

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.
- 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
- 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
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Ms. S Mafanya
- 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

CLOSING DATE
NOTE

- : 01 April 2022 at 16H00
- : 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 overcrowding 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 license (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 post was advertised in Public Service Vacancy Circular 06 dated 18 February 2022. (1) Senior Security Officer: Security Management Ref no: 2022/71, Have been withdrawn. Kindly note that the following posts were advertised in Public Service Vacancy Circular 07 dated 25 February 2022 (1) Senior Legal Administration Officer: Legal and Contracts Administration (MR6) Ref No: 2022/81, (2) Senior Legal Administration Officer: MR6 Ref No: 2022/82 (Twelve (12) Months Contract), have been withdrawn. Kindly note that the following posts were advertised in Public Service Vacancy Circular 08 dated 04 March 2022. (1) Works Manager: Mechanical Ref no: 2022/108, (2) Registry Clerk Ref no: 2022/109, (3) Accounting Clerk: Financial Accounting Ref No: 2022/110, (4) Store man: Workshop Ref No: 2022/ 112, have all been withdrawn.

OTHER POSTS

<u>POST 09/87</u>	:	<u>DEPUTY DIRECTOR: ENERGY EFFICIENCY AND CLIMATE CHANGE REF NO: 2022/119</u>
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Head Office) A three year tertiary qualification (NQF Level 6) in Environmental Management or Science / Electrical Engineer/or equivalent qualification. Relevant years of experience at supervisory relevant. Drivers' license. Knowledge: Project Management; Environmental Management; Energy Efficiency; Global Sustainable Development Goals (SDGs); Ecology; Broad-Based Black Economic Empowerment; Innovation; Technology; Occupational Health and Safety Act; Climate Change Mitigation and Adaptation Actions, Synergies in resource efficiency, cost containment, and circular economy imperatives – specific to utilities management and services. Skill: Project Management, Planning and Organising, Financial Management, Computer Literacy, Numeric skills, Decision making, Advanced communication, Conflict management, Interpersonal skills, Time management, Motivational skills. Must be prepared to travel. Willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Develop energy efficiency related legislative frameworks: Conduct research on energy efficiency strategies and benchmark best practices. Develop and implement related policies, strategies, principles and procedures. Develop energy-efficiency methodologies, models and tools in conformance with program guidelines. Develop and implement awareness programmes to promote the achievement of energy efficiency goals and objectives. Monitor and evaluate the impact and effectiveness of the policies and strategies. Develop Terms of Reference and Service Level agreements for resource efficiency interventions for approval. Ensure alignment of water efficiency strategy and plan with business processes. Coordinate the implementation of clean and Renewable Energy initiatives: Provide support in the rollout of the Integrated Renewable Energy and Resource Efficiency Programme (iREREP); Develop building energy reduction plans by analysing building designs in order to maximize energy efficiency. Collaborate with internal and external stakeholders with a vision towards developing and implementing energy efficient and sustainable initiatives. Analyse energy usage, energy savings potential, and renewable energy production potential. Provide support to audits and issuance of Energy Performance Certificates (EPCs) to ensure DPWI compliance in terms of EPC Regulations. Provide support to development and implementation of DPWI/Agrément SA Green Building rating tool and compliance thereto in partnership with DPWI entities and industry. Ensure oversight and support to Regional teams and Service Providers undertaking energy audits, metering, and technology installations. Make recommendations to reduce energy consumption by

evaluating potential technologies for building applications. Coordinate the Department's contribution towards achieving objectives of Government Climate Change Response White Paper and the National Energy Efficiency Strategy; Contribute to Industry Growth & Transformation; Coordinate monitoring, verification, and reporting on achieved energy savings; Coordination of energy efficiency training and awareness for DPW Regions and Client Departments; Reporting on Greenhouse Gas emissions reduction in Government buildings to line-function Departments and relevant stakeholders; Submission of Energy Savings Baseline reports to Baseline Committee or equivalent structures; Establish a record and database of energy savings with Portfolio of Evidence (POEs). Manage the Sub-Directorate Energy Efficiency and Climate change: Maintenance of discipline; Management of performance and development; Undertake Human Resource and other related administrative functions; 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; Develop implement and maintain processes to ensure proper control of work; Compile and submit all required administrative reports; Serve on transversal task teams as required. Procurement and asset management for the sub directorate; Plan and allocate work. Quality control of work delivered by employees; Provide Functional technical advice and guidance.

- ENQUIRIES** : Mr M Xulu Ka Dlamini Tel No: (012) 406 1311
- POST 09/88** : **DEPUTY DIRECTOR: ACQUISITIONS PROPERTY MANAGEMENT REF NO: 2022/120**
- 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** : Port Elizabeth Regional Office
- REQUIREMENTS** : A three year tertiary (NQF Level 6) in Town Planning, Legal or appropriate qualification in the Property Industry. An appropriate RVQ 13 qualification with relevant experience will also be considered. Appropriate managerial experience in Town Planning/ Property Industry and or Land Administration. Experience in acquisition and letting in of fixed property assets and property and utilization management. Appropriate experience in budget administration and financial analysis. Analytical ability verbal and written communication skills and good Interpersonal Skills, a valid Driver's license.
- DUTIES** : Assume overall responsibility for the acquisition and leasing process in the region. Determine and analyze options for acquisition of accommodation to meet the requirements of clients. Determine and analyze options for acquiring of accommodation to meet the requirements of government. Develop proper guidelines and implement processes for the sub-directorate. Identify preferred options from analysis done with regard to acquisition and leasing, comply with the requirements of the PFMA. Supervision of staff and manage their performance to PMS, Identify area of the business where inefficiencies may occur and recommend solutions.
- ENQUIRIES** : Ms R Jacobs Tel No: (041) 408 2302
- POST 09/89** : **DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2022/121 (X2 POSTS)**
(24 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 in level 6) in Auditing or Accounting. Chartered Accountant (CA-SA)/Post graduate SAICA qualifications/and a practicing auditor with appropriate 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. Knowledge of Teammate and 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 under review; 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 to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.
- ENQUIRIES** : Mr L Gayiya Tel No: (012) 406 1402
- POST 09/90** : **SENIOR LEGAL ADMINISTRATION OFFICER: MR6 SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2022/122**
Re-Advertisement) (People who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R480 927 per annum, (all-inclusive OSD salary package)
: Head Office (Pretoria)
: A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's license. Knowledge: Specialized knowledge of law of contracts and general administration of contracts within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.
- DUTIES** : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required), Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided.
- ENQUIRIES** : Mr C Makgoba Tel No: (012) 406 1613

POST 09/91 : **MR6 SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2022/123**
(Twelve (12) Months Contract)
Re-Advertisement) (People who previously applied are encouraged to re-apply)

SALARY : R480 927 per annum, (all-inclusive OSD salary package)
CENTRE : Cape Town Regional Office
REQUIREMENTS : A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's license. Knowledge: Specialized knowledge of law of contracts and general administration of contracts within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. SKILLS: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES : Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required), Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES : Ms P Penxa, Tel No: (021) 402 2028

POST 09/92 : **ARTISAN FOREMAN ELECTRICAL WORKSHOP REF NO: 2022/124**

SALARY : R308 826 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Grade 10 plus five years post qualification experience as an Artisan. Appropriate Trade Test certificate. Knowledge of OHSA Act. A valid driver's license. Installation Rules. Must have a Certificate of Compliance. (Wireman's License)

DUTIES : Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair register is updated. Report writing. Repairs of faults.

ENQUIRIES : Mr MM Zuma Tel No: 072 406 5212

POST 09/93 : **ADMIN OFFICER: IAR GIS SUPPORT REF NO: 2022/125**

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

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) in Information Technology, Science, Geography and Real Estate with relevant experience in Immovable Asset Management, IT Environment, Geographic Information Systems (GIS) and State land Administration. Experience in verification of immovable assets (land and buildings) will be an added advantage. 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.
<u>DUTIES</u>	:	General administrative responsibilities and functions to support the Assistant Director and Deputy Director in the maintenance of Immovable Asset Register. By maintaining GIS databases and use various GIS softwares to analyse the spatial and non-spatial information. Digitizing of building footprints, and preparing spatial data for physical verification purposes. Importing various types of data into GIS databases, Cartographic mapping of land and maintenance of data integrity. Generate shape files from various source of information and update the GIS database using required scripts. Extract and deploy Buildings, Sites, Facility and components reports on the database using various Scripts, required by the management. Capture and maintain buildings and land information in the database to ensure data integrity of the IAR is achieved.
<u>ENQUIRIES</u>	:	Mr M Chauke Tel No: (012) 406 1144
<u>POST 09/94</u>	:	<u>ADMINISTRATION OFFICER: CONTRSRUCTION PROJECT MANAGEMENT REF NO: 2022/126</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Head Office (Pretoria)
<u>DUTIES</u>	:	A three year qualification (NQF Level 6) in Administration or any other equivalent qualification. Appropriate relevant working experience in administration and budget management. Experience in project administration will be an added advantage. Competency in Microsoft office (Word, Excel, PowerPoint and Office). Handle procurement of goods and services for the Directorate. Process procurement request on the departmental finance system. Assist the Chief Directorate with procurement of good and services. Plan and monitor the budget of the Directorate. Assist the Chief Directorate with its budget requirements. Coordinate travel arrangements of the members of the Directorate. Process travel claims of the technical staff members. Assist with the administrative duties of the Engineering Candidacy Programme. Prepare, organize, receive and distribute all necessary engineering projects material. Capture project information and requests on the project tracking system. Follow-up on deliverable expected from the technical staff. Efficiently communicate to project stakeholders on the status of their deliverables. Attend project meetings and take notes when required. Maintain complete and accurate records of all project requests. Assist with arrangements of technical training of technical staff. Assist the Director with general ad-hoc administrative matters. Assist members of the Directorate, the Chief Directorate and the Branch with administrative matters as and when it is needed.
<u>ENQUIRIES NOTE</u>	:	Ms T Dibakoane Tel No: (012) 406 2193 Targeted for women)
<u>POST 09/95</u>	:	<u>PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2022/127</u> (36 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Umtata 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 : 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

POST 09/96 : **REGISTRY CLERK REF NO: 2022/128**

SALARY : R173 703 Per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior Certificate / Grade 12 with relevant working experience in central registry and invoice environment, Knowledge of records/ documents and invoice management, a File Plan, Mail and Courier Service procedures. Office Administration. Reporting procedures. Data Capturing. Financial systems (Knowledge of National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident. Ability to work under pressure. Ability to work in a team and independently.

DUTIES : Mail Management, receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the Mail register. Receive parcels delivered by hand and record in the register. Render Courier Service, package documents, place in envelopes, address envelopes, and place them in and outgoing tray and record mail in the mail register. Reload franking machine. Register priority mail. File Management, retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, capturing of files on the system. Receive and date stamp invoices and forward to the line function. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue File reference number according to the approved File Plan. Attend to clients enquiries. Ensure all received invoices are captured within the required timeframe. Verify all captured invoices. Ensure all invoices has the required stamps. Ensure all captured invoices are registered on the Invoice Register. Provide weekly/monthly statistics and reports on the capturing of invoices. Perform any other administrative tasks as requested by the supervisor.

ENQUIRIES : Mr E Rex Tel No: (012) 406 1490

POST 09/97 : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2022/129**
Re-Advertisement) (People who previously applied are encouraged to re-apply)

SALARY : R176 310 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 and Grade C, D or E Psira certificate, an intensive and relevant working experience in Security Management. The following will be advantage; Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy and Occupational Health and Safety Act [OHS]. A valid driver's license (Code 8) and be willing to travel and even work after hours. The applicant must be willing to undergo the process of security clearance.

DUTIES : Conduct screening of all people entering and leaving the building through X-ray machine and metal detector; temperatures scanners, determine whether visitors have appointment or the service that the visitor requires; Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point; Complete or ensure that the admission of control register is completed and issue admission control documents/cards as required; Escort visitors/employees to relevant employees/venues where required; access control, Identify suspicious conduct; Ensure that unauthorised persons and dangerous objects do not enter the building/premises, Follow-up on incidents, Issue access cards to employees; Verify the validity of access cards; Control and manage parking; Safeguard state and private vehicles; Monitor CC TV in security control room to identify suspicious activities; Provide key management control.

ENQUIRIES : Ms S Segale Tel No: (021) 402 2327

POST 09/98 : **SECONDARY DRIVERS / MESSENGERS REF NO: 2022/130 (X2 POSTS)**

SALARY : R124 434 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Senior Certificate/Grade 12 certificate and relevant experience as a Secondary Driver / Messenger. A valid driver's license. Good communication skills and interpersonal skills. Have the ability to work under pressure and ability to meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment.

DUTIES : Delivery of documents and packages, sorting of mail and distribution to relevant officials within the Department. Collect and deliver mail at Post Office. Collect, distribute circulars/correspondence/package from/to Post Office/functionaries/other Departments. Distribute and collect files and documents. Collect/distribute mail to line functionaries. Collect /distribute mail to and from other departments and receive signatures from recipients. Make photocopies and assist at Reproduction Unit if necessary. Collect shredded waste paper and deliver to designated area when required. Ensure that Registry equipment is maintained and used correctly. Prepare packages and arrange for collection by Courier Services/Post Office collection as when required Perform any other related tasks as per supervisor's instructions including office duties.

ENQUIRIES : Ms. Margaret Masemola Tel No: (012) 406-1785

POST 09/99 : **DRIVER / OPERATOR: LOGISTICS REF NO: 2022/131**

SALARY : R124 434 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Senior certificate/Grade 12 with relevant working experience Knowledge: Operation of machinery and tools. Department's procurement process, Occupational Health and Safety Act. Skills; effective communication (verbal and written). Interpersonal skills, Time Management skills. Planning of processes. Good customer service. Operation of heavy duty photocopying machine. Personal attributes: Safety conscious, confidentiality, trustworthy and hardworking. Have ability to work under pressure, establish and maintain harmonious working relationships with co-workers, staff and external clients.

DUTIES : The successful candidate will be responsible for the provision of management support service with regards to document requests of heavy duty bulk photocopying. Procurement of reproduction equipment's and stationery Manage and control access of the Photocopying room. Ensure protection of information at all times. Ensure that all documents have been neatly bonded and stapled accordingly. Inform clients when documents are ready for collection. Provide bulk shredding and messenger services as requested. Ensure all the equipment's are serviced as required. Provide meter readings to suppliers. Ensure supplier invoices are paid on time. Provide monthly stats to the supervisor. Perform any other related tasks as per supervisor's instructions including office duties.

ENQUIRIES : Ms. M Masemola Tel No: (012) 406-1785