

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** : 21 July 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 22 dated 30 June 2023, (1) Chief Works Manager: Electrical Ref No: 2023/159 Centre: Durban, have been advertised with incorrect Job title, the correct job title is Chief Works Manager: Building, (2) State Accountant: Internal Control Ref No 2023/166, Centre: Port Elizabeth, is a re-advert Applicant who previously applied are encouraged to re-apply), (3) Admin Clerk: Property Management Utilisation and Contract Administration Ref No: 2023/167, Centre: Cape Town Regional Office, was advertised erroneously with the Job Title, please note that the correct Job title is Admin Clerk: Property Management Utilisation and Contract Administration, (4) Admin Clerk: works Management Ref No: 2023/170, Centre: Kimberly Regional Office,

Enquiries: Ms A Xentsa have been amended, the correct Enquiries will be Mr S Mbusi, Tel No: (053) 838 5528, closing date for all mentioned positions will be extended to 21 July 2023.

OTHER POSTS

POST 23/71 : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2023/180**
(Re-Advertisement Applicant who previously applied are encouraged to re-apply)

SALARY : R1 146 540 per annum, (all-inclusive package), (OSD)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : National higher diploma (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. B-Tech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Programme and Project management. Project design and analysis; legal and operational compliance, as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision making skills, Conflict management skills. Research and development. Strategic capability and leadership. Financial management and Computer skills; Negotiation skills.

DUTIES : Monitor the performance of project managers and other personnel under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts. Ensure that the needs of clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management processes. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the Department. Adhere to conditions of Occupational Health and Safety. Conduct research on new best practices of materials, techniques and methods. Ensure delivery of projects within parameters of time and cost. Establish and promote effective relationships with clients. Provide expert advice to the Department.

ENQUIRIES : Ms. P Zweni Tel No: (051) 408 7348
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 23/72 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/181**

SALARY : R1 146 540 per annum, (all-inclusive package), (OSD)
CENTRE : Pretoria Regional Office
REQUIREMENTS : National higher diploma (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. B-Tech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the

SACPCMP. Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of programme and project management, Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision making and conflict management skills, Research and development, Strategic capability and leadership, Financial management and computer skills, Negotiation skills.

DUTIES

: Monitor the performance of Project Managers under his/her supervision, Mentor, develop and offer technical support to improve performance, Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts, Ensure that the needs of clients are well interpreted into manageable scopes of work, Procure the services of the Built Environment professionals through stipulated supply chain management processes, Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans, Coordinate all internal resources required to ensure the bidding process for appointment of contractors, Ensure that appointed consultants manage the quality of work within their professional scope and responsibility, Ensure that contractors timeously receive all relevant specifications and details to construct, Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department, Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously, Prepare and submit project information to be filed to the Head of Directorate Secure all required funding for the projects through internal set processes, Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department, Adhere to conditions of Occupational Health and Safety, Conduct research on new best practices of materials, techniques and methods, Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients, Provide expert advice to the Department.

**ENQUIRIES
APPLICATIONS**

: Mr D. Sewada Tel No: (012) 310 5399
 : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION

: Ms. K. Tihapane/ Ms. MC. Lekganyane

POST 23/73

: **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2023/182**

**SALARY
CENTRE
REQUIREMENTS**

: R1 146 540 per annum, (all-inclusive salary package), (OSD)
 : Kimberley Regional Office
 : National higher diploma (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. B-Tech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Extensive experience in Built Environment, especially in building construction project management. Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) as a Professional Construction Project Manager, is compulsory. Professional registration in one of the Built Environment disciplines will serve as an advantage. Experience in managing Project Managers, responsible for managing multiple projects simultaneously; proven project budgeting ability; knowledge and/or understanding of estimating and scheduling techniques; knowledge of the Works Control System (WCS) will serve as an added advantage. Knowledge and understanding of the following Acts; the Public Finance Management Act, 1999, Act of No. 1 of 1999) PFMA, the Occupational Health and Safety, 1993, Act No. 85 (OHS Act) and the Environment Conservation Act, 1989 (Act No. 73 of 1989) as well as Building Regulations,

<u>DUTIES</u>	:	Knowledge and understanding of Government procurement systems, Good financial and budget skills. Sound analytical and good communication (verbal and written) skills. Computer literacy.
	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contrast. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through 101 internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES</u>	:	Mr. S Cosa Tel No: (053) 838 5356
<u>APPLICATIONS</u>	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
<u>FOR ATTENTION</u>	:	Ms. N Hlongwane
<u>POST 23/74</u>	:	<u>DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT (DEFENCE & SOCIAL CLUSTERS) REF NO: 2023/183</u>
<u>SALARY</u>	:	R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria) Defence & Social Cluster
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Real Estate/ Built Environment or related field. Appropriate experience in Asset (immovable) Management/ Property Management or Facilities Management. Relevant management experience. Knowledge: Asset (immovable) Management. Property Management. Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Treasury regulations. Property related legislations. Project management. Skills: Problem solving. Planning and organising. Strategic planning. Time management. Computer literacy. Facilitation skills. Report writing. Feasibility analysis. Analytical thinking. Good communication skills. Interpersonal skills. Personal Attributes: Goal and solution orientated. Self-driven. Assertiveness. People and client orientated. Team player. Innovative. Ability to adapt work schedule in response to operational requirements. Willingness to travel and driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible for immovable asset management functions within the department with the following key result areas aligned to the approved Strategic Plan, Annual Performance Plan and Business Plan: Assist with the development and review of Custodian Asset (immovable) Management Plans. Develop Implementation Programmes to address user departments and custodian's accommodation requirements. Programme Management. Assess the performance (i.e. physical/ functional, financial and utilisation) of state-owned facilities and recommend possible intervention measures. Prioritise investment solutions in line with life cycle asset (immovable) management principles. General management of immovable assets under the custodianship of the Department of Public Works and Infrastructure (DPWI). Develop Asset (immovable) Management policies, strategies and guidelines. Provide management support to the unit/ section.
<u>ENQUIRIES</u>	:	Ms. C Maseloane Tel No: (012) 406 1908
<u>APPLICATIONS</u>	:	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 23/75 : **DEPUTY DIRECTOR: EPWP ENVIRONMENT & CULTURE SECTOR PROGRAMME COORDINATOR AND INCENTIVES REF NO: 2023/184**

SALARY : R958 824 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 Management/ Applied Mathematics/ Statistics / Development Economics or related qualification. Appropriate relevant experience on ASD Level. The candidate must have knowledge of EPWP Strategic Goals, Environment related legislations, financial management, policies and regulations, Division of Revenue Act (DORA) and Grant framework. Demonstration of sound analytical and problem identification and solving. Ability to communicate at all levels, meet tight deadlines whilst delivering excellent results, and work independently and in a team. Valid driver's license and willingness to travel. Willing to adapt to a work schedule in accordance with office requirements.

DUTIES : Develop policies, frameworks and guidelines to effectively administrate the grants. Compile grant manuals, schedules and relevant grant tools. Provide support to the implementing bodies in the management of the grants. Provide inputs in the preparation of submissions for the development and revision of the grants. Determine the public bodies that are eligible for the EPWP grant. Analyse performance of the public bodies and determine their grant allocations. Secure commitment from eligible public bodies. Facilitate the signing of the grant agreement between eligible public bodies and National Department of Public Works and Infrastructure (NDPWI). Liaise with public bodies and provide technical support on the tools of the grant. Monitor performance reporting and facilitate disbursement of the EPWP incentive grant. Monitor grant performance and compile reports to inform disbursements and update the relevant stakeholders on a regular basis.

ENQUIRIES APPLICATIONS : Mr. I Ariyo Tel No: (012) 492 1447
: 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 23/76 : **DEPUTY DIRECTOR: UTILISATION AND CONTRACTS ADMINISTRATION REF NO: 2023/185**

SALARY : R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Durban Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property or related. Appropriate experience in property industry. Knowledge and understanding of PFMA, Property related Acts and other property laws and local regulations. Town planning experience or knowledge. Good financial skills, proven budgeting ability. Knowledge of building inspections and valuation methods and the real estate market and its trends. Analytical ability. Strong written and verbal communication skills and good interpersonal skills. Computer literacy.

DUTIES : Manage the Property Utilization unit (asset register, tenancy management and regional portfolio performance), implement long-term cost effective property asset management strategies for entire lifecycle. Implement an accurate property management information system is able to reflect all relevant property management information. Communicate with Provincial governments in maintaining the National Fixed Asset Register (for State-Owned and private-owned property assets) and ensure that it is maintained and is updated regularly. Manage vacant and unimproved properties, admiralty reserves and secure these to avoid illegal occupations for the former and encroachments for the latter. Carry out regular inspection to ensure maximization of property asset utilization and maintain an up-to-date available space inventory register. Compile inputs for property asset management plans, analyze portfolio and measure performance along various dimensions – characteristics \ type, functionality location, condition suitability, capacity, utilization, financial \ value and life span. Comply with the requirements of PFMA.

ENQUIRIES : Mr. PEM Shoji Tel No: (031) 314 7205

- 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 23/77** : **DEPUTY DIRECTOR: ADMINISTRATION (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2022/185**
(Re-Advertisement Applicant who previously applied are encouraged to re-apply)
- SALARY** : R811 560 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 Public Administration or related qualification. Appropriate years administrative experience at an ASD level. 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 regulation. ,Skills: Sound analytical and problem identification and solving skills; Marketing and liaison; Advanced communication; Language proficiency; Advanced report writing; Strategic management, Organising and planning; Computer literacy; Advanced interpersonal and diplomacy skills; Programme and project management; Time management; Decision making skills; Conflict management; Motivational skills; Influencing skills. 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, Assertive, Ability to work independently. Willing to adapt work schedule in accordance with professional requirements. Security clearance.
- DUTIES** : Manage logistics for high level meetings and structures in the office of the Office of the Director-General: Participate in TMC, MANCO and HOD Public Works processes to provide advice on strategic issues. Compile briefing notes as well as other documentation to adequately prepare the DG for such meetings. Manage and assess reports of FOSAD or related committees on behalf of the Director General. Develop the administrative framework regarding finances, human resources, operations and logistical requirements. Coordinate the diary of the Director General. Facilitate and support the involvement of the Department in Cluster activities. Ensure the effectiveness of the Office of the Director General: Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. 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. 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. Ensure effective document management and correspondence flow within the Office of Director-General: Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Director-General. Administer office correspondence, documents and reports. Manage communication and flow of information in the office. Manage the processing of S&T claims, payments and invoices relevant to the office. Coordinate projects in the office of the Director-General. Manage the Sub-directorate: Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.
- ENQUIRIES** : Mr. SC Zaba Tel No: (012) 406 1544
- 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

<u>POST 23/78</u>	:	<u>DEPUTY DIRECTOR: CABINET SUPPORT (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2022/187</u> (Re-Advertisement Applicant who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R811 560 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public Administration or equivalent qualification. Appropriate relevant experience at a junior managerial (Assistant Director) level. Valid Drivers' license. A valid security clearance will be an added advantage. Knowledge: Applicable legislation, norms and standards related to the built environment industry, including the Public Finance Management Act, Treasury Instructions, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (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. Skills: Executive management skills; sound analytical and problem identification and solving skills; advanced communication; advanced report writing; strategic management; financial management; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; decision making skills; conflict management; negotiation skills; motivational skills and influencing skills. Personal Attributes: 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 and ability to work independently. Candidates must be prepared to travel; willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Provide content support for the Principal on Ministerial, Cabinet Makgotla, departmental engagements with Cabinet and its committees: Receive and analyse discussion documents for full Cabinet and Cabinet Committee meetings; Conduct relevant research as when and when required; Prepare briefing notes for the DG in support of Minister's Cabinet meetings and committees, Cabinet Makgotla and other departmental engagements; Develop reports as required by Presidency and other Departments; Collect and collate inputs from all Branches towards developing Cabinet reports; Submit the consolidated cabinet reports to the Office of the DG for verification and sign-off; Prepare Cabinet reports for DPW EXCO. Provide administrative support to ODG on Cabinet related matters: Ensure compliance on Cabinet Memoranda for submission to clusters and Presidency; Communicate the proposed reporting format to all relevant stakeholders within the Department; Prepare Cabinet documents for the principal; Render administrative support to DPW management on Cabinet related matters; Ensure effective filing system and safe keeping of all Cabinet documents; Liaise with Ministry on an on-going basis to ensure continuous compliance with Cabinet and Cabinet Committees requirements and requests. Coordinate the implementation of Cabinet Resolutions: Prepare action lists arising from Cabinet resolutions; Develop a Cabinet Memoranda schedule and ensure adherence to the timelines; Ensure implementation of all Cabinet decisions and their implication to DPW; Prepare resolution reports for EXCO. Participate in the identifying of risks to the achievement of departmental objectives. Manage the sub-directorate through the development of operational standards and ensure the attainability and sustainability. Monitor and ensure effective and efficient co-ordination of activities. Provide input into the Budget of the Directorate; Ensure proper utilization of the budget by monitoring & reporting expenditure; Manage and implement service delivery by measuring performance; Ensure individual performance is aligned to the strategic objectives of the unit; Evaluate and monitor performance and appraisal of employees; Compile monthly, quarterly and annual performance reports; Plan, organize and control activities pertaining to the component; Manage the assets of the Sub directorate; Ensure capacity development of staff; Provide guidance to staff; Manage the work quality and performance of staff; Provide input into the strategic and annual reports of the Directorate; Maintain good stakeholder relationships with all relevant stakeholders.

ENQUIRIES APPLICATIONS : Mr SC Zaba Tel No: (012) 406 1544
 : 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 23/79 : **DEPUTY DIRECTOR: COMPUTER AUDITS REF NO: 2023/188**

SALARY : R811 560 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE REQUIREMENTS : Head Office (Pretoria)
 : A three year tertiary qualification (NQF in level 6) in Auditing/Accounting/Computer Science. Certified Information Systems Audits (CISA). Practicing Computer Auditor with a supervisory level experience. Professional Registration with the Institute for Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Driver's License. Proficiency in understanding and implementation of Government and other IT Governance Frameworks. Proficiency in the use of any programming language to conduct data analytics. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Prepared to be subjected to security clearance.

DUTIES : Assist the Director during the strategic planning process and with the planning of computer audit activities. Develop computer audit objectives that address the risks controls and governance processes associated with the activities under review; Review the Develop computer audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor computer audit projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Provide technical and administration support to the compliance performance, financial and operational audits. Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.

ENQUIRIES APPLICATIONS : Mr. L Gayiya Tel No: (012) 406 1402
 : 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 23/80 : **DEPUTY DIRECTOR: HIV & AIDS REF NO: 2023/189**

SALARY : R811 560 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE REQUIREMENTS : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Social Work/ Psychology or equivalent qualification. Appropriate relevant working experience on Assistant Director Level. Registration with HPCSA and SACSSP. Knowledge of Public Service Regulations; Programme and Project Management; Financial Management; Relevant HIV and AIDS related legislations, policies and regulations; National Strategic Plan on HIV/AIDS & STIs; Integrated Employee Health & Wellness Framework; Skills Report writing; Communication; Facilitation skills; Interpersonal skills; Counselling Skills; Confidentiality and code of Ethics.

DUTIES : Manage the development and maintenance of policies, strategy and guidelines to address HIV and AIDS. Interpret legislation and directives in ensuring compliance to policies and other legislative mandates. Oversee the integration of HIV/AIDS and Advocacy policies in the department. Ensure compliance with policies and other relevant legislations. Conduct ongoing research on HIV/AIDS affairs and benchmark best practices. Establish and maintain

partnerships. Manage the implementation of the National Strategic Plan on HIV/AIDS and STIs in partnership with stakeholders; Monitor an action plan for HIV/AIDS events/activities to be hosted within the department. Coordinate Periodical Health Screening of employees; Coordinate HIV/AIDS counselling and testing sessions; Coordinate TB and general health screening sessions; Implement processes aimed at reducing stigma & discrimination. Provide continuous care and support services to staff affected by HIV/AIDS. Facilitate HIV and AIDS awareness programmes and support HIV and AIDS issues. Monitor and evaluate the effectiveness of the interventions of HIV and AIDS program in compliance with DPSA reporting tools; Develop the overall framework for monitoring and evaluation of activities. Collate, consolidate and analyse progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in the implementation, and provide specific recommendations. Distributes reports to stakeholders. Provide budget estimates for HIV and AIDS program activities.

ENQUIRIES : MR. SC Zaba Tel No: (012) 406 1544
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 23/81 : **CONSTRUCTION PROJECT MANAGER (PRODUCTION) (GRADE A) REF NO: 2023/190**

SALARY : R795 147 per annum, (all-inclusive salary package), (OSD)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified Managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills. Knowledge and understanding of the NEC, JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES : Ms. P. Zweni Tel No: (051) 408 7348
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 23/82 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/191 (X2 POSTS)**

SALARY : R795 147 per annum, (all-inclusive salary package), (OSD)
CENTRE : Pretoria Regional Office
REQUIREMENTS : National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a

minimum of 4 years certified Managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES : Mr. D. Sewada Tel No: (012) 310 5399
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. K. Tlhapane/ Ms. MC. Lekganyane

POST 23/83 : **ENGINEER GRADE A: MECHANICAL REF NO: 2023/192**

SALARY : R795 147 per annum, (all-inclusive salary package), (OSD)
CENTRE : Kimberley Regional Office
REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Three years post qualification engineering experience required. Valid driver's license. Compulsory registration with ECSA as a Profession Engineer. Knowledge of Mechanical Engineering best practice in the construction industry, design codes, standards and NDPWI manuals and guideline documents. Engineering design and analysis knowledge. Programme and Project Management, extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, research and development, proficient in computer-aided engineering applications, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, develop tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: Developing solutions and to provide recommendations and costs. Ensure training and development of technicians, technologists and

candidate engineers to promote skills/knowledge transfer, adherence to sound engineering principles and code of practice. Creating high performance culture. Supervise the engineering work and processes, administer performance management and development. Conduct Office administration which includes budget planning, management of resources. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for the procurement of goods and services. Research and development: Continuous professional development to keep up with new technologies and procedures, research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr S Cosa Tel No: (053) 838 5356
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
FOR ATTENTION : Ms N Hlongwane

POST 23/84 : **PROFESSIONAL ENGINEER/ TECHNOLOGISTS: CIVIL/STRUCTURAL GRADE A REF NO: 2023/193**

SALARY : R795 147 per annum, (all-inclusive salary package), (OSD)
CENTRE : Kimberley Regional Office
REQUIREMENTS : Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Three years post qualification engineering experience required. Valid driver's license. Compulsory registration with ECSA as a Profession Engineer. Knowledge of Civil and Structural Engineering best practice in the construction industry, design codes, standards and NDPWI manuals and guideline documents. Programme and Project Management, extensive knowledge of all civil/structural engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Design new systems to solve practical engineering challenges and improve efficiency and enhance safety: Plan, design, operate and maintain engineering projects, develop cost effective solutions according to standards, evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, develop tender specifications, ensure through evaluation that planning and design by others is done according to sound engineering principles and according to norms and standards and code of practice, approve engineering works according to prescribed norms and standards. Human capital development: Assessment of Civil (wet services and pavement structure) and structural infrastructure. Developing solutions and provide recommendations and costs. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer, adherence to sound engineering principles and code of practice. Supervise the engineering work and processes, administer performance management and development. Conduct Office administration which includes budget planning, management of resources. Prepare and consolidate inputs for the facilitation of resource utilisation. Ensure adherence to regulations and procedures for the procurement of goods and services. Research and development: Continuous professional development to keep up with new technologies and procedures, research/literature studies on engineering technology to improve expertise. Liaise with relevant bodies/councils on engineering-related matters.

ENQUIRIES : Mr S Cosa Tel No: (053) 838 5356
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. N Hlongwane

POST 23/85 : **PRODUCTION ARCHITECT GRADE A REF NO: 2023/194**

SALARY : R687 879 per annum, (all-inclusive salary package), (OSD)
CENTRE : Kimberley Regional Office
REQUIREMENTS : B degree in Architecture or relevant qualification. Three years post qualification architectural experience required. Valid driver's license. Compulsory registration with SACAP as professional Architect. Knowledge of Architectural design and analysis knowledge, Architectural principles Project Management, Computer-aided engineering applications, Research and development, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Ability to undertake critical review/analysis and provide technical advice, ability to maintain integrity of confidential information, financial administration, effective verbal communication, advanced technical report writing, numeracy, computer literacy, planning and organising, relationship management, programme and project management, interpersonal and diplomacy skills, problem solving, decision making, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative, solution orientated, ability to work under stressful situations, ability to communicate at all levels, people oriented trustworthy, assertive, hard-working, ability to work independently, prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Perform architectural activities on state-owned or leased buildings, structures or facilities: Co-ordinate professional teams on all aspects regarding architecture, ensure adherence and compliance to legal, safety and health requirements, provide architectural advice and technical support in the evaluation of solutions, ensure the adoption of technical and quality strategies, develop architectural related policies, methods and practices, provide solution on non-compliance and failure of designs, review plans, drawings, specifications, and estimates accomplished by building, designers and/or sub-professional personnel, ensure adherence to the requirements of professional registration. Human capital development: Mentor and train candidate architects and related technical and administrative personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice, supervise architectural work and processes, Administer Performance management and development. Office administration and budget planning; Manage resources, prepare and consolidate inputs for the facilitation of resource utilisation, ensure adherence to regulations and procedures for procurement SCM and human resource administration, monitor and control expenditure, report on expenditure and service delivery. Research and development; Continuous professional development to keep up with new technologies and procedures, research/literature studies on architecture to improve expertise, liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES : Mr. S Cosa Tel No: (053) 838 5356
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. N Hlongwane

POST 23/86 : **ASSISTANT DIRECTOR: LEASING & ACQUISITION REF NO: 2023/195**

SALARY : R527 298 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management, Financial Management, Legal Studies, Business Studies, Bcom Accounting, Real Estate, Property Law, LLB or Bcom Economics with experience in the Property Environment, Relevant working experience in Property Management, Supervisory experience. Extensive experience in Property Acquisitions will be an added advantage. Willingness to travel, A Valid undorsed driver's license. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Property Management Information Sources/Systems, Supply Chain Management Framework, Preferential Procurement Policy Framework, Procurement Directives and procedures, Government Budget procedures. Skills: Computer Literacy, Time

Management, people Management, Negotiation skills, Coaching and Mentoring, Presentation skills, Report writing skills, Planning and Organising, Diplomacy, Problem Solving, Facilitation skills. Effective Communication. Personal Attributes: Trustworthy Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-Motivated and Creative.

DUTIES : Verify confirmation of funds from clients department. Lead the procurement process for all procurements at Head Office. Make findings regarding Offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirement of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Ensure lease agreements are within industry trends. Ensure lease optimal procurement practices are followed for all properties. Conduct components monthly report meetings. Compile Budget and expenditure reports for the section.

ENQUIRIES APPLICATIONS : Ms. D Mokhachane Tel No: (012) 406 1179
: Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr. T. Oagile

POST 23/87 : **ASSISTANT DIRECTOR: PERSONNEL CONTROLLER REF NO: 2023/196**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Human Resources Management, Social Science, Management Science, Public Administration, Public Management or equivalent qualification. Relevant working experience in Human Resource Administration, Extensive knowledge of PERSAL system and Completion of PERSAL Personnel or Salary Administration. A valid driver's license. Experience in working as a PERSAL Personnel controller will serve as an added advantage. Knowledge: Preferential HRA policies and related legislation, functioning of national, provincial and local government, HRA policies, Employment Equity Act and related policies, Public Finance Management Act, Public Service Regulations, Public Service Act, Basic Conditions of Employment Act, Treasury Regulations, Resolutions, PERSAL. Skills: Computer literacy, Ability to undertake research/gather information, Analytical thinking, Problem solving and solution orientated, Advanced communication. Personal Attributes: Ability to communicate at all levels, Ability to work independently, Self-motivated, People orientated, willing to adapt work schedule in accordance with professional requirements.

DUTIES : Provide first line Support to PERSAL users, assist with unresolved problems to logik call centre (PERSAL), Register SCC's on the personnel related requests, maintain the departmental code structure, Register and monitor PERSAL terminals. The management of PERSAL user profiles, Create PERSAL user profiles, allocate PERSAL functions, link user to reviser, facilitate resetting of PERSAL. Monitoring of PERSAL suspense file, Facilitate prompt approval of transactions by Regions and Head Office, Perform emergency approvals on the system, Assist users with the investigation and solution to faulty/rejected transactions, Consolidate reports on faulty/rejected and awaiting approvals. Offer in-house training to personnel users Amendment of appointment dates, Analyse PERSAL data, prepare monthly/quarterly/yearly reports and respond to audit queries, Monitor the effective utilisation of the PERSAL system, ensure that Exception reports are followed up and cleared, Coordination of PERSAL training, Inform users of nominations or cancellation of courses.

ENQUIRIES APPLICATIONS : M. S Khumalo Tel No: (012) 406 1754
: 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 23/88 : **ASSISTANT DIRECTOR: CABINET SUPPORT (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2023/197**
(Re-Advertisement Applicant who previously applied are encouraged to re-apply)

SALARY : R424 104 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration or related qualification. Appropriate related administrative experience. A valid driver's license. A valid security clearance will be an added advantage. Knowledge: 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; Structure and functioning of the Department; Parliamentary protocol processes; Linkages with government clusters; Departmental standards and regulations. Skills: Sound analytical and problem identification and solving skills; Advanced communication; Language proficiency; Advanced report writing; Strategic management; Organising and planning; Computer literacy, Advanced interpersonal and diplomacy skills; Decision making skills; Conflict management; Motivational skills; Influencing skills. 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; Assertive; Ability to work independently. Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Facilitate the department's participation into Cabinet and Cluster processes: Develop a reporting tool which includes proposed PoA reporting time-frames in line with Presidency requirements. Receive, analyse and provide inputs to discussion documents for full Cabinet and Cabinet Committee meetings. Communicate the proposed reporting tools to all relevant stakeholders within the Department. Monitor the Cabinet meetings schedules to ensure proper representation of DPW in all cluster meetings. Provide support to DPW management on Cabinet related matters. Collect and collate consolidated inputs from all branches towards developing Cabinet reports. Submit the consolidated cluster reports to the Office of the DG for verification and sign-off. Provide inputs Cabinet reports for DPW EXCO. Provide secretariat support services: Attend ad-hoc committees as directed. Prepare and arrange logistics for inter-departmental focus groups. Ensure the liaison with internal and external stakeholders in relation to scheduled meetings and events. Record minutes and decisions taken. Communicate meeting resolutions to relevant role-players and follow-up on progress made. Ensure the proper archiving system regarding documentation for meetings and events. Coordinate dates for meetings, events and incorporate into the Departmental Year Planner. Establish and maintain effective records and information management systems. Maintain the database or register of received correspondence. Maintain copies of all documents produced, prior to dispatching. Develop and maintain an effective and well-structured filing system. Ensure classification of information. Implement the records disposal policy. Manage the system of tracing and tracking correspondence. Provide effective office administration processes to the Directorate: Provide strategic advice and support regarding departmental service delivery. Manage, monitor and track information related to the office. Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements. Develop and manage office management systems.

ENQUIRIES : Mr. SC Zaba Tel No: (012) 406 1544
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 23/89 : **ASSISTANT DIRECTOR: FOSAD CO-ORDINATION (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2023/198**
(Re-Advertisement Applicant who previously applied are encouraged to re-apply)

SALARY : R424 104 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS

: A three year tertiary qualification (NQF Level 6) in in Public Administration/ Management/ Office Management or equivalent qualification. Relevant experience. A valid driver's license. A valid security clearance will be an added advantage. 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. Executive management skills; sound analytical and problem identification and solving skills; tender processes; marketing and liaison; advanced communication; language proficiency; advanced report writing; strategic management; lateral thinking; research methodologies; financial management; organising and planning; computer literacy; numeracy; advanced interpersonal and diplomacy skills; programme and project management; time management; decision making skills; conflict management; negotiation skills; motivational skills; influencing skills. 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; hard-working; Ability to work independently.

DUTIES

: Facilitate the department's participation into relevant Cluster processes; Develop a reporting format which includes proposed PoA reporting time-frames in line with Presidency requirements; Communicate the proposed reporting format to all relevant stakeholders within the Department; Monitor the cluster meetings schedules to ensure proper representation of DPW in all cluster meetings; Provide support to DPW management on Cluster related matters; Collect and collate consolidated inputs from all Branches towards developing Cluster reports; Submit the consolidated cluster reports to the Office of the DG for verification and sign-off. Provide office management services to the Directorate; Ensure proper communication of meeting and appointment; Attend ad-hoc committees as directed; Prepare and arrange logistics for inter-departmental focus groups; Ensure the liaison with internal and external stakeholders in relation to scheduled meetings and events; Ensure in the proper archiving system regarding documentation for meetings and events; Coordinate dates for meetings, events and incorporate into the Departmental Year Planner. Provide effective administration processes to the Directorate: Provide strategic advice and support regarding departmental service delivery; Manage, monitor and track information related to the Office of the Director General; Develop and direct the administrative framework regarding finances, human resources, operations and logistical requirements; Develop and manage office management systems.

ENQUIRIES

: Mr. SC Zaba Tel No: (012) 406 1544

APPLICATIONS

: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba

POST 23/90

: **ASSISTANT DIRECTOR: ADMINISTRATIVE SUPPORT (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2023/199**

(Re-Advertisement Applicant who previously applied are encouraged to re-apply)

SALARY

: R424 104 per annum

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: A three year tertiary qualification (NQF Level 6) in Public Administration / Management or related qualification. Relevant experience. Willing to adapt work schedule in accordance with office requirements. Technical knowledge of the Government regulatory framework; Minimum Information Security Standards (MISS) Act; Departmental strategic goals and objectives and service delivery programmes; Public Finance Management; Public Service Regulation; Public Service Act; National Minimum Information Requirement; Regulations of the National Archives and records Service of South Africa Act and related records management processes; Archive standards and procedures. Effective communication skills (verbal and written); report writing; computer literacy; basic numeracy; interpersonal and diplomacy skills; Analytical; Problem solving skills; interpretation skills; solution oriented. People orientated; high level of reliability; hard working; resourceful; self-motivated; trust worthy; multilingual and creative.

DUTIES : Manage document and correspondence flow within the Office of Director-General. Manage the receipt and registration of all correspondence. Scrutinise routine documents and make notes for the DG. Forward correspondence to the Chief Director and DG for action. Redirect correspondence as per instructions and maintain copies of documents. Make follow up on referred correspondence. Coordinate feedback from stakeholders, refer to the DG and dispatch accordingly. Manage administrative support services. Record the engagements of DG. Ensure that office equipment is in good working order. Respond to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts. Manage the procurement of office goods and services. Supports the ODG with the administration of the budget. Provide secretariat support. Scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the meeting. Record minutes and decisions taken. Communicate meeting resolutions to relevant role-players and follow-up on progress made. Prepare briefing notes for the manager as required. Coordinates logistical arrangement for meetings when required. Establish and maintain effective records and document management systems. Maintain the database or register of received correspondence. Maintain copies of all documents produced, prior to dispatching. Develop and maintain an effective and well-structured filing system. Ensure classification of information. Implement the records disposal policy for ODG. Manage the system of tracing and tracking correspondence. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES APPLICATIONS : Mr. SC Zaba Tel No: (012) 406 1544
 : 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 23/91 : **ASSISTANT DIRECTOR: COMPUTER AUDITS REF NO: 2023/200**

SALARY CENTRE REQUIREMENTS : R424 104 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Auditing/Financial Accounting/Computer Science qualification or related. Professional Qualification as CIA/CISA will be added advantage. Practising auditor experience in Compute/IT Auditing. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Membership of IIA or ISACA Knowledge of Teammate and driver's license will be an added advantage. Prepared to be subjected to security clearance.

DUTIES : Assist the Deputy Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for the review of the Deputy Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation;; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as identified.

ENQUIRIES : Mr. L Gayiya Tel No: (012) 406 1402

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 23/92 : **OFFICE MANAGER OFFICE OF THE REGIONAL MANAGER REF NO: 2023/201**

SALARY : R424 104 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Management Assistant, Secretariat, Office Management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain 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 : Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, including operating the LOGIS and BAS financial systems, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organize training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager 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. NN Vilakazi Tel No: (031) 314 7150
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 23/93 : **SENIOR ADMINISTRATION OFFICER: ACQUISITION – GOODS AND SERVICES REF NO: 2023/202**

SALARY : R359 517 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Logistics Management/ Management and relevant experience in Procurement / Supply Chain Management. Experience in Goods and Services Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, National Treasury Practice Notes and Guides. Understanding of government procurement systems and processes within the Goods and Services environment. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES : Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Determine the effectiveness of the implementation of the Devolution system. Facilitate the invitation process of quotations from the suppliers on the database using the correct evaluation methods. Oversee

utilization of CSD in quotation processes. Implement measures to eliminate fraud and corruption within SCM. Render support to Head office and regional offices on Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

**ENQUIRIES
APPLICATIONS**

: Mr. X Makhonco Tel No: (012) 406 1760
 : 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 23/94

: **SENIOR ADMINISTRATION OFFICER: ACQUISITION – GOODS AND SERVICES: BID ADMINISTRATION REF NO: 2023/203**

**SALARY
CENTRE
REQUIREMENTS**

: R359 517 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Public Management/ Logistics Management and relevant experience in Procurement / Supply Chain Management. Experience in Goods and Services Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, National Treasury Practice Notes and Guides. Understanding of government procurement systems and processes within the Goods and Services environment. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES

: Manage, execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Determine the effectiveness of the implementation of the Devolution system. Advise on the process of drafting specification/terms of reference and special conditions of contract during the Bid Specification Meetings. Advise on the process of evaluating received bids during the Bid Evaluation Meetings. Execute and coordinate the bid process to ensure that all bids are advertised. Ensure that all bids received, awarded and cancelled bids are published. Monitoring and reporting on performance against the Approved Procurement Plan. Allocations and monitoring of additional items to the Approved Procurement Plan. Assist in providing adequate audit support and make records and information available. Verify and approve register of all documents sent to Registry for filing. Attend to complaints and resolve conflicts among staff under direct supervision. Implement measures to eliminate fraud and corruption within SCM. SCM Performance Reporting: Prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions.

Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES APPLICATIONS : Mr. X Makhonco Tel No: (012) 406 1760
: 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 23/95 : **IT TECHNICIAN: INFORMATION SERVICES: IT SUPPORT REF NO: 2023/204**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Kimberly Regional Office
: A three year tertiary qualification (NQF Level 6) in Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in desktop support in a network environment. Computing, good communication, interpersonal and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10, Ms Office suites and end-user cloud services. Understanding of Linux and Open Source will serve as an advantage. A valid driver's license.

DUTIES : Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN infrastructure. Provide and maintain printing from transversal systems. eg. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support for Business applications. Manage and maintain a secure and virus-free network. Perform back-ups. Monitor wide and local area networks. Liaise with suppliers. Install and support software/applications.

ENQUIRIES APPLICATIONS : Ms. L Skhosana Tel No: (012) 406 1286 /1395
: 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 23/96 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2023/205**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Durban Regional Office
: A three year tertiary qualification (NQF Level 6) in Human Resources Management or Public Administration. A valid driver's license. Appropriate experience in Human Resources Management with emphasis on Human Resource Administration. (Condition of Services and Pensions). Knowledge of standards, practices, processes and procedures. Good Knowledge of Persal, Core, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Data analysis techniques, ability to undertake basic research and gather information, Computer utilization, good communication and report writing abilities, analytical skills, interpersonal relations, diplomacy, negotiation skills, conflict management, and the ability to perform under pressure.

DUTIES : Administration of condition of services and benefits. Providing an advisory function to DPWI staff on Human Resources policies. Processing of appointments and service terminations. Administration of pension benefits. Assist in the policy reviews related to condition of services. Ensure that relevant stakeholders are involved on policy making processes. Assist in sourcing information needed to report on Audit findings. Compile monthly reports to HR Manager.

ENQUIRIES APPLICATIONS : Mrs. NS Nxumalo Tel No: (031) 314 7023
: 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 23/97 : **SENIOR ADMIN OFFICER: PROPERTY PAYMENTS REF NO: 2023/206**

SALARY CENTRE : R359 517 per annum
: Kimberly Regional Office

- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Finance or related qualification, relevant experience. A valid Driver's license. Knowledge of the property industry. Property management processes and systems. Procurement and tender regulations. Public finance management act, Treasury Regulations. Financial delegations and applicable financial management legislation. Effective communication skills, advanced report writing, numeracy and accounting, computer literacy, ability to work with service providers and clients at various levels, organising and planning, relationship management, project management, interpersonal and diplomacy skills, presentation skills, analytical skills, problem solving skills, decision making skills, negotiation, conflict resolution, motivational skills, innovative, creative, solution orientated-ability to design ideas without direction, ability to work under stressful situations, ability to communicate at all levels, people orientated, hard-working, highly motivated. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements.
- DUTIES** : Ensure that all invoices and required supporting documents are submitted accordingly. Verify correctness and accuracy of invoices and statements and all other supporting documents. Authorise payments within the approved delegation of authority. Certify remittance advices and ensure distribution thereof. Ensure that invoices are updated on the relevant systems. Oversee the reconciliation of payment transactions. Resolve municipal service disruptions and report accordingly. Report on all accounts paid within the due date. Manage late and rejected payments unpaid accounts and outstanding invoices. Provide support to clients and other units regarding queries related to accounts payments. Monitor communication and administer the flow information and documents in the office. Maintain good records system and ensure easy accessibility. Ensure effective safekeeping of payments documents. Provide information on resolution of audit queries. Administer logistical support service to the sub-directorate. Supervise employees to ensure an effective service delivery.
- ENQUIRIES APPLICATIONS** : Mr. D Sibiyi Tel No: (053) 838 5306
: Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
- FOR ATTENTION** : Ms. N Hlongwane
- POST 23/98** : **SENIOR ADMINISTRATION OFFICER: INTERIOR DESIGN (PRESTIGE)**
REF NO: 2023/206
- SALARY CENTRE REQUIREMENTS** : R359 517 per annum
: Cape Town Regional Office
: A three year tertiary qualification (NQF Level 6) in Interior Design or relevant qualification. Appropriate practical experience and design portfolio. Knowledge of the Government Provisioning administration system and tender administration. Computer skills. A valid driver's license.
- DUTIES** : Assist the Assistant Director. Execute interior design scheme presentations. Site inspections to sample board plan. Intensive client relations. Project planning and maintenance. Ensure that projects are run cost effectively without compromising quality, delivered on time as well as implementation of socioeconomic objectives of the Department. Compile and develop specification for quotations and tender documents. Quality control in both specifications and service delivery. Compile and check tender documents, supervise contractors. Supervise cash flow forecast, process contractor's payments and prepare monthly reports. Facilitate and check the payments. Keep abreast of the latest market trends, do market research on the latest product ranges and assist with sourcing service providers. Facilitate the day-to-day maintenance of the portfolio maintenance plan.
- ENQUIRIES APPLICATIONS** : Ms. B Manuel Tel No: (021) 402 2139
: 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 23/99 : **SENIOR ADMINISTRATIVE OFFICER: NATIONAL YOUTH SERVICE & CONTRACTOR DEVELOPMENT INITIATIVES REF NO: 2023/208**

SALARY : R359 517 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration or related qualification. Appropriate experience in administration field. Willing to adapt work schedule in accordance with professional requirements. Knowledge: Construction Industry. Structure and functioning of the Department and Government. Labour-intensive construction methods. Expanded Public Works Programme (EPWP) – National Youth Service (NYS). Skills: Analytical thinking. Computer literacy. Effective communication (verbal and written). Relationship management. Project Administration. Interpersonal Skills. Problem solving skills. People Management. Decision making skills. Motivational skills. Personal Attributes: Resourceful. Creative. People orientated. Trustworthy. Assertive. Hard-working. Self-motivated. Ability to work independently. Other: Willing to adapt work schedule in accordance with professional requirements.

DUTIES : Participate in the recruitment and planning of EPWP NYS beneficiaries: - Prepare logistics for the recruitment of NYS learners. Compile and communicate training needs identified for NYS learners. Develop and maintain accurate database of beneficiaries' records. Provide projects administrative support services to all spheres of government and SOE's:-Prepare status reports on project information received. Prepare minutes of meetings held with internal and external stakeholders. Prepare NYS documentation and liaise with stakeholders to ensure learner stipends are paid. Conduct project site visits for monitoring and data collection. Prepare logistics for EPWP workshops and graduation ceremonies / EPWP NYS Workshops. Participate in capacity building workshops to ensure compliance to EPWP requirements. Attend to and resolve beneficiaries' queries timeously. Manage and continuously improve EPWP reporting and data integrity: - Create and maintain an accurate record management system. Compile project data according to reporting standards for capturing on the EPWP Reporting System. Monitor and analyses NDPWI projects captured on the system. Submit monthly status reports. Facilitate responses to audit queries. Supervise administrative support services: - Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for projects documents and the unit where required. Supervise employees to ensure an effective service delivery:- General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr. M. Ntsele Tel No: (041) 408 2029 041/ 408 2305
APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms. N Mzalisi

POST 23/100 : **ARTISAN FOREMAN: BUILDING REF NO: 2023/209**

SALARY : R344 811 per annum, (OSD salary package)
CENTRE : Durban Regional Office
REQUIREMENTS : A completed apprenticeship and a Bricklaying Trade Test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed supervisor section 27 of the Act. Recommendations: NTC1 with 10 years as a Artisan, NTC2 with 8 years as an Artisan or, NTC3 with 6 years as an Artisan, NTC 4 & 5 with 3 years as an Artisan or N6/National Diploma (TN streams) with 2 years as an Artisan. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver's license. Candidate must have extensive experience in the Building and Related operations, including repairs, new installations and maintenance in general.

DUTIES : Supervision and evaluation of personnel. Supervise equipment, tools and machinery generally used in a technical and maintenance environment.

Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings. Supervision of capital projects.

ENQUIRIES : Mr MM Zuma Tel No: (031) 305 6438

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 23/101 : **ARTISAN FOREMAN GRADE A: (PAINTING) WORKSHOP REF NO: 2023/210**

SALARY : R344 811 per annum, (OSD salary package)

CENTRE : Cape Town Regional Office

REQUIREMENTS : Completed apprenticeship and a trade test in painting 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 and relevant N2 or higher with four years relevant experience after Trade test coupled with supervisory experience. Valid driver's license (code 8/10). Computer literate, knowledge of Occupational Health and Safety Act, 85 of 1993 and relevant Regulations. Must have the understanding of engineering drawings.

DUTIES : The successful candidate must be able to compile material list 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/train/mentor Artisans, Artisan assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per Occupational Health and Safety Act, 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building & other Islands (Marion, Gough and Antarctica).

ENQUIRIES : Mr. E. Ryklief Tel No: (021) 402 2163, Mr. Stephens M, Tel No: (021) 402 2334, Mr. Mudau T, Tel No: (021) 402 2333

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 23/102 : **ARTISAN PRODUCTION GRADE C: WORKSHOP (ELECTRICAL) REF NO: 2023/211**

SALARY : R299 361 per annum, (OSD salary package)

CENTRE : Cape Town Regional Office (Oudtshoorn)

REQUIREMENTS : Completed apprenticeship and a trade test in Electrical engineering 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 and relevant N2 or higher with three years relevant experience after Trade test. Valid driver's license (code 8/10). Computer literate, knowledge of Occupational Health and Safety Act, 85 of 1993. Must have the understanding of engineering drawings.

DUTIES : The successful candidate must be able to compile material list 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/ train/ mentor Artisans assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per Occupational Health and Safety Act, 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building & other Islands (Marion, Gough and Antarctica).

ENQUIRIES : MGL P Nova, Cell: (082) 699 9222, Mr. Stephens M, Tel No: (021) 402 2334, Mr. Mudau T, Tel No: (021) 402 2333

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. Ms. C Rossouw
<u>FOR ATTENTION</u>	:	
<u>POST 23/103</u>	:	<u>ARTISAN PRODUCTION GRADE C: (PAINTING) WORKSHOP REF NO: 2023/212</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R299 361 per annum, (OSD salary package) Cape Town Regional Office Completed apprenticeship and a trade test in Painting 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 and relevant N2 or higher with three years relevant experience after Trade test. Valid driver's license (code 8/10). Computer literate, knowledge of Occupational Health and Safety Act, 85 of 1993. Must have the understanding of engineering drawings.
<u>DUTIES</u>	:	The successful candidate must be able to compile material list 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/ train/ mentor Artisans assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per Occupational Health and Safety Act, 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building & other Islands (Marion, Gough and Antarctica).
<u>ENQUIRIES</u>	:	E. Ryklief Tel No: (021) 402 2163, Mr. Stephens M, Tel No: (021) 402 2334, Mr. Mudau T, Tel No: (021) 402 2333
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 23/104</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROLREF NO: 2023/213</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum Durban Regional Office A three year tertiary qualification (NQF Level 6) in Finance, Supply Chain Management, Financial Management/Auditing, Accounting. Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; 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 and personal attributes: 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; Valid driver's license; Willingness to travel and work irregular hours.
<u>DUTIES</u>	:	The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance, Monitor whether finance and supply chain objectives are consistent with Government 's broader policy, Ensure that the Departmental SCM processes are aligned with those standards that support international best practice, Implement SCM practice notes, policies and inform about new prescripts from National Treasury, Identify non-compliance issues by doing the pre- audit and post audit, Compile report on Non-compliance for coordination for purposes of Financial statements, Review and updating SCM Standard operating Procedure manual, Delegations document and Policy for the Department, Update the risk register in SCM Reporting on regular basis to Senior Management and National Treasury on the performance of SCM, The effective administrative support on contract management, Manage acceptance of tenders by verifying completeness and

correctness of documentation to ensure legally binding documents on respective parties, Ensuring the administration of the signing of contracts and agreements, Verify by scrutinizing the contract documents for compliance, Handle contract related enquiries.

ENQUIRIES : Ms. BV Ngubane Tel No: (031) 314 7063
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 23/105 : **ADMIN OFFICER: TRANSPORT (FLEET & SUBSIDIZED VEHICLES): LOGISTICAL SERVICES REF NO: 2023/214**

SALARY : R294 321 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Logistics, Public Management or Transport/ Fleet Management or equivalent with Appropriate experience in Fleet, Subsidized Vehicles, Ministerial Vehicles & Transport Management. Must be in possession of a valid driver's license. Knowledge of the Public Finance Management Act (PFMA) and PPP contracts, Transport related policies, Car scheme for political office bearers, Senior Manager Scheme, Middle Management Scheme and financial administration process and system. Computer literacy, Administration Skills, Organizational skills, Financial and reconciliation skills. Good communication (verbal and writing) skills and interpersonal skills, willing to adapt to work schedule in accordance with office requirements. Ability to perform under pressure.

DUTIES : Manage Departmental drivers. Administer fleet vehicle utilization and ensure that the all trips are logged daily on the trip logging system. Conduct daily vehicle inspections. Manage Head Office fleet vehicles, costing and reports of fleet services, inspections of fleet vehicles. Verify transport related invoices from service providers for correctness and compliance to policies and prescripts. Ensure that invoices are paid within 30 days of receipt. Facilitate payments on the BAS/SAGE system for service providers. Perform monthly account reconciliation. Reconciliation of logbooks. Update the Reapatala Invoice Tracking System. Oversee the provision of short and long term rental vehicles. Initiate the procurement of ministerial vehicles as per the SCM processes; licensing and registration and assist with all administration of the ministerial vehicles. Provide and maintain fleet vehicles for official purposes, the incumbent will be responsible to manage the driver services and conduct performance assessments. Liaise with Service providers and NDOT on transport related issues. Administer traffic fines for the Department. Process new applications for subsidized vehicles to ensure that the qualification criteria are adhered to. Ensure that official and private kilometers are verified according to policy requirements and Officials are reimbursed on time. Must be willing to work overtime.

ENQUIRIES : Ms. E Marren Tel No: (012) 406 1441
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 23/106 : **STATE ACCOUNTANT: ACCOUNTS RECEIVABLE REF NO: 2023/215**

SALARY : R294 321 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 06) in Financial Management or Accounting. Appropriate experience in financial management, experience in capturing debt BAS transactions. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations, communication, interpersonal, sound administrative and numeric skills, analytical thinking and good planning and organising skills, ability to work under pressure, be creative, innovative and communicate at all levels.

DUTIES : Clear suspense accounts and perform monthly reconciliation on a monthly basis. Compile and capture journals to clear suspense accounts. Report on suspense accounts on a monthly basis. Compile and reconcile payment of

revenue to NRF. Ensure new debt accounts are opened. Follow up on debt accounts and closing off of redeemed debt accounts. Correspond with debtors and all other relevant parties regarding debt accounts. Liaise with Legal Services on debts handed over and ensure submissions are done for bad debts. Submit and collect documents from National Treasury and other institutions. Capture transfer of credit balances.

ENQUIRIES : Ms. N Maimela Tel No: (012) 406 1703
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 23/107 : **ADMIN OFFICER: REGISTRY REF NO: 2023/216**

SALARY : R294 321 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 06) appropriate experience in Registry. Experience in registry mailing procedures and filing systems. Computer literacy in Ms Word and Excel. Knowledge of the National Archives procedures and standards. Ability to work under pressure and function as a team leader. Knowledge & understanding of Disposal process.

DUTIES : Manage the Registry section. Train and supervise subordinates. Ensure proper messenger services. Manage postal services, filing, photocopiers, and switchboard and messenger services. Implementation and maintenance of the file plan. Manage archiving and disposal of files. Manage performance management and staff development. Implement best practice model on paper based records.

ENQUIRIES : Mr. PP Mothiba Tel No: (015) 291 6309
APPLICATIONS : Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 23/108 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/217**
(People with disabilities are encouraged to apply)

SALARY : R294 321 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance, Auditing, Management, Supply Chain Management. The incumbent must have extensive knowledge of Supply Chain Management processes and procedures, good interpersonal, administrative, managerial skills, report writing, accounting and numeric skills, analytical, communication skills, interpersonal skills and problem solving skills.

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, Irregular Expenditure and Fruitless and Wasteful Expenditure. 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 : Ms. Y Mntonintshi Tel No: (021) 402 2347
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.
Ms. C Rossouw

FOR ATTENTION

POST 23/109

ADMINISTRATIVE OFFICER: WORKSHOP REF NO: 2023/218

SALARY

R294 321 per annum

CENTRE

Pretoria Regional Office

REQUIREMENTS

A three year tertiary qualification (NQF Level 6) in Public Administration or related field. Appropriate working experience in Workshop Services. Sound knowledge and understanding of pertinent policies related to Procurement and tender regulations; occupational health and safety; Labour Relations Act; Public Finance Management Act. Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt work schedule in accordance with office requirements.

DUTIES

Ensure effective provision of photocopy, driver, stores and deliveries operations within workshop. Monitor photocopy activities and ensure effective use of photocopy machines. Make requisition for photocopying materials and that photocopying materials and equipment's are stored away securely. Arrange for maintenance on the photocopier machines. Monitor the schedules for drivers and ensure that secondary drivers submit trip authorisation on time to transport officers. Provide administrative support to Workshop unit. Obtain inputs, collates and compiles reports, e.g progress reports, monthly reports and management reports. Prepare relevant submissions as required. Responds to enquiries received from internal and external stakeholders. Ensure that travel arrangements are well coordinated. Ensure registration and filing of new calls. Manage the system of tracing and tracking correspondence. Collects and coordinates all the documents that relate to the office budget. Provide information for audit queries. Organise relevant meetings and workshops, and documentation record thereof. Ensure performance and development of subordinates. Provide support in management of the leave register and telephone accounts for the unit. Monitoring of workshop budget. Ensure good record keeping. Facilitate the ordering of stationary for the workshop.

ENQUIRIES

Mr. I More, Cell: (072) 277 9582

APPLICATIONS

Pretoria Regional Office Applications: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251Skinner AVN Building, Cnr Andries and Skinner Street Pretoria.

FOR ATTENTION

Ms. K. Tihapane/ Ms. C Lekganyane

POST 23/110

STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/219

SALARY

R294 321 per annum

CENTRE

Kimberley Regional Office

REQUIREMENTS

A three year tertiary qualification (NQF Level 6) in Finance / Auditing with relevant experience in Internal Control, Auditing or Financial Management field or Supply Chain Management field. Knowledge of Property Industry, Financial prescripts (GAAP and GARP) Government Financial systems (PERSAL, PMIS, WCS, LOGIS, BAS), Public Finance and Management Act, National Treasury Regulations (Directives and guidelines), ICT Procurement, Supply Chain Management Framework, Tender Solution Suites. Administrative skills, managerial skills, report writing, accounts and numeric skills, analytical, communication skills interpersonal skills, problem solving skills, organising and planning, goal and solution orientated, assertiveness, people and client orientated, team player, innovative, ability to work under stressful conditions, dedicated, hardworking, ability to communicate at all levels, trustworthy, attention to detail, ability to adapt in accordance to office requirements.

DUTIES

Facilitate the implementation of effective and efficient internal controls. 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. Identify potential risks. Prepare meeting packs for the condonation committees. Implement Finance and SCM processes, Standard Operating Procedure manuals, Delegations documents and identify opportunities for alignment with

legislation. Implement Finance and SCM practice notes, policies and communicate new prescripts from National Treasury. Provide support in the implementation of departmental loss control system. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Conduct investigations on reported cases of financial misconduct. Validate possible non-compliant transactions. Provide inputs to the report on non-compliant transactions. Compile the disclosure notes for Irregular Expenditure and Fruitless & Wasteful Expenditure to the financial statements. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure. Prepare meeting packs for the loss control committees. Maintain Loss Control Register. Provide support in the implementation of the audit coordination process for the Main Account and Trading Entity. Receive audit queries and requests from auditors and identify responsible branches / units for dissemination. Update records / schedules of audit queries and requests. Provide information requested by the auditors within agreed time. Follow up with branches / units on outstanding responses and requested information. Assist with arranging of Audit Steering Committee meetings and meetings between branch heads and the auditors. Assist with developing Audit Action Plan that addresses all the findings raised by auditors. Disseminate the request for the Internal Control Dashboard. 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. Administer the flow of information in and out of the office.

ENQUIRIES : Mr. N Mushidzhi Tel No: (011) 713 6152
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.
FOR ATTENTION : Ms. N Hlongwane

POST 23/111 : **ARTISAN PRODUCTION GRADE A: (CARPENTRY) WORKSHOP REF NO: 2023/220**

SALARY : R220 533 per annum, (OSD Salary package)
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Trade Test in Carpentry 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 in Carpentry fraternity. Must have General knowledge of tools, equipment and machinery in the workshop. 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.

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. T. Mudau Tel No: (021) 402 2333, Mr. M Stephens Tel No: (021) 402 2334, Mr. M.E Gazi, Cell: (082) 889 0792
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 23/112 : **ARTISAN ELECTRICAL: WORKSHOP REF NO: 2023/221**

SALARY : R220 533 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 APPLICATIONS : Mr. M Stephens Tel No: (021) 402 2334
: 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 23/113 : **ARTISAN PRODUCTION GRADE A: ELECTRICAL REF NO: 2023/222**

SALARY CENTRE REQUIREMENTS : R220 533 per annum, (OSD salary package)
: Durban Regional Office
: A completed apprenticeship and an Electrical Trade Test in terms of the Provisions of Section 13 (2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act, Minimum of 2 years qualified as an Artisan. Valid Driver's license code 8 or more. Knowledge of OHS Act. Problem solving skills, ability to communicate effectively at operational level. Supervision skills. Technical skills.

DUTIES : Maintenance including new work to electrical infrastructure works. Maintain tool. Compile material quantities per project. Supervise assistants and trainees. Do quotations for materials and tools. Report technical faults. Perform electrical related duties. Do electrical faults finding. To work after hours and over the weekends when requested to do so. Compile and update on job cards allocated to you. Transport electrical officials, tools & equipment to sites. Mentor electrical trainees and general workers.

ENQUIRIES APPLICATIONS : Mr. MM Zuma at 072 406 5212
: 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 23/114 : **ARTISAN PRODUCTION GRADE A: PLUMBING REF NO: 2023/223**

SALARY CENTRE REQUIREMENTS : R220 533 per annum, (OSD salary package)
: Durban Regional Office
: A completed Apprenticeship and a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act. Knowledge of the OHS Act. Valid Driver's license code 8 or more. Problem solving skills, ability to communicate effectively at operational level. Supervision skills. Technical skills.

DUTIES : Maintenance including new work to electrical infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants and Trainees. Do quotations for materials and tools. Report technical faults. Perform plumbing related. Clean gutters.

ENQUIRIES APPLICATIONS : Mr. MM Zuma at 072 406 5212
: 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 23/115 : **HR CLERK: HR RECRUITMENT REF NO: 2023/224**

SALARY : R202 233 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior Certificate/ Grade 12 with appropriate experience in HR planning and recruitment. (A National Diploma in Human Resources Management will be an added advantage). Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of PERSAL. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration. Computer literacy (MS Word, Excell, PowerPoint). Basic numeracy, interpersonal and diplomacy skills. Ability to analyse and interpret HR policies and prescripts. Interpersonal skills. Planning and organizing skills. Ability to work under pressure. Ability to cope with a high workload. Communication and reporting abilities. The ability to work in stressful situations. People orientated, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Willingness to participate in all HRM related activities as required by the manager.

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

ENQUIRIES : Ms. MM Magane Tel No: (012) 406 1552

POST 23/116 : **ACCOUNTING CLERK: BATCH CONTROLLER REF NO: 2023/225**

SALARY : R202 233 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate with appropriate experience. Knowledge of Transversal financial systems. Treasury Regulations, State budgeting procedures. Financial administration; analytical thinking, accounting and numeric skills, budgeting, communication, ability to work under pressure, ability to communicate, problem solving, creative, dedicated, approachable, innovative. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Receive WCS, LOGIS and sundry payments documents. Register and keep custody of financial batches, journals and receipts. Assist in attending and settling of clients queries. Ensure that batches issued to clients are returned. Archive financial information. Assist the auditing team on compliance testing. Supply audit samples to assist with settling of audit queries. Maintain proper filing system (Batch Control) including the monitoring and controlling of all documents relating to the different transversal systems. Attend to queries regarding document handling. Capture PMIS payments, such as unplanned payments, municipal services, rates, rentals and domestic services. Capture BAS payments. Compile journal entries. Reconcile BAS and PMIS system for unplanned maintenance. Reconcile BAS and PMIS system to determine unplanned maintenance. Verify the supplier's details on the PMIS system. Verify WCS payments of consultants, contractors and supplier's payments. Provide effective and efficient administrative support services within finance. Assist with ordering of material and equipment from suppliers. Administer documentation for requisitions and reports. Submit invoices for payment. Organise office logistical matters and act as general receptionist. Administer placements, work schedules and consolidated leave record of component staff.

ENQUIRIES : Mr. O Motlhabane Tel No: (053) 838 5227
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms. N Hlongwane

POST 23/117 : **SUPPLY CHAIN MANAGEMENT CLERK: MOVABLE ASSET MANAGEMENT REF NO: 2023/226**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Cape Town Regional Office
: Grade 12 or equivalent qualification. Relevant working experience in Movable Asset Management. The ability to work under pressure. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Asset Management Frame Work, Financial systems (LOGIS). Computer Literacy (MS Word, Excel, Access and Outlook). Strong analytical, administration as well interpersonal skills. Sound financial accounting and budgeting skills. The ability to manage external stakeholders. Proven knowledge of LOGIS and BAS systems (Asset Management Functions). A valid driver's license. Willing to adopt work schedule in accordance with Office requirements.

DUTIES : Provide clerical support services in the process of acquiring movable assets. Participate in the physical verification of movable assets. Render administrative assistance in the process of disposing movable assets. Manage stock discrepancies and disposal process. Perform other asset management admin activities. Ensure provision of movable assets to users. Liaise and interact regarding the management of state assets. Liaise with regard to updating of inventories. Updated and compliant asset register. Liaise regarding movable assets order.

ENQUIRIES APPLICATIONS : Ms. N Pikoli Tel No: (021) 402 2358
: 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 23/118 : **SUPPLY CHAIN MANAGEMENT CLERK: PROVISIONING AND LOGISTICS REF NO: 2023/227 (X2 POSTS)**
(People with disabilities are encouraged to apply)

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Cape Town Regional Office
: Applicant must be in possession of Senior Certificate (Matric) or equivalent qualification. Relevant appropriate experience in the following areas: Provisioning Administration/ Supply Chain Management environment/ Logistics or Facilitation of travel and accommodation arrangements. Knowledge of electronic administration of procurement system. Multi-skilled in operational understanding of financial systems (LOGIS, BAS, SAGE Systems). Understanding and ability to work on invoice tracking system. Computer literacy is a must with an ability to work on Microsoft outlook applications. Knowledge and understanding of PFMA and Treasury Regulations. Ability to assist with application of departmental relevant policies. Excellent client relations and communication skills. Ability to work in a very much pressured environment and willingness to adapt to work schedules in accordance with various requirements of the directorate.

DUTIES : The successful candidate will provide the following services: facilitate and coordinate bookings for travel, accommodation or conference. Receive and verify travel request files (electronic and manual) for issuing travel orders. Interact with internal and external stakeholders to ensure travel arrangements are correctly done and adheres to travel policies. Receive and verify procurement files for issuing of purchase orders (LOGIS and SAGE). Execute various LOGIS functions in relation to procurement of goods and services. Ensures timely capturing of invoice payments on LOGIS, BAS or SAGE Systems. Ability to work on applicable invoice tracking system. Updating of commitment registers and monthly reconciliation of accounts. Assist with provision of financial statements inputs. Perform transit duties and other related tasks as per supervisor's instructions.

ENQUIRIES APPLICATIONS : P Bambela Tel No: (021) 402 2193
: 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

<u>POST 23/119</u>	:	<u>ADMIN CLERK: WORKS MANAGEMENT REF NO: 2023/228</u>
<u>SALARY</u>	:	R202 233 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 Certificate extensive working experience, a high level of computer literacy, including experience in Microsoft packages. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Sound analytical and problem-solving skills, an understanding of the PFMA, ability to work under pressure. Good interpersonal relations skills and telephone etiquette.
<u>DUTIES</u>	:	Compile, register, develop and write reports for the Works Management Section. Register and distribute callouts to the relevant works managers. Record quotations and invoices for Works Managers. Print, submit and collect photocopies and documentation to and from the registry and tender section. Fax and phone to confirm all suppliers' orders for works management. Create a filing system for all correspondence and tender documentation. Arrange meetings and take minutes of all sectional meetings. Liaise with Chief Works Managers and Clients (external and internal). Provide admin support for Works Managers and technical functions. Capture requisitions on the ARCHIBUS system, Manage flow of information and documents in the office. Tracking and record keeping of flow of documents.
<u>ENQUIRIES</u>	:	Mr. MF Dube Tel No: (031) 314 7076
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. NS Nxumalo
<u>POST 23/120</u>	:	<u>RECEPTIONIST (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2023/229</u> (Re-Advertisement Applicant who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R171 537 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12. Willing to adapt work schedule in accordance with office requirements. Knowledge of Departmental Policies and Regulation; Government Legislatives; Minimum Information Security Standards (MISS) Act; General office administration functions. Basic communication skills; Computer literacy; Basic numeracy; Interpersonal relations; Organisational skills; Basic Financial Management skills. Resourceful; Presentable; Professional demeanour; Creative; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently.
<u>DUTIES</u>	:	Render reception services to the Office of the Minister. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Minister. Support the security profile of the Office. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Minister. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationary. File/ store, trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Minister. Provide general secretarial services to the office of the Minister. Assist with arrangement of meetings. Organise logistics for the meeting. Assist with preparation of documentation for the meetings. Execute all claims for travel, accommodation and rental cars. Assist with effective flow of information and documents: Direct received submission to relevant managers within the office of the Minister. Ensure the safekeeping documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required.
<u>ENQUIRIES</u>	:	Mr SC Zaba Tel No: (012) 406 1544

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 23/121 : **CLEANERS REF NO: 2023/230 (X5 POSTS)**

SALARY CENTRE : R125 373 per annum
: Polokwane Regional Office:
: Hoedspruit Workshop (X1 Post)
: Moutse L.C. (X1 Post)
: Dzanani Magistrate (X1 Post)
: Vuwani Magistrate (X1 Post)
: Polokwane Regional Office (X1 Post)

REQUIREMENTS : ABET level 3 / or Grade 10 certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Appropriate cleaning experience in a corporate/ office environment. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES APPLICATIONS : Mr. M.P. Morudu Tel No: (015) 291 6386
: Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 23/122 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2023/231**

SALARY CENTRE : R125 373 per annum
: Umtata Regional Office

REQUIREMENTS : Grade 10 (STD 8) and appropriate experience in an office environment. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Cleaning or Hygiene certificate, knowledge on usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES APPLICATIONS : Ms. N Nakumba Tel No: (012) 492 3473
: Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms. N Mzalisi