

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

: 17 March 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, and applicants will not be disqualified if they only sign page 2. 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 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. Candidates will only consider recognition of prior learning on submission of proof. 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Application must be submitted to the email addresses

specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

- POST 08/127** : **CHIEF DIRECTOR: EXECUTIVE SUPPORT REF NO: 2023/90**
(This position is targeted for persons with disabilities and female candidates)
- SALARY** : R1 308 051 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 07) in Public Management or Administration or equivalent qualification as recognised SAQA. Five (5) years appropriate or relevant experience at senior management level. Knowledge: Knowledge of the Public Service legislation. Knowledge of the functioning of national, government, fundamental economics, structure and functioning of the Department, PMTE, Parliamentary protocol processes, linkages with government clusters, Departmental standards and regulations. Skills: Executive management skills, Sound analytical and problem identification and solving skills, Computer literacy, Marketing and liaison, Advanced communication, Language proficiency, Advanced report writing, Strategic management, Lateral thinking, Research methodologies, Financial management, Advanced interpersonal and diplomacy skills, Programme and project management. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results. Ability to communicate at all levels, particularly at an executive level. Drivers' license. Prepared to travel, willing to adapt work schedule in accordance with professional requirements.
- DUTIES** : Manage the administration of the Office of the Director-General. Engage and interact with the Ministry on Cabinet, Parliament and Cluster related issues, Render strategic advice and executive support regarding the development and submission of the strategic documents to the Ministry. Represent the Office of the Director-General in executive management processes. Participate in TMC, MANCO and HOD Public Works. Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Director-General. Provide strategic advice regarding MINMEC and NEDLAC issues. Co-ordinate, integrate and support the involvement of the DPWI in the relevant Cluster activities. Facilitation the approval and submission of responses to Parliament questions and other strategic matters. Review, determine impact and provide comments regarding departmental and external submissions addressed to the Director-General. Review all reports and submissions for the attention of the Director-General Support the analysis and interpretation of built industry norms and standards. Direct the diary of the Director-General. Approve administrative matters related to senior managers who report directly to the Director-General as required. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements of the Office of the Director-General.
- ENQUIRIES** : Mr SC Zaba Tel No: (012) 406 1544/1359
- APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-01@dpw.gov.za
- POST 08/128** : **CHIEF DIRECTOR: INTERGOVERNMENTAL RELATIONS CO-ORDINATION (CONCURRENT) REF NO: 2023/91**
- SALARY** : R1 308 051 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Senior Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 07) in Political Sciences, Corporate Governance, Development Studies, Public Management/ Administration, International Relations or equivalent qualification as recognized by SAQA, plus at least five (5) years' experience in a Senior Management position. A relevant

Master's degree will be an added advantage. Extensive experience in stakeholder management and sector co-ordination. Good understanding of the Public works and infrastructure sector. Understanding of applicable Intergovernmental Relations legislation, Public finance Management Act (Act 1 of 1999) and Treasury regulations. Knowledge of Risk Management and combined assurance, Professional writing, mentoring/coaching, influencing and networking skills, Policy development and diplomacy. A valid driver's license, willingness to travel.

DUTIES : Provide strategic direction and promote good governance for internal and sector governance structures. Strengthen sector co-ordination and sector contributions to the DDM model. Oversee and support the development and regular review of sector governance structures. Oversee, Monitor and Report on the programmes of sector governance structures. Co-ordinate Parliamentary Questions, Select and Portfolio Committee engagements as well as facilitation of Cabinet matters. Promote sound Intergovernmental relations and provide strategic guidance on the Department's efforts to resolve disputes with other spheres of government. Build and maintain relationships with IGR partners, including sector entities, local government and NEDLAC. Negotiate protocol agreements with IGR partners as well as monitoring performance on agreed programmes. Render protocol services to the Executive and ensure effective execution of the Department's public participation programmes. Monitor and report on the Chief Directorate's financial and non-financial performance information. Manage the chief directorate's resources (human and financial).

ENQUIRIES : Mr A Mthombeni Tel No: (012) 406 1100
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-02@dpw.gov.za

POST 08/129 : **DIRECTOR: SECURITY MANAGEMENT REF NO: 2023/92**

SALARY : R1 105 383 per annum (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF level 7) in Safety and Security Management disciplines/Policing, Management Science, Behavioral Science as recognized by SAQA plus five (5) years' of experience at a middle/senior managerial level in safety/security management and administration, forensic investigation and examination criminal law. Willing to successfully attend prescribed training courses; prepared to travel and be absent for prolonged periods; prepared to work irregular and long hours; expected to work overtime; prepared to disclose their financial interests; security clearance. State Security Agency (SSA) Manager course. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards (MISS) Act; disciplinary procedures and what constitutes unprofessional conduct; Departmental business processes; National Strategic Intelligence Act national information security policy; risk and threat management; safety and security management and administration, including-security auditing; physical security measures; contingency planning; occupational health and safety; personnel security; document security; surveillance; information technology security; fire regulations and fire protection; and communication security (cryptography);security vetting; security breaches and investigations. SKILLS: Strategic capability and leadership; People management and empowerment; Programme and project management; Financial Management; Change management; Knowledge management; Service delivery innovation; Problem solving; Client orientation and customer focus; effective communication at all levels; report writing; presentation skills; planning and organisation; relationship management; interpersonal and diplomacy skills; computer literacy; detection skills; analytical thinking; problem solving skills; decision making skills; motivational skills; conflict management. Personal Attributes: Tenacity; dedication; honesty; exceptional level of integrity; objectivity; innovation; resourcefulness; adaptability; creative. A valid drivers' license.

DUTIES : The management and coordination of the total security function of the Department-identify risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such; develop and implement appropriate security measures and procedures; develop and implement the policy; ensure integration of all security-related aspects with regard to personnel, documents, physical security, communications,

computers and surveillance activities; advise management regarding the security implications of executive decisions; facilitate the management of security-related issues by the Security Committee ensure the effective management of vetting applications and security clearances; maintain records of security incidents. Manage the execution of vetting field-work investigations within the Department. Manage the execution of vetting field-work investigations within the Department; conduct physical security appraisals; monitor the extent of compliance; ensure effective implementation; recommend interventions/ improvements/disciplinary measures where appropriate; provide management reports. Conduct screening of companies, contractors and consultants; Conduct verification of academic qualifications of DPW officials; Verification of criminal records checks, Citizenship verification, Financial/asset record checks and previous employment verification; Conduct pre-employment screening to all potential employees; Creating a database of pre-cleared contractors and consultants with the prestige portfolio; Conducting workshops to companies, contractors and consultant for security screening requirements; liaise and interact regarding planned and unplanned inspections; liaise regarding information security; liaise regarding physical security requirements and problems, and measures to address such; report incidents or suspected incidents of security breaches and/or leakages of sensitive information for investigation. Manage budget and expenditure of the component efficiently; Compile budgetary reports. Manage the administration and development of staff; provide reports on branch performance issues; ensure capacity and sustainability of staff of the component.

ENQUIRIES : Mr R Muthanyi Tel No: (012) 406 1629
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-03@dpw.gov.za

POST 08/130 : **DIRECTOR: OFFICE OF THE DG REF NO: 2023/93**

SALARY : R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate (NQF 7) qualification in Public Management or Administration or equivalent qualification. Five (5) years MMS/SMS relevant experience in an executive environment. Knowledge: Technical knowledge of the built environment industry; Applicable legislation, norms and standards related to the built environment industry, including the PFMA, Treasury Instructions, PSA, PSR and MISS Act; Functioning of national, provincial and local government; Fundamental economics; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulations. Personal Attributes: Innovative; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels, particularly at an executive level; People orientated; Trustworthy; Assertive; Ability to work independently. Skills: Executive management skills; Sound analytical and problem identification and solving skills; Advanced communication; Language proficiency; Advanced report writing; Strategic management; Financial management; Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision making skills; Conflict management; Negotiation skills; Motivational skills; Influencing skills. Other: Willing to adapt work schedule in accordance with professional requirements; Security clearance.

DUTIES : Represent the Office of the Director General in executive management forums and processes, Participate in structures (TMC, MANCO and HOD Public Works) and processes as directed by the Director General; Participate/ensure representation, and manage and assess reports of FOSAD or related committees on behalf of the Director General; Provide strategic advice regarding MINMEC and NEDLAC issues; Co-ordinate, integrate and support the involvement of the Department in Cluster activities; Engage and interact with the Ministry regarding Cabinet; parliament and Cluster related issues; Optimise the effectiveness of the Office of the Director General-Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery to the Director General; Re-engineer management processes and co-ordinate management review processes related to the Office; Effectively manage, monitor and track information related

to the Office of the Director General; Articulate, co-ordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Director General; Review, determine the impact and provide comments regarding departmental and external submissions addressed to the Director General; Assess audit reports and ensure that the Department is providing value for money; Support the preparation of presentation to be made by the Director General to key stakeholders. Manage the administration of the Office of the Director General, Direct the diary of the Director General; Approve administrative matters related to senior managers who report directly to the Director General as required; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements; Co-ordinate research; Support the security profile of the Office. Management of the directorate:-Ensure that the directorate complies with the Medium Term Expenditure Framework; Manage the effective and efficient implementation and maintenance of risk management processes on immovable property; Undertake key account management of immovable properties entrusted with the directorate; Maintain conducive professional relationships with stakeholders and clients; Establish and maintain good working relations with all stakeholders and client departments; Control and manage human, financial and physical assets attached to the directorate.

**ENQUIRIES
APPLICATIONS**

: Mr SC Zaba Tel No: (012) 406 1544/1359
: All applications for this position must be submitted only via email to: Recruitment23-04@dpw.gov.za

POST 08/131

: **DIRECTOR: VERIFICATION AND CONDITION ASSESSMENT REF NO: 2023/94**
(36 Months Contract)

SALARY

: R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: An undergraduate (NQF 7) qualification in Commerce, Business Administration, Real Estate Management, Asset Management, State Land Administration or equivalent qualification. Extensive experience in Real Estate Management, Asset management and State Land Administration. Five (5) years MMS/SMS relevant experience in Real Estate Management, Asset management and State Land Administration. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. A valid driver's license. Computer literacy, Decision making skills. Ability to work under pressure, Negotiation skills, excellent inter-personal skills and Communication skills, Good Verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES

: Manage the planning and execution of physical verification of land and buildings over a five (5) year cycle; Manage the planning and execution condition assessment of buildings and significant components over a five (5) year cycle; Ensure completeness of coastal reserves through identification, surveying and verification; Investigate and report on variances; Make necessary recommendations to resolve discrepancies; Ensure the updated register; Ensure rehabilitation of unused buildings. Compile and enhance Asset Register in compliance with GIAMA and GAAP; develop and implement processes for efficient management of immovable assets; monitor and evaluate compliance of policies and processes. Provide advisory support to management on asset register; Manage budget and expenditure of the component efficiently; Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements; Manage the training and development needs for employees; Manage the implementation and compliance of performance management; Report on the performance of the unit against operational plan, business requirements and targets. Undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all Immoveable Asset Register policies contribute to the Departments` strategic objectives; Manage the development of strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies; Ensure capitalisation,

de-recognition, impairment and all other accounting for Immovable Assets is in compliance with the GRAP requirements.

ENQUIRIES : Mr S Sokhela Tel No: (012) 406 1143/2043
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-05@dpw.gov.za

OTHER POSTS

POST 08/132 : **DEPUTY DIRECTOR: FINANCE PRIVATE LEASES REF NO: 2023/95 (X7 POSTS**
(12 Months 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 : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Accounting/Financial Management or related qualification with relevant experiences. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PFMA, GRAP/IFRS 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 : Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence for leases. Develop audit action plans and monitor implementation thereof. 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. 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 (Main focus on leases but could also include accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Provide technical accounting support to line function and finance officials. Drafting reports with regards to progress made and escalating challenges experienced. Empower officials with GRAP accounting and financial management skills development.

ENQUIRIES : Mr A Joubert Tel No: (012) 406 1744
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 08/133 : **ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT REF NO: 2023/96**

SALARY : R491 403 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management, Human Resource Management, Social or Management Sciences. Appropriate working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth/Skills Development/ Training and Development Programmes at a supervisory level; and possess a valid unendorsed driver's license. Knowledge and understanding of National Development Plan, Youth Accord, Public Finance Management Act, Skills Development Act. 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, MS Excel, MS PowerPoint. Good 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 knowledge of Financial Administration, and must be willing to travel extensively.

DUTIES : Provide input in the development of the Human Capital Investment Programmes guidelines, processes, norms & standards and strategies.

Provide technical and administrative support in the implementation of Human Capital Investment Programmes. Procure all resources related to programmes. Ensure alignment of programmes to the National Infrastructure Plan, Sector Skills Plan, Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to Human Capital Investment. Stakeholder Relations Management. Administer the database pertaining to Human Capital Investment programmes beneficiaries. Render administrative services to programmes' finances. Assist in the Development of financial processes and systems for Human Capital Investment Programmes. Collate, consolidate and prepare invoice payments. Prepare and facilitate claims through the SETAs. Track expenditure and prepare financial reports to sponsors and Finance unit. Render monitoring and evaluation services on all Human Capital Investment programmes. Assist in the development of the overall framework of the monitoring and evaluation activities. Collate, consolidate and analyse monthly progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. Compile HCI Programmes Impact Report, Distributes reports to sponsors. Recommend further improvement of the logical frame work.

ENQUIRIES : Ms P Penxa Tel No: 021 402 2028
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 08/134 : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2023/97**

SALARY : R491 403 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education and Behavioural Sciences. Relevant years of experience in Training and Skills Development Coordination field. Willingness to travel and work irregular hours and be in possession of a valid driver's licence (Code B – Old Code 8). Computer literacy, planning and organising, Social facilitation, conflict management, training and presentation skills, training quality assurance, stakeholder management, budget management, contract management, record keeping, claims support, procurement procedures and reporting are also key requirements for this job.

DUTIES : Coordinate the training for EPWP participants. Collect and capture data for reporting training interventions. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Coordinate capacity building programmes for EPWP 107 Officials. Provide support to Training Providers during training and claims processes.

ENQUIRES : Ms C Makunike Tel No: (012) 492 3075
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 08/135 : **ASSISTANT DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2023/98**

SALARY : R393 711 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration Politics, Corporate Governance, Development Studies or equivalent qualification (NQF Level 6), plus extensive proven knowledge of and experience in coordinating stakeholders around government programmes in the public service. Excellent knowledge of the Public Finance Management Act (Act 1 of 1999) and Treasury Regulations; Good knowledge of legislation applicable to Intergovernmental Relations; Experience in administrative support; Proven skills in stakeholder management and programme/ sector

		coordination; professional writing skills; Ability and willingness to work under pressure and meet tight deadlines; Ability to work independently and as part of a team; Maintain confidentiality of information.
<u>DUTIES</u>	:	Support and contribute in development and review policies to support inter-governmental strategy. Plan and coordinate high level meetings; sector work streams, operational Exco and DDM structures. Provide secretariat support to sector IGR structures. Provide protocol support at IGR functions and events. Provide support on performance and financial management and reporting. Manage records of all sector and internal governance structures managed by the Directorate: IGR. Undertake other general administrative support functions. General supervision of employees. Provide reporting input for the management of performance information. Provide procurement related and financial reporting support to the Deputy Director.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Mabuda Tel No: 012 406 1425
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 08/136</u>	:	<u>ADMINISTRATIVE OFFICER: PROGRAMME MANAGEMENT OFFICE REF NO: 2023/99</u> (36 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum
	:	Head Office (Pretoria)
	:	A three year tertiary qualification (NGF Level 6) in Office Management/ Management Assistant /Office Administration / Public Administration. Appropriate experience in clerical support and office Administration, knowledge of Public Finance Management Act, wide range of administration tasks skills, Effective communication, Report writing, demonstrative computer literacy, General office administration and organizational skills, ability to work under stressful situations, ability to communicate at all levels, ability to work independently willing to adapt work schedule in accordance with office requirements. Skills: Strategic capabilities and leadership skills, programme and project management, information and knowledge management, high level of computer literacy, stakeholder management, quality management, planning and coordination. Ability to work independently, willingness to adapt to a tight schedule in accordance with professional requirements, required to travel extensively, working abnormal hours.
<u>DUTIES</u>	:	Render administrative/office support services. Provide administrative and personal functional support to the DDG. Prepare submissions and correspondences. Process subsistence and travel claims. Administer post incoming and outgoing. Provide secretariat services. Update the database, take minutes during meetings, Provide provisioning and logistical services. Render logistics for workshop, meetings and seminars. Provide goods and services. Maintain supply of stationery, furniture and office equipment. Make travel and accommodation arrangements. Provide assistance with personnel performance management system administration. Control personnel performance management system. Maintain record management. Maintain records keeping and filing systems. Administer leave registry. Record flow of correspondence. Make photocopies and faxing.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N Kubeka Tel No: (012) 406 1504
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 08/137</u>	:	<u>RECEPTIONIST: INTERNAL COMMUNICATION & MOBILISATIONINTERNAL COMMUNICATION & MOBILISATION REF NO: 2023/100</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R181 599 per annum
	:	Cape Town Regional Office
	:	A Grade 12 with appropriate relevant working experience. Knowledge of customer service principles and practices. An understanding of legislation, policies and procedures of DPWI, office management and administrative tasks. Advanced communication (verbal & written) skills. Computer literacy.

Interpersonal skills. Customer service oriented. Planning & organizing skills. Stress management skills.

DUTIES : Effectively and efficiently provide receptionist support service within the department. Receive visitors and/ or clients. Assist and direct visitors and clients to their destination. Re-direct calls as appropriate and take adequate messages when required. Handle visitors' enquiries whenever possible. Keep a logbook of each day's visitors. Ensure a clean reception area. Provide a high level of internal customer service.

ENQUIRIES APPLICATIONS : Ms P Penxa Tel No: 021 402 2028

: 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 08/138 : **EPWP DATA CAPTURER REF NO: 2023/101**

SALARY CENTRE REQUIREMENTS : R151 884 per annum
: Mthatha Regional Office
: A senior Certificate/ Grade 12 or Equivalent Qualification/ Diploma or Degree in Information Technology/ Office Administration and related qualification will be an added Advantage. A Relevant Working Experience In Data Capturing And Office Administration. Knowledge: A range of work procedures such as data capturing, Administration procedures relating to working environment including norms and standards, Batho Pele Principles. Skills administration and reporting procedures. Basic gathering of information. Computer literacy (MS Suit). Ability to handle stressful environment. Office organizational skills. General filing including electronic filing skills. Conflict management and people skills. Ability to perform routine tasks. Basic interpersonal relationship. Problem solving. Strong computer literacy.

DUTIES : To capture information from hard copies as submitted by the different projects and public bodies to electronic system, i.e. word excel and other computer network system ensuring that the information captured is accurate and in good standards. Transcript data from source documents into the EPWP Reporting System.

ENQUIRIES APPLICATIONS : Mr. M Ntese Tel No: (041) 408 2305/2029
: Mthatha Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructure Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructure, 96 Sutherland Street Prd II Building, 5Th Floor Mthatha 5099.

FOR ATTENTION : Ms. N Mzalisi

POST 08/139 : **DATA CAPTURE: REMS REF NO: 2023/102 (X4 POSTS)**
(12 Months Contract)

SALARY CENTRE REQUIREMENTS : R151 884 per annum
: Mthatha Regional Office
: A Senior Certificate/ Grade 12 or equivalent qualification. A three year tertiary qualification in Real Estate/ Property Management/ Built Environment, Finance/ Accounting will serve as an added advantage. Appropriate experience in Acquisition and Leasing or experience in the Accounts Payment Section will be required. Basic understanding of Public Finance Management Act and other Property related Legislations. Financial reconciliation and numerical skills. Good verbal and written communication skills.

DUTIES : Attend to reconciliation of payment of rentals to leased buildings to make sure that correct rentals are being paid. Attend to AG queries to avoid audit queries. Assist in making budget projections for leases to avoid under and over expenditure. Update, verify leases on Archibus system and other related government systems regularly. Compile lease reports monthly.

ENQUIRIES APPLICATIONS : P Ngomane Tel No: (012)-492 3337
: Mthatha Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructure Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructure, 96 Sutherland Street Prd II Building, 5Th Floor Mthatha 5099.

FOR ATTENTION : Ms. N Mzalisi