

## 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** : 27 January 2023 at 16H00

**NOTE** : 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.

## OTHER POSTS

**POST 01/193** : **DEPUTY DIRECTOR: PROPERTY DISPOSAL REF NO: 2023/01**

**SALARY** : R908 502 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

**CENTRE** : Bloemfontein Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Property Management / Development or Property Law. Extensive relevant working experience in Property Management Development, Built Environment and Project

Management, relevant managerial experience. Knowledge of the State Land Disposal Act, Broad-based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management Framework, Preferential Procurement Policy Framework, procurement directives and procedures and Government budget procedures. Computer literacy. Time management skills, Effective Communication, diplomacy and negotiation skill. People management, coaching and mentoring skills. Presentation and report-writing skills. Planning, organizing and facilitation skills. Problem-solving skills. Willingness to adapt to work schedule in accordance with professional requirements. Willingness to travel. Valid driver's license.

**DUTIES** : Manage the disposal process of fixed assets. Co-ordinate and facilitate the process of identifying superfluous properties to be disposed of. Manage the prioritization of assets to be disposed of. Develop and implement strategies to guide the disposal of State immovable properties. Establish the ownership of properties to be disposed of. Ensure that no property disposal infringes on the National Land Reform Programme. Manage the transfer of ownership of immovable assets disposed of. Ensure compliance with Departmental policies on disposal. Manage financial processes on the disposal of fixed assets. Assist in the valuation of properties to be disposed of. Manage the compilation of budget inputs. Compile and present budget review reports on property disposals. Manage the recovery of State funds. Oversee and ensure timeous payments of consultants and related fees. Prepare and present quarterly projections to the Supply Chain Management. Attend to the resolution of audit queries. Manage the Property Disposal Section effectively. Prepare and present progress reports. Manage human resource-related processes. Assist in the tender administration of properties to be disposed of. Manage project contracts. Liaise and interact with stakeholders.

**ENQUIRIES** : J Jabari, Tel No: (051) 408 7535  
**APPLICATIONS** : 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

**POST 01/194** : **CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2023/02**

**SALARY** : R491 403 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) (T/N/S streams) in Electrical Engineering or N3 and a passed trade test in the built environment or Registration as an Engineering Technician and an appropriate relevant experience. A valid driver's license is compulsory. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy.

**DUTIES** : Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the progress and expenditure on current maintenance and minor new works projects and attend monthly project meetings with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist Small, Medium and Micro Enterprises (SMME), Broad Based-Black Economic Empowerment (BBBEE) and Public-Private Partnership (PPP). Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and

consultants in respect of compliance to legislation, regulations and procedures. Put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and request for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities for employees. Administer the department performance and development systems.

**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 01/195** : **SENIOR FORENSIC INVESTIGATOR: GOVERNANCE, RISK AND COMPLIANCE BRANCH REF NO: 2023/03 (X5 POSTS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Good interpersonal, organisational and communication skills are also required. Valid Driver's licence.

**DUTIES** : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To plan and implement forensic investigations, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, and develop summary of findings report on investigations completed with clear findings, conclusions and recommendations.

**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 01/196** : **CHIEF WORKS MANAGERS: BUILDING REF NO: 2023/04**

**SALARY** : R331 188 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Building Sciences and appropriate technical experience OR an N3 certificate plus appropriate trade test with extensive technical experience in the built environment. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, the OHSWA, national building regulation, the environmental conservation act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

**DUTIES** : Attend to day-to-day maintenance requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of building equipment and installation. Ensure building works and drawings comply with the OHSWA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

**ENQUIRIES** : Mr. T Mongwe Tel No: (053) 838 5297  
**APPLICATIONS** : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane

**POST 01/197** : **SENIOR STATE ACCOUNTANT: BUDGET REF NO: 2023/05**

**SALARY** : R331 188 per annum  
**CENTRE** : Johannesburg Regional Office

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Finance or equivalent qualification. An appropriate relevant experience in Finance. Knowledge of Public Finance Management Act (PMFA), Treasury regulations, Basic Accounting System (BAS) Procurement Policies and MS Office – Word, Excel & Power Point. Skills: Ability to communicate at all levels, Analytical thinking, Computer literacy, Budgeting, Report writing, Creativity. Personal Attributes: Interpersonal skills, Understanding advance financial concepts, People orientated, Ability to work under pressure.
<b><u>DUTIES</u></b>	:	Collect and register budget inputs from line managers, administer the consolidation of budget inputs, assist with preparation of budget input schedule, Administer changes in budget input schedule, assist with monitoring of expenditure levels, compile reports on budget inputs. Administer budget allocation schedules, request budget items split from line managers, process allocations on BAS/SAGE, update allocations on BAS/SAGE, request explanation on variances and deviation from line managers, compile report on allocation and expenditure levels. Assist with the compilation of budget reports, assist with compiling of early warning reports, attend to the resolution of audit queries, assist with handling of logistical arrangement in the sub-directorate, administer the flow of information in and out of the office and perform adhoc duties related to the Finance unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms G Mofokeng Tel No: (011) 713 6285
<b><u>FOR ATTENTION</u></b>	:	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. Mr M Mudau
<b><u>POST 01/198</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2023/06</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R331 188 per annum Cape Town Regional Office A three year tertiary qualification (NQF Level 6) in Real Estate Management or related qualification. An appropriate relevant experience in property management. Knowledge and understanding of the Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), Property related Acts, Property Laws and Local Regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.
<b><u>DUTIES</u></b>	:	Updating the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance with GIAMA. Carry out regular inspections on State property to ensure maximization of property utilization and for vesting purposes and prepare Inspection Reports. Identify superfluous State properties and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Letting out of State-owned property. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance with PFMA, Treasury Regulations, and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property-related matters. Carry out all property-related matters, rental collections, administration, lease renewals and extensions, maintenance, etc. Administrate duties as requested by the Property Manager. General supervision of employees
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. I Murundwa Tel No: (021) 402 2056 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.
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw

**POST 01/199** : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/07**

**SALARY** : R269 214 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Financial Management and/or relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.

**DUTIES** : Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section. Compile creditors reconciliations and register new services and service providers

**ENQUIRIES** : Mr. L Funde, Tel No: (041) 408 2017  
**APPLICATIONS** : 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.

**POST 01/200** : **STATE ACCOUNTANT: DEBTORS FINANCIAL ACCOUNTING & BUDGETS REF NO: 2023/08**

**SALARY** : R269 214 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Commerce with relevant experience in financial environment. Knowledge and understanding of debtor's management. Computer literacy is essential. Good communication and report writing skills, ability to work under pressure.

**DUTIES** : Collection and recording of State monies. Open and maintain Debtors accounts. Reconciliation of debtors against income. Capturing of receipts and journalizing individual debtors transactions and follow up on long outstanding debtors. Issuing of monthly debtors statements and compilation of demand letters for outstanding debts. Liaise with legal services with regards to long outstanding debtors. Compilations of debtors write off submission. Maintenance of debtors files. Ensure proper processing of supplier payments. Verify supplier details on business systems. Ensure reconciled business systems (PMIS, WCS and BAS).Attend to suspense accounts.

**ENQUIRIES** : Ms. A Mdludlu Tel No: (041) 408 2170  
**APPLICATIONS** : 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

**POST 01/201** : **ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION (PROPERTY MANAGEMENT) REF NO: 2023/09**

**SALARY** : R269 214 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Real Estate Management Services, Property Development and Management, Business Administration, or relevant qualification, with experience in property management or fixed asset management environment. Good computer, communication and interpersonal skills. Good written, analytic and financial skills. A valid driver's license.

- DUTIES** : Conduct physical verification to ensure that properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Ensure that all information relating to properties is captured in time on the system. Liaise with client departments to ensure optimal utilization of properties. Management of lease contracts. Collecting of state revenue. Assist with preparation of reports. Comply with the requirements of the PFMA.
- ENQUIRIES APPLICATIONS** : Ms F Khoza, Tel No: (011) 713 6079
- FOR ATTENTION** : 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.  
Mr M Mudau
- POST 01/202** : **ADMINISTRATION OFFICER: INTERNAL CONTROL REF NO: 2023/10 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R269 214 per annum  
Cape Town Regional Office  
A three year tertiary qualifications (NQF Level 6) in Finance / Auditing / Supply Chain Management. Relevant working experience. Good interpersonal, administrative, managerial skills, report writing, accounting and numeric skills, analytical, communication skills, interpersonal skills and problem solving skills. Knowledge of Financial prescripts, Government Financial systems, Public Finance Management Act, National Treasury Regulations and Supply Chain Management prescripts.
- DUTIES** : Conduct the inspection of Finance and SCM related systems (e.g. BAS, LOGIS, PERSAL, Supplier Database, SAGE and PMIS) to identify ineffective internal controls, Identify and communicate internal control deficiencies, Perform pre and post audit procedures on bids awarded to identify instances of non-compliance, Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure, Receive audit queries and requests from auditors and identify responsible branches / units for dissemination, Update records / schedules of audit queries and requests, Follow up with branches / units on outstanding responses and requested information, Disseminate the request for the Internal Control Dashboard, Conduct investigations on reported cases of financial misconduct, Provide inputs to the report on non-compliant transactions, Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure, Provide administrative and supervisory services to support effective functioning of the sub-directorate-: Maintain and report registers of post audit transactions and submit to supervisor, Maintain working papers for audit trail purposes, Provide logistical service in the sub-directorate, Administer the flow of information in and out of the office, Prepare administration reports as required, ensure adherence to developed and approved internal controls.
- ENQUIRIES APPLICATIONS** : Ms Y Mntonintshi Tel No: (021) 402 2347  
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 01/203** : **ARTISAN BRICKLAYER: WORKSHOP REF NO: 2023/11 (X2 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R199 317 per annum, (OSD Salary package)  
Cape Town Regional Office  
The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings. A Trade test in Bricklaying in terms of the provision of Section 13(2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant three years or more experience after qualifying as an Artisan. Valid Code 8/C1 Driver's license. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have general knowledge of tools, equipment and machinery in the workshop.
- DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new

work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island.

**ENQUIRIES** : Mr. M Stephens Tel No: (021) 402 2334  
**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 01/204** : **ARTISAN ELECTRICAL: WORKSHOP REF NO: 2023/12 (X2 POSTS)**

**SALARY** : R199 317 per annum, (OSD Salary package)  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings. A Trade Test in Electrical in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant three years or more experience after qualifying as an Artisan. A Valid Code 8/C1 Driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.

**DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island.

**ENQUIRIES** : Mr. M Stephens Tel No: (021) 402 2334  
**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 01/205** : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT SERVICES REF NO: 2023/13**

**SALARY** : R181 599 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A Senior certificate (Standard 10 / Grade 12). Private Security Industry Regulatory Authority (PSIRA) Grade B Certificate. An appropriate relevant experience in security supervision. A valid 08 driver's licence. Knowledge: Knowledge of physical security. Knowledge of the access control procedures and control of assets movement. Knowledge of the control room procedure (closed-circuit television (CCTV) surveillance systems). Knowledge of key control procedure. Knowledge of key management and control procedures. Knowledge of the Control of Access to Public Premises and Vehicle Control Act 53 of 1985, The Protection of Information Act 82 of 1984, Protection of Personal Information Act 4 of 2013, Minimum Information Security Standards of 1996 (MISS) and The Minimum Physical Security Standards of 2019. Knowledge of the relevant OHS and emergency procedures. Skills: Supervisory skills, Interpersonal skills, decision making and problem solving skills, Communication skills (verbal and written), Computer literacy and Investigation skills. Willingness to work shifts and irregular hours.

**DUTIES** : Effective supervision of security personnel. Implement physical security policy and procedures. Ensure compliance to physical security measures. Implement efficient and effective access control. Allocate duties to security officers. Conduct regular inspection of security posts. Check security registers to ensure completeness. Conduct parades amongst security officers to ensure that they

are fit and proper when reporting on duty. Ensure keys are controlled effectively. Inspect and report all non-functional electronic security systems (e.g. X-Ray machines, Walk-through metal detectors, security lights, etc). Report adverse security incidents and breaches. Provide support in case of emergencies. Perform security administrative functions including posting security officers according to duty roster, determining development and training needs of security officers. Manage leaves, overtime and performance of security officers. Implement discipline amongst security officers in line with prescripts.

**ENQUIRIES** : Mr H Kidsingh Tel No: (012) 406 1526  
**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 01/206** : **ADMINISTRATIVE CLERK: HORTICULTURE SERVICES REF NO: 2023/14**

**SALARY** : R181 599 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A Senior certificate (Standard 10) / Grade 12 or equivalent with relevant experience in Horticulture and logistics. Must be computer literate. Be in possession of a valid driver's license and PDP. Knowledge of administrative practices and transport related procedures in terms of horticulture working environment. Communication skills and able to work with large staff component. Knowledge of SCM Procurement related processes.

**DUTIES** : The successful candidate will be: Render Transport duties. Be able to communicate well. Liaise with internal and external stakeholders in relation to transport related matters. Stock control of all vehicle assets. Performs regular equipment maintenance inspections at all horticultural sections when requested. Notification of problems areas related to transport matters. Responsible for the maintenance of vehicles. Random visit of horticultural sections for vehicle checking. Supervise. Supervise personnel and Render general administrative support services. Provide financial administration support services. Provide SCM related services to Chief Horticulturist.

**ENQUIRIES** : Mrs. E. Bessick Tel No: (021) 402 2407  
**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 01/207** : **PROCESS CONTROLLER: WATER PURIFICATION AND WASTEWATER TREATMENT PLANT OPERATOR REF NO: 2023/15 (X2 POSTS)**

**SALARY** : R151 884 per annum  
**CENTRE** : Kimberley Regional Office  
**REQUIREMENTS** : Grade 10 (or NTC I); plus Operators Certificate in Water/Process control; or NQF level 3 qualification in Water/Process control with the core Unit Standard or Classification as Process Controller by Department of Water Affairs. Relevant experience in the field. National Water Act, Water Services Act Occupational health and safety, Basic laboratory testing. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, ability to operate equipment and machines analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working. A valid Drivers' license. Willing to work shifts.

**DUTIES** : Screen and strain incoming raw wastewater. Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing.

**ENQUIRIES** : Mr B Maano at 076 904 2090  
**APPLICATIONS** : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

**FOR ATTENTION** : Ms N Hlongwane



**POST 01/208** : **SENIOR FOREMAN: SUPERVISOR GROUNDS SERVICES REF NO: 2023/16**

**SALARY** : R151 884 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A Senior Certificate (Grade 12) or equivalent with relevant experience as a supervisor in the field of horticulture. Have exposure in dealing with people of high profile such as: Ministers, Magistrate Judges etc. Be able to handle a large staff component. Valid driver's license with PDP and be prepared to travel when requested.

**DUTIES** : The Supervision of personnel and horticulture services. Special request for long distances garden maintenance, plot clearing and firebreaks. Delegation and implementation of landscaping and garden maintenance duties. Notification of problem areas to Horticulturist. Oversee plot maintenance, fire break clearing and maintain therefore. Site inspection of various vacant state properties. Handling of Special arranging Ministerial duties as well arranging of plant decorations and flower display as and when requested. Able to manage the maintenance of plant nursery.

**ENQUIRIES** : Mr M Jantjies Tel No: (021) 689 5741  
**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 01/209** : **DRIVER: HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2023/17**

**SALARY** : R128 166 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : Applicant must have a Grade 10 / Standard 8/ Junior Certificate or Abet Level 4 Certificate plus three years' experience in transporting horticulture goods as well as workers. Applicant must be in conversant with the requirements of the Occupational Health and Safety Act and Regulations. The candidate must also have had experience in leading a team of workers and giving instructions to these workers. Have a good communication skills. The officer must be in possession of a heavy duty license (C1 and PDP).

**DUTIES** : The Transportation of employees and horticultural goods. Able to travel long distance areas for plot cleaning and firebreaks, Supervision of lorry assistance. Removal garden refuse and offloading to dumping site. Receiving instruction from supervisor and reporting back. Reporting of disciplinary matters to supervisor. Support supervisor and colleagues.

**ENQUIRIES** : Mrs. E. Bessick Tel No: (021) 402 2406  
**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 Rossow

**POST 01/210** : **GROUNDSMAN: HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2023/18**

**SALARY** : R107 196 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : Applicant must have a Grade 10 / Standard 8/ Junior Certificate or Abet Level 4 Certificate with 1 year experience or Grade 8 with 2 years experiences only in general garden maintenance. Interpersonal and Basic Literacy skills. An added advantage is that the candidate has had previous experience in operating machinery. Knowledge of Occupational Health and Safety Act.

**DUTIES** : Maintain premises and surroundings. 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. Ensure adherence and compliance with occupational and health standards.

**ENQUIRIES** : Mrs. E Bessick Tel No: (021) 402 240

**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