

## 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.*

<b><u>CLOSING DATE</u></b>	:	25 November 2022 at 16H00
<b><u>NOTE</u></b>	:	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 and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. 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, 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. <b>ERRATUM:</b> Kindly note that the following posts was advertised in Public Service Vacancy Circular 42 dated 04 November 2022. (1) Control Works Manager: Electrical Ref No: 2022/437, Centre: Umtata regional Office. (2) Chief Works Manager Mechanical: Facilities Management Ref No: 2022/442, Centre: Umtata Regional Office, have all been withdrawn due to the advertised within the previous Public Service Vacancy Circular 41 dated 28 October.

## OTHER POSTS

<b><u>POST 43/85</u></b>	:	<b><u>ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2022/447</u></b> (12 Months Contract)
<b><u>SALARY</u></b>	:	R382 245 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein Regional Office

- REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Financial Accounting or equivalent qualification plus extensive relevant finance experience with appropriate GRAP or accrual accounting practical experience performed. Audit articles will be advantage. Willingness to travel with a valid driver's license. Knowledge: A candidate must have extensive public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. Sage Financial Systems and Archibus experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills. Personal Attributes: Creative. Dedicated. Approachable. Hard-working. Trustworthy. Other: Ability to work within specific time-frames. Ability to communicate at all levels.
- DUTIES** : Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Advise on efficient and effective systems of internal controls at the region in order to improve the integrity of financial information. Liaising with various line functions and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Reviewing input obtained from line functions, identifying errors and weaknesses and consolidation of input to account for final balances in the annual financial statements. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the monitoring of the audit action plan. Approving of lease transactions, including monthly reconciliations on Archibus to monitor correct payments. Drafting and reviewing responses to audit findings. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Assisting the Chief Directorate with various administrative duties. Ensure effective corporate governance processes and sound resources management
- ENQUIRIES APPLICATIONS** : Mr P Whielers Tel No: (051) 408 7388  
: 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 43/86** : **SENIOR INTERNAL AUDITOR: INTERNAL AUDIT REF NO: 2022/448**  
(Re-advert, people who previously applied are encouraged to re-apply)
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Cape Town Regional Office  
: A three year tertiary qualification (NQF Level 6) in Auditing or Accounting. Applicant must be a member of Institute of Internal Auditors. Must have completed Internal Audit Technician (IAT) programme. Professional Internal Auditor (PIA) programme will be an added advantage. A relevant practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage.
- DUTIES** : Conduct preliminary survey procedures. Assist in development of audit program. Conduct audit field work and collect relevant, sufficient and useful audit evidence. Develop audit working papers. Develop audit findings with all elements of a finding. Assess and evaluate audit evidence. Develop conclusions on audit findings. Assist in developing draft internal audit reports. Discuss the internal audit report with Audit Supervisor. Transfer auditing skills to Internship students.
- ENQUIRIES APPLICATIONS** : Mr. S Khomo Tel No: (012) 492 3066  
: 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 43/87** : **ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT (SCM)**  
**REF NO: 2022/449**  
Re-advert, people who previously applied are encouraged to re-apply

**SALARY** : R261 372 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics/Public Administration/ Public Management/Equivalent tertiary qualification. Sound knowledge and understanding of pertinent policies related to Movable Asset Management, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

**DUTIES** : Bar-code new assets and update on Logis System. Track and authorize movements of movable assets and make sure that it is captured on Logis. Conduct the quarterly and annual verification of movable assets and other Sate Lite Offices. Maintenance and updating of the movable Assets Register on Logis. Manage disposals of assets and keep records of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Coordinate inputs for all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with asset controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are used when procuring assets. Perform Monthly reconciliation of Assets between BAS and LOGIS. Compile a reconciled Annual Financial Statement for Movable Assets Management.

**ENQUIRIES** : Ms. N Poswa Tel No: (021) 402 2198  
**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 43/88** : **ADMINISTRATION OFFICER: PROPERTY ACQUISITIONS & LEASING**  
**REF NO: 2022/450**

**SALARY** : R261 372 per annum  
**CENTRE** : Umtata Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate, Public Management, Financial management or Property Law with sufficient relevant experience in acquisition of property rights in fixed property. A sound understanding of the Public Finance Management Act (PFMA) .Understanding of property market trends and to be able to analyse the property market. Understanding of derivative forms of acquisitions of property (e.g.) expropriation, common law prescripts and others. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems .Effective communication skills.

**DUTIES** : Procure list of properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Conduct physical verification of leased properties. Attend Client forum meetings and report back to the Head of unit. Draft lease agreement, Submissions and other documentation resulting from negotiations. Advice Client Departments on issues related to property acquisition. Perform administrative related duties within the office.

**ENQUIRIES** : Ms P Ngomane Tel No: (047) 502 7000

- APPLICATIONS** : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
- FOR ATTENTION** : Ms N Mzalisi
- POST 43/89** : **SECURITY OFFICER REF NO: 2022/451**
- SALARY** : R124 434 per annum
- CENTRE** : Mmabatho Regional Office
- REQUIREMENTS** : Applicants must be in a possession of ABET plus Grade C (PSIRA). Grade B or certificate in Controller will be added as an advantage. Must have relevant working experience. Familiarity with prescribed security procedures e.g.; MISS, Protection of Information Act, Access control Act and Trespass Act. Knowledge of access control procedures, measures for the control and movement of equipments and stores. Relevant emergency procedures. Ability to operate equipment and machines, Ability to work under stressful situations, Good communication skills at all levels, Analytical thinking, problem solving, organizing and planning skills.
- DUTIES** : Perform access control functions such as conducting screening of all people entering and leaving the building through X-ray machine and metal detector, determine whether visitors have appointment. Identify suspicious conduct, manage parking and safeguard state and private vehicles. Monitor CCTV in security control room. Safe guarding Department keys. Ensure safety and security in the buildings, premises and land parcels by undertaking building /premises patrols, checking that doors are locked or unlocked as required, Checking water leaks and that taps are closed, checking fire hazards, exposed electrical contacts and other fire hazards emanating from i.e. chemicals. Applying emergency procedures and alert emergency services and departmental management. Manage and control movement of movable assets, ensuring that no equipment, stores and assets of the department leave the building/premises/workshops unauthorized. Inspect vehicles entering and leaving the premise. Gather information and report on missing and stolen equipment and stores, verify functionality of evacuation emergency and exits, verifying accessories, damages on GG and lease cars. Respond to alarms system. Ensure effective record keeping.
- ENQUIRIES** : Mr. T.J Manyapelo Tel No: (018) 386 5239
- APPLICATIONS** : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.
- FOR ATTENTION** : Mr T. Oagile