

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.



CLOSING DATE : 20 May 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 application with the following attachment (1) copies of qualifications, (2) identity document and (3) 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 3 months, please regard your application as unsuccessful.

OTHER POSTS

POST 15/116 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2022/159**
(36 months contract)

SALARY : R882 042 per annum, all-inclusive salary package, (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Umtata Regional Office

REQUIREMENTS : A three year tertiary qualification in Built Environment, Facilities Management and Property/Real Estate Management, and appropriate relevant experience in Property Management, Integrated Facilities Management or Programme Management with relevant experience in the Facilities Management Environment on middle Management Knowledge: Occupational Health and

Safety Act and other building regulations, General built environment including mechanical, electrical and civil, Water Services Act and National Environmental Management Act (NEMA), Horticultural processes/regulations and Cleaning Industry. Public Financial Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patient, Understanding, Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative. A valid Driver's license.

DUTIES : To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy; monitor and evaluate the impact and effectiveness of the policies; provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. The effective supervision of resources-oversee the development and training of staff; supervise the budget expenditure of Facilities management services; direct preparation of financial statements and report on status of State Facilities; manage line managers.

ENQUIRIES : Ms N Hlengwa Tel No: 047 502 7000
APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, 5009 or Hand Deliver to PRD2 Building 5th floor, Sutherland Street, Umtata.

POST 15/117 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2022/160**

SALARY : R882 042 per annum, all-inclusive salary package, (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification in Built Environment, Facilities Management, Knowledge: Occupational Health and Safety Act. Relevant experience in Facility Management and understanding of Environmental Conservation Act, knowledge of Government Procurement system, , General built environment, Water Act, Water and Services Act, Technical knowledge of the civil Engineering, best practice within the Water Management Skills, integrated Facilities Management, Public Financial management Act, Horticultural processes/regulations, Supply Chain Management Framework, Government budget procedure Skills: Computer Literacy, Financial skills, time management administration skills Report writing skills, planning and Organising, Diplomacy Skills, good financial and budgeting skills, project management skills and leadership skills, Problem solving, Facilitation skills, effective communication skills, patient, understanding, trustworthy, Dependable, innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-Motivated, Creative, A valid driver's license.

DUTIES : The effective facilities management of Electrical, mechanical and Civil engineering, the implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services, ensure compliance with occupational health and safety Act, provide guidance on the implementation of the policy, monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprises-provide information on current requirements and suppliers to express an interest; ensure compliance with procurement procedures and legislation; assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties; utilise state expenditure to promote emerging black enterprise. the effective of cleaning and horticulture services, monitor maintenance of facilities; manage and direct facilities management cleaning and gardening services, compile reports regarding the cleaning and gardening services. Undertake water and

		waste water plant inspection services-determine best practices, manage the collection of water and sewage effluence from plants, ensure that all portable waters to be tested are correctly labelled. The effective supervision of resources oversee the development and training of staff; supervise the budget expenditure of cleaning and gardening services, direct preparation of financial statement and report on status of State facilities; manage line managers.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NN Vilakazi Tel No: (031) 314 7265
	:	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.
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 15/118</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2022/161</u>
<u>SALARY</u>	:	R744 255 per annum (Level 11), (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Head Office
	:	Three year tertiary qualification in Finance Management or related. 3 years 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 Financial Systems. Supply Chain Management. Accrual accounting 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.
<u>DUTIES</u>	:	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. Ensure that all transactions are supported by authentic and verifiable source documents. Investigate suspense account balances. Compile financial statements and review financial statement inputs of the sub-directorate. Manage the reconciliations and compliance certificate inputs to National Treasury. 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.
<u>ENQUIRIES APPLICATIONS</u>	:	H Abrahams Tel No: 012 406 1270
	:	Head Office Applications: 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

POST 15/119 : **DEPUTY DIRECTOR: GENDER MAINSTREAMING REF NO: 2022/162**

SALARY : R744 255 per annum (Level 11), (total package to be structures in accordance with the rules of the Middle Management Service)

CENTRE REQUIREMENTS : Head office (Pretoria)
 : Appropriate 3 year tertiary qualification (NQF level 7) in Gender Studies; Social sciences, Public Administration. Appropriate relevant experience in Gender mainstreaming, policy analysis and report writing. Monitoring and Evaluation processes of which appropriate years of experience should be at supervisory level. Sound knowledge and ability to interpret and implement international treaties and other frameworks from a socio-political and human rights perspective, sound understanding of research on women empowerment, reporting monitoring and evaluation approaches. Understanding the transformation agenda of the Government. Presentation skills. The successful applicant will be subject to personal security vetting. A valid driver's licence.

DUTIES : Co-ordinate and facilitate advocacy programmes in promoting gender sensitization and responsiveness; Co-ordinate & implement effective strategies for advocacy & campaigns that increase the participation of women in DPWI programmes; Coordinate mechanisms on stakeholder liaison regarding gender issues. Co-ordinate and monitor implemented programmes on women empowerment. Provide support on the formulation and implementation of policies in the department for gender responsiveness; Provide inputs into the development of policies, strategies & legislative imperatives to address women empowerment. Advocate for policies & programmes that mainstream the economic empowerment and participation of women. Collate information for drafting of reports, submissions, and briefing notes for the executive principals. Convene stakeholder engagement on issues of gender & women empowerment; Provide support to the Chief Directorate through participation in related forums. Co-ordinate awareness sessions and staff training programs to raise awareness on Gender Based Violence (GBV). Co-ordinate and report DPWI's contribution to the National Strategic Plan on Gender Base Violence and Femicide.

ENQUIRIES APPLICATIONS : Rev N Stemela Tel No: (012) 406 1006
 : Head Office Applications: 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

POST 15/120 : **ASSISTANT DIRECTOR: CLEANING SERVICES REF NO: 2022/164**
 (Facilities Management)

SALARY : R477 090 per annum

CENTRE REQUIREMENTS : Bloemfontein Regional Office
 : A three year tertiary qualification Public Administration/Management, Human Resource Management or Management or related qualifications with appropriate experience. Understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid drivers' licence. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal skills; proven problem-solving skills. Proven financial, strong verbal and written communication skills. Negotiation skills. Knowledge and understanding of the Occupational Health and Safety Act and its regulations. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspection. Willingness to travel and to participate on the Covid-19 committee/s.

DUTIES : Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budget and financial planning. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Formulate policies and administrative procedures for cleaning maintenance. Manage performance based contracts. Appoint relief cleaners. Management of Human Resources (work plans, training, career development etc). Events Management.

ENQUIRIES : Mr. L Ramasunzi Tel No: (051) 408 7311

APPLICATIONS : 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

POST 15/121 : **ASSISTANT DIRECTOR: GENDER MAINSTREAMING REF NO: 2022/163**

SALARY : R382 245 per annum
CENTRE : Pretoria
REQUIREMENTS : Appropriate undergraduate qualification (NQF level 6) in Social Sciences; Gender Studies, or Public Administration. Sound knowledge and experience in Gender mainstreaming and inclusion, monitoring and evaluation processes, knowledge of international treaties and domestic policies on the Rights of Women; understanding women empowerment from a socio-political and human rights perspective, as well as advocacy and awareness strategies and measures. The successful applicant will be subject to personal security vetting. A valid driver's licence.

DUTIES : Advocate for Gender responsiveness of all policies and strategies within the department; Advocate and facilitate women empowerment initiatives in the department. Benchmark and gather baseline information on women empowerment within the department. Develop and implement capacity building initiatives for women empowerment in the department. Develop and implement strategies to address women empowerment. Report on departmental gender status and progress to the Presidency and other monitoring institutions. Research on Gender issues related to the departmental mandate. Provide secretariat and administrative support services on relevant forums.

ENQUIRIES : Rev N Stemela Tel No: (012) 406 1006
APPLICATIONS : Head Office Applications: 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

POST 15/122 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2022/165**
Component: Facilities Management

SALARY : R321 543 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6)/ Bachelor's degree in Mechanical or equivalent qualifications accompanied by proven similar technical experience/ OR N3 plus trade test completed successfully plus 5 years technical experience in the built environment. A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Manage Waste Water Plant Purification. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES : Mr. B Dlabantu Tel No: (051) – 408 7364
APPLICATIONS : 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

POST 15/123 : **ARTISAN FOREMAN REF NO: 2022/166 (X3 POSTS)**
Mechanical/ Carpentry/ Building: Workshop

SALARY : R308 826 per annum, (OSD salary)
CENTRE : Pretoria Regional Office
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).

DUTIES : 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 registers updated. Report writing. Repairs of faults.

ENQUIRIES : Mr J. de Wit Tel No: 082 889 0283
APPLICATIONS : 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

POST 15/124 : **ADMINISTRATIVE OFFICER: ASSET MANAGEMENT REF NO: 2022/167**

SALARY : R261 372 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Three year tertiary qualification (NQL Level 6) in Supply Chain Management; Logistics; Procurement; Business Management/ Administration qualification. Plus relevant years' experience in Asset Management or Logistical services. The following will serve as recommendations: Knowledge of the Public Finance Management Act; inventory administration, including stock management; procurement processes and procedures; inventory systems. Computer literacy is also essential. Technical skills; Ability to maintain integrity of confidential information; ability to prioritise; basic communication (verbal and written); basic numeracy; basic computer literacy; interpersonal relations. Valid driver's licence (08).

DUTIES : Update movable asset register. Receive and distribute movable assets to end users; conduct monthly, quarterly and annual asset verification, report and investigate discrepancies, compile monthly asset verification report, ensure that all assets are recorded on the asset register; ensure accuracy of inventories; ensure bar coding of assets; ensure marking of machinery; liaise with suppliers regarding requisitions; ensure that suppliers are registered on the Supplier Register. Ensure control over inventories. Ensure the maintenance of movable assets and administrate service contracts with regard thereto; respond to audit findings. Administrate the disposal of redundant and obsolete inventory identify and value redundant and obsolete accountable items; administrate the disposal of unserviceable items; process internal and external movements of assets; prepare items for public auction; administer public auction processes.

ENQUIRIES : Mrs Lebohang Mashamaite Tel No: 051 408 7408
APPLICATIONS : 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

POST 15/125 : **ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2022/168**
Facilities Management

SALARY : R261 372 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Three year tertiary qualification (NQL Level 6) in Administration, Human Resource Management or Management with supervisory experience. Knowledge and understanding of procurement processes and other relevant government legislation. An understanding of the PFMA. Good written and verbal communication skills. Computer literacy and good interpersonal skills. Knowledge of the departmental performance management and development system. A code B valid driver license. The candidate will be expected to travel around Free State Province extensively.

DUTIES : Manage and control cleaning services in the region. Manage and review cleaning contracts. Procurement of cleaning services through the normal

		procurement processes. Supervision of cleaners as well as managing their performance. Ensure timeous submission of invoices on the on services rendered for payment to service providers and contractors. Conduct random or routine inspections and visits to Magistrate Offices were the department is rendering cleaning services.
<u>ENQUIRIES</u>	:	Mr. L Ramasunzi Tel No: (051) 408 7311
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 15/126</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: STRATEGIC MANAGEMENT REF NO: 2022/169</u> (12 months contract)
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Head Office
<u>REQUIREMENTS</u>	:	A three-year National Diploma/Bachelor's Degree in Office Administration/ Public Administration/ Public Management or an equivalent qualification) plus relevant years working experience in office management/ secretariat/ clerical position. Knowledge and understanding of government policies and legislations such as PFMA, Treasury Regulations, Public Service Act and Public Service Regulations, Preferential Procurement Policy Framework Act. Knowledge of Financial Management and Provisioning Administration policies of government; Good communication skills (both written and verbal). Good, demonstrative computer literacy with knowledge of Microsoft packages (MS Word, MS Excel, Outlook and PowerPoint). Relevant experience in rendering a support service to senior management. Knowledge: Wide range of office management and administrative tasks; Good telephone etiquette; Sound organisational skill; Good interpersonal skills; Ability to communicate well with people at deferent levels; Basic numeracy; Office administration and organisational skills; Planning and organising; Ability to act with tact and discretion. Project administration skills.
<u>DUTIES</u>	:	Provides a secretarial support service to the chief directorate; receives telephone calls in an environment where, in addition to the calls for the senior manager, discretion is required to decide to whom the call should be forwarded. In the process the job incumbent should finalise some enquiries; Performs advanced typing work; Operates and ensure that office equipment, printers and photocopiers are in good working order; Records the engagements of the senior manager; Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter; Coordinates with and sensitises/advises the manager regarding engagements; Compiles realistic schedule of appointments; Renders administrative support services;-Ensure the effective flow of information and documents to and from the office of the CD; Ensures the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies; Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports; Scrutinises routine submissions/ reports and make notes and/or recommendations for the manager; Responds to enquiries received from internal and external stakeholders; Drafts documents as required; Does filing of documents for the manager and the unit where required; Collects, analyses and collates information requested by the manager; Clarifies instructions and notes on behalf of the manager; Ensures that travel arrangements are well coordinated; Prioritise issues in the office of the CD; Manages the leave register and telephone accounts for the unit; Handles the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit; Obtains the necessary signatures on documents like procurement advises and monthly salary reports; Provides support to manager regarding meetings; Scrutinise documents to determine actions/information/other documents required for meetings; Collects and compiles all necessary documents for the manager to inform him/her on the contents; Records minutes/decision and communicates to relevant role players, follow-up on progress made; Prepares briefing notes for the CD as required; Coordinates logistical arrangement for meetings when required; Makes necessary travelling arrangements; Supports the Chief directorate with the administration of the budgets; Collects and coordinates all the documents

		that relate to the Chief Directorate's budget. Provides project management support for the projects in the office of the CD.
<u>ENQUIRIES</u>	:	Ms K Sebati Tel No: (012) 406 1351
<u>APPLICATIONS</u>	:	Head Office Applications: 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.
<u>FOR ATTENTION</u>	:	Ms. N.P. Mudau
<u>POST 15/127</u>	:	<u>ACCOUNTING CLERK (CASHIER) REF NO: 2022/171</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Umtata Regional Office
<u>REQUIREMENTS</u>	:	Grade 12 or equivalent qualification. Knowledge of transversal financial Systems Treasury Regulations. State budgeting procedures. Relevant Financial administration experience. Analytical thinking. Accounting and numeric skills, budgeting and communication. Tertiary qualification in Finance will serve as an added advantage.
<u>DUTIES</u>	:	The administration of income revenue received. The recording and allocation of state monies. The administration and reconciliation of suspense accounts. The capturing of deposits on BAS system. The management and administration of petty cash. The provision of administrative support to the section. Capture Payments and journals on BAS and SAGE X3. Capture S & T payments and advance. Prepare monthly petty cash reconciliations. Control and safe keep documents. Place documentation on files. Control and protect documents. Respond to all audit queries in the directorate. Distribution of payslips to pay point managers.
<u>ENQUIRIES</u>	:	Ms P Sani Tel No: (012) 492 3122
<u>APPLICATIONS</u>	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, 5009 or Hand Deliver to PRD2 Building 5th floor, Sutherland Street, Umtata.
<u>POST 15/128</u>	:	<u>SUPERVISOR: CLEANING SERVICES: FACILITY MANAGEMENT REF NO: 2022/170</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Cape Town
<u>REQUIREMENTS</u>	:	Applicant must have a Standard 8/ Grade 10 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. Dorian Lewin Tel No: (021) 402 2104
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 15/129</u>	:	<u>TRADESMAN AID II: WORKSHOP REF NO: 2022/172</u>
<u>SALARY</u>	:	R124 434 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	Grade 10 with 2-5 years relevant working experience and be able to read and write. Grade 12 will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment's will be an added advantage.
<u>DUTIES</u>	:	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.

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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.
: Mr. M Mashinini Tel No: 051 408 7350
: 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.
: Mr D Manus