

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE
NOTE

: 21 November 2025 at 16H00

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Note: For emailed applications, please submit a single PDF document or one attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

<u>POST 41/142</u>	:	<u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER (GIS) REF NO: 2025/141 (X5 POSTS)</u> (12 Months Contract)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Minimum of three-year tertiary qualification in Geographical Information Systems, Geo-Informatics, Geography, Related Science Field or Asset Management with relevant experience in GIS, Asset and Property Management. Experience in State Land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good verbal and written communication skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	:	Geographical referencing of administrative geographical data: Analysis, geo-coding and spatial representation of land and buildings information. Maintain GIS databases and use GIS software to analyse the spatial and non-spatial information. Investigate, and spatially link the cadastral data to the IAR. Perform quality assurance on assets loaded in the Mobile Immovable Asset Register (MIAR) system to ensure accuracy and correctness of the immovable assets information. Convert various formats of data into GIS data format, such as text or spreadsheet files with latitude and longitude coordinates, aerial or satellite imagery and manual digitising of map images. Research and document GIS processes to assist in enhanced workflows. Assist the field workers with physical verification queries and challenges to support the physical verification process.
<u>ENQUIRIES</u>	:	Mr Siboniso Sokhela Tel No: (012) 406 1143/2043
<u>APPLICATIONS</u>	:	Head Office (Pretoria) 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 or email to Recruitment25-70@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau.
<u>POST 41/143</u>	:	<u>ADMINISTRATIVE SUPPORT: ASSET REGISTER MANAGEMENT REF NO: 2025/142</u> (12 Months Contract)
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	Grade 12/equivalent qualification Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.
<u>DUTIES</u>	:	Support the effective management of the workflow of the component. Support the administration of functions of the office. Liaise with relevant stakeholders regarding outstanding information and issues. Co-ordinate meetings and minutes. Manage due dates of correspondence. Manage visits and visitors. Prepare documentation for meetings. Presentations and reports. Administrate office correspondence. Documents and reports. Manage sorting and filing of documents. Co-ordinate office activities and organise meetings. Workshops and document records thereof. Draft and type correspondence and documents. Manage communication and flow of information in the office. Arrange travel and accommodation. Process forms and documents related to claims, payments and invoices relevant to the office. Check and verify budget breakdown captured on BAS. Capture requests on LOGIS. Confirm availability of funds. Trace and monitor payment of services provided to the unit. Effective co-ordination of office activities and nature of organised meetings and workshops.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143
<u>APPLICATIONS</u>	:	Head Office (Pretoria) 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 or email to Recruitment25-71@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau

POST 41/144 : **ADMIN CLERK: IMMOVABLE ASSET REGISTER (GIS) REF NO: 2025/143 (X7 POSTS)**
(12 Months Contract)

SALARY : R228 321 per annum
CENTRE : Head Office
REQUIREMENTS : Senior Certificate/Grade 12 or equivalent qualification. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven. (Relevant work experience in Geographic Information Systems (GIS), Immoveable Asset Management and State Land Administration and Experience in mapping and verification of immovable assets (land and buildings), interpretation of CSG diagrams and Deeds information will be an added advantage).

DUTIES : General administrative responsibilities and functions to support the Assistant Director and Deputy Director with GIS activities related to the mapping and verification of Immoveable Assets which may include: Extracting/digitising and loading of the state owned assets (land and buildings) in the Mobile Immoveable Asset Register (MIAR) system; Assisting the field workers with physical verification queries and challenges to support the physical verification process; Assisting the Assistant Director and Deputy Director with monitoring tasks during implementation phase of various Immoveable Asset Register projects; Monitor that all improvements within the state owned properties are appropriately identified and recorded in the IAR; Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.); Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143
APPLICATIONS : Head Office (Pretoria) 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 or email to Recruitment25-72@dpw.gov.za

FOR ATTENTION : Ms NP Mudau