

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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



CLOSING DATE : 14 October 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 and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent re-appointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. 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, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

POST 37/97 : **ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2022/367**

SALARY : R382 245 per annum

CENTRE : Port Elizabeth Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resources Management, Human Resources Development, Public Management or an equivalent qualification in Behavioural or Social Science. Extensive Human Resource Development and Training experience. Thorough knowledge and

		understanding of SDA, OHS Act, BCEA, PFMA, LRA, PSA, etc. Conflict and mediation management skills, Good communication, presentation and facilitation skills, Computer literacy. A valid driver's license.
<u>DUTIES</u>	:	Advise and consult with Line Managers on Training and Development, Bursary as well as Performance Management and Development matters. Pro-actively manage departmental training interventions. Maintain an updated bursary, performance management as well as training and development databases. Facilitate the implementation of the Performance Management Development System in the region. Implement and maintain all HR development programmes, policies and interventions for the region. Draft accurate annual, monthly and quarterly reports on training and development to Head Office and related stakeholders. Drafting and timeous submission of the Regional Workplace Skills Plan (WSP). Lead sub-projects on organizational development interventions in the Region. Provide reports to Management and Head Office on bursary administration, training and development And Performance Management Development System compliance. Establish a functional Training and Development Committee in the Region. Represent the Regional Office at the National Training Committee (NTC). Manage the training and development budget of the region. Perform supervisory functions. Ensure compliance with relevant legislations and acts to avoid qualified audits. Identify potential operational risks and facilitate the mitigation thereof.
<u>ENQUIRIES</u>	:	Mr. JG v/d Walt: Tel No: (041) 408 2002/1
<u>APPLICATIONS</u>	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms S Mafanya.
<u>POST 37/98</u>	:	<u>SENIOR ADMINISTRATION OFFICER: ACQUISITION – GOODS AND SERVICES: BID ADMINISTRATION REF NO 2022/368</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Logistics Management and appropriate relevant experience in Procurement / Supply Chain Management. Experience in Goods and Services Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, National Treasury Practice Notes and Guides. Understanding of government procurement systems and processes within the Goods and Services environment. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
<u>DUTIES</u>	:	Manage, execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Determine the effectiveness of the implementation of the Devolution system. Advise on the process of drafting specification/terms of reference and special conditions of contract during the Bid Specification Meetings. Advise on the process of evaluating received bids during the Bid Evaluation Meetings. Execute and coordinate the bid process to ensure that all bids are advertised. Ensure that all bids received, awarded and cancelled bids are published. Monitoring and reporting on performance against the Approved Procurement Plan. Allocations and monitoring of additional items to the Approved Procurement Plan. Assist in providing adequate audit support and make records and information available. Verify and approve register of all

documents sent to Registry for filing. Attend to complaints and resolve conflicts among staff under direct supervision. Implement measures to eliminate fraud and corruption within SCM. SCM Performance Reporting: Prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES : Mr. X Makhonco Tel: (012) 406 1760
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 37/99 : **SENIOR ADMINISTRATION OFFICER: ACQUISITION – GOODS AND SERVICES REF NO: 2022/369**

SALARY : R321 543.per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Logistics Management/ Management related qualification and appropriate relevant experience in Procurement / Supply Chain Management. Experience in Goods and Services Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, National Treasury Practice Notes and Guides. Understanding of government procurement systems and processes within the Goods and Services environment. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES : Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Determine the effectiveness of the implementation of the Devolution system. Facilitate the invitation process of quotations from the suppliers on the database using the correct evaluation methods. Oversee utilization of CSD in quotation processes. Implement measures to eliminate fraud and corruption within SCM. Render support to Head office and regional offices on Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES : Mr. X Makhonco Tel: (012) 406 1760
APPLICATION : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 37/100 : **ADMIN CLERK: CONSTRUCTION PROJECTS MANAGEMENT (PROFESSIONAL SERVICES) REF NO 2022/370**

SALARY : R176 310 per annum
CENTRE : Polokwane Regional Office

- REQUIREMENTS** : A Senior Certificate/Grade 12 with appropriate relevant working experience in office/ clerical administration. Knowledge of WCS. Computer literacy including Microsoft Office (word, excel, power point). Good verbal and communication skills. Basic knowledge of PFMA, Treasury Regulations and Financial Management. Record keeping skills, good interpersonal skills and telephone etiquette. Office administrative and organizational skills.
- DUTIES** : Provide effective and efficient administrative and clerical support services. Administrate contractual and general office correspondence and reports. Organise meetings and workshops. Draft and type correspondence and documents. Manage the flow of information and documents in the office. Manage travel and accommodation arrangements and compile subsistence and travel claims. Processing of WCS payments for Consultants and Contractors/ suppliers. Liaise with stakeholders relevant to the office. Organise office logistical matters e.g. requisitions for office stationery. Tracking and record keeping of invoices
- ENQUIRIES** : Mr. M Marokane Tel: (015) 291 6461
- APPLICATIONS** : Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.
- FOR ATTENTION** : Mr. NJ Khotso