

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** :
- 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: Mr D Manus
- Mmabatho Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile
- Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 2123 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms. N Hlongwane
- CLOSING DATE** :
- NOTE** :
- 25 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 licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of

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

OTHER POSTS

<u>POST 04/104</u>	<u>DEPUTY DIRECTOR: DISABILITY MANAGEMENT REF NO: 2022/19</u>
<u>SALARY</u>	: R744 255 per annum, (all-inclusive salary package)
<u>CENTRE</u>	: Head office (Pretoria)
<u>REQUIREMENTS</u>	: Appropriate 3 year tertiary qualification (NQF level 7) in Disability Mainstreaming, Economic Sciences, Social sciences, Public Administration or equivalent qualification. Appropriate relevant experience in disability equity and mainstreaming, policy analysis and do report write and development 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 impacting on the lives of persons with disabilities, understanding disability from a socio-political and human rights perspective, sound understanding of universal design and access theory and application, inclusive of reasonable accommodation support measures as well as research, reporting monitoring and evaluation approaches. Understanding the transformation agenda of the Government. Presentation skills. The successful applicant will be subject to personal security vetting.
<u>DUTIES</u>	: To collect and analyse departmental information and track the implementation of the United Nations Conventions on the Rights of Persons with Disabilities and the White Paper on the Rights of Persons with Disabilities. Conduct desktop and field research on issues affecting persons with disabilities across intersectionalities. Provide content support to stakeholders on reporting requirements and processes, inclusive of capacity development training and support on disability management disaggregation. Represent DPW in internal and external meetings and workshops, including disabled people organisations, built environment council and other interdepartmental committee to promote issues affecting persons with disabilities. Oversee the provision of administrative support to the Sub Programme.
<u>ENQUIRIES</u>	: Ms Ellen Hlatywayo Tel No: (012) 406 1095, email: ellen.hlatywayo.gov.za
<u>POST 04/105</u>	<u>ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2022/19</u>
<u>SALARY</u>	: R382 245 per annum
<u>CENTRE</u>	: Head office (Pretoria)
<u>REQUIREMENTS</u>	: A three year tertiary qualification in Finance with Accounting as one of the major subjects. Appropriate relevant experience in budget management, of which three years as a Senior State Accountant or equivalent level in budget management. Knowledge: Working knowledge of estimating, budgeting, cash flow management and policy, procedure and processes regarding budget management in the public service. Working knowledge of Government Financial Systems (e.g. PERSAL, BAS, Vulindlela). Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) Skills: Communication skills both written and verbal, Interpersonal skills, Administrative skills, Report writing, Problem solving skills and decision-making skills, Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines, Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels, Assertiveness, accuracy and attention to detail, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated, Trustworthy

DUTIES : Coordinate and review financial supporting documents required for strategic and annual performance planning process. Coordinate the preparation and consultation for MTEF budget process. Analyse, interpret and implement the Treasury guideline for the MTEF, Estimates of National Expenditure (ENE), AENE and Roll-Over. Develop templates for coordination and consolidation of budget inputs from line functions. Coordinate and compile cash flow projections as prescribed by Treasury. Compile monthly financial performance report and submit IYM report to Treasury. Ensure recording of all approved virement, shifting of funds and reconcile approved budget on BAS. Compile inputs for interim and annual financial statements. Evaluate information on monthly reports and engage stakeholders on spending variance. Assist in evaluating the internal control systems with regard to financial governance risks and compliance. Provide response for audit and expenditure queries. Monitor performance of subordinates and determine training needs.

ENQUIRIES : Mr S Selomo, Tel No: (012) 406 1338

POST 04/106 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2022/20**
(Compliance Inspectorate and Compliance)

SALARY : R261 372 per annum
CENTRE : Umtata Regional Office

REQUIREMENTS : A three year tertiary qualification in Finance /Auditing/ Supply Chain Management, Financial Management/ Accounting. Relevant appropriate Supply Chain Management experience. Knowledge: Financial prescripts and international standards, Working Knowledge of Government Financial systems (BAS, PERSAL, PMIS & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework. Skills and Personal Attributes: Good communication skills both written and verbal, Trustworthy, Ability to work under pressure and meet deadlines, Willingness to work irregular hours.

DUTIES : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practice notes, policies and inform about new prescripts from National Treasury. Identify non-compliance issues by doing the pre- audit and post audit. Compile report on Non-compliance for coordination for purposes of financial statements. Review and updating SCM Standard operating Procedure manual, Delegations document and Policy for the Department. Update the risk register in SCM Reporting on regular basis to Senior Management and National Treasury on the performance of SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries.

ENQUIRIES : Mr A Ngqongqo Tel No: 047 502 7005