

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.

<u>CLOSING DATE</u>	:	10 May 2024 at 16H00
<u>NOTE</u>	:	Kindly take note that with effect from 01 January 2021, DPISA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

<u>POST 13/07</u>	:	<u>DEPUTY DIRECTOR: PARLIAMENTARY AND CABINET SUPPORT (DEPARTMENTAL SUPPORT TO THE MINISTRY) REF NO: 2024/41</u>
<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>	:	National Diploma in Public Administration/Management/ Political Science or equivalent qualification. Relevance working experience at ASD level in the related environment, A valid driver's license. Knowledge: Minimum Information Security Standards (MISS) Act; Departmental legislation policies and regulations; Departmental standards and regulations; Parliamentary protocol

processes; Departmental linkages with government clusters; Executive office management procedures and processes; Human Resources Management policies and strategies; Public Finance Management Act. Skills: Communication (written and verbal); Policy analysis and development; Planning and organizing; People management; Financial management; Project coordination; Problem Solving; Computer literacy; Facilitation and presentation; Stakeholder and client liaison; Monitoring; Report writing. Personal Attributes: People orientated; Creative; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently; Ability to work under pressure. Other; Prepared to travel and work long hours; Security clearance.

DUTIES

: Coordinates Parliamentary and Cabinet correspondence:-Coordinates Departmental responses and to Parliamentary questions and cabinet matters; Prepare briefings, correspondence and advice in response to ministerial correspondence; Proactively identifies potentially contentious issues and contributes to the development of strategies to address these in consultation with the Head of Office; Develops, manages and maintain a register of Parliamentary correspondences and advice; Conduct relevant research as when and when required; 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 for verification and sign-off; Provide procedural and administrative advice to the Department on parliamentary and cabinet matters:- Provides support, direction and specialist advice to the Head of Office on parliamentary processes, systems and protocols; Advises senior staff on, and ensures compliance with the communications protocol between the department, relevant ministers and members of parliament; Develops and maintains effective systems to support and improve departmental parliamentary processes; Maintains an understanding of current parliamentary and government procedures; Ensures reporting and advice is within the prescribed frameworks and timelines; Appropriately handles political information and situations; Manages highly confidential, sensitive and urgent matters with tact and discretion in a timely and professional manner; Coordinates and implement training and education for all users of parliamentary and cabinet protocols, procedures and systems; 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 DPWI; Prepare resolution reports. Promote stakeholder relations:-Act as a key liaison point between the Parliament, the Departments, Entities and strategic stakeholders; Develop programmes for interactions between Ministry and critical stakeholders; Provide administrative and secretarial support on meetings involving the DM's Office; Attend to any queries from Parliament requiring the Department's/Entities attention and vice versa.

ENQUIRIES

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

APPLICATIONS

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

FOR ATTENTION

: Ms. NP Mudau

POST 13/08

: **DEPUTY DIRECTOR: ADMINISTRATION SUPPORT AND COORDINATION (DEPARTMENTAL SUPPORT TO THE MINISTRY) REF NO: 2024/42**

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/ Management or related qualification. Appropriate years administrative experience at an ASD level in the related environment. A valid driver's license. Knowledge: Technical Knowledge of the Built environment. Administration Support; 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 Minister: Compile documentation to adequately prepare the Minister for such meetings. Develop the administrative framework regarding finances, human resources, operations and logistical requirements and travel for all Ministry staff. Facilitate and support the involvement of the Minister in all structures. Ensure the effectiveness of the Office of the Minister: Undertake environmental assessments and provide strategic advice and support regarding departmental service delivery. Manage, monitor and track information related to the Office of the Minister. Articulate, co-ordinate, monitor and assess strategic, corporate and operational issues and provide advice with regard thereto to the Ministry. Determine the impact and provide comments regarding departmental and external submissions addressed to the Ministry. Ensure effective document management and correspondence flow within the Office of Ministry: Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the Ministry. Administer office correspondence, documents and reports. Manage communication and flow of information between the office of the Minister, Deputy Ministry and Director-General. Manage the processing of allowances, S&T claims, payments and invoices relevant to the office. Coordinate projects in the office of the Minister. 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
APPLICATIONS**

: Mr. SC Zaba Tel No: (012) 406 1544
: Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria

FOR ATTENTION

: Ms. NP Mudau

POST 13/09

: **ADMINISTRATIVE OFFICER: REGISTRY SERVICES (DEPARTMENTAL SUPPORT TO THE MINISTRY) REF NO: 2024/43**

**SALARY
CENTRE
REQUIREMENTS**

: R294 321 per annum
: Head Office (Pretoria)
: A three year tertiary (NQF Level 6) or equivalent qualification as recognised by SAQA. Relevant experience in the related environment. Knowledge of National Archive Regulations, Public Finance Management Act, Provisioning management, Inventory administration, including stock keeping, procurement processes and procedures, inventory systems, general office management, human resources policies. Skills; record management, effective communication, report writing, planning and organising, basic numeracy, conflict management, problem solving, demonstrative computer literacy (word processing, spreadsheets, presentations) and interpersonal relations. Resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, diplomacy, trustworthy, punctuality, hard-working, self-motivated and ability to work independently. Willing to adapt to work schedule in accordance with professional requirements.

DUTIES

: The administration of registry and archive functions; ensure that filling is in accordance with National Archive Regulations, ensure the effective disposal of records, ensure timeous dispatching of mail upon receipt, ensure delivery of effective courier services, ensure the correct recording of cheques, postal orders and cash in the remittance register. Issue circular numbers. Provide administrative support to the Regional office; provide training on filling systems, compile and present statistical reports to line manager on a monthly basis,

receive and process requests for repairs, maintenance and installations, manage the flow of information and documents in the office, manage communication to and from the office, attend to human resources related processes and liaise with stakeholders relevant to the office.

**ENQUIRIES
APPLICATIONS**

: Mr. SC Zaba Tel No: (012) 406 1544
: Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria

FOR ATTENTION

: Ms. NP Mudau

POST 13/10

: **FOOD SERVICE AID (DEPARTMENTAL SUPPORT TO THE MINISTRY) REF NO: 2024/44**

**SALARY
CENTRE
REQUIREMENTS
DUTIES**

: R125 373 per annum
: Head Office (Pretoria)
: Grade 10 or basic literacy ABET. Must be able to read and write.
: The successful candidate will be responsible for washing of dishes during all tea breaks and lunch. Ensure availability of boiling water for all tea bears. Organize the trolley for conference set up. Facilitation of the serving of lunch and refreshments for the meetings. Cleaning of kitchen equipment while ensuring kitchen hygiene is maintained at all time. Provide a food service functions in the located areas.

**ENQUIRIES
APPLICATIONS**

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FOR ATTENTION

: Ms. NP Mudau