

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



- APPLICATIONS** :
- May Be Forwarded To The Correct Regional Office/Centre:
- 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
- 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
- Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele
- Johannesburg Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr. M Mudau
- Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ Khotsa
- CLOSING DATE** :
- 11 March 2022 at 16H00
- NOTE** :
- 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. Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment.

Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful.

OTHER POSTS

<u>POST 06/90</u>	:	<u>DEPUTY DIRECTOR: ENTERPRISE DEVELOPMENT REF NO: 2022/49</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>	:	Pretoria Regional Office A three year tertiary qualification in Social Sciences or relevant qualification. Extensive relevant working experience at an ASD level. Knowledge and experience in the application of the legislative framework that governs Expanded Public Works Programme in the Public Service environment, PFMA, MISS, PAIA, Knowledge of the social policy in SA and Knowledge and understanding of the Enterprise Development. Excellent verbal and written communication skills. Problem Solving, analytical skills and computer literacy. Strong planning and co-ordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects, a valid driver's license.
<u>DUTIES</u>	:	Develop a provincial small business strategy plan and programme for the province that ensures that the province meets the targets as developed by EPWP Enterprise Development. Identify small business opportunities that match the small business targets for the province. Compile a provincial small business development plan. Participate in the development of enterprise development programmes framework and strategies. Explore and develop partnerships with other organisations to provide sustainable business models. Establish interventions to ensure effective implementation of the programmes. Coordinate institutional arrangements committee's and stakeholder capacity. Compile a project scope, funding, recruitment strategy and contractual obligations plans. Develop a time plan for the entire learnership project from public body buy-in to the exiting of learners. Develop individual small business development project implementation plans, which consider regional/provincial specific initiatives and meets the EPWP requirements. Promote the venture learnership, small business programmes and cooperatives programmes, established by Head office EPWP. Prepare and complete contractual documents that facilitate the implementation of the learnership. Facilitate that signing of MOAs and explaining the implications and requirements.
<u>ENQUIRIES</u>	:	Ms B Kutumane Tel No: (012) 492 1499
<u>POST 06/91</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2022/50</u>
<u>SALARY</u>	:	R744 255 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>	:	Port Elizabeth Regional Office A three year tertiary qualification 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.

<u>DUTIES</u>	:	<p>People orientated. Trustworthy/reliable. Assertive. Hard working. Highly motivated. Ability to work independently.</p> <p>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.</p>
<u>ENQUIRIES</u>	:	Mr JG Van Der Walt Tel No: (041) 408 2003
<u>POST 06/92</u>	:	<u>ASSISTANT DIRECTOR: DISPOSAL REAL ESTATE MANAGEMENT SERVICES REF NO: 2022/51</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	<p>R477 090 per annum</p> <p>Pretoria Regional Office</p> <p>A three year tertiary qualification (Real Estate Management/Property Management/Financial Management, Property Law or equivalent qualification. Relevant work experience in the property or immovable asset management preferably in disposals. Knowledge: State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Computer Literacy, Negotiation skills, Report writing skills, Effective communication. Ability to work under pressure. Willing to adapt work schedule in accordance with professional requirements. Willing to travel. A valid driver's licence.</p>
<u>DUTIES</u>	:	<p>Administer the disposal process for land reform and restitution. Participate in the liaison process with the Department of Rural Development and Land Reform on transfer of properties for land reform purposes. Provide responses on public enquiries on state land/ property disposals. Provide administrative support with the property disposal process. Conduct research to obtain information for the disposal of property and the compilation of reports. Assist with the letting-out of the state redundant immovable assets. Assist with the preparation of information to be presented at the PSLDVC to support the vesting and disposal of the properties. Assist with the preparation of monthly budget reports and other general management functions within the office. Manage financial processes on the disposal of land- assist in the valuation of land to be disposed; manage the compilation of budget inputs; assist with compilation and presentation of budget review report on land disposal; manage the recovery of State funds; oversee and ensure timeous payments of consultants and related fees; prepare and present quarterly projections to the Supply Chain Management; attend to the resolution of audit queries.</p>
<u>ENQUIRIES NOTE</u>	:	<p>Ms D Seleka Tel No: 012 310 5055</p> <p>(This position is targeted for females and/ or a Persons with Disabilities)</p>
<u>POST 06/93</u>	:	<u>ASSISTANT DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2022/52</u>
<u>SALARY CENTRE</u>	:	<p>R477 090 per annum</p> <p>Polokwane Regional Office</p>

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in the Security Management, Police, Law, Safety Management or Correctional Service Management field/discipline. Relevant working experience in Security Management. SSA Security Advisors Course will be an added advantage. Grade A Psira certificate. Knowledge: Relevant legislation related to public security including the Minimum Information Security Standards Act (MISS), OHSA, Protection of Personal Information Act (POPIA), Promotion of Access to Information Act, IT and National Vetting policies. Familiarity with, but ideally formal training in the practice and principles on the execution of general security and security project management. Recommendations: The ability to work independently, analyse problem areas and initiate corrective measures; A valid drivers' license and willingness to travel on a regular basis.; Good communication skills at all levels; Good writing and analytical skills regarding submissions and briefing notes; Ability to make presentations on security matters; Project Management Skills. Computer literacy.
<u>DUTIES</u>	:	Assist in the management of the total security function of the Region (personnel, documents, communication, physical, computer security and contingency planning & security awareness). Implement the departmental security policy and the development of procedural guidelines in the Region. Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office. Develop and implement training and awareness programmes with the assistance of Head Office. Interact with security-related and relevant authorities i.e. SSA, SAPS, and COMSEC.
<u>ENQUIRIES</u>	:	Mr T.C. Libago Tel No: 015 291 6475
<u>POST 06/94</u>	:	<u>CONTROL SCIENTIFIC TECHNICIAN: WATER MANAGEMENT REF NO: 2022/53</u> Facilities Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R452 895 per annum Port Elizabeth Regional Office
<u>DUTIES</u>	:	A three year tertiary qualification in Water Care or Analytical Chemistry, Chemical Engineering and a Water and Sanitation Qualification with relevant exposure or experience in water and waste water treatment. Valid Motor vehicle driver's licence. Registration with SACNASP as a Certificated Natural Scientist is compulsory. Three years minimum post qualification experience demonstrating a high level of competencies in water and waste water treatment practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and the environment. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of the treatment plants equipment (pumps, dosing, siphons, distribution arms on bio filters, aerators, mechanical screens, etc.). Computer literacy, Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of technology with regards to drinking and waste water treatment processes. Working knowledge of the design and operational procedures of water care facilities will be great advantage. Knowledge of applicable legislative framework, such as the Water Act, Water Service Act, National Environmental Management Act and relevant Regulations, e.g. Blue Green No Drop. Manage water and waste water treatment laboratory activities. Ensure that collected water and waste water are correctly marked and tagged. Manage the undertaking of chemical and bacteriological analysis on water samples collected. Prepare and present analytical test results on water and waste water samples. Prepare and present analytical test results on water and waste water samples. Ensure that all tests undertaken comply with all statutes applicable to water purification. Oversee the safekeeping of water and waste water samples. Oversee the implementation and maintenance of laboratory related safety measures. Ensure that laboratory equipment is kept clean at all times. Oversee the correct disposal of expired samples and chemical reagents. Provide management support and ensure effective administration on water and waste water treatment plants. Contribute to scheduling of water and waste water treatment plants annual inspections plans. Assist with the compilation of water registration schedules. Provide support on the special water inspections. Assist with ensuring that water plants comply with safety codes and regulations. Provide inputs into the budgeting process. Compile and submit

reports as required. Provide and consolidate inputs to the technical operational plan. Ensure research and development:- Continuous professional development to keep up with new technologies and procedures. Research/literature studies on relevant technology to improve expertise. Liaise with relevant bodies/councils on scientific related matters. Provide support on the compilation of water laboratory test manuals. Supervise employees to ensure effective services:-Mentor, train and develop subordinate and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound principles and code of practice. Allocate duties and do quality control of the work delivered by subordinates. Advice and lead subordinates with regard to all aspects of the work. Manage performance, conduct and discipline of subordinates. Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Mr. M. Ntshona Tel No: (041) 408-2307

POST 06/95 : **ARTISAN CHIEF GRADE A: WORKSHOP REF NO: 2022/54 (X1 POST)**

SALARY : R392 283 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A completed Apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981 as amended or a certificate issued under the provision of the repealed section of the Act and relevant N3 or higher with five years relevant experience after Trade test and at least two years of managerial experience. Valid driver's license. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical/Engineering drawings.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHSAct 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job. The incumbent must have knowledge of all work shop equipment and knowledge of relevant trades. Must be computer literate.

ENQUIRIES : Messrs.: Porta Nova MLG Tel No: 021 402 2348

POST 06/96 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2022/55**

SALARY : R382 245 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Finance/ Accounting with Accounting as a major subject. Relevant practical experience in financial accounting environment. Computer literate (MS Excel and Word). Good verbal and written communication skills, attention to details. Knowledge of Basic Accounting System (BAS), SAGE, PMIS, WCS, PESAL PFMA and Treasury Regulations

DUTIES : The successful candidate will be responsible for the following: Monitoring and controlling of finances and financial systems (Sundry Payments, Salaries, Debtors, Revenue and Suspense accounts. Monitor and control compliance with financial processes and ensure that they comply with policies and regulations. Ensuring that reconciliations of various financial system is done on monthly bases. Review work of subordinates to ensure that they comply with regulations. Rendering of support to subordinates and other sections on financial matters. Ensuring that invoices are paid within 30 days of receipt. Management of Staff and PMIS Debtors. Provide financial support services to assist with financial reporting and reconciliation functions. Liaise and interact with various stakeholders to provide and/or acquire financial information as and when required. Liaise regarding ledger allocations, system challenges and reconciliations. Resolve payment and other queries. Provide appropriate responses to audit queries and ensure measures are implemented effectively and efficiently to prevent recurrences of such queries. Manage personnel administration of subordinates.

ENQUIRIES : Ms. N.A. Ndiyane Tel No: 021 402 2108

POST 06/97 : **LEGAL ADMINISTRATION OFFICER: LEGAL SERVICES MR5 REF NO: 2022/56**

SALARY : R378 990 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS :

A LLB (or as otherwise determined by the Minister of Justice and Constitutional Development). At least 8 years appropriate post qualification legal experience. Specialised knowledge of law of contracts and general administration of contracts within an organisational context. Legal research and professional legal assistance. In-depth knowledge of the Framework for Supply Chain Management(Regulations Act) Code of Conduct for supply Chain Management Practitioners, Public Finance Management Act, Treasury Regulations, Preferential Procurement Policy Framework Act, public Service Regulations and other relevant legislation. Research on topical issues relating to the law in procurement and contracting. Thorough and proven legal drafting, communication and presentation skills. Sound analytical and problem identification and solving skills. Maintenance of confidentiality of information .Language proficiency, computer literacy and negotiation skills. A valid driver's license, prepared to travel and willing to adapt work schedule in accordance with professional requirements.

DUTIES : Support the management of contract administration in the regions. Provide legal opinions required by the department relating to matters of interpretation and implementation of contracts and other related procurement matters. Manage and safeguard guarantees. Manage court orders as instructed. Support contract administration in the regions. Co-ordinate and provide legal advice and guidance in litigation and contractual drafting and dispute matters. Provide legal advice and guidance to the department in respect of problems relating to matters of interpretation and implementation of applicable law which may arise. Draft and verify legal documents relevant in the procurement and contracting domain. Provide support in respect of procurement and contractual related legal issues. Facilitate training and presentations in respect of procurement and contractual related legal issues. Liaise with and render assistance to the office of the state attorney in respect of litigation and arbitration for and against the department. Prepare ministerial submissions, cabinet memoranda and other documents related to contract administration.

ENQUIRIES : Mr JG Van Der Walt Tel No: (041) 408 2003

POST 06/98 : **SENIOR ADMINISTRATION OFFICER: SCM ACQUISITION REF NO: 2022/57)**

SALARY : R321 543 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS :

A three year tertiary qualification in Finance, Public Management or equivalent qualification and relevant working experience in Bid and Quotation Administration. Competencies: Computer skills. Sound knowledge of Government Procurement procedures, namely Supply Chain Management, Preferential Procurement Policy Frame Work Act, PFMA and Treasury Regulations. Valid Driver's license.

DUTIES : The successful candidate will be required to Supervise, manage and monitor all transaction on bid and quotation administration. Ensure that bids are advertised and closed in time. Coordinate the evaluation of the administrative responsiveness criteria of bids and quotes. Liaise with Contract and Legal Administration on bids awarded. Render secretarial duties to the Regional Bid Adjudication Committee. It will be expected of the candidate to rotate in the Sub-directorate on an annual basis.

ENQUIRIES : Mr V Msimango Tel No: (011) 713 6251

POST 06/99 : **CHIEF WORKS MANAGERS (MECHANICAL) REF NO: 2022/58 (X1 POST)**
Facility Management

SALARY : R321 543 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS :

A National diploma (T/N/S Streams) in Mechanical engineering with three (3) years relevant experience or N3 and a passed trade test in the built environment Mechanical field Millwright, Fitter, Boiler Maker, Air-conditioning, Refrigeration, Pumps, and Automation with five (5) Years relevant experience.

		Broad based buildings maintenance experience and ability to implement proactive/preventative maintenance system. A valid driver's license is compulsory. Knowledge And Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills. Self-management. Report writing skills Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork.
<u>DUTIES</u>	:	Manage day-to-day breakdowns, site inspections, conditioning assessments, report writing, costing, manage and compilation of term contracts, financial reporting and administrative duties related to facilities management. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the Western Cape as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
<u>ENQUIRIES</u>	:	Mr. Rameez Majal Tel No: 021 402 2300
<u>POST 06/100</u>	:	<u>ARTISAN FOREMAN ELECTRICAL WORKSHOP REF NO: 2022/59 (X1 POST)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 826 per annum Pretoria Regional Office
	:	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).
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr P. Ramoroka Tel No: 073 115 0994
<u>POST 06/101</u>	:	<u>ARTISAN FOREMAN BUILDING GRADE A REF NO: 2022/60</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R308 836 per annum Port Elizabeth Regional Office
	:	Appropriate Trade Test Certificate (carpentry / bricklaying/painting/plumbing) plus five years post qualification experience as an Artisan. Experience in technical and maintenance matters. Knowledge of the PFMA and the OHSA. Strong Leadership and Management ability. Ability to communicate affectively at operational level. Must be computer literate .A valid Driver's License (attach Copy).
<u>DUTIES</u>	:	Effective supervision and management of day to day activities of the workshop staff in the built environment, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, Attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement 57 administration processes of workshops.

		Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.
<u>ENQUIRIES</u>	:	Mr. WDM. Mkhosana Tel No: (041) 408-2307
<u>POST 06/102</u>	:	<u>ARTISAN FOREMAN GRADE A: WORKSHOP REF NO: 2022/61 (X6 POSTS)</u>
<u>SALARY CENTRE</u>	:	R308 836 per annum
	:	Cape Town: Langabaan/Cape Town: Carpenter (X1 Post)
	:	Cape Town: Painting (X1 Post)
	:	Cape Town: Bricklaying (X1 Post)
	:	Cape Town: Mechanical (X1 Post)
	:	Cape Town: Oudtshoorn: Carpenter (1X Post)
	:	Cape Town: Langabaan: Plumbing (X1 Post)
<u>REQUIREMENTS</u>	:	Proof of passing a trade test in terms of the provision of Section 13(2)(h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act and relevant N2 or higher with four years relevant experience after Trade test coupled with supervisory experience. Valid driver`s license. Computer literate, knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of engineering drawings.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job.
<u>ENQUIRIES</u>	:	Messrs: Porta Nova MLG Tel No: 021 402 2348, Stephens M Tel No: 021 402 2334, Mudau T Tel No: 021 402 2333
<u>POST 06/103</u>	:	<u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2022/62 (X1 POST)</u> Facility Management
<u>SALARY CENTRE</u>	:	R299 709 per annum
	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualifications in the Electrical Engineering discipline with relevant extensive technical experience, N6 with 5 year experience or successfully completed trade test with 3 year experience. Wire man license will be an additional advance. Ability to plan, organize and manage resources. A valid driver`s license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.
<u>DUTIES</u>	:	Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.
<u>ENQUIRIES</u>	:	Mr. Stanley Olckers Tel No: 021 402 2030
<u>POST 06/104</u>	:	<u>WORKS MANAGER: MECHANICAL REF NO: 2022/63</u>
<u>SALARY CENTRE</u>	:	R211 713 per annum
	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in the Mechanical Engineering field/equivalent qualifications or N3 and passed trade test (Manpower Training Act, 1981) in the Building environment, accompanied by basic knowledge of technical

background. A valid Driver`s license, computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body would be an advantage.

DUTIES : Oversee the work of contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process of variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised works.

ENQUIRIES : Mr KC Muthivheli Tel No: 011 713 6097

POST 06/105 : **ARTISAN PRODUCTION: GRADE A PLUMBING REF NO: 2022/64 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R193 512 per annum
: Pretoria Regional Office
: Grade 10 and appropriate Trade Test Certificate. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver`s license.

DUTIES : Maintain and repair technical faults related to plumbing according to standards. Repair facilities to specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

ENQUIRIES : Mr I More Tel No: 072 277 9582

POST 06/106 : **ARTISAN PRODUCTION: GRADE A ELECTRICAL REF NO: 2022/65 (X1 POST)**

SALARY CENTRE REQUIREMENTS : R193 512 per annum
: Pretoria Regional Office
: Grade 10 and appropriate Trade Test Certificate. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver`s license.

DUTIES : Maintain and repair technical faults related to electrical according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

ENQUIRIES : Mr P. Ramoroka Tel No: 072 108 4345

POST 06/107 : **ARTISAN PRODUCTION GRADE A: WORKSHOP REF NO: 2022/66**

SALARY CENTRE REQUIREMENTS : R193 512 per annum
: Cape Town Regional Office
: A completed Apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2)(h) of the Manpower Training Act, 1981 as amended or a certificate issued under the provision of the repealed section of the Act and relevant N2 or higher with three years relevant experience after Trade test. Valid driver`s license. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical drawings.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans,

Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job.

ENQUIRIES : Messrs: Porta Nova MLG Tel No: 021 402 2348

POST 06/108 : **ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 2022/67**

SALARY : R176 310 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 12 or equivalent qualification. Knowledge of transversal financial Systems Treasury Regulations. State budgeting procedures. Financial administration. Analytical thinking. Accounting and numeric skills, budgeting and communication.

DUTIES : Administrate and control expenditures. Capture payments, such as Sage Payments and S&T. Capture BAS payments. Compile journal entries. Reconcile and Clear Suspense Accounts. Authorise payments on the PMIS system and Verify payments on WCS. Control and safe keep documents. Place documentation on files. Control and protect documents. Respond to all audit queries in the directorate. Gather of information to resolve audit queries.

ENQUIRIES : Mr J Marakalala Tel No: (011) 713 61 39

POST 06/109 : **REGISTRY CLERK REF NO: 2022/68**

SALARY : R176 310 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 12 or equivalent qualification with relevant experience. Knowledge: National Archive Regulations. Public Finance Management Act. Provisioning management. Inventory administration. Including stock keeping. Procurement processes and procedures. Inventory systems. General office Management. Human Resources policies.

DUTIES : Provide registry counter services: attend to clients, handle telephonic and other enquiries received. Receive and register hand delivered mail/files. Handle incoming and outgoing correspondence: receive all mail, sort, register and dispatch mail, distribute notices on registry issues. Render an effective filing and record management service: opening and close files according to record classification system. Filing/storage, tracing (electronically/manually) and retrieval of documents and files, complete index cards for all files. 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 : Mr V Msimango Tel No: (011) 713 6251

POST 06/110 : **REGISTRY CLERKS: PROVISIONING AND LOGISTICS (PMTE) REF NO: 2022/69 (X1 POST)**

SALARY : R176 310 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Applicant must be in possession of a Senior Certificate with relevant working experience. Knowledge and understanding of records /documents management, mail and courier service procedures. Knowledge of National Archives Act 43 of 1996, Records Service Act (NARSA) and Information Act (PAIA). Computer literacy is also essential. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.

DUTIES : The successful candidate will be required to maintain the filing system and records. Manage the flow of files and records, track and trace files and manage sensitive documentation. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and register invoices on Reapatala System. Drawing or downloading of Reapatala reports and filing thereof (electronically and manually) Uploading of documents on Archibus and share-drive. Postage and mailing of departmental documents to various destinations and render Courier service. Perform any other related tasks as per Supervisor's instructions including office duties.

ENQUIRIES : Sibulele Tyhomfa Tel No: 021 402 2083

POST 06/111 : **ASSISTANT ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS
REMS REF NO: 2022/70 (X2 POSTS)**

SALARY : R176 310 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Grade 12 or equivalent with appropriate administration experience preferably in a property environment or legal fields. Understanding and knowledge of PFMA and related Supply Chain Management. Understanding of the property market. Good verbal, written and interpersonal skills. Computer literate. Valid driver's license will be an added advantage.

DUTIES : Prepare letters and submissions to internal and external clients/stakeholders. Maintain the Property Information System for all leases and established properties by updating it on a regular basis and ensure that accurate information is captured. Prepare and compile reports required by head of section. Maintain and verify property asset conditions. Carry out inspections on leased properties. Perform general administrative functions.

ENQUIRIES : Ms Fransina Kula Tel No: 051 408 7545

POST 06/112 : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO:
2022/71**

SALARY : R176 3101 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Grade 10 (Std 8) 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. Sophy Segale Tel No: (021) 402 2327

POST 06/113 : **SUPERVISOR FACILITIES MANAGEMENT: CLEANING SERVICES REF
NO: 2022/72**

SALARY : R147 459 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Applicant must have a junior certificate or equivalent qualification and relevant experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be added advantage. Driver's license will be an added advantage.

DUTIES : Manage and supervise cleaning staff and assist with the day-to-day cleaning. Administer attendance record and Work plans. Report any maintenance problems daily and follow up thereof. Co-ordinate with seniors timeously with regard to problems that may rise. Plan/recommend leave for the cleaning personnel under supervision. Execute daily inspections of the building with regard to its cleanliness. Place orders for cleaning materials. Control inventory of cleaning materials and equipment for the building. Draft the cleaning program for the cleaning personnel.

ENQUIRIES : Ms W Botes Tel No: 021 402 2240

POST 06/114 : **MESSENGER/DRIVER: PROVISIONING AND LOGISTICS REF NO: 2022/73 (X1 POST)**

SALARY : R124 434 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS :

Grade 10 Qualification, and relevant experience as messenger/driver. A valid driver's license and Professional Driving Permit (PDP) for Passenger Vehicle. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Reliable and ethical individual who is able to protect and handle confidential documents. Knowledge of Registry procedures. Able to work extended hours. Excellent communication skills. Ability to work under pressure in meeting tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients.

DUTIES : Maintain an effective and efficient Messenger-Driver services for the Regional Office and Ministry. Collect and Distribute documents, packages, Circulars to relevant Officials or Units within the Department and to external clients. Collection and sorting of Mail/Post from Post Office and distribution thereof. Collect, record and distribute correspondence using the approved file plan. Make photocopies if and when required. Ensure that Registry Franking equipment is maintained and used correctly. Collect and shred waste paper for the Regional Office. Prepare packages and arrange for collection by courier services/Post Office. Perform other related tasks as per supervisor's instructions including office duties.

ENQUIRIES : Khanyisa Moko Tel No: 021 402-2296

NOTE : Test Driving will be conducted during interviews.

POST 06/115 : **CLEANER FACILITIES MANAGEMENT: CLEANING SERVICES REF NO: 2022/74 (X23 POSTS)**

SALARY : R104 073 per annum
CENTRE : Cape Town
Cape Town Customs Hse (X4 Posts)
Caledon Court (X1 Post)
Khayelitsha Court (X3 Posts)
Ceres Court (X1 Post)
Mitchells Plain Court (X4 Posts)
Wellington Court (X1 Post)
Wynberg Court (X4 Posts)
Vredendal Court (X1 Post)
Atlantis Court (X1 Post)
Knysna court (X1 Post)
Stellenbosch Court (X1 Post)
Mosselbay Court (X1 Post)

REQUIREMENTS : A junior certificate Grade 8, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage.

DUTIES : The effective cleaning of buildings: Cleaning office, court rooms and open spaces; empty dustbins; dust and polish wood tables and other furniture; refill water bottles with fresh water; clean windows, doors and walls; Scrubbing, moping and polishing floors and vacuum carpets; Sweeping passages, floors, offices floors, pavements and basement. The effective cleaning of toilets: deep cleaning of toilets; refill toilets dispensers with toilet papers and hands washing soap; wash basins, walls and floors. The effective cleaning of kitchens: wash dishes during forums and other meetings; wash kitchen floors; clean kitchen appliances; assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings: report defects encountered during cleaning; alert working staff of slippery floors and stairs; alert supervisor of failed light bulbs and locks not working.

ENQUIRIES : Ms W Botes Tel No: 021 402 2240

NOTE : Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post

- POST 06/116** : **GROUNDSMAN REF NO: 2022/75 (X6 POSTS)**
Horticultural Services
Facilities Management
- SALARY** : R104 073 per annum (Level 02)
CENTRE : Cape Town Regional Office
GSE Rondebosch and Acacia
Park Acacia Park (X3 Posts)
Groote Schuur Estate (X3 Posts)
- REQUIREMENTS** : Applicant must have a Junior Certificate / Abet Level 4 Certificate with 1 year experience or Grade 8 with 2 years experiences in general garden maintenance. Basic Literacy and Numerical skills or ABET Qualification. An added advantage is that the candidate has had previous experience in chain saw work and or working with mowers.
- DUTIES** : To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required.
- ENQUIRIES** : Mrs. E. Bessick Tel No: 021 402 2406
NOTE : Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post