

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.

INTERNAL ADVERTISEMENT

KINDLY NOTE THAT EXTERNAL APPLICANTS WILL BE ACCEPTED FOR THIS POSITIONS.

JOHANNESBURG REGIONAL OFFICE APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For attention: Mr M Mudau

ACCOUNTING CLERK: (X5 POSTS) (36 MONTHS CONTRACTS) REF NO: 2022/371

SALARY: R 176 310.00 per annum

CENTRE: Johannesburg Regional Office

REQUIREMENTS: A Senior Certificate/Grade 12 or equivalent qualification with appropriate experience in Accounting/Finance. **KNOWLEDGE:** Transversal financial systems, Treasury Regulations, State budgeting procedures. **SKILLS:** Financial administration, analytical thinking, accounting and numeric skills, budgeting, communication. **PERSONAL ATTRIBUTES:** Ability to work under pressure, ability to communicate and problem solving.

DUTIES: Administrate and control expenditures. Capture PMIS payments such as unplanned payments, municipal services, rates, rentals and domestic services. Capture BAS payments, compile journal entries. Perform BAS, SAGE, Archibus and PMIS systems' reconciliations. Verify WCS payments of consultants, contractors and supplier's payments. Control and safe keeping of documents, respond to all audit queries in the directorate. Provide effective and efficient administrative support services within finance. Assist with ordering of material and equipment from suppliers, submit invoices for payment and organise office logistical matters. Administer placements, work schedules and consolidated leave record of component staff.

ENQUIRES: Mr. J Marakalala Tel No: (011) 713 6139

ADMINISTRATIVE CLERK: SCM (X5 POSTS) (36 MONTHS CONTRACT) REF NO: 2022/372

SALARY: R 176 310.00 per annum

CENTRE: Johannesburg Regional Office

REQUIREMENTS: A Senior Certificate/Grade 12 or equivalent qualification with appropriate experience in Supply Chain Management required. **KNOWLEDGE:** Demonstrative computer literacy (word processing, spreadsheets, presentations) and administration tasks. **SKILLS:** Advanced communication (verbal and written), basic numeracy and interpersonal relations. **PERSONAL ATTRIBUTES:** ability to work under stressful situations, ability to communicate at all levels, hard-working, self-motivated, ability to work independently.

DUTIES: Provide effective and efficient secretarial/clerical support services, organize meetings and workshops. Manage the flow of information and documents in the office, manage communication to and from the office. Render asset management clerical support: Compile and maintain records (e.g. asset records/databases), check and issue furniture, equipment and accessories to components and individuals. Render demand and acquisition clerical support, update and maintain a supplier (including contractors) database, register suppliers on Logis or similar system. Request and receive quotations, capture specification on the electronic purchasing system, place orders, issue and receive bid document. Place orders for goods and maintain goods register, update and maintain register of suppliers. Provide effective and efficient administrative support services within Supply Chain Management, submit invoices for payment and consolidated leave record of component staff.

ENQUIRES: Mr. VG Msimango Tel No: (011) 713 6251

ADMINISTRATIVE CLERK: LEASING AND ACQUISITIONS (X3 POSTS) (36 MONTHS CONTRACT) REF NO: 2022/373

SALARY: R 176 310.00 per annum

CENTRE: Johannesburg Regional Office

REQUIREMENTS: A Senior Certificate/Grade 12 or equivalent qualification with appropriate experience in Real Estate Management Services. **KNOWLEDGE:** good telephone etiquette, demonstrative computer literacy, relevant legislation, basic financial administration. **SKILLS:** Advanced communication (verbal and written), ability to communicate well with people at deferent levels, basic numeracy, office administration and organizational skills, ability to act with tact and discretion.

DUTIES: Render general clerical support services in Real Estate Management Services. Keep and maintain the filing system, incoming and outgoing register of the component as well as the asset register. Liaise with internal and external stakeholders in relation to procurement of goods and services. Assist with ordering of material and equipment from suppliers. Maintain a leave register for the component and personnel records as well as attendance register. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Provide support with the acquisitions of official's accommodation for client departments. Assist with lease expiry dates and liaise with client departments regarding the renewal of leases. Ensure that renewals and new leases comply with to procedures and delegations. Assist with the termination of leased accommodation. Assist with administration of information related to leased houses and terminated leases.

ENQUIRIES: Mr. L Nelwamondo Tel No: (011) 713 6218

ADMINISTRATIVE CLERK: UCA (X3 POSTS) (36 MONTHS CONTRACT) REF NO: 2022/374

SALARY: R 176 310.00 per annum

CENTRE: Johannesburg Regional Office

REQUIREMENTS: A Senior Certificate/Grade 12 or equivalent qualification with appropriate experience in Utilization and Contract Administration. **KNOWLEDGE:** good telephone etiquette, demonstrative computer literacy, relevant legislation, basic financial administration. **SKILLS:** Advanced communication (verbal and written), ability to communicate well with people at deferent levels, basic numeracy, office administration and organisational skills, ability to act with tact and discretion.

DUTIES: Render general clerical support services in Utilization and Contract Administration: Record, organise, store, capture and retrieve correspondence and data. Keep and maintain the filing system for the component. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Keep and maintain the asset register of the component. Undertake site visits and conditions surveys to determine utilization potentials. Liaise with clients to determine their property-related requirements/specifications. Undertake tenant verifications. Administrate effective implementation of the conditions of lease agreements, particularly with regard to contract milestones.

ENQUIRIES: Ms. F Khoza Tel No: (011) 713 6079

Please note: The successful candidates will be subjected to a security screening (pre-employment screening and security vetting).

NOTE: With regard to completion of new Z83 form, part A and B must be fully filled, Two questions relating to condition that prevent re-appointment under part F must be fully answered. Page 1 must be initialed, failure to comply with the above, applicants will be disqualified. Part C on method of correspondence and contact details must be fully filled. 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



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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.

Closing Date: 16h00, 28 October 2022



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