworthy, Dependable, innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-Motivated, Creative, A valid driver's license.
- DUTIES** : The effective facilities management of Electrical, mechanical and Civil engineering, the implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services, ensure compliance with occupational health and safety Act, provide guidance on the implementation of the policy, monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprises-provide information on current requirements and suppliers to express an interest; ensure compliance with procurement procedures and legislation; assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties; utilise state expenditure to promote emerging black enterprise. the effective of cleaning and horticulture services, monitor maintenance of facilities; manage and direct facilities management cleaning and gardening services, compile reports regarding the cleaning and gardening services. Undertake water and waste water plant inspection services-determine best practices, manage the collection of water and sewage effluence from plants, ensure that all portable waters to be tested are correctly labelled. The effective supervision of resources oversee the development and training of staff; supervise the budget expenditure of cleaning and gardening services, direct preparation of financial statement and report on status of State facilities; manage line managers.
- ENQUIRIES** : Mr. P Mashiane Tel No: (013) 753 6380
- APPLICATIONS** : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.
- FOR ATTENTION** : Mr E Nguyuza
- POST 34/175** : **DEPUTY DIRECTOR: RECRUITMENT SPECIALIST REF NO: 2022/339**
(12 Months Contract)
- 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 Human Resource Management, Public Management, Public Administration, Management Science or Social Sciences or in the related field. Relevant years of experience in HR Recruitment at supervisory/ management level (ASD level). Valid driver's licence. Knowledge of Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, PERSAL, Public Service Act and Regulations,

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| | | Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management. Skills: Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation and Analytical thinking. Communication and report writing abilities. |
| <u>DUTIES</u> | : | Develop and manage the implementation of recruitment strategies and policies: Keep abreast with the latest developments in the field of recruitment and selection; Develop and maintain all recruitment policies and procedures in line with relevant prescripts; Compile recruitment strategy that is aligned to the employment equity plan on a continual basis; Compile a QA checklist to audit Regions on following the correct policies and procedures; Ensure that all policies are implemented; Ensure compliance of all recruitment policies. Manage, coordinate and implement advertising processes:- Communicate recruitment plan to the relevant managers; Implement recruitment plan based on organisational structure changes and new vacancies; Ensure that proper staff requisition processes are implemented before advertisement of positions; Receive and implement staff requisitions forms and motivation for posts to be advertised; Coordinate the process of drafting advertisements; Obtain quotes for placement of advertisements; Ensure approval of adverts; Facilitation of placement bookings with advertisement agencies. Manage, coordinate and implement selection processes: Oversee sorting of received applications; Oversee the arrangements for interviews such as dates, venues, and invitations to candidates. Ensure that all the required documents for the interviews are prepared on time; Represent human resource in interviews of short listed applicants; Ensure candidates attend all tests (competency assessments, reference checks) as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts; Ensure communication with successful applicants; Oversee verification of results, certificates and qualifications; Oversee the compilation of appointment letters; Report on progress on the filling of positions; provide professional support and advice on recruitment to line managers; Manage the Sub-directorate:- Ensure maintenance of discipline; Manage performance and development; Establish, implement and maintain efficient and effective communication arrangements; Develop and manage the operational plan of the sub-directorate and report on progress as required; Manage procurement and asset management for the sub-directorate; Plan and allocate work; Quality control of work delivered by employees. |
| <u>ENQUIRIES</u> | : | Mr. C Zaba Tel No: (012) 406 1548 |
| <u>APPLICATIONS</u> | : | Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. |
| <u>FOR ATTENTION</u> | : | Ms NP Mudau |
| <u>POST 34/176</u> | : | <u>DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2022/340</u> |
| <u>SALARY</u> | : | R744 255 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management service) |
| <u>CENTRE</u> | : | Pretoria Regional Office |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification (NQF Level 6) in Security Management field/discipline. Extensive experience in security management. NIA Security Advisory Training. Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (State Security Agency), South African Policy Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. |

DUTIES

Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.

: Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/ improvements/ disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Coordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.

**ENQUIRIES
APPLICATIONS**

: Ms. T. Phiri Tel No: (012) 406 1116

: 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

POST 34/177

: **DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2022/341**

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
REQUIREMENTS**

: Bloemfontein Regional Office

: A three year tertiary qualification (NQF Level 6) in the Security Management field/discipline or equivalent qualification. Extensive experience in security management. NIA Security Advisory Training. Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (State Security Agency), South African Policy Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking.

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| | | Problem solving skills. Decision making skills. Motivational skills. Conflict management. |
| <u>DUTIES</u> | : | Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security 40 measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/improvements/disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Coordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline. |
| <u>ENQUIRIES</u> | : | Ms. T Zulu Tel No: (051) 408 7306 |
| <u>APPLICATIONS</u> | : | 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. |
| <u>FOR ATTENTION</u> | : | Mr D Manus |
| <u>POST 34/178</u> | : | <u>OFFICE MANAGER: REGIONAL MANAGER'S OFFICE REF NO: 2022/342</u> |
| <u>SALARY</u> | : | R382 245 per annum |
| <u>CENTRE</u> | : | Cape Town Regional Office |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification (NQF Level 6) in Office Administration or equivalent. Relevant working experience. Excellent verbal and written communication skills. Exceptional report writing, presentation, general office and project management skills. Computer literate (MS Word/Excel/PowerPoint/MS Project). Good understanding of PFMA, PPPFA and Government policies relating to Public Works. Sound financial management and budgeting skills. Strong analytical skills and assertiveness. Good interpersonal relations. Ability to work under pressure. Ability to deal with and manage outside stakeholders as well as internal staff. |
| <u>DUTIES</u> | : | Ensure the smooth functioning of the Regional Manager's office and uphold a positive image in the office. Set up systems to co-ordinate the flow of correspondence between the Regional Manager, Head Office and within the Regional Office and other Stakeholders. Track and follow up issues on behalf of the Regional Manager to ensure that issues are dealt with timeously. Ensure proper preparation of documentation and assist the Regional Manager by ensuring compilation of quality reports and other communication. Ensure that the administrative matters in the office of the Regional Manager are dealt with. Co-ordinate activities of the Regional Manager and provide advisory function. Assist with compilation of presentations and executive reports. Accompany the Regional Manager to meetings as and when required. Attend to all delegated functions and take to conclusion such actions. Consolidate all components reports to produce a monthly office report. Fully prepare for meetings. Take |

and distribute minutes of meetings. Monitor & report progress on all decisions taken. Assist the regional manager in the evaluation and analysis of regional management's quarterly business plans reports to ensure adherence to set targets and liaise with management in writing, on non-adherence on the Regional Manager's behalf. Assist in organizing for the region's special events. Compile, monitor and manage the budget of the Regional Manager, including monthly state of expenditure and MTEF reports.

ENQUIRIES : Ms. P Penxa Tel No: (021) 402 2028
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 34/179 : **SENIOR ADMINISTRATION OFFICER: PROPERTY PAYMENTS REF NO: 2022/343**

SALARY : R321 543 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance and Accounting. Appropriate experience as supervisor in property payments or in account payments section. Must be able to resolve problems efficiently and work well under pressure. Computer skills, good communication and interpersonal skills. Good written, analytical and financial management skills. Valid driver's license.

DUTIES : Management and payment of accounts received from Municipalities, Landlords and service providers in respect of municipal services and rates & taxes for state owned assets and leased accommodation. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Handling of queries from municipalities, service providers, property owners, tenants and clients; Assist with supervision of the section. Perform any other property payments related functions when necessary.

ENQUIRIES : G van Niekerk Tel No: (051) 408 7564
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 34/180 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2022/344**

SALARY : R321 543 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in 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, OHS Act, 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.

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 : Mr. T Mohapi Tel No: (051) 408 7354
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 34/181 : **ADMIN OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2022/345**
(36 Months Contract) (Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R261 372 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law/Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. 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 Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable 101 Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. 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 Deputy Director.

ENQUIRIES : Mr. Z. Bhengu Tel No: (018) 386 5320
APPLICATIONS : Mmabatho Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 120, Mmabatho, 2735, or hand deliver: 810 Coner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho.

FOR ATTENTION : Mr. T. Oagile

POST 34/182 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2022/346**

SALARY : R261 372 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Management and/ or relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.

DUTIES : Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

ENQUIRIES : Ms. M Vuso Tel No: (012) 310 5111
APPLICATIONS : 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

POST 34/183 : **ADMINISTRATIVE CLERK: IMMOVABLE ASSET REGISTER (VERIFICATION) REF NO: 2022/347**
(24 months contract)

SALARY : R176 310 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A National Certificate/Grade 12 or equivalent qualification and relevant working experience in office administration duties. Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.

DUTIES : Assist in physical verification of NDPWI assets. Perform support function to ASD and DD Physical Verification. Perform desktop planning and confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist with property information to other units. Perform physical verification of sites and condition assessment.

ENQUIRIES APPLICATIONS : Mr J Lehoko Tel No: (012) 492 3231
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

POST 34/184 : **ADMIN CLERK: FACILITIES MANAGEMENT REF NO: 2022/348**

SALARY : R176 310 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A National certificate/Grade 12 or equivalent qualification appropriate working relevant experience in clerical and office administration duties. Must demonstrate computer literacy (word processing, spreadsheets, presentation). Good verbal and written communication skills. Basic Knowledge of public finance act, report writing and submissions. Sound general office administrative and organizational skills. Ability to work under pressure, independently and to be trustworthy. Good interpersonal relations skills and basic numeracy. Willing to adapt work schedule in accordance with office requirements.

DUTIES : The incumbent will be responsible to perform office administrative activities and liaise with stakeholders relevant to the office. Prepare documents for meetings, presentations and reports and organize office logistical matters. Act as a general receptionist and make required transport, travel and accommodation arrangements. Administrate office correspondence, documents and reports, draft and type correspondence and documents. Manage the flow of information and documents in the office and the communication to and from the office. Processing of forms and documents related to claims, payments, invoices and consultant fees relevant to office.

ENQUIRIES APPLICATIONS : Mr. WDM. Ntshona Tel No: (041) 408 2307
Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms S Mafanya

POST 34/185 : **PROCESS CONTROLLER: WASTE WATER TREATMENT PLANT OPERATOR REF NO: 2022/349 (X20 POSTS)**
(24 Months Contract)

SALARY : R147 459 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 (or NTC III); plus [a] Operators Certificate; or [b] Water Treatment Practice N3; or [c] Wastewater Treatment Practice N3; or [d] the Core Unit Standard from the appropriate NQF 4 Qualification; ORNTC III in Water Treatment Practice; ORNTC III in Waste Water Treatment Practice; OR Appropriate NQF 4 Qualification. Valid driver's license.

DUTIES : Screen and strain incoming raw wastewater. Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove

the grit from chambers. Properly dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing.

ENQUIRIES
APPLICATIONS

- : Mr P. Ramoroka at (072) 108 4345
- : 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.
- : Ms M Masubelele

FOR ATTENTION