

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

*The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.*



- APPLICATIONS** : May Be Forwarded To The Correct Regional Office/Centre:  
**Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.  
**Durban Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo  
**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
- CLOSING DATE** : 11 March 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 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.

**ERRATUM:** Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 06 dated 18 February 2022 (1) Deputy Director: Human Resources Management Ref no: 2022/50, erroneously advertised with salary R744 255 per annum, the correct salary: All inclusive salary package of R882 042 per annum. (2) Artisan Foreman Electrical Workshop Ref no: 2022/59 (X1 post), was advertised with the incorrect Requirements: Grade 10 plus five years post qualification experience as an Artisan. Appropriate Trade Test certificate. Knowledge of OHSA Act. A valid driver's license. Installation Rules. Must have a Certificate of Compliance. (Wireman's License), the correct requirements are as follows: Requirements: Grade 10 plus five years post qualification experience as an Artisan. Appropriate Trade Test certificate. Knowledge of OHSA Act. A valid driver's license. Installation Rules. (3) Chief Works Manager: Electrical Ref no: 2022/62 (X1 Post) Facility Management, was erroneously advertised with salary of R299 709 per annum. The correct salary is as follows: R321 543 per annum. (4) Senior Security Officer: Security Management Ref no: 2022/71, was erroneously advertised with salary of R176 310 per annum, the correct salary is as follows: R176 310 per annum

#### OTHER POSTS

<b><u>POST 07/23</u></b>	:	<b><u>DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2022/76</u></b>
<b><u>SALARY</u></b>	:	R744 255 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein Regional Office A three year tertiary (NQF level 6) qualification in Supply Chain Management, Public Administration, Finance or Procurement or related equivalent qualifications and extensive relevant supply chain management, moveable asset management, provisioning administration, Logis, BAS, Procurement experience at a Supervisory or middle management level. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management, willing to adapt work schedule in accordance with office requirements. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: A successful candidate must be skilled /competent in the following: Supply chain management; contract management; analytical problem solving; planning; facilitation; communication; financial management; organization skills; people management and empowerment; conflict resolutions; change management; sound interpersonal relations; negotiation and sound management skills. The successful candidate must be a team player and a strategist with Good verbal and written communication skills; basic numeracy; diplomacy skills; decision making skills; numeracy; statistical skills. Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; able to establish and maintain networks; trustworthy; assertive; hard-working; self-motivated; ability to work independently.
<b><u>DUTIES</u></b>	:	Manage the functional operation of the Sub directorate: Supply Chain Management (Acquisition Management) -:Manage, design and develop acquisition management policies, processes and procedures; Compile operational/supply chain acquisition management plan an obtain approval; Manage the execution of the acquisition management plan; Monitor and review the acquisition management activities; Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees, Oversee the bidding process-: Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents, Manage the compilation of the list of prospective providers: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and

adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required, with regard to financial and HR administration-: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

- ENQUIRIES** : Mr Don Manus / Ms T Zulu, Tel: (051) 408 7397 / (051) 408 7306
- POST 07/24** : **DEPUTY DIRECTOR: LOGISTICS AND PROVISIONING REF NO: 2022/77**
- SALARY** : R744 255 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary (NQF level 6) qualification in Finance or SCM/Logistics/Purchasing /Finance/Public Administration/ Procurement, Relevant working experience at an ASD level. Knowledge: Supply Chain Management Framework, Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Knowledge of government transversal financial systems that is Logis, Bas and Persal, Treasury Regulations, Preferential Procurement Policy Framework, Public Service Regulations, Provisioning administration and travel management practices, Financial management. Skills: Project management, management skills, problem identification and solving skills, organizational presentation skills, numeracy, relationship management, interpersonal and diplomacy skills, decision making skills, motivational skills, negotiation skills, conflict management, advanced verbal communication and report writing skills, computer skills in Excel and Word. Personal Attributes: High ethical standards, ability to conduct business with integrity, ability to promote mutual trust and respect, creative, solution orientated, highly motivated and Ability to meet tight deadlines whilst delivering excellent results
- DUTIES** : Ensure implementation and maintenance of logistics services policies and procedures, ensure compliance with all relevant policies, provide operational support to regions, ensure implementation and compliance to Supply Chain Management Framework and policies, facilitate training of all employees with regards to policies and procedures related to logistical services. Manage logistical services-Manage all contractors related to logistics. Manage procurement of assets, services and supplies in the Logistical services section; Establish and manage service level agreements with service providers. Management of logistical services budget.Management of transport and travelling, reporting, archive and office services sections –Manage the Online Travel Booking System. Manage all aspects in the travelling section. Ensure effective management of fleet and subsidised vehicles. Ensure effective management of office services (as per the National Safety Regulations) and archives (according to the National Archive Act guidelines and prescripts). Ensure effective management of S&T, damages and losses, financial reporting and reconciliations. Manage the Sub-directorate-: Ensure maintenance of discipline. Manage performance and development. 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 for the sub-directorate. Manage HR and plan and allocate work. Quality control of work delivered by employees.
- ENQUIRIES** : Ms E Kruger, Tel: (012) 406 1437
- POST 07/25** : **DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2022/78**
- SALARY** : R744 255 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)

- REQUIREMENTS** : A three year tertiary (NQF level 6) qualification in Financial Management or related. Extensive related financial management experience at supervisory/management level (ASD). Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act. National Department of Treasury regulations, guidelines and directives. Departments` Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Government Budget systems and procedures. Government Financial Systems. Supply Chain Management. Financial prescripts (GAAP and GRAP). SKILLS: Good verbal and written communication skills; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills. Personal Attributes: Analytical thinking; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; hard-working; ability to work independently.
- DUTIES** : Coordinate the revision of policies, internal controls and improved processes:- Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Develop and maintain policies and processes in line with applicable prescripts and are aligned to the Department's strategic objective. Review efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Monitor compliance with financial prescripts. Evaluate strategies and processes in order to continually improve them. Manage Departments bank accounts (Trading Entity - Manage the information on the inflow and outflow of funds. Spread the PMG Account into monthly allocations. Authorise all telegraphic payments. Ensure that all transactions are supported by authentic and verifiable source documents. Ensure that all payments are within each units' budget. Ensure that cashier, banking, debt management and monitoring services are rendered. Ensure that all signatories are duly authorised. Investigate suspense account balances. Compile financial statements. Manage the financial revenue, expenditure management and accounting:- Monitor revenue collected and expenditure incurred and submit reports and plans as required. Administer and implement revenue management system. Manage departmental expenditure and payments system. Provide advice and guidance to role players on revenue and expenditure procedures. Manage and monitor accounting and bookkeeping functions. Ensure that creditors are paid within 30 days. Monitor ageing analysis and remind regional offices to process all unpaid invoices with proper action messaging. Implement a dashboard for tracking and resolution of queries from suppliers. Implement measures for improving audit outcomes and risk management:- Assess management report and implement audit plan. Report progress on the audit plan. Review of audit files and annual financial statements to ensure compliance with GRAP. Manage request for Information (RFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Reduce exposure to risk through sound corporate governance. Assess risks of the sub-directorate and update the risk register. Provide oversight in the compliance to the PFMA, Treasury regulations, departmental policies and internal control procedures. Control documentation and safeguard source documents. Manage the Sub-directorate:- Ensure maintenance of discipline. Manage performance and development. 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 for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.
- ENQUIRIES** : Mr H Abrahams, Tel: (012) 406 1270
- POST 07/26** : **DEPUTY DIRECTOR: MOVABLE ASSET MANAGEMENT: SCM REF NO: 2022/79**
- SALARY** : R744 255 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management Service
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary (NQF level 6) qualification in Financial/Asset Management or relevant qualification, relevant working experience in provisioning or built environment. Ability to work for long hours; A Valid driver's licence. Knowledge: Knowledge of Accounting and Business Processes; Structure and functioning of the Department; Business functions and processes of the Department;

Supply Chain Management; Financial Systems (LOGIS and BAS); Public Finance Management Act; Treasury Regulations; Public Service Act and Regulations. Skills: Communication Skills; Problem Solving; Financial Management; Interpersonal Skills; Resource Management; Project Management; Computer Literacy. Personal Attributes: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Resourceful; People orientated; Assertive; Hardworking; Trustworthy; Self-motivated; Ability to work independently.

**DUTIES** : Manage the movable asset processes:-Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department; Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers; Monitor and review the allocation of assets to asset holders; Oversee and review the monitoring of assets in accordance with the relevant policy and procedures; Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices. Ensure effective management and administration of the moveable asset management -manage the life cycle of movable assets; develop and implement policies , processes for efficient management of moveable assets; conduct asset verification for Head Office and Regional Offices; conduct theoretical asset reconciliation between LOGIS and BAS; Monitor and review the capturing of all physical (movable and immovable) assets in the physical asset management registers: compile and consolidate both head office and regional office reconciliation to produce a consolidated departmental register; ensure effective execution of all functions pertaining to Moveable Asset Management; manage stock audits and stock takes, asset identification, bar coding and standardization of asset naming and description; manage stock discrepancies and disposal process; ensure optimal utilization of assets; Manage the Sub-directorate:-Ensure maintenance of discipline; Manage performance and development; 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 for the sub-directorate; Plan and allocate work; Quality control of work delivered by employees.

**ENQUIRIES** : Mr H Sigwavhulimu, Tel: (012) 406 1319

**POST 07/27** : **EXECUTIVE OFFICE MANAGER: OFFICE OF THE SUPPLY CHAIN MANAGEMENT EXECUTIVE REF NO: 2022/80**

**SALARY** : R744 255 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management Service

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary (NQF level 6) qualification in Social Science, Administration, Building Sciences, and Financial related or related field. Extensive experience on an Assistant Director level. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent inter-personal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.

**DUTIES** : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/ workshops (venues, travel, catering etc.); manage due dates of

correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the DDG. To render effective and efficient administrative support services – Consolidate all Chief Director’s reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG’s office. Risk and compliance management-Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)-management of section performance within the sub-directorate; Report on the performance of the unit against operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

**ENQUIRIES**

: Mr H Abrahams, Tel: (012) 406 1270

**POST 07/28**

: **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2022/81**

**SALARY CENTRE REQUIREMENTS**

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

**DUTIES**

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

Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided.

**ENQUIRIES** : Mr C Makgoba, Tel: (012) 406 1613

**POST 07/29** : **SENIOR LEGAL ADMINISTRATION OFFICER: MR6 REF NO: 2022/82**  
(Twelve (12) Months Contract)

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

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

**ENQUIRIES** : Ms P Penxa, Tel: 021 402 2028

**POST 07/30** : **ASSISTANT DIRECTOR: SYSTEM ADMINISTRATOR (WEB) REF NO: 2022/83**

**SALARY** : R477 090 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary (NQF level 6) qualification in ICT or equivalent qualification. Relevant experience in the field. Willing to adapt work schedule in accordance with professional requirements. Knowledge: Knowledge of basic computer hardware, software and networking protocol. Knowledge and understanding of telecommunications. Skills: Resourceful. Solution orientated. Creative. Ability to work under stressful situations. Ability to communicate at all levels. Highly motivated. Ability to work independently. Leadership abilities. Personal Attributes: Analytical thinking; Solution orientated – ability to design

<b><u>DUTIES</u></b>	:	ideas without direction; Ability to work under stressful situations and meeting deadlines; Self-motivated, innovative, able to use own initiative and creative. Facilitate the registration of Management Information Systems users. Create user ID and monitor Management Information System (System Parameter) user access and provide support to users. Conduct user verification and management for the security of the Management Information System. Monitor faulty/rejected transaction to be implemented on the Management Information System. Grant or deny approval for the utilization of the system to users in line with their core functions. Ensure optimised utilisation of Management Information System. Provide training on Management Information Systems: Plan training interventions with project implementers. Provide training to Management Information Systems users. Organise capacity building session on the systems. Provide technical support during training sessions. Assist with system training coordination. Provide help desk support on Management information systems: Handle day-to-day queries. Liaise with IS for IT related queries. Administer system query database. Attend to system related queries and refer accordingly. Develop and monitor the Management Information System exception reports and statistics. The efficient reporting on the Management Information Systems: Assist with the management of data capturing. Identify gaps and liaise with IT on technical related matters. Provide technical support to system user. Respond to system related queries.
<b><u>ENQUIRIES</u></b>	:	Mr K Nekhumbe, Tel: (012) 406 1738
<b><u>POST 07/31</u></b>	:	<b><u>ASSISTANT DIRECTOR: REGIONAL AUDIT SUPERVISOR REGIONS REF NO: 2022/84</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum Head Office (Pretoria) A three year tertiary (NQF level 6) qualification in Auditing, Accounting, Internal Audit Technician (IAT). Extensive practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL and Professional Internal Auditor (PIA) will be an added advantage.
<b><u>DUTIES</u></b>	:	Supervise audit field work and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Ensure adequate audit working paper development and review. Evaluate audit findings. Develop conclusions on audit findings. Develop draft and final internal audit reports. Discuss the internal audit report with Audit Manager. Transfer auditing skills to Internal Auditors and Internship students.
<b><u>ENQUIRIES</u></b>	:	Mr. B Motlhamonyane Tel No: (012) 406 1159
<b><u>POST 07/32</u></b>	:	<b><u>PMTE: SENIOR ADMINISTRATION OFFICER: FINANCE &amp; ADMINISTRATIVE SERVICES REF NO: 2022/85</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R321 543 per annum Head Office (Pretoria) A three year tertiary qualification National Diploma in Public Administration / Management or related qualification. Relevant administration experience. Willing to adapt work schedule in accordance with office requirements. Knowledge: Government regulatory framework. Minimum Information Security Standards (MISS) Act. Departmental strategic goals and objectives and service delivery programmes. Built environment industries and related professional bodies. Public Finance Management. Public Service Regulation. Public Service Act. National Minimum Information Requirement. Regulations of the National Archives and records Service of South Africa Act and related records management processes. Archive standards and procedures Skills: Effective communication (verbal and written). Report writing. Computer literacy. Statistical analysis. Interpersonal and diplomacy skills. Problem solving skills. Solution oriented Personal Attributes: People orientated. High level of reliability. Resourceful. Self-motivated. Multilingual. Creative
<b><u>DUTIES</u></b>	:	Provide effective management of documents: Receive, register and allocate reference number to the received correspondence. Scrutinise routine submissions/ reports and make notes and/or recommendations for the manager. Forward correspondence to the Chief Director for action. Redirect



correspondence to Directorates as per CD instruction/action and maintain copies documents. Make follow up on referred correspondence/submission. Coordinate feedback from Directorates, refer to the CD (as feedback on the assigned task) and dispatch accordingly. Renders administrative support services: Record the engagements of senior managers. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtain inputs, collates and compiles reports, e.g progress reports, monthly reports and management reports. Responds to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by the manager. Clarify instructions and notes on behalf of the manager. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit. Provides support to manager regarding meetings. Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the manager to inform them on the contents. Record minutes/decision and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangement for meetings when required. Ensures effective and efficient management of the records: Maintain the database/register of received correspondence. Maintain copies of all documents produced, prior to dispatching. Maintain an effective and well-structured filing system. Ensure classification of information. Implement the records disposal policy for ODG. Manage the system of tracing and tracking correspondence. Supports all Directors' with the administration of the budget:- Collects and coordinates all the documents that relate to the office budget. Assist manager in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the manager. Compares the MTEF allocation with the requested budget and informs the manager of changes.

- ENQUIRIES** : Mr H Abrahams, Tel No: (012) 406 1270
- POST 07/33** : **SENIOR ADMINISTRATIVE OFFICER: ACQISITION MAN (SCM) REF NO: 2022/86**
- SALARY CENTRE REQUIREMENTS** : R321 543 per annum  
: Cape Town Regional Office  
: A three year tertiary (NQF level 6) qualification in Public Administration or Supply Chain Management or Contract Management plus appropriate experience in Demand or Acquisition, Contract or Compliance/Internal unit. Legislative Requirements: Knowledge of Public Finance Management Act, National Treasury Regulations, and Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework. Good understanding of supply chain management procedures and prescripts. Ability to develop, interpret and apply policies, and legislation. Key Skills: Communication (verbal and written), Computer, problem solving, planning, organizing, interpersonal, Ability to work under stressful environment, decision making, basic numeracy skills, project management skills, analytic skills and ability to communicate at all. Must be in possession of a valid driver's license (at least Code B).
- DUTIES** : Supervise and provide operational and strategic guidance on SCM Processes (Advertising, Evaluation and Adjudication). Provide secretariat support to the Bid Committees. Quality checking of all submissions to BID Committees. Prepare and submit monthly and quarterly reports in line with the reporting requirements. Provide comprehensive response to internal and external clients. Custodian for all records of awards approved by Bid Committees. Co-ordinate and make presentation on compulsory site meetings within Western Cape Municipalities. Monitor compliance with Supply Chain Management Legislations, policies, procedures and related subscripsts. Perform any other assigned duties in relation to the implementation of the supply chain management. Management and development of staff.
- ENQUIRIES** : Mr. D. Magida, Tel No: (021) 402 2076

<b><u>POST 07/34</u></b>	:	<b><u>LEGAL ADMINISTRATION OFFICER (MR4) REF NO: 2022/87</u></b>
<b><u>SALARY</u></b>	:	R315 225 per annum (All-inclusive OSD salary package)
<b><u>CENTRE</u></b>	:	Head Office (Head Office)
<b><u>REQUIREMENTS</u></b>	:	An LLB (or as otherwise determined by the Minister of Justice and Constitutional Development); 5 years' appropriate post qualification legal experience. Willing to adapt work schedule in accordance with professional requirements and compelling circumstances. Knowledge: Constitution of the Republic of South Africa; Mandate and Functions of the Department; System and Operation of South African Courts of Law; Interpretation of Legislation; Functioning of National, Provincial and Local Government; Employment Equity Act and related policies; PFMA; Public Service Act; Promotion of Access to Information Act; Magistrates Court Act; Supreme Court Act; Promotion of Administrative Justice Act. Skills: Legislation drafting skills; Excellent communication; Research and Application of the Law; Report writing skills; Organising and planning; Computer literacy; Analytical thinking; Interpersonal skills; Time management; Motivational skills; Ability to provide professional in-house legal assistance and advice. Personal Attributes: Innovative; Creative; Resourceful; Trustworthy; Hardworking; Assertive; highly motivated; People orientated; Ability to work independently; Ability to communicate at all levels; Ability to meet tight deadlines whilst delivering excellent results; Ability to work effectively and efficiently under pressure.
<b><u>DUTIES</u></b>	:	Provide litigation services:-Search and find all relevant documents for instituting and conducting an action, application and proceeding. Consult with clients, witnesses, colleagues, advocates, experts and any other relevant persons. Study court records, police dockets, contract, witness statements, case and other law. Prepare court documents which includes pleadings; affidavits, opinions, heads of arguments, notices, briefing documents applications and others; Prepare cases for court by issuing subpoena, prepare witnesses and experts for court, paginate and index court and own files; Appear in court, lead evidence, and cross-examine witnesses and present legal argument. Provide legal drafting services: Consult with client and other persons to obtain information required for the drafting of contracts to be entered into; Research the law applicable to the specific contracts; Draft the contracts and forward them for signature; Drafts documents that comply with the standards and requirements of the courts and any other statutory requirements; Use precedents appropriately; Draft a legally effective and enforceable document. Provide dispute resolutions services: Obtain all relevant information and documents from respective parties; Consult with officials; Research the law for guiding principles; Make a ruling based on available evidence; Furnish respective parties with decision; Understand and apply mediation, arbitration and conciliation skills and practice; Preside over arbitration matters, consider and after hearing legal arguments, make an award that is legally justifiable. Provide administration and advocacy support on legal matters :-Receive and peruse correspondence from the various offices of the State Attorney and draft responses thereto; Receive and peruse pleadings received from the offices of the State Attorney to ensure that they are in accordance with the instructions of the Department; Receive and peruse summonses served on the Department, consider the claims and forward them to the Office of the State Attorney with clear instructions on whether to settle or defend the claims. Conduct legal research:-Consult and read legislation applicable in a particular matter; Refer to applicable precedent and read on case law; Consult and read legal text including on-line publications; Identify, interpret, and apply results of research; Present motivation/proposals on the how the specific case should be approached to obtain a desirable/ justifiable outcome / result.
<b><u>ENQUIRIES</u></b>	:	Mr C Makgoba, Tel: (012) 406 1613
<b><u>POST 07/35</u></b>	:	<b><u>ARTISAN PRODUCTION GRADE C: PAINTING REF NO: 2022/88</u></b>
<b><u>SALARY</u></b>	:	R266 109 per annum (OSD salary package)
<b><u>CENTRE</u></b>	:	Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	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 27 of the Act. Knowledge of the OHS Act.

**DUTIES** : Maintenance including new work to the building infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants.

**ENQUIRIES** : Mr MM Zuma, Tel: (072) 406 5212

**POST 07/36** : **PERSONAL ASSISTANT TO THE SUPPLY CHAIN MANAGEMENT EXECUTIVE REF NO: 2022/89**

**SALARY CENTRE REQUIREMENTS** : R261 372 per annum  
: Head Office (Pretoria)  
: A three year tertiary (NQF level 6) qualification in Management Assistant, Secretariat, Office Management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an added advantage.

**DUTIES** : Manage the traffic in the office of the Chief Director, efficient and effective Human Resources, Financial administrative support. Perform the duties of the Chief Director User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the Chief Director. Provision stationery and supplies, Maintaining an electronic post register for management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Director and organise training facilities, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget for the Chief Director and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.

**ENQUIRES** : Mr H Abrahams, Tel: (012) 406 1270

**POST 07/37** : **ARTISAN PRODUCTION GRADE A: PAINTING REF NO: 2022/91**

**SALARY CENTRE REQUIREMENTS** : R193 512 per annum (OSD salary package)  
: Durban 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 27 of the Act. Knowledge of the OHS Act.

**DUTIES** : Maintenance including new work to the building infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants.

**ENQUIRIES** : Mr MM Zuma, Tel: (072) 406 5212

**POST 07/38** : **ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2022/90**

**SALARY CENTRE REQUIREMENTS** : R176 310 per annum  
: Durban Regional office  
: Senior Certificate/Grade 12 or equivalent qualification plus experience.

**DUTIES** : Update asset register of movable assets and identification of heritage and antique assets, verify assets within the regional environment, assist in managing stock audits and stock takes, barcoding and standardisation of asset naming and description. Update asset information on relevant system: Provide support with the provisioning of goods and services: Receive and issue stock, issue stationary to users, replenish stock items, change item classes. Maintain stock levels on the LOGIS system: Monitor stock levels, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with regard to the resolution of audit queries: Gather information to resolve audit queries.

**ENQUIRIES** : Mr BH Khanyeza Tel No: 031 314 7038 / Mr A. Madyanty

**POST 07/39** : **SUPERVISOR: CLEANING SERVICES: FACILITIES MANAGEMENT REF NO: 2022/92**  
(This position is targeted for females and/ or a Persons with Disabilities)

**SALARY** : R147 459 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENT** : Senior Certificate/Grade 12 or equivalent qualification and appropriate relevant experience. Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Driver's license will serve as an advantage.

**DUTIES** : Effective monitoring of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning materials and equipments in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

**ENQUIRIES** : Ms Modiehi Lamani Tel: (012) 310 5948.

**POST 07/40** : **GROUNDSMAN REF NO: 2022/93**

**SALARY** : R104 073 per annum  
**CENTRE** : Durban Regional Office  
**REQUIREMENTS** : ABET where applicable with relevant experience as a groundsman.  
**DUTIES** : Ensure that the grounds/gardens are kept in good condition. Mowing the grass on a regular basis. Trimming hedges. Maintain flower beds and cut grass. Planting flowers. Removal of weeds and litter. Keep unauthorised people away from work area. Assist with washing and maintaining equipment in proper working order. Assist with cleaning protective equipment. Use of various hand and power tools. Any and all other duties assigned by line supervisor.

**ENQUIRIES** : Mr JC Mkhize, Tel: (031) 314 7096

**POST 07/** : **CLEANER REF NO: 2022/94(5 POSTS)**

**SALARY** : R104 073 per annum  
**CENTRE** : Umzimkhulu and Other Areas  
**REQUIREMENTS** : A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

**DUTIES** : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

**ENQUIRIES** : Mr S Ngcobo, Tel: (031) 3147176