

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 : 30 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 posts was advertised in Public Service Vacancy Circular 34 dated 09 September 2022. (1) Deputy Director: Regional Security Manager Ref No: 2022/340 Centre: Pretoria Regional Office, please note that the position it is re-advertised, therefore (all applicants who previously applied are encourage to re-apply) and the closing date is extended to 30 September 2022. (2) Deputy Director: Regional Security Manager Ref No: 2022/341 Centre: Bloemfontein Regional Office, please note that the post is advertised for the second time therefore it will be withdrawn.

OTHER POSTS

POST 35/138 : **DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT**

SALARY : R882 042 per annum

CENTRE : Head Office (Pretoria)

		DPWI & Others Ref No: 2022/ 350 A
		Justice & Others Ref No: 2022/ 350 B
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Real Estate/ Built Environment or related field. Appropriate experience in Asset (immovable) Management/ Property Management or Facilities Management with relevant management experience. Knowledge: Asset (immovable) Management. Property Management. Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Treasury regulations. Property related legislations. Project management. Skills: Problem solving. Planning and organising. Strategic planning. Time management. Computer literacy. Facilitation skills. Report writing. Feasibility analysis. Analytical thinking. Good communication skills. Interpersonal skills. Personal Attributes: Goal and solution orientated. Self-driven. Assertiveness. People and client orientated. Team player. Innovative. Ability to adapt work schedule in response to operational requirements. Willingness to travel and driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible for immovable asset management functions within the department with the following key result areas aligned to the approved Strategic Plan, Annual Performance Plan and Business Plan: Assist with the development and review of Custodian Asset (immovable) Management Plans. Develop Implementation Programmes to address user departments and custodian's accommodation requirements. Programme Management. Assess the performance (i.e. physical/ functional, financial and utilisation) of state-owned facilities and recommend possible intervention measures. Priorities investment solutions in line with life cycle asset (immovable) management principles. General management of immovable assets under the custodianship of the Department of Public Works and Infrastructure (DPWI). Develop Asset (immovable) Management policies, strategies and guidelines. Provide management support to the unit/ section.
<u>ENQUIRIES</u>	:	Ms MJ Mabaso Tel No: (012) 406 1923 Ms N Mbukushe Tel No: (012) 406 1912
<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 35/139</u>	:	<u>DEPUTY DIRECTOR: INTERNAL AUDIT REF NO: 2022/351</u>
<u>SALARY</u>	:	R744 255 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Auditing/Accounting. Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) or Certified Internal Auditor (CIA) or CA (SA). Practicing Internal Auditor with appropriate experience. Professional Registration with the Institute for Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA). Driver's License. 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. Prepared to be subjected to security clearance.
<u>DUTIES</u>	:	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; Review the 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.
<u>ENQUIRIES</u>	:	Mr. L Gayiya Tel No: (012) 406 1402

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 35/140 : **ASSISTANT DIRECTOR: PROPERTY SECTOR ANALYSIS REF NO: 2022/352**

SALARY CENTRE REQUIREMENTS : R477 090 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Real Estate/Property Management and/or Management Sciences. A post graduate qualification will be an advantage. Applicant must have relevant experience in property management, research and policy development experience will be an added advantage. Knowledge and understanding of the property industry; understanding of immovable property as an asset class and asset lifecycle management in general. Knowledge of policy formulation, implementation and monitoring. Understanding of property operations and business processes in government. Programme and project management of policy development. Knowledge of Government Immovable Asset Management Act (GIAMA), Public Finance Management Act (PFMA), Broad Based Black Economic Empowerment Act (BBBEEA), National Policy Development Framework (NPDF) including Supply Chain Management and Property related Legislative Frameworks. Strong research and analytical skills, ability to conceptualise and formulate policies, ability to initiate, conduct and manage policy research projects. A valid driver's license and must be prepared to travel. Good communication skills, verbal and written; good interpersonal skills and Computer literate. Report writing skills are essential.

DUTIES : Support the development, review and alignment of internal operational policies and guidelines that pertains to immovable asset management; Undertake research pertaining to immovable asset management operations to promote best practice; Promote best practice and uniformity in the management of state Immovable assets; Monitor the implementation of the department's immovable asset management operational polices. Provide administrative support to the Directorate.

ENQUIRIES APPLICATIONS : Mr M. Tsoako Tel No: (012) 406 1213
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 35/141 : **ASSISTANT DIRECTOR: IT PROJECT MANAGEMENT REF NO: 2022/353**

SALARY CENTRE REQUIREMENTS : R382 245 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Information Technology, Project Management qualification will be an advantage. Relevant experience in information technology project management. Must have a demonstrable MS Project experience. Good working knowledge of MS products (Word, Excel & PowerPoint). Financial management skills. Must be self-driven. Good organizational skills. Good communication and interpersonal skills. In addition, applicants must be self-driven, articulate and a systematic performer, with good interpersonal skills and who thrives under pressure.

DUTIES : Management of IT Projects. Registration of projects. Creation and maintenance of standards and procedures. Cost analysis of basic project costs. Setting up and administration of project initiation and other related workshops. Standard project administration duties when required. Data repository creation and maintenance. Preparation of weekly and monthly management review reports. Coordination of staff training. Assisting in managing the Information Technology Project Office. Liaise with customers for purposes of providing good services. Marketing of the PSO to other business units of the department. Design and implement a project management methodology to cover end-to-end project life cycle. Contribute to business requirements specification exercises. Develop business cases. Allocate project management resources and balance resources for optimum management of projects. Formulate and negotiate service level agreements with service providers. Keep abreast of tenders and projects that will impact Information

Services. Ensure adequate documentation of all projects in the Project Office. Monitor project contracts. Play a key role in risk management. Identify staff training needs and arrange for training. Monitor changes and problems related to projects.

ENQUIRIES : T Malapela Tel No: (012) 406 1730

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 35/142 : **ASSISTANT DIRECTOR: CLIENT SUPPORT MANAGER: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: 2022/354**

SALARY : R382 245 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Information Technology/Information Systems or equivalent ICT qualification with appropriate experience in an IT environment. Expert knowledge of ICT governance frameworks and an understanding of the System Development Life Cycle. ITIL or COBIT Certifications. Extensive experience in technical troubleshooting in desktop and networking environment (hardware and software). Exposure to a Call or Contact centre solution(s) for call logging, reporting and management of service requests and incidents. Knowledge of various IT equipment and Microsoft applications. Possess strong verbal and written communication at all levels. The candidate must demonstrate high interpersonal and report writing skills. Possess tact, good ethics and high level of diplomacy. Hands-on team approach and have ability to take initiative. A valid driver's license.

DUTIES : Provide effective client management support on Information Technology, Intervene on client issues for ICT related logged calls, Follow up on the escalation of calls to technical resources and ICT managers according to the workflow, Conduct assessments and provide feedback on ICT client experience, Conduct induction sessions and ICT awareness to the departmental clients, Conduct research on latest ICT technologies, Serve as a first point of contact for the ICT client support services, Manage the ICT client expectations and SLA for logged calls and ad-hoc requests, Make inputs on design and implement interventions for service improvements within the directorate, Empower and motivate the team to provide excellent service to the internal ICT clients, Liaise with OEMs and Service providers on ICT equipment related issues, Interact with various technical teams and departmental clients including executive members and Regions on ICT and business call issues, Make budget input for ICT equipment requirements.

ENQUIRES : Ms. L Skhosana Tel No: (012) 406 1286 / (012) 492 2317

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 35/143 : **SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: SAPS & IPID REF NO: 2022/355**

SALARY : R321 543 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Communication and/or Public Administration, Marketing, Real Estate Management or Built environment. Relevant working experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A valid driver's license. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy (Word, Excel, PowerPoint, etc.). Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES : You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: SAPS & IPID. Assess

and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES APPLICATIONS : Mr. P Sekgobela Tel No: (012) 406 1234
 : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 35/144 : **SENIOR INTERNAL AUDITOR: INTERNAL AUDIT REF NO: 2022/356**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
 : Cape Town Regional Office
 : A three year tertiary qualification (NQF level 6) in Auditing, Accounting, Internal Audit Technician (IAT) and Professional Internal Auditor (PIA). 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 35/145 : **REGISTRY CLERK: PROVISIONING & LOGISTICS REF NO: 2022/357**

SALARY CENTRE REQUIREMENTS : R176 310 per annum
 : Polokwane Regional Office
 : A Senior Certificate/Grade 12 with appropriate relevant working experience in the central registry environment. Completion of a Records Management course is a pre-requisite. Knowledge of records/ documents management, file plan, mail and courier service procedures. Knowledge of Information Act (PAIA) and National Archives and Records Services Act. Knowledge and understanding of Disposal process. Good communication skills (Written& verbal), Computer literacy in MS Office software as well as good telephone etiquette are essential. Ability to work in a team and independently. Ability to work under pressure.

DUTIES : Provide registry counter services: attend to client's enquiries, handle telephonic and other enquiries received. Receive all mails, sort, register and dispatch mail. Distribute notices on registry issues. Render courier services. Open and close files according to record classification system. Filing/ storage, tracing (electronically/manually) and retrieval of documents and files. Provisioning of

HR Registry services and facilitate the archiving of personnel files. Complete index cards for all Personnel files. Control movement of files and access to files. Capturing of leave forms. Operate office machines in relation to the registry function: open and maintain Franking machine register, Frank post and record money and update register on a daily basis.

- ENQUIRIES** : Ms. D.B. Kgadima Tel No: (015) 291 6428
- APPLICATIONS** : The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane.
- FOR ATTENTION** : Mr. Nj Khotsa
- POST 35/146** : **DRIVER: WORKSHOP REF NO: 2022/358**
(Re-advert all applicants who previously applied are encourage to re-apply).
- SALARY** : R124 434 per annum
- CENTRE** : Cape Town Regional
- REQUIREMENTS** : A Grade 10 or Standard 8. Experience in Workshop Tools, Equipment & Machinery and relevant driving experience. A Valid driver's license coupled with PDP. Must have knowledge in OHSACT, 85 of 1993. Must have the ability to work under pressure. Must have good communication skills and must be able to report effectively.
- DUTIES** : Transport Workshop tools, Equipment & Machinery from one Institute to the other. Transport Officials from one Institute to the other. To transport any other work related items as per instruction by the superior. Ensure compliance as per OHSAct, 85, of 1993. Assist with loading and off-loading any delivery in the section. Should be trustworthy. Adherence requirement of the job.
- ENQUIRIES** : Mr. PM Nova: Tel No (021) 402 2348, Mr. M Stephens Tel No: (021) 402 2334, Mr. T Mudau Tel No: (021) 402 2333
- 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