

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 : 01 July 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.

OTHER POSTS

POST 21/135 : **ASSISTANT DIRECTOR: SCM ACQUISITIONS MANAGEMENT REF NO: 2022/206**

SALARY : R382 245 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management or related qualification (NQF level 6) as recognised by SAQA, Finance or Procurement. Relevant supply chain experience and supervisory experience. Thorough knowledge and understanding of government procurement systems and relevant legislation, supply chain management, management of databases, built environment industry, monitoring and evaluation theory and methodology. Monitoring and evaluation systems good verbal and written communication

		skills, basic numeracy, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy, statistical skills. Analytical thinking, innovative, creative, resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, able to establish and maintain networks, trustworthy, assertive, hard-working, self-motivated, ability to work independently.
<u>DUTIES</u>	:	Coordinate (synergise), review and execute the bidding process ensure that SCM prescripts, processes are compiled in line with the procurement strategy. Provide secretariat services to the Bid Evaluation Committee and Bid Adjudication Committee (includes obtaining approval); Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Render advice during the tender/bid briefing sessions. Keep records of all minutes and monitor validity of closed tenders. Compile monthly reports on tenders evaluated. Checking of the prohibition of status of the recommended company and its directors with National Treasury. Check company status on CIPRO website (trading status & ownership). Coordinate, review, and compile the list of prospective providers for Quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms W Khumalo Tel No: (053) 838 5359
<u>APPLICATIONS</u>	:	Kimberly Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
<u>FOR ATTENTION</u>	:	Ms NJL Hlongwane
<u>POST 21/136</u>	:	<u>ADMINISTRATION OFFICER: PROJECT MANAGEMENT REF NO: 2022/207</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public/Project Administration or related qualification. Appropriate experience in Office Administration/ Project Administration field. Personal attitudes: Office management and administration, Reporting procedures, Project administration, Project principles and methodologies, Public Finance Management Act (PFMA), Supply Chain Management a National Treasury regulations (NTR). Skills: Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organizing, Problem solving and analysis Innovation.
<u>DUTIES</u>	:	Monitor and administer construction projects claims and payments. Collect/ receive invoices from registry services. Capture invoice on Re-a-Patala system. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Keep the Project Manager(s) abreast with the budget adjustments as required. Attend, respond and redirect enquiries related to the project invoices and payments. Provide projects administrative support services to the Chief/Construction Project Managers. Administer office correspondence, documents and reports. Monitor, update and maintain the WCS and Re-a-patala database. Disseminate status reports on the development of the project. Handle queries from consultants and contractors. Liaise with stakeholders relevant to the office. Attend to audit queries. Render general clerical support services to the component. Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and

update component expenditure. Handle telephone accounts and petty cash for the component. Render secretariat and logistical support service to the committees and internal and external meetings. Arrange meetings and workshops for the unit with internal and external stakeholders. Prepare and type documents presentations and reports. Draft agenda and record minutes/decisions. Communicate to relevant role-players and follow-up on progress made. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&Ts forms.

- ENQUIRIES** : Mr J Mahloko Tel No: (011) 713 6136
- APPLICATIONS** : Johannesburg Regional: 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
- POST 21/137** : **PHOTOCOPIER OPERATOR: REGISTRY REF NO: 2022/208**
- SALARY** : R104 073 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : Senior certificate/Grade 12 with relevant working experience in central Registry. Knowledge of Operation of machinery and tools. Departments procurement processes and the Occupational health and safety Act. Knowledge of records/ documents and invoice management. Operation of heavy duty photocopying machine. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Customer care and Client orientation skills. Computer literacy. Liaison skills, Interpersonal Skills. Telephone etiquette. Operation of heavy duty photocopying machinery Safety conscious, hardworking, trustworthy, punctuality, accuracy.
- DUTIES** : The successful candidate will be responsible for the provision of management support service with regards to document request of heavy duty bulk photocopying and binding, shredding and laminating documents as requested. Ensure that all documents have been neatly bonded, stamped accordingly. Provide bulk shredding and messenger services. Perform any other administrative tasks as per instruction of the supervisor.
- ENQUIRIES** : N Ntunja Tel No: (021) 402 2095
- APPLICATIONS** : Cape Town Regional Office: 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