



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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.

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

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

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
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

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

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

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

PORT ELIZABETH REGIONAL OFFICE APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. For attention: Ms S Mafanya.

KIMBERLEY REGIONAL OFFICE APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. For Attention: Ms N Hlongwane

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 Khotsa

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

MTHATHA REGIONAL OFFICE APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For attention: Ms N Mzalisi

SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES RECRUITMENT (36 MONTHS CONTRACT)

SALARY: R 331 188.00 per annum

CENTRE: Head Office (Pretoria) (X2) Ref no: 2022/464A

Mmabatho Regional Office (X1) Ref no: 2022/464B

REQUIREMENTS: A three year tertiary qualification (NQF Level 6) in Human Resource Management, Behavioural Science, Social Science or Management Sciences. Appropriate working experience in Human Resource Recruitment Management. **KNOWLEDGE:** Standards, practices, processes and procedures related to HR Recruitment Structure and functioning of the Department Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act. Codes of Remuneration. Public Finance Management



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

Act. Conflict management. Project management. SKILLS: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organisational skills. Computer utilisation. Analytical thinking. Problem solving skills. Communication and report writing abilities. PERSONAL ATTRIBUTES: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Punctuality. Assertive. Hard-working. Self-motivated. Ability to work independent.

DUTIES: Facilitate and implement advertising processes. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Obtain quotes for placement of advertisements. Ensure approval of adverts. Arrange placement bookings with advertisement agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicants' profiles. Facilitate the invitation of short listed applicants. Represent human resource in interviews of short listed applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personnel planning requirements. Compile, maintain and communicate the Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES: Ms. MM Magane, Tel: (012) 406 1552, Mr. T Oagile, Tel: (018) 386 5217

HR CLERK: HR RECRUITMENT (36 MONTHS CONTRACT)

SALARY: R 181 599.00 per annum

CENTRE: ~~Head Office (Pretoria) (X1) 2022/465A (Withdrawn)~~

Pretoria (X4) Ref no: 2022/465B

Johannesburg (X2) Ref no: 2022/465C

Durban (X2) Ref no: Ref no: 2022/465D

Bloemfontein (X2) Ref no: 2022/465E

Port Elizabeth (X2) Ref no: 2022/465F

Mthatha (X2) Ref no: 2022/465G

Cape Town (X4) Ref no: 2022/465H

Polokwane (X1) Ref no: 2022/465I

Mmabatho X2 Ref no: 2022/465J

Kimberly (X1) Ref no: 2022/465K

Nelspruit (X2) Ref no: 2022/465L

REQUIREMENTS: A Senior Certificate/ Grade 12 with appropriate experience in HR planning and recruitment. (A National Diploma in Human Resources Management will be an added advantage). Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of Persal. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration. Computer literacy (MS Word, Excell, PowerPoint). Basic numeracy, interpersonal and diplomacy skills. Ability to analyse and interpret HR policies and prescripts. Interpersonal skills. Planning and organizing skills. Ability to work under pressure. Ability to cope with a high workload. Communication and reporting abilities. The ability to work in stressful situations. People orientated, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Willingness to participate in all HRM related activities as required by the manager.

DUTIES: Provide administrative support to recruitment and selection processes. Ensure that adverts and staff requisitions are duly completed and submitted to Head Office. Recording and scheduling of applications, facilitate shortlisting process; facilitate interview invites and related logistical arrangements; serve as human resources scribe during shortlisting and interviews; communicate with successful applicants, ensure that verification of screening results, certificates and qualifications are done. Prepare appointment submission for approval and offer of employment letters. Ensure the safekeeping of recruitment and selection documents.

ENQUIRIES: Ms. MM Magane, Tel (012) 406 1552, Ms. M Masubelele, Tel: (012) 492 3187, Mr. M Mudau, Tel: (011) 713 6024, Ms. NS Nxumalo, Tel: (031) 314 7023, Mr. D Manus, Tel: (051) 408 7397, Mr. SS Mdlaka, Tel: (041) 408 2131, Ms. N Mzalisi, Tel: (047) 502 7005, Ms. N Mtsulwana, Tel: (021) 402 2246, Mr. J Khotsa, Tel: (015) 293 8004, Ms. N Hlongwane, Tel: (053) 838 5377, Mr. E Nguyuza, Tel: (013) 753 6319, Mr. T Oagile, Tel: (018) 386 5217



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

ADMINISTRATIVE CLERK: RECRUITMENT AND PLANNING REF NO: 2022/483 (36 MONTHS CONTRACT)

SALARY: R 181 599 per annum

CENTRE: Head Office (Pretoria) (X1)

REQUIREMENTS: Senior Certificate/Grade 12 with no previous experience required. **KNOWLEDGE:** Wide range of office administrative tasks, Good telephone etiquette, Demonstrative computer literacy, relevant legislation, Basic financial administration. **SKILLS:** Advanced communication (verbal and written), Sound organisational skill, Good people skill, Language skills, Ability to communicate well with people at different levels, Basic numeracy, Interpersonal skills, Office administration and organisational skills, Planning and organising, Ability to act with tact and discretion. **PERSONAL ATTRIBUTES:** People orientated, Hardworking, Resourceful, Self-motivated, Trust worthy, Creative. Willing to adapt work schedule in accordance with office requirements **DUTIES:** Render general clerical support services: Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. 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. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. 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.

ENQUIRIES: Mr. MS Sekalo, Tel: 012 406 1668/064 847 9487

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

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 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



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA

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, 14 December 2022



public works
& infrastructure

Department:
Public Works and Infrastructure
REPUBLIC OF SOUTH AFRICA