

## 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**  
**NOTE**

- : 03 February 2023 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 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 reappointment 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.
- ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 01 dated 13 January 2023. (1) Senior Forensic Investigator: Governance, Risk and Compliance Branch Ref No: 2023/03 (X5 POSTS) Centre: Head Office (Pretoria), the post was advertised with incorrect number of posts, the correct number of posts is as follows: Senior Forensic Investigator: Governance, Risk and Compliance Branch Ref No: 2023/03 (X3 POSTS). (2) Process Controller: Water Purification and Wastewater Treatment Plant Operator Ref No: 2023/15 (X2 posts) Centre: Kimberley Regional Office, The post was advertised with incorrect requirements (Grade 10), the correct requirements is Grade 12 (or NTC III); plus [a] Operators Certificate; or [b] Water Treatment Practice N3; or [c] Wastewater Treatment Practice N3; or [d]

the Core Unit Standard from the appropriate NQF 4 Qualification; ORNTC III in Water Treatment Practice; ORNTC III in Waste Water Treatment Practice; OR Appropriate NQF 4 Qualification. Valid driver's license. Please note that the closing date for Process Controller: Water Purification and Wastewater Treatment Plant Operator Ref No: 2023/15 (X2 Posts) has been extended to 03 February 2023.

#### OTHER POSTS

**POST 02/88** : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2023/19 (X5 POSTS)**  
(5 Years Contract)

**SALARY** : R766 584 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management service)

**CENTRE** : Pretoria (Head Office)

**REQUIREMENTS** : CA (SA) qualification with extensive practical experience with GRAP accounting. Shortlisted candidates will be subjected to a technical assessment. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PFMA, GRAP accounting standards. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

**DUTIES** : Preparing Financial Statement for the Property Management Trading Entity and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development.

**ENQUIRIES** : Mr N Khuzwayo Tel No: (012) 406 1984

**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 02/89** : **ASSISTANT DIRECTOR: HORTICULTURAL SERVICES REF NO: 2023/20**  
(Re-Advertisement: people who previously applied are encouraged to re-apply)

**SALARY** : R491 403 per annum

**CENTRE** : Polokwane Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Horticulture/ Agriculture with an appropriate relevant experience in the field of horticultural/gardening services. Must be computer literate. Must be in possession of a valid driver's license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Clear knowledge of government/public procurement processes. Must be able to liaise with clients and have good all round communication skills. Applicant should be conversant with the requirements of the Occupational Health and Safety Act and Regulations, Agricultural Pests Act, National Veld and Forest Fire Act, National Environmental Management Act, National Environment Management Biodiversity Act, Municipal By-Laws, Fire Brigade Services Act, Public Finance

		Management Act and its Regulations, PPPFA and its regulations, BBBEE Act, State Tender Board Act, CIDB Act, GIAMA, Labour Relations Act, BCEA, EEA, COIDA etc.
<b><u>DUTIES</u></b>	:	Supervising the processing of horticultural tasks within Facilities Management. Report writing. Long and short term planning. Prepare and compile business plan with Deputy Director: Facilities Management. Prepare risk register for Horticultural/Gardening section. Prepare monthly/quarterly/ annual progress reports. Prepare budget for the Horticulture/Gardening section. Ensure proper commitment registers. Management of all procurement of horticultural services. Management of staff etc.
<b><u>ENQUIRIES</u></b>	:	Mr N. Malitsha Tel No: (015) 291 6447
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Mr. NJ Khotsa
<b><u>POST 02/90</u></b>	:	<b><u>OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2023/21</u></b>
<b><u>SALARY</u></b>	:	R393 711 per annum
<b><u>CENTRE</u></b>	:	Kimberly Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Public Administration/ Management/ Office Management or equivalent qualification and relevant experience in the field. Wide range of office management and administrative tasks, structure and functioning of the department, conflict management, project management, Communication (written and verbal), policy analysis and development, planning and organizing, people management, financial management, project coordination, problem solving computer literacy, facilitation and presentation, stakeholder and client liaison, monitoring, report writing, people orientated, creative, trustworthy, assertive, hard-working, self-motivated, ability to work independently, ability to work under pressure. A valid driver's Licence.
<b><u>DUTIES</u></b>	:	Manage and oversee logistics within the office of the RM, manage the work flow of the unit. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the RM and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the RM for such meetings. Contribute to the development and promotion of the programmes under the jurisdiction of the RM. Provide administration support to the RM with regards to the management of the region activities. Organise and attend certain region meetings. Liaise with relevant stakeholders regarding outstanding information and issues. Co-ordinate region workshops (venues, travel, catering etc.) Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement and cash flow projections for the region. Monitor and report on the financial performance of the region. Undertake research and develop appropriate policies strategies programmes to be used to promote the region. Ensure effective document management and correspondence flow within the Office of RM. Consolidate all Director's reports to produce a monthly and quarterly regional report. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the RM. Administer office correspondence, documents and reports. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant to the office. Manage budget in the RM's office. Coordinate and manage projects in the office of the RM. Supervise employees to ensure an effective service delivery.
<b><u>ENQUIRIES</u></b>	:	Ms R Baulackey Tel No: (053) 838 5202
<b><u>APPLICATIONS</u></b>	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
<b><u>FOR ATTENTION</u></b>	:	Ms N Hlongwane
<b><u>POST 02/91</u></b>	:	<b><u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2023/22</u></b>
<b><u>SALARY</u></b>	:	R331 188 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office

- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Electrical Engineering or a N3 Certificate in Electrical Engineering and a relevant passed Trade Test, or Registration as an Electrical Engineering Technician with appropriate relevant experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the Public Finance Management Act, Occupational Health and Safety Act, National Building Regulations, Environment Conservation Act as well as the Government Procurement process and systems. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Added advantage will be registration with a professional body will serve as an advantage as well as a Wire man license.
- DUTIES** : Manage minor projects, unplanned maintenance, building condition surveys and asset register with reference to Electrical Works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.
- ENQUIRIES** : Ms Z Nghona Tel No: (021) 402 2013  
**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 02/92** : **ADMINISTRATION OFFICER: FRAUD AWARENESS REF NO: 2023/23**
- SALARY** : R269 214 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Office Administration, with appropriate experience as an Office assistant/secretary. Computer Literacy (MS Word, MS PowerPoint, Excel, Intranet and Internet, as well as typing skills). Knowledge of LOGIS and BAS will be an added advantage. Good interpersonal, organisational and communication skills are also required. Good record keeping skills. Knowledge and understanding of office/admin environment will be an added advantage.
- DUTIES** : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To manage all telephone calls [screening incoming and outgoing calls in the office]. Responding to telephonic queries as and when required ensuring the efficient flow of information in and out of the office. Record incoming mail, distribute to relevant managers and assist with tracking of documentation. Maintain a good filing system; complete transport and subsistence claims; make reservations for local travels and following up on arrangements for unit staff. Manage inventory and other resources in the unit. Assist with the unit's commitment register, i.e. development and maintenance. Assist in preparing for meetings and presentations, preparing agendas and minutes and assist with the compilation of minutes & reports. Render administrative and secretarial support to the director, i.e. typing, co-ordination of daily activities, management of diary (electronic & manual), proper preparation and recording of all meetings and appointments.
- ENQUIRIES** : Mr M Mabotja Tel No: (012) 406 1328  
**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 02/93** : **GROUNDSMAN HORTICULTURAL SERVICES REF NO: 2023/24**  
(Re-Advertisement: people who previously applied are encouraged to re-apply)
- SALARY** : R107 196 per annum  
**CENTRE** : Polokwane Regional Office (Vuwani Magistrate Court)  
**REQUIREMENTS** : ABET level 4/ NCV 4 or Grade 12 certificate. A certificate or testimonial in gardening/ horticultural services shall serve as an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine gardening tasks.

- DUTIES** : To perform general garden maintenance tasks as directed by the supervisor such as planting, pruning, spraying, mowing and tree felling work, application of fertilizers, herbicides and pesticides as the need arise. Collecting of garden refuse at respective areas. Assist with general garden work as requested.
- ENQUIRIES** : Mr. Z.S. Ngcobo Tel No: (015) 291-6387
- 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 Khotsa