

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: Applications for may be forwarded to:
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.
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
Polokwane Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. Nj Khotsa
- CLOSING DATE** : 04 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.

OTHER POSTS

- POST 05/80** : **DEPUTY DIRECTOR: INTERNAL AUDIT BUILD ENVIRONMENT GOVERNANCE & SPECIALIST REF NO: 2022/21**
(12 Months Contract)
- SALARY** : R744 255 per annum, (all-inclusive salary package)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A post degree qualification in Auditing and Accounting/ Real Estate/Construction Project Management. Chartered Accountant/Post graduate SAICA qualifications/Certified Internal Auditor/ Real Estate and Construction sector (Built environment) and a practicing auditor with 5 years minimum experience. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Membership of SAICA/IIA/Relevant Built environment. Driver's license will be an added advantage. Prepared to be subjected to security clearance.
- DUTIES** : Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities with emphasis on Governance, Risk Management and Control matters relating to Real Estate and Construction sector (Built environment); Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as identified.
- ENQUIRIES** : Mr. Lumphumezo Gayiya Tel No: (012) 406 1402
- POST 05/81** : **PROVISIONING ADMIN CLERK: PROVISIONING (PAYMENTS) REF NO: 2022/22 (X2 POSTS)**
- SALARY** : R176 310 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Senior certificate/ Grade 12 or equivalent qualifications. Appropriate experience in Provisioning Administration/ Supply Chain Management environment. Knowledge of electronic administration of procurement systems. Multi-skilled in operational understanding of financial systems (LOGIS, BAS and other related systems). Record keeping skills, Computer Skills, Communication skills and good interpersonal skills. Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).
- DUTIES** : Receive original invoices services providers for unplanned/planned maintenance and emergency services. Check invoices, job cards, proof of purchase and SCM forms for correctness. Draw CSD reports and validate information and interpret correctly. Liaise with Works managers to obtain PA forms and sign off invoices. Liaise with SCM for documents sent to Bid Adjudication Committee. Update the Archibus system, invoice tracking system, Liaise with service providers regarding payments, provide feedback reports on outstanding invoices. Perform transit duties and other related tasks as per supervisor's instructions.
- ENQUIRIES** : Ms. E Venter Tel No: (051) 408 7457

POST 05/82 : **DATA CAPTURER: EPWP REF NO: 2022/23**

SALARY : R147 459 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification. A certificate/diploma or degree in Information Technology/Administration and A certificate in Statistical Information Science will serve as an added advantage. Sufficient relevant experience in Data Capturing and Office Administration. Computer literacy (MS Office Suite). Knowledge: Basic gathering of information; accurate capturing of data with a neat methodical approach; good communication and interpersonal skills; self-motivated and commitment to meeting quality standards; ability to work under pressure.

DUTIES : Capture information from hard copies as submitted by different EPWP Public Bodies to electronic system. Ensure that information captured is accurate and in good standards. Transcript data from source documents into the EPWP Reporting System. Execute related administrative duties.

ENQUIRIES : Ms P. Muvhali Tel No: 012 492 3007

POST 05/83 : **MESSENGER REF NO: 2022/24**

SALARY : R104 073 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Grade 10 or equivalent with appropriate experience. The following will serve as recommendations: Minimum Information Security Standards (MISS) Act; Technical skills; Ability to maintain integrity of confidential information; ability to prioritise; basic communication (verbal and written); basic numeracy; basic computer literacy; interpersonal relations. Valid drives license.

DUTIES : Render auxiliary administrative support as required - supports the security profile of the office; support registry related activities; support operator related activities. Perform general messenger and delivery services - collect post, parcels and documentation and deliver to specified persons/destinations; ensure proper control over the movement of documents and face value documents; make copies of documents; fax documents; collect office consumables. Shredding of waste documents. Perform transit duties and other related tasks as per supervisor's instructions.

ENQUIRIES : Ms Elsa Venter Tel No: 051 408 7457