

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.



<u>CLOSING DATE</u>	:	05 August 2022 at 16H00
<u>NOTE</u>	:	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, 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

<u>POST 27/87</u>	:	<u>DEPUTY DIRECTOR: CAPACITY BUILDING: PROFESSIONAL SERVICES REF NO: 2022/266</u>
<u>SALARY</u>	:	R882 042 per annum, (all inclusive salary)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public Management, Human Resource Management, Social or Management Sciences. Appropriate working experience within Sectoral Education Training Authority (SETAs) / Donor funding / Youth/Skills Development/ Human Resources Development environment of which part of those years are at Assistant Director Level. Experience in the development of policies, frameworks, and implementation guidelines is critical. Knowledge of the Built Environment training systems is a must. Possess a valid unendorsed driver's license. Knowledge and understanding of National Skills Development Strategy, National Infrastructure Act, Public Finance Management Act, Skills Development Act, National Development Plan. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word,

<u>DUTIES</u>	:	MS Excel, MS Powerpoint. Excellent verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working experience of Financial Administration, and must be willing to travel extensively.
	:	Draft capacity building programme guidelines, norms & standards and strategies. Develop implementation support tools. Coordinate implementation of capacity building frameworks guidelines, processes, norms & standards and strategies for provision of professional skills (inclusive of Property and management of the Academy). Conduct research on capacity building programmes. Manage the development, implementation and maintenance of related policies, procedures and guidelines by Sector partners. Research on structures, forums and mechanisms for coordination and implementation of identified capacity building programmes in relation to professional services. Maintain operational agreements between National and Provincial Departments of Public Works; and Infrastructure Departments. Consolidate inputs towards the Sector Skills Plan, Human Capital needs of the Public Works Sector. Manage the programme budget. Identify and acquire the required physical facilities, equipment and human resources appropriate to the learning project; and identify the sources of funding. Coordinate activities of the Public Works Academy. Identify partners and stakeholders to strengthen the capacity building programme. Establish and maintain partnerships to strengthen and facilitate the provision of professional skills. Participate in negotiations and draft Memoranda of Understanding and Agreements. Develop and maintain a partnerships strategy to facilitate provision of professional skills. Provide support to all spheres of Government on institutionalisation of capacity building programmes. Provide guidance and support on capacity building trends and direction. Monitor, evaluate and report on capacity building programmes. Draft (or adapt existing) policies and procedures relating to assessment procedures. Manage reporting of assessments, to ensure that assessments are conducted in accordance with the stipulations in the technical learning programmes. Coordinate reporting of all the technical learning and assessment within the Sector. Coordinate and facilitate various committee meetings. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. T Msibi Tel No: (012) 406 1344/ 0823128294
<u>APPLICATIONS</u>	:	Applications, quoting the relevant reference number, should be forwarded as follows: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. NP Mudau
<u>NOTE</u>	:	Internal employees are encouraged to apply.
<u>POST 27/88</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OFFICER: ELECTRICAL/ BUILDING/ MECHANICAL AND CIVIL REF NO: 2022/267</u>
<u>SALARY</u>	:	R477 090 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in building/ Electrical/ Civil or Mechanical Engineering or related. Relevant experience in construction or built environment, Project management, Safety Management. Registered with recognized Institutions. Knowledge (Candidate/Professional Registration). Valid driver's License. Knowledge: Occupational Health and Safety Act, National Building Regulations, SANS 10142 -1:2006, SANS Standards, Other relevant Acts and Regulations. Skill: Computer Literacy, Planning and Organizing, Presentation, Conflict management and decision making skills. Prepared to travel and willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate the workplaces (State and Leased buildings). Facilitate the issuing of compliance certificates (CC). Ensure Boilers, Incinerators, Lifts, Sub-Stations, Mini sub-station, Transformers, Switch Gears, Sewage Plant are safe and without risk. Conduct incident investigations for recommendations. Check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractors H&S Plan is maintained on construction site. Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise and prepare incident report. Monitor utilization and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with recommendations.
<u>ENQUIRIES</u>	:	Ms. T Kolele Tel No: 021 402 2063

APPLICATIONS : 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

POST 27/89 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2022/268**

SALARY : R382 245 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Financial Accounting or equivalent qualification. Appropriate working experience of which is at supervisory level. Knowledge of transversal systems like PERSAL, Sage & ARCHIBUS will be an added advantage. Extensive knowledge and understanding of PFMA, Treasury Regulations, GRAP and modified cash accounting frameworks. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced MS Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meeting deadlines and strong negotiation skills.

DUTIES : Successful candidate will: Consolidate financial statement inputs for the Region and submit to H/O; Provide monthly reporting to Management and H/O; Co-ordinate audit processes for the Region; Ensure processing of invoices with 30 days; Management of all Debtors accounts and clearing of suspense accounts; Maintain accounts payable (creditors), accounts receivable (debtors) and payroll; Ensure validity of all transactions on Sage; Reconciliation of business systems. Supervision and development of all staff in the component. Ensure implementation of internal controls and financial policies and procedures. Ensure effective utilization of the department's resources. Ensure implementation of audit recommendations. Provide support and financial advice to line managers. Ensure successful implementation of PMDS for the unit. Provide overall support to management and line function. Ensure effective communication with all stakeholders for the Department which includes internal and external clients. Identify shortcomings and training needs for the unit.

ENQUIRIES : Ms. DC Mngoma Tel No: (031) 314 7018/ Ms BV Ngubane Tel No: (031) 314 7063
APPLICATIONS : 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

POST 27/90 : **ASSISTANT DIRECTOR: REGIONAL SECURITY MANAGEMENT REF NO: 2022/269**

SALARY : R382 245 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Security Management/Social Sciences/Criminal Justice and intensive relevant work experience. SSA Security Advisors course will be an added advantage. Knowledge of the SSA environment will be an added Advantage. Familiarity with the Minimum Information Security Standards, OHS, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies, Familiarity with but ideally formal training in the Practice and principles on the execution of general Security and security project management. Recommendations: The ability to work independently, Analyse problem areas and initiate corrective Measures, experience in policy development. A valid driver's license and willingness to travel on a regular basis. Good communication skills at all levels, good writing and analytical skills regarding submissions and briefing notes. The ability to make presentation on security matters. Project Management skills.

DUTIES : Assist in the management of the total security function of the region (personnel, document, communication, physical, computer security, and contingency planning and security awareness). Implement the departmental security policy and the development of procedural guidelines in the Region. Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office. Develop and implement training and awareness programmes with the assistance of Head Office. Interact with security-related and relevant authorities, ie. SSA Agency, SAPS, Comsec. Manage the capacity of Security Management with the assistance of Head Office and SSA Provincial Office.

ENQUIRIES : Mr. TE Phungula Tel No: (031) 314 7026

APPLICATIONS : 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

POST 27/91 : **ADMIN OFFICER: MOVABLE ASSETS MANAGEMENT REF NO: 2022/270**

SALARY : R261 372 per annum

CENTRE : Cape Town Regional

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/Logistics/Public Administration/ Public Management/ or a higher qualification. Sound knowledge and understanding of pertinent policies related to Movable Asset Management, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

DUTIES : Bar-code new assets and update on Logis System. Track and authorize movements of movable assets and make sure that it is captured on Logis. Conduct the quarterly and annual verification of movable assets and other Sate Lite Offices. Maintenance and updating of the movable Assets Register on Logis. Manage disposals of assets and keep records of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Coordinate inputs for all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with asset controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are used when procuring assets. Perform Monthly reconciliation of Assets between BAS and LOGIS. Compile a reconciled Annual Financial Statement for Movable Assets Management.

ENQUIRES APPLICATIONS : Ms. N Poswa Tel No: (021) 402 2198

: 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

POST 27/92 : **ADMIN OFFICER: PROJECTS REF NO: 2022/271**

SALARY : R261 372 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management/Administration. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least two years relevant experience, i.e. in the built environment. Ability to work independently. Knowledge of WCS would be an advantage.

DUTIES : Provide administrative and general office management and support to Project Managers, Project management processes within specific time frames. Preparing documentation for presentations and reports. Organizing office logistical matters and acting as general receptionist. Making required travel and accommodation arrangements. Managing the flow of information and documents related to claims, payments, invoices and consultation fees relevant to the office. Updating of WCS on daily basis.

ENQUIRIES APPLICATIONS : Mr D Fortuin Tel No: 021 402 2013

: 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

<u>POST 27/93</u>	:	<u>PERSONAL ASSISTANT TO THE DDG: PROFESSIONAL SERVICES REF NO: 2022/272</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Head Office (Pretoria) A three year tertiary qualification (NQF level 6) 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.
<u>DUTIES</u>	:	Manage the traffic in the office of the DDG, efficient and effective Human Resources, Financial administrative support. Perform the duties of the DDG User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the DDG. Provision stationery and supplies, Maintaining an electronic post register for management of the DDG's diary, Schedule meetings and telephone management, Make official travel arrangements for the DDG, Assist with the preparation and development of DDG's presentations, reports and minutes of meetings, Arrange official functions for the office of the DDG, Assist in the identification and development of training material for the DDG and organise training facilities, Responsible for procurement processes within the office of the DDG and manage the petty cash, Assist in the development of the MTEF budget for the DDG and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Vangile Manzini Tel No: (012) 4061341/ 0827396768
<u>FOR ATTENTION</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. Ms NP Mudau
<u>POST 27/94</u>	:	<u>ADMINISTRATIVE CLERK: WORKS MANAGEMENT REF NO: 2022/273</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R176 310 per annum Polokwane Regional Office Senior Certificate/Grade 12 or equivalent qualification. Appropriate experience in office administration in the Facilities Management environment. Good communication skills (Written & verbal), Computer literacy in MS Office software as well as good telephone etiquette are essential. Ability to work under pressure.
<u>DUTIES</u>	:	Manage and co-ordinate the functions of the component. Liaise with Technicians and Clients. Handle technicians' correspondence with clients. Provide admin support for technicians and technical functions. Administer invoices and estimates, leaves and work plans. Provide general administrative support within the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M.R. Lekgothoane Tel No: (015) 291 -6452
<u>FOR ATTENTION</u>	:	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. Mr. NJ Khotsa
<u>POST 27/95</u>	:	<u>SUPERVISOR: CLEANING SERVICES REF NO: 2022/274 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R147 459 per annum Durban Regional Office (Pinetown and Surrounding Areas/ Pietermaritzburg High Court) A Junior Certificate, ABET or equivalent qualification with 5-10 years relevant experience of which 2 years must be at a supervisory level. Ability to operate cleaning equipment. Knowledge of types and purposes of cleaning materials. Knowledge of the OHSA. Knowledge of the LRA. Computer literacy. Effective communication skills. Project management skills. Conflict resolution skills. Valid driver's license. Willingness to travel. Exposure to hazardous working conditions.
<u>DUTIES</u>	:	Supervise cleaning services rendered: Coordinate cleaning services, ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness, supervise cleaning staff, compile cleaning reports. Effective management and control equipment and materials: Identify resource requirements and special operational needs, monitor the condition and availability of cleaning equipment, ensure the maintenance/servicing of equipment, ensure the replenishment and distribution of cleaning equipment and materials, maintain the material register. Support the

administration of the section: Identify staff requirements, support the administration of human resources, assess the performance of cleaners, receive and submit leave of supervisors and cleaners.

ENQUIRIES APPLICATIONS : Mr S Ngcobo Tel No: (031) 3147176

FOR ATTENTION : 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.

POST 27/96 : **CLEANER REF NO: 2022/275 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R104 073 per annum
: Durban Regional Office (Pietermaritzburg and UMzimkhulu surrounding areas)
: 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 APPLICATIONS : Mr S Ngcobo Tel No: (031) 3147176

FOR ATTENTION : 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.

POST 27/97 : **CLEANER: FACILITIES MANAGEMENT: CLEANING SERVICES (X2 POSTS)**

SALARY CENTRE : R104 073 per annum
: Cape Town Regional Office
: Paarl Court Ref No: 2022/276A (X1 Post)
: Wynberg Court Ref No: 2022/276B (X1 Post)

REQUIREMENTS : A junior certificate Grade 8, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage.

DUTIES : The effective cleaning of buildings: Cleaning office, court rooms and open spaces; empty dustbins; dust and polish wood tables and other furniture; refill water bottles with fresh water; clean windows, doors and walls; Scrubbing, moping and polishing floors and vacuum carpets; Sweeping passages, floors, offices floors, pavements and basement. The effective cleaning of toilets: deep cleaning of toilets; refill toilets dispensers with toilet papers and hands washing soap; wash basins, walls and floors. The effective cleaning of kitchens: wash dishes during forums and other meetings; wash kitchen floors; clean kitchen appliances; assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings: report defects encountered during cleaning; alert working staff of slippery floors and stairs; alert supervisor of failed light bulbs and locks not working.

ENQUIRIES APPLICATIONS : Ms. W Botes Tel No: 021 402 2240

FOR ATTENTION NOTE : 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 NOTE : Ms. C Rossouw
: Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post

POST 27/98 : **GROUNDSMAN: HORTICULTURAL SERVICES: FACILITIES MANAGEMENT REF NO: 2022/ 277**

SALARY CENTRE REQUIREMENTS : R104 073
: Cape Town Regional Office (GSE Rondebosch)
: Applicant must have a Junior Certificate / Abet Level 4 Certificate with 1 year experience or Grade 8 with 2 years experiences in general garden maintenance. Basic Literacy and Numerical skills or ABET Qualification. An added advantage is that the candidate has had previous experience in chain saw work and or working with mowers.

DUTIES : To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required.

ENQUIRIES
APPLICATIONS

: Mrs E. Bessick Tel No: 021 402 2406
: 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
NOTE

: Ms. C Rossouw
: Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post.