

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: Applications for may be forwarded to:
- 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.
- Umtata Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi
- Nelspruit Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Ngyuza
- 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** :
- CLOSING DATE** :
- NOTE** :
- Mr D Manus
- 18 February 2022 at 16H00
- 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 overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's license (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

POST 03/76 : **ASSISTANT DIRECTOR: EPWP TRAINING SUPPORT CORDINATOR REF NO: 2022/12**
(The position is targeted for women or people with disabilities)

SALARY : R382 245 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Financial Management/ Public Administration/ Accounting or equivalent; appropriate relevant experience in Finance or related field. A Valid driver's license. Knowledge of the relevant Public Service regulations, South African Qualifications Authority, Skills Development Act and the National Skills Development Strategy, NQF/ SETA/ QCTO/ SAQA/ NSF Framework, EPWP business plan and the Training Framework, PFMA and National Treasury prescripts. Skills: Communication (written and verbal), Planning and organizing, Facilitation and presentation, Stakeholder and client liaison, Project administration, Policy analysis, Problem solving, Computer literacy, Analytical, Report writing.

DUTIES : Implement and provide input in the development as well as reviewing directives, norms & standards, guidelines, and policies related to training for EPWP participants. Support, monitor and administer the budget for EPWP participants training. Coordinate the procurement and acquisition process using the training funds for EPWP participants. Administer the contracting process of appointed training providers and facilitate claims process for them within the set timelines. Provide effective and efficient administrative support and record management services. Supervise employees to ensure an effective service.

ENQUIRIES : Ms T. Poee Tel No: (012) 492 3082

POST 03/77 : **SENIOR ADMINISTRATION OFFICER: PROPERTY PAYMENTS REF NO: 2022/13**

SALARY : R321 543 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification in Finance, Auditing with Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.

DUTIES : Timeous payment of accounts received from Municipalities, service providers' and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

ENQUIRIES : Ms N Ntimane Tel No: (013) 753 6373

POST 03/78 : **ARTISAN FOREMAN GRADE A (BUILDING) REF NO: 2022/14**

SALARY : R308 826 per annum, (OSD)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A completed Apprenticeship as Building competent person 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 provisions of the repealed

supervisor section 27 of the Act. Recommendations: NTC1 with 10 years as a supervisor, NTC2 with 8 years as a supervisor, NTC3 with 6 years as a supervisor or National Diploma (TVN streams) with 2 years as a supervisor. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver's license. Candidate must have extensive experience in the Building and Related operations, including repairs, new installations and maintenance in general.

DUTIES : Supervise and evaluation of personnel. Supervise equipment, tools and machinery generally used in a technical and maintenance environment. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings.

ENQUIRIES : Mr M Mashinini Tel No: (051) 408 7311

POST 03/79 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2022/15**

SALARY : R261 372 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification in accounting/cost and Management Accounting or equivalent qualification in finance. Must be able to resolve problems efficiently and work well under pressure. Computer skills, good communication and interpersonal skills. Good written, analytical and financial management skills. Valid driver's license.

DUTIES : Payment of accounts received from Municipalities, Landlords and service providers in respect of municipal services and rates and taxes for state owned assets and leased accommodation. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Perform any other property payments related functions when necessary.

ENQUIRIES : Ms N Ntimane Tel No: (013) 753 6373

POST 03/80 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2022/16**

SALARY : R261 372 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification Property Management qualification/ Town & Regional Planning/ Building (Quantity Surveying)/Real Estate/ Property Valuation and/or any tertiary qualification with Immovable Asset Management as major subjects; with relevant experience in Property and Management of Immovable Asset Register Management. Appropriate relevant experience in State land 81 administration and verification of immovable assets (land and buildings) will be an added advantage. Candidate must have the following: Valid driver's License, Computer literate, Decision making skills, Negotiation skills. Excellent interpersonal skills and Communication skills. Must also have good written communication and report writing skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES : Ms. A Segone Tel No: (051) 408 7341

POST 03/81 : **TRADESMAN AID II: WORKSHOP REF NO: 2022/17**

SALARY : R124 434 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Grade 10 with 2-5 years relevant technical working experience and be able to read and write. Grade 12/N3-6 certificate in Technical qualification will be an added advantage with technical experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.

DUTIES : Assist Artisans with all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site. Must periodically ensure a good housekeeping at the workshop and on site. Ensure all work is carried out in a safe manner according to the OHS ACT.

ENQUIRIES : Mr M Mashinini Tel No: (051) 408 7311