

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 : 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 22/76 : **DEPUTY DIRECTOR: PROPERTY MANAGEMENT (RING-FENCED FOR WOMEN) REF NO: 2022/209**

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 qualification (NQF Level 6) in Property Management, Town and Regional Planning, Asset Management, Financial Management and Economics with extensive working experience in the built environment. Valid driver's license. Must be prepared to travel. Willing to adapt work schedule in accordance with professional requirements. Knowledge of Public Finance Management Act, Financial Administration, Procurement Directives and

Procedures, programme and Project Planning, Market Research, Property Economics and Reporting procedures. Effective communication skills, advanced report writing skills, computer literacy, planning and organizing, numeracy, diplomacy skills, interpersonal skills, policy analysis and development skills, problem solving and presentation skills. Personal Attributes: Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate on all levels, analytical thinking, conflict resolution, research and facilitation.

DUTIES : Evaluate the cost of service delivery on a property specific basis. Track and measure the cost of service delivery on a property specific basis. Compare the performance of assets against clearly defined benchmarks. Assist with determining of relevant benchmarks. Identify areas of underperformance and initiate actions to address problems. Evaluate the effectiveness of immovable assets in support of service delivery in terms of: Physical condition, functionality, utilization, financial performance, relevant industry property performance indices. Develop asset plans in conjunction with PPM, UDM and client Departments. Interpret property specific information and prepare an asset plan for each property addressing all stages of the asset life-cycle i.e planning, acquisition, maintenance and disposal. Offer and elicit advice/assistance from other organs of state in the search for best practices in the property Environment. Updating of Asset Register, Vesting of State Land, Revenue Generation, Information Systems, and Business Processes. Understand the legal mandate of the Department. Ability to oversee, monitor and manage all projects related matters within a Real Estate Environment with specific emphasis on OBB, Land reform projects Cross cutting/multi-disciplinary environment Transversal issues. Client Forum meetings, Manage the office of the Director. Strategic guidance to operational plans & annual action plans. Give effect to the service delivery mandate of the department in the REMS environment. RBEC meetings/War room meeting. Liaise with Head Office on key performance areas, Give effect to business process within the leasing environment Develop Asset plans in conjunction with PPM, KAM and the Client Departments. Offer and elicit advice/assistance from other organs of state in the search for best practices in the Property Environment.

ENQUIRIES APPLICATIONS : Ms. R Jacobs Tel No: (041) 408 2302
 : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913.North End ,Port Elizabeth 6056.

FOR ATTENTION : Ms. S. Mafanya

POST 22/77 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2022/210**

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 : Kimberley Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 06) in Public Administration/ Real Estate Management or equivalent qualification in the relevant field. Appropriate management experience as an Assistant Director. Experience in client liaison / key account management will be an added advantage. A valid Driver's license. Knowledge of the Works Control System (WCS), SAGE & Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, financial management and administration, technical knowledge of the built environment, project management, construction regulations, occupational health and safety, financial administration processes and systems, maintenance of databases, procurement processes and systems. Advanced numeracy skills, organizing, interpersonal skills, diplomacy, ability to follow a pro-active and creative problem; solving approach, communication, advanced computer literacy. Innovative, creative, trustworthy, hardworking, self-motivated, ability to work under pressure, analytical thinking, facilitation, research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Develop, review and maintain user demand management policies and procedures. Undertake research on current best practices in relation to property management; project management; facilities management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property user demand management policies and procedures to relevant stakeholders.

Establish proper user demand governance processes and internal control measures. Coordinate the provision of accommodation to client departments. Manage the verification of accommodation particulars to determine correctness. Manage the assessment and analysis of accommodation requirements. Ensure that procurement instructions or pre-designed information requests are issued to relevant service providers. Liaise with client departments regarding leasing issues, facilities management and maintenance. Liaise and interact with service providers on regular basis. Assist client with request for funding of accommodation needs. Extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Manage the co-ordination and monitoring of the budget and expenditure levels for Client Departments. Oversee the analysis of budget on WCS and PACE. Monitor expenditure levels. Manage the verification of funds which are deposited in client departments' suspense account. Verify if deposited funds are accounted for and allocated to the correct services. Conduct the monthly reconciliation of the suspense account. Prepare cost analyses for the development and leasing of accommodation. Align cash flows, project plans and quality reports per services on a monthly basis. Compile client specific reports of expenditure and distribute reports to client departments. Manage the Sub-directorate. 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. Manage procurement and asset management. Plan and allocate work.

- ENQUIRIES** :
- APPLICATIONS** : Ms. R Baulackey Tel No: (053) 838 5202
- FOR ATTENTION** : Kimberley Regional Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
- POST 22/78** : Ms N Hlongwane
- POST 22/78** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2022/211**
- 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** : Port Elizabeth Regional Office
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Human Resources Management, Management Sciences/Social Sciences. Extensive experience in the Human Resources Management /Social Sciences. Extensive experience in the Human Resources Management environment. Knowledge: PERSAL. The Public Service Act. Public Service Regulations. Financial manual. Treasury Regulations and prescripts from the Department of Public Service and Administration. Skills: Management. Analytical thinking. Language proficiency. Report Writing. Numeracy. Research. Organizing and planning. Computer literacy. Advanced interpersonal and diplomacy. Decision making. Project management. Personal Attributes: Innovative. Creative. Resourceful. Energetic. Helpful. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines. Ability to communicate at all levels. People orientated. Trustworthy/reliable. Assertive. Hard working. Highly motivated. Ability to work independently.
- DUTIES** : Effective and efficient implementation of recruitment processes in the Regional. Ensure proper recruitment and placement of staff. Ensure compliance to the recruitment policy. Implement job evaluation results. Develop a comprehensive employment equity plan for the Region. Oversee proper administration of Regional establishments on PERSAL. Effective management of conditions of services. Approve PERSAL transactions. Improve the overall leave circular by setting out procedures in the Region. Reduce delays of pension benefits payments. Interpret and implement Human Resources Administration policies. Ensure proper records management. Effective and efficient development of personnel in the Region-market external/internal bursaries. Ensure recognition of prior learning. Implement learnerships, internships, and ABET. Build relationships with stakeholders. Monitor and evaluate the Performance Management and Development System. Ensure proper bursary payments. Implement findings and results of skills audit. Implement PMDS audit findings before the next appraisals. Conduct skills audit on all Regional staff. Conduct orientation and induction in the Region. Compile training reports for the Region. Effective management of sound Labour relations and matters of mutual interest. Ensure the facilitation of disciplinary processes. Advise line managers and staff on Labour Relations matters. Improve quality of consultancy between

human resources and management on an ongoing basis. Implement the disciplinary and grievance management policy. Ensure finalization of cases within regulated timeframes.

ENQUIRIES : Mr JG Van Der Walt Tel No: (041) 408 2003
APPLICATIONS : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913.North End ,Port Elizabeth 6056

FOR ATTENTION : Ms. S. Mafanya

POST 22/79 : **DEPUTY DIRECTOR: FINANCIAL REPORTING (X2 POSTS)**
(12 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 : Kimberly Ref No: 2022/ 212A (X1 Post)
Durban Ref No: 2022/212B (X1 Post)

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 licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems 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.

DUTIES : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function 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). 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 development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Kimberly: Mr. L Botshobana Tel No: (053) 838 5272
Durban: Ms. T Ngubane Tel No: (031) 314 7063

APPLICATIONS : **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. For attention: Ms NJL Hlongwane
Durban Regional 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

POST 22/80 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: SAPS & IPID**
REF NO: 2022/213

SALARY : R477 090 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level) in Financial, Public Administration, Marketing, Law, Real Estate Management or Built Environment. Extensive relevant work experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will

be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the Correctional Services Portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver's licence and be prepared to travel whenever there's a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES

: You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: SAPS & IPID. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the SAPS & IPID client departments. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and at regional level. Register and ensure programming of projects on the Works Control System (WCS). Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and Site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of SAPS & IPID. Liaise with Project Managers and Property Managers on SAPS & IPID Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.

ENQUIRIES
APPLICATIONS

: Mr. B Masemola Tel No: (012) 406 1074
: Head Office Applications: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermuleun) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION

: Ms N.P Mudau

POST 22/81

: **ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2022/214**

SALARY
CENTRE
REQUIREMENTS

: R382 245 per annum
: Bloemfontein Regional Office
: A three year tertiary qualification (NQF Level 6) in Human Resources Management, Human Resources Development, Public Management or an equivalent qualification in Behavioural or Social Science. Extensive Human

<u>DUTIES</u>	: Resource Development and Training experience. Thorough knowledge and understanding of SDA, OHS Act, BCEA, PFMA, LRA, PSA, etc. Conflict and mediation management skills, Good communication, presentation and facilitation skills, Computer literacy. A valid driver's license.
<u>ENQUIRIES APPLICATIONS</u>	: Advise and consult with Line Managers on Training and Development, Bursary as well as Performance Management and Development matters. Pro-actively manage departmental training interventions. Maintain an updated bursary, performance management as well as training and development databases. Facilitate the implementation of the Performance Management Development System in the region. Implement and maintain all HR development programmes, policies and interventions for the region. Draft accurate annual, monthly and quarterly reports on training and development to Head Office and related stakeholders. Drafting and timeous submission of the Regional Workplace Skills Plan (WSP). Lead sub-projects on organizational development interventions in the Region. Provide reports to Management and Head Office on bursary administration, training and development and Performance Management Development System compliance. Establish a functional Training and Development Committee in the Region. Represent the Regional Office at the National Training Committee (NTC). Manage the training and development budget of the region. Perform supervisory functions. Ensure compliance with relevant legislations and acts to avoid qualified audits. Identify potential operational risks and facilitate the mitigation thereof. Mr. D Manus Tel No: (051) 408 7397
<u>FOR ATTENTION</u>	: Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
<u>POST 22/82</u>	: Mr. D Manus
<u>SALARY CENTRE REQUIREMENTS</u>	: <u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES RECRUITMENT REF NO: 2022/215 (X2 POSTS)</u> (Twelve Months Contract) R321 543 per annum Head Office (Pretoria) A three year tertiary qualification (NQF Level 6) in Human Resource Management, Behavioural Science, Social Science or Management Sciences. Appropriate working experience in Human Resource Recruitment Knowledge: Standards, practices, processes and procedures related to HR Recruitment Structure and functioning of the Department Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act. Codes of Remuneration. Public Finance Management Act. Conflict management. Project management. SKILLS: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organisational skills. Computer utilisation. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Punctuality. Assertive. Hard-working. Self-motivated. Ability to work independent.
<u>DUTIES</u>	: Facilitate and implement advertising processes. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Obtain quotes for placement of advertisements. Ensure approval of adverts. Arrange placement bookings with advertisement agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicants' profiles. Facilitate the invitation of short listed applicants. Represent human resource in interviews of short listed applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personnel planning requirements. Compile, maintain and communicate the Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. 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.

ENQUIRIES APPLICATIONS : Ms MM Magane Tel No: (012) 406 1552
: 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 N.P Mudau

POST 22/83 : **SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: 2022/216**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Umtata Regional Office
: A three year tertiary qualification (NQF Level 6) in Finance/Accounting or equivalent in financial related field and with relevant years of work experience. The following will serve as a recommendation: Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS, and BAS and be computer literate. Be able and be prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's licence will be an added advantage.

DUTIES : To supervise the Expenditure section, including Leasing and projects payments as well as the management of documents. To authorise/approve the payment and journal transactions on transversal systems, such as BAS, LOGIS, PMIS, WCS and any other prevailing systems. To ensure the reconciliation and clearance of suspense accounts, including the Creditors and Debtors Accounts. Ensure the consolidation and submission of Interim/Annual Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her supervision. To attend to other related duties as delegated by management.

ENQUIRIES APPLICATIONS : Ms P Sani Tel No: (012) 492 3122
: Umtata Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099.

FOR ATTENTION : Ms. N Mzalisi

POST 22/84 : **SENIOR ADMIN OFFICER: ACQUISITIONS AND LEASING REF NO: 2022/217**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Umtata Regional Office
: A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate, Public Management, Financial management or 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 .Good report writing skills .Computer literacy .Interpersonal skills .General office administrative and organisational skills .Resourcefulness and creative .Ability to work under pressure and communicate at all levels .A valid driver's licence is compulsory and willingness to travel.

DUTIES : The official will report to the Assistant Director: Acquisitions and Leasing. Duties include effective management of renewal of leases, Supervision of staff under Leasing Unit. Make reports to KAM and to head office. Control and manage budget for the unit, Manage total procurement for all leases and make sure that leased buildings are compliant, Make sure that leases are signed by both parties, Make sure that lease expiry is being managed, Understanding of Government procurement processes, Draft submission to the Bid Committee for renewal of the leases, Attend to site visits and be willing to travel extensively and work independently for extra hours, Make sure that leases buildings are compliant to OHS and other building regulations, Liaise with landlords and clients to make sure that buildings are compliant, Attend to reconciliation of payment of rental to leased buildings to make sure that correct rental is being paid. Attend to AG queries to avoid audit queries. Make budget projections for leases to avoid under and over expenditure. Update, verify leases on Archibus system and other related government systems regularly. Compile lease reports

monthly. Conduct PMDS assessments for the subordinates and represent them to the moderation committee.

ENQUIRIES : Ms B. Tuswa Tel No: (047) 502 7079
APPLUICATIONS : Umtata Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007,Umtata,5099.

FOR ATTENTION : Ms. N Mzalisi

POST 22/85 : **ADMINISTRATION OFFICER: PROPERTY ACQUISITIONS & LEASING REF NO: 2022/218**

SALARY : R261 372 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate or Property Law. Appropriate experience in the acquisition of property or rights in fixed property and property administration will serve as an advantage. Valid driver's license. Computer Literacy. Knowledge and understanding of government procurement processes, Contractual policies and procedures. Understanding of property acquisition and its trends. Understanding of derivative forms of acquisition of property (expropriation, common law and prescriptions, e.t.c). Negotiation 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 M.B Lekgoathi Tel No: (015) 291 6411
APPLICATIONS : Polokwane Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr N.J. Khotsa

POST 22/86 : **ADMINISTRATION OFFICER: UTILIZATION AND CONTRACT REF NO: 2022/219**

SALARY : R261 372 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management/Property Management/Real Estate Management/Law or related field. Appropriate experience in Property administration, Letting out of properties, Debt Management and or acquisition of property rights. Knowledge and understanding of Government procurement procedures and regulations. Understanding and knowledge of the PFMA, GIAMA and SCM. Understanding of the property market and its trends. Good communication (verbal and written) and interpersonal skills. Computer literacy.

DUTIES : Effective administration in the utilization regarding the potential of state owned properties, undertake site visits and condition survey to determine utilization potentials. The provision of optimal utilization of state owned properties. Manage property details and maintain property management information systems and fixed asset register. Administrative measures against unlawful occupations. Liaise with clients to determine their property related requirements. Assist in identification of redundant state properties for disposal. The provision of management support of property related contracts and agreements.

ENQUIRIES : Mr K Mosoang Tel No: (051) 408 7355
APPLICATIONS : Bloemfontein Regional 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 22/87 : **ADMINISTRATIVE OFFICER: DISPOSALS REF NO: 2022/220 (X2 POSTS)**

SALARY : R261 372 per annum
CENTRE : Port Elizabeth Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Town Planning, Financial Management, Real Estate, Qualification in Built Environment, LLB. Appropriate experience in Immovable Asset Disposals. Must have a sound knowledge of GIAMA, PFMA, State Land Disposal Act and other property-related legislation, Good writing, analytical, financial, negotiation, communication and interpersonal skills. A valid driver's license. Willingness to travel.
<u>DUTIES</u>	:	Administer the disposal process for land reform and restitution. Participate in the liaison process with the Department of Land Affairs on the transfer of properties for land reform purposes. Provide administrative support with the property disposal process. Assist with letting out of surplus state owned properties, Conduct site inspection to obtain information for the disposal of property and the compilation of reports. Assist with the preparation of information to be presented at the PSLDVC to support the vesting and disposal of the property. Assist with the preparation of monthly budget reports, monthly productivity report and other general management functions within the office.
<u>ENQUIRIES</u>	:	Ms. N. Gqomo Tel No: (041) 408 2078
<u>APPLICATIONS</u>	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913.North End ,Port Elizabeth 6056.
<u>FOR ATTENTION</u>	:	Ms. S. Mafanya
<u>POST 22/88</u>	:	<u>ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2022/221</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public Administration or related field and relevant experience. Knowledge of Procurement and tender regulations, occupational health and safety, Labour Relations Act, Public Finance Management Act. Skills: numeracy, interpersonal and diplomacy skills, advisory skills, supervisory skills, general administration and organisational skills, Computer skills, analytical thinking problem solving skills, communication and report writing abilities. Creativity, ability to work under stressful situations, ability to communicate at all levels, people orientated, punctuality, assertive, hard-working self-motivated, ability to work independently. Willing to adapt to work schedule in accordance with office requirements. A valid driver's license.
<u>DUTIES</u>	:	Facilitate the ordering, distribution of cleaning material and equipment. Prepare documentation for requisitions. Capture requests on LOGIS. Administer and verify the purchasing of cleaning materials and equipment. Maintain supplies inventory by checking stock to determine inventory level. Participate in supplier sourcing and supplier contracts management. Execute the supervision of cleaning services to maintain hygienic environment. Administer cleaning schedules for clients. Administer requests from client departments. Monitor services rendered by in house staff and private contractor. Ensure preparation and allocation of uniform for new employees. Attend to clients' queries and complaints. Assist in ensuring the implementation of Service Level Agreement (SLA). Provide support in financial administration for cleaning services. Provide budget input for cleaning services. Assist with verification invoices that come from suppliers. Assist in monitoring of expenditure according to budget limits. Prepare quotation estimates. Ensure that all records of the financial activities are filed as required. Render general administration and supervisory work.
<u>ENQUIRIES</u>	:	Ms. A Xentsa Tel No: (053) 838 5345
<u>APPLICATIONS</u>	:	Kimberly Regional Applications: The Regional Manager, Department of Public Works, 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 22/89</u>	:	<u>ADMIN CLERK: WORKS MANAGEMENT REF NO: 2022/222</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 qualification with extensive relevant working experience in administration, a high level of computer literacy, including experience in Microsoft packages. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Sound analytical and problem-solving skills, an

		understanding of the PFMA, Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.
<u>DUTIES</u>	:	Compile, register, develop and write reports for the Works Management Section. Register and distribute callouts to the relevant works managers. Record quotations and invoices for Works managers. Print, submit and collect photocopies and documentation to and from the registry and tender section. Fax and phone to confirm all suppliers' orders for works management. Create a filing system for all correspondence and tender documentation. Arrange meetings and take minutes of the sectional meetings. Liaise with Chief Works Managers and Clients (external & internal). Provide admin support for Works Managers and technical functions. Capture requisitions on the LOGIS system, Manage flow of information and documents in the office. Tracking and record keeping of flow of documents. Arranging logistics for Works Management staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. L Ramasunzi Tel No: (051) 408 7311
	:	Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
<u>FOR ATTENTION</u>	:	Mr. D Manus
<u>POST 22/90</u>	:	<u>PROCESS CONTROLLER: WASTEWATER TREATMENT PLANT OPERATOR REF NO: 2022/223</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 per annum
	:	Kimberley Regional Office (Louisvale)
	:	A Senior Certificate/Grade 12 Certificate or NTC III plus, Operators Certificate or Water Treatment Practice N3 or Wastewater Treatment Practice N3 or the Core Unit Standard from the appropriate NQF 4 or NTC III in Water Treatment Practice or NTC III in Waste Water Treatment Practice or appropriate NQF 4 qualification or Classification as Process Controller by Department of Water Affairs. National Water Act, Water Services Act Occupational health and safety, Basic laboratory testing. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, ability to operate equipment and machines analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working. A valid Drivers' license. Willing to work shifts.
<u>DUTIES</u>	:	Screen and strain incoming raw wastewater; monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing. Operate effluent and bio solids treatment process; operate and control panels, motors, pumps and valves to regulate flow of raw wastewater into and from treatment plant. Operate pumps, engines, and generators to process wastewater through primary, secondary and tertiary treatment stages. Observes variations in operating conditions and interpret meter, gauge readings and tests results to determine load requirements. Discharge the sludge to the drying beds. Dispose of dry sludge from the drying bed. Log all daily operations and records meter and gauge readings. Disinfect the wastewater; Take sample of raw water and inflow rate. Analyse the sample to assess chemical dosing requirements. Calculate dosing rates for the inflow rate and adjust dosing apparatus accordingly. Check chlorine content of water and the bacteriological status at regular intervals. Pumps purified water into water mains for supply to consumers. Record daily meter readings and basic lab test results. Monitor the clear water sump or reservoir. Undertake routine maintenance check of the plant; Conduct regular plant inspections. Observe plant control panels and all float switches that control pump performance. Note and report on malfunctioning and defects of facilities. Perform minor preventative and corrective maintenance. Record and report on all work activities at treatment plant. Report all environmental or operational incidents and hazards. Apply sound housekeeping at all times by cleaning work area, tools and equipment. Safekeeping of material, solutions and equipment's.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. A Xentsa Tel No: (053) 838 5345
	:	Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
<u>FOR ATTENTION</u>	:	Ms. NJL Hlongwane

POST 22/91 : **PROCESS CONTROLLER: WASTEWATER TREATMENT PLANT OPERATOR WORKSHOP REF NO: 2022/224 (X3 POTS)**

SALARY : R147 459 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10 (or NTC I); plus [a] Operators Certificate; or NQF level 3 Qualification in Water/Process control with the core Unit Standard; or Appropriate N2/above certificate in water/ process control. Valid driver's license.

DUTIES : Screen and strain incoming raw wastewater. Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing.

ENQUIRIES : Mr. P Ramoroka Tel No: (072) 108 4345
APPLICATIONS : Pretoria Regional Applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. K Tlhapane/ Ms MC. Lekganyane

POST 22/92 : **GROUNDSMAN: HORTICULTURAL SERVICES REF NO: 2022/225**

SALARY : R104 073 per annum
CENTRE : Polokwane Regional Office (Vuwani Magistrate Court)
REQUIREMENTS : ABET level 4/ NCV 4 or Grade 12 certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine gardening tasks.

DUTIES : To perform general garden maintenance tasks as directed by the supervisor such as planting, pruning, spraying, mowing and tree felling work, application of fertilizers, herbicides and pesticides as the need arise. Collecting of garden refuse at respective areas. Assist with general garden work as requested.

ENQUIRIES : Mr. Z.S. Ngcobo Tel No: (015) 291 6387
APPLICATIONS : Polokwane Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr N.J. Khotso

POST 22/93 : **CLEANER: FACILITIES REF NO: 2022/**

SALARY : R104 073 per annum
CENTRE : Nelspruit Regional Office
Nelspruit (1 Post)
Middleburg (1 Post)
Caroline (1 Post)
Amsterdam (1 Post)

REQUIREMENTS : Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.

DUTIES : cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

ENQUIRIES : Ms. S Molepo Tel No: (013) 753 6396
APPLICATIONS : Nelspruit Regional Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuzza