

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**

: 25 August 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.

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 26 dated 28 July (1) Director: Human Resources Development with Ref No: 2023/ 283, Centre: Head Office was advertised erroneously without the ring-fencing, please be informed that the post is ring-fenced as follows: (This position is targeted for females and/ or a Persons, closing date for the mentioned post will remain 18 August 2023.

OTHER POSTS

- POST 27/68** : **ASSISTANT DIRECTOR: CLEANING SERVICES (FACILITIES MANAGEMENT) REF NO: 2023/296**
(Re-advertising previously applied applicants are previously encouraged to re-apply)
- SALARY** : R527 298 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration/Management/Human Resource Management/Hospitality Management/ Office Management and Financial Management/ Business Management qualifications with appropriate experience. Understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid drivers' licence. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal skills; proven problem-solving skills. Proven financial, strong verbal and written communication skills. Negotiation skills. Knowledge and understanding of the Occupational Health and Safety Act and its regulations. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspection. Willingness to travel and to participate on the Covid-19 committee/s.
- DUTIES** : Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budget and financial planning. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Formulate policies and administrative procedures for cleaning maintenance. Manage performance based contracts. Appoint relief cleaners. Management of Human Resources (work plans, training, career development etc). Events Management.
- ENQUIRIE APPLICATIONS** : Mr L Ramasunzi Tel No: (051) 408 7311
: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works & Infrastructure, Private Bag X20605, Bloemfontein, 9300 or Hand deliver at 18 President Brandt Street.
- FOR ATTENTION** : Mr. D Manus
- POST 27/69** : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2023/297**
- SALARY** : R424 104 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance / Auditing with appropriate working experience in internal control environment within finance or supply chain management or internal audit. Post graduate will be added advantage. Appropriate working experience at a supervisory level. Extensive working experience in the environment of Internal Control or Auditing. Valid driver's license Knowledge. Financial prescripts (GRAP & MCS). Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS) Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework. Tender Solutions Suites. ICT Procurement. SKILLS: Communication skills both written and verbal. Interpersonal skills. Administrative skills. Report writing. Problem solving skills and decision-making skills. Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels. Assertiveness, accuracy and attention to detail Dedicated. Hardworking. Ability to work under stressful conditions. Team player. People and client orientated. Goal and solution orientated. Trustworthy. Leadership. Willingness to travel and work irregular hours.
- DUTIES** : The effective implementation of internal controls within Finance, Supply Chain Management and Legal Contract performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental Finance and SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts. Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes. Conduct assessments and determination tests. Coordinating internal compliance review and monitoring activities. Review and provide inputs for the updating of SCM standard operating procedure manual, delegations document and policy for the

Department. Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury. Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis. Reporting non-compliant/irregularities to National treasury monthly. Compile report on Non-compliance for condonation for purpose of financial statements. Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties. Make follow up on cases of financial misconduct referred to investigations. Adopt systematic approach to prevent risk Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit. Serve as Secretariat to the Audit Steering Committee as and when required. Supervise, mentor and manage staff.

ENQUIRIES : Ms B Sentleeng Tel No: (012) 406 1958
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 27/70 : **SENIOR STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2023/298 (X2 POSTS)**

SALARY : R359 517 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Accounting, Management Accounting or Finance related qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.

DUTIES : Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure for misallocations purpose. Compile draft interim and final appropriation statement. Compile monthly expenditure reports and liaise with branches on budget and expenditure management. Draft budget allocation letters to branches as per approved allocation. Verify BAS linking codes on Persal expenditure reports. Assist in coordinating inputs for cash flow projections and budget submissions. Coordinate reasons for spending variance and draft monthly In-Year Monitoring report. Supervise sub-ordinates, allocate duties and perform quality control on task assigned to sub-ordinates.

ENQUIRIES : Ms M Mutshinya Tel No: (012) 406 1710/ 066 481 5932
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 27/71 : **PERSONAL ASSISTANT: PROPERTY POLICY REGULATION (OFFICE OF THE CHIEF DIRECTOR) REF NO: 2023/299**

SALARY : R294 321 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Office Administration, Office Management or equivalent. A relevant experience in Office Management and Administrative Co-ordination is a must. The ability to liaise at Senior Management level, ability to work and cope under intense pressure are important prerequisites. Maintain highest degree of confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.

DUTIES : Facilitation and administration of the flow of information and documentation in the office of the Chief Director (CD). Liaising with different clients, managers and external stakeholders as may be directed by the Chief Director. Receiving and referring officials and visitors in the Office of the Chief Director. Assist with planning and implementation of decisions arising from the Branch Management Committee and Unit as a whole. Ensure follow-up on tasks arising from Chief Director's engagements with Public Work Entities and/or agencies. Manage the traffic in the office of Chief Director, efficient and effective Human Resources, Financial administrative support, operating the LOGIS and BAS financial systems, Perform the duties of Chief User Clerk in the office of the Chief Director, Provisioning of stationery and supplies,

Maintain an electronic post register for incoming and outgoing post, Maintain a filing registry in the office of the Chief Director, Electronic management of the CD's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of meetings, Arrange official functions for the office of the Chief Director, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget of the office and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.

- ENQUIRIES** : Mr L Ndou Tel No: (012) 406 1315
- 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 27/72** : **ASSISTANT ADMINISTRATIVE OFFICER: EPWP TRAINING SUPPORT REF NO: 2023/300**
- SALARY** : R241 485 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : Senior Certificate/Grade 12 with relevant experience. Knowledge: Client orientation and customer focus. Employment equity Act Structure and functioning of the Department and the sector. Public Service Act and Regulations, Basic Conditions of Employment Act, Labour Relations Act, collective agreements, Codes of Remuneration and the Public Finance Management Act. Skills Development Legislations. Skills: Diplomacy, Networking, Language proficiency, Effective communication, Presentation skills, Interpretation of policies, Computer literacy, Problem solving and solution orientated, Motivational skills, Influencing skills, Team building, Negotiation skills, Report writing abilities.
- DUTIES** : Quality checking of invoices to ensure providers' compliance to the training applicable requirements before approval for payment. Provide administrative support to the units projects and activities regarding procurement, contracting, payments, audits, reporting, as well as courses and providers. Provide logistical support to the unit's meetings and activities. Provide effective and efficient record management services.
- ENQUIRIES** : Mr J Chokoe Tel No: (012) 406 1215
- 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