

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and to use public assets for public good. Women and People with disabilities are encouraged to apply.

**APPLICATIONS**

Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms P Buwa

Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5100 or PRD Building, 02 Sutherland Street Mthatha. For Attention: Ms. N. Mzalisi

Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau

Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M. Masubebele.

CLOSING DATE

:

09 October 2026 at 16H00

NOTE

:

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/. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

OTHER POSTS

<u>POST 34/85</u>	:	<u>CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2026/338</u>
<u>SALARY</u>	:	R1 317 108 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience. Compulsory registration with Relevant council (ECOSA) as a Professional Engineer. A valid driver's license. Knowledge of mechanical engineering best practices and aspects of the building and construction environment, extensive knowledge and experience in the development, implementation and oversight of recovery plans when projects are lagging. Knowledge of PFMA, OHSA Supply Chain Management, Contract Management, good technical and innovative problem-solving abilities. Computer literacy and experience in the application of Mechanical Engineering software in the use of dashboards to track progress. Good interpersonal and negotiation skills. Applied knowledge of all Built Environment legislations/ regulating requirements. Excellent writing and presentation skills. The ability/ willingness to travel.
<u>DUTIES</u>	:	Provide technical lead in proposal preparations, define technical resources requirements for successful work execution, perform final review and approval or audits on new engineering designs according to design principles, set maintenance standards specifications and service levels according to organisational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on engineering related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures, infrastructure, scrutinize and approve fee accounts of consulting engineers. Mentor train and develop candidates and related technical personnel to promote skills/knowledge. Transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Mr. S. L. Jikeka Tel No: (041) 408 2074
<u>APPLICATIONS</u>	:	for the position of Chief Engineer (Mechanical) must be emailed to: RecruitPE26-40@dpw.gov.za
<u>POST 34/86</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2026/339</u>
<u>SALARY</u>	:	R932 292 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 minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Accounting or Cost & Management Accounting Financial Relevant

years of work experience in budgeting and financial management at a junior manager or Assistant Director equivalent level. Knowledge: Working knowledge of estimating, budgeting, cash flow management and policy, procedure and processes regarding budget management in the public service. In-depth knowledge of BAS, LOGIS and Vulindlela and ability to prepare and conduct effective decision briefs and presentations. A thorough working knowledge of the financial processes of the public service. Proficient in financial regulatory frameworks in the public sector, augmented with sound working knowledge of acquisition/procurement policies, processes and procedures. Best practice budget management skills, including the drafting and submission of decision briefs, estimates of expenditure and revenue, cash flow plans and providing sound financial advice to clients to ensure informed decisions. Abilities: Able to understand and interpret financial prescripts of the Public Service. Able to effectively apply budget policy and financial regulatory frameworks. Ability to apply forecasting models. Ability to both lead a team and work as part of a team. Accuracy and attention for details. Ability to analyse financial reports for decision-making. Effective communication and collaboration with stakeholders Capability: Demonstrate capability to interpret budget guidelines and convert them to programme guidelines, negotiation skills, data analytical skills and computer literacy. Ensure, enhance and apply the departmental system of financial management and internal control inclusive of budget preparation, budget control, reporting and financial misconduct management. Excellent analytical and numerical abilities, particularly regarding the financial management of multi-year acquisition projects, adjudication of project submissions and forecasting models.

DUTIES

: Ensure that budget and expenditure are managed in line with relevant legislation, regulations, frameworks, and departmental policies and procedures. Monitor legislative and regulatory prescripts relating to public finance management and accounting including the PFMA and Treasury Regulations to inform recommendations for amendment to financial policies and procedures where relevant and ensure compliance with National Treasury reporting requirements. Provide advice and guidance to budget managers on budget planning, expenditure estimates and forecasting methods and tools. Analyse and quality assure the financial information requirements for the evaluation budget inputs. Analyse, interpret, and communicate the Treasury Guidelines on budget processes (MTEF, ENE, AENE & Rollover). Develop templates for the collection of budget information from budget managers. Review and analyse the annual budgets and ensure alignment with the departmental annual performance plan and the strategic plan. Coordinate the preparation and consultation for the MTEF budget process. Align budget statements with the. Analyse and interpret the requirements for the annual and adjusted cash flow projections as prescribed by Treasury. Compile presentations to inform management decisions on budget planning and financial performance. Record minutes and implement resolutions on budget and expenditure management. Assess where shifting of funds/ virements are required and recommend budget adjustments. Oversee implementation of approved budget adjustments and provide feedback to the relevant components. Issue budget allocation letters and ensure reconciled ENE and AENE budget. Coordinate and consolidate roll-over submissions. Ensure that compliance requirements for budget rollover and retained surplus requests are disseminated to programme managers and in compliance with the NT guidelines. Monitor expenditure trends, assess additional funding requirements for the adjustment estimates process, and develop proposals on the virement or shifting of funds. Evaluate information on monthly reports for spending variance analysis and recommend corrective measures. Compile monthly and quarterly financial performance reports for and ensure timely submission of In-Year Monitoring Report. Compile information for the interim and annual financial statements. Manage the financial delegations and participate in the internal and external audit reviews. Coordinate the Auditor-General South Africa (AGSA) and internal audit process related to financial management. Supervise subordinates.

ENQUIRIES **APPLICATIONS**

: Ms. Fortunate Motlhasedi Tel No: (012) 406 1541
: for the position of Deputy Director: Management Accounting must be emailed to: Recruitment26-75@dpw.gov.za

<u>POST 34/87</u>	:	<u>ASSISTANT DIRECTOR: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2026/340</u> (This is readvertisement of PSVC 16 of 2026, Ref No: 2026/196-people who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management Services, Property Management, Town and Regional Planning. Relevant years of experience in property management and Property Management Information System (PMIS). A valid driver's license and must be prepared to travel. Knowledge of Government Immovable Asset Management Act (GIAMA); Public Finance Management Act (PFMA), Broad-Based Black Economic Empowerment (BBBEE), Property Law, Treasury Regulation. Knowledge of the Property Management Information System (PMIS) and Geographic Information Systems (GIS) will be an added advantage. High degree of computer literacy, good communication and interpersonal skills, Report writing skills, analytical skills, Accounts and Numerical Skills. Ability to work under stressful conditions.
<u>DUTIES</u>	:	Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Verify property details and maintain the Property Management Information System (PMIS). Keep track of developments in property management trends. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in good time. Ensure State properties are adequately secured to prevent illegal occupation and vandalism and take rectification action where necessary. Take measures against unlawful occupations. Identify and ensure properties to be cleared of overgrown vegetation and to clear fire breaks. Liaise with all spheres of Government (s) in respect of property related matters. Negotiate with potential tenants and conclude lease agreements in line with the requirement of PFMA, Treasury Regulations and other prescripts and policies of the Department. Manage the implementation of the conditions of lease agreements, particularly regarding contract milestones. Carry out debt management functions. Conduct budget for the unit. Investigate the utilization potential of State properties. Attend relevant committees in the performance of your duties. Undertake site visits and conditions surveys to determine utilization potentials. Participate in the letting-out process of the Department. Facilitate the processing and issuance of relevant documentation in respect of land development applications and landowners' consent by the delegated authority. Ensure the optimal utilization of State properties. Facilitate cost determinations and verifications. Identify superfluous State-owned property for disposal. Supervise employees to ensure effective delivery service. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Assist in the preparation of reports to top management and all relevant stakeholders. Liaise with client departments to ensure optimal utilization of State-owned properties and to determine their needs and reserve properties to Client departments. Supervision of staff and management performance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. ST Tshilwane Tel No: (012) 310 5127 for the position of Assistant Director: Utilization and Contract Administration must be emailed to: RecruitPTA26-54@dpw.gov.za
<u>POST 34/88</u>	:	<u>CONTROL SCIENTIFIC TECHNICIAN (GRADE A): WATER TESTING LABORATORY SUPERVISOR REF NO: 2026/341</u>
<u>SALARY</u>	:	R573 552 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Water Care Science or relevant qualification. A minimum of 6 years' post-qualification technical/scientific experience in water quality testing, water and wastewater treatment practices and technology. Compulsory registration with SACNASP as a Certificated Natural Scientist. A valid driver's licence. Experience in the supervision or management of a water quality testing laboratory, including laboratory quality assurance and quality control, analytical methods, water and wastewater sampling and testing, laboratory equipment, reagents and consumables, data management and technical reporting, will be

an added advantage. Knowledge And Skills: Knowledge of water and wastewater quality testing principles, analytical methodologies, sampling and sample handling procedures, laboratory quality assurance and quality control systems, laboratory health and safety, scientific methodologies, applicable legislation and regulatory requirements, laboratory equipment and instrumentation, data analysis and interpretation, technical report writing and computer-aided scientific applications. Knowledge of programme and project management, financial and resource management, people management and performance development will be an added advantage. The following competencies are required: Strategic capability and leadership; technical and analytical skills; professional judgement; decision-making; problem-solving; planning and organising; communication; computer literacy; people management; conflict management; change management; customer focus and responsiveness; and attention to detail.

DUTIES : Manage and supervise the day-to-day operations of the Water Testing Laboratory. Manage and oversee water quality testing and analytical services. Implement and maintain laboratory quality management systems. Manage laboratory equipment, chemicals, reagents and consumables. Ensure laboratory health, safety and regulatory compliance. Manage laboratory data, records and technical reporting. Supervise, mentor and develop laboratory personnel. Provide technical support and promote continuous improvement. Manage and coordinate laboratory planning and technical governance. Manage the procurement and availability of laboratory consumables, reagents and equipment

ENQUIRIES : Mr TM Moloi Tel No: (012) 406 2099
APPLICATIONS : for the position of Control Scientific Technician (Grade a) must be emailed to: Recruitment26-76@dpw.gov.za

POST 34/89 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2026/342**

SALARY : R487 197 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Auditing/Accounting. Internal Audit Technician (IAT)/Professional Internal Auditor (PIA). Practicing Internal Auditor with appropriate years of experience as a senior internal auditor /Internal auditor. Registration with the Institute for Internal Auditors. A valid driver's license. Knowledge of Global Internal Audit Standards, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, best practices regarding systems of risk management, internal control and governance processes, accounting standards. Proficient computer literacy, numeracy, advanced communication (verbal and written), language and linguistic skills, project management skills. Report writing skills, organization and co-ordination, interpersonal skills, negotiation skills, analytical thinking, interviewing skills, ability to assess and analyse information and make relevant findings, problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance.

DUTIES : Conduct audit, risk management, internal control and governance processes; supervise audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence, ensure the development of audit working papers, ensure conclusions on audit findings, develop draft and final internal audit reports. Ensure the provision of administrative functions of Internal Audit component; ensure co-ordination in the administration of the office and office management systems. Examine financial and operating records and reports through audit programmes, ensure that controls over record-keeping and reporting are adequate and effective. Reconcile financial reports with reconciliation statements to ensure accurate record of transactions. Review and ensure compliance regarding policies, plans, procedures, legislation and regulations, review systems established to ensure compliance. Confirm the existence and use of the asset register, verify the

		physical existence of the assets, utilize appropriate audit procedures in verifying the assets, appraise the economy and efficiency with which the resources are employed. Review operations/programmes to ascertain whether results are consistent with established goals and objectives, establish whether operations are carried out as planned, and submit findings and recommendations to the component. Supervise employees.
<u>ENQUIRIES</u>	:	Mr V Rikhotso Tel No: (012) 492 3064
<u>APPLICATIONS</u>	:	for the position of Assistant Director: Internal Audit must be emailed to: RecruitMTH26-21@dpw.gov.za
<u>POST 34/90</u>	:	<u>SENIOR INTERNAL AUDITOR REF NO: 2026/343</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Internal Auditing/Accounting. Relevant years of experience in the field in Auditing. Registration with the Institute for Internal Auditors. Security clearance. Knowledge of IAA Charter. IAA Methodology. IAA Standards. Standards for Professional Practice of Internal Auditing. Treasury Regulations. Public Finance Management Act. Institute of Internal Auditors Code of Ethics. Possession of an Internal Audit technician (IAT) and or Professional Internal Audit Technician (PIAT) qualification will be an added advantage. Advanced Audit Process & associated phases Departmental business systems and processes. Departmental policies and procedures. Accounting standards. Team-mate Audit Software. Skills: Advanced communication (verbal and written). Advanced Report writing. Organisation and co-ordination. Interpersonal skills. Negotiation. Analytical thinking. Ability to assess and analyse information and make relevant findings. Computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. Ability to work within specific timeframe.
<u>DUTIES</u>	:	Provide inputs in the development Internal Audit Strategic Plans. Identify and analyse critical risks from the Department's Risk Management plan that requires Internal Audit Activity focus and the controls put in place to mitigate them. Establish risk-based plans to determine the priorities of the IAA consistent with the organisation's goals. Align the operational plan to the overall objectives of the organisation. Provide inputs in the development of Internal Audit Operational plan. Determine focus areas for IA activities. Determine IA scope in relation to the scheduled assignments. Allocate resources to planned audit assignments. Establish the timing of performance of the audit assignments. Determine the reporting requirements and deadlines. Perform activities of the IAA at each level of operation to ensure that they are consistently performed in accordance with the IIA's standards. Conduct reviews as per approved annual plan and/or approved ad hoc requests. Identify process weaknesses and provide appropriate recommendations for improvement. Monitor the implementation of recommendations by management. Report on the internal audit Activity's engagement findings and conclusions. Provide Secretarial services to the audit and Risk Management. Committee of the Department. Render administrative support services. Administer the co-sourcing activities within the Directorate. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports. Respond to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by superiors. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationery, refreshments etc. for the activities for the manager and the unit.
<u>ENQUIRIES</u>	:	Ms. Z. Magantolo Tel No: (012) 492 2307/Mr. S Khomo at 082 906 5796
<u>APPLICATIONS</u>	:	for the position of Senior Internal Auditor must be emailed to: RecruitPTA26-55@dpw.gov.za
<u>POST 34/91</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & PLANNING REF NO: 2026/344</u>
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Pretoria Regional Office

<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Human Resource Management or related field of study. Appropriate years of working experience in Human Resource Recruitment. A valid driver's license. Knowledge: Standards, practices, processes and procedures related to HR Recruitment. Structure and functioning of the Department, Public Service Act and Regulations. Employment Equity Act. Knowledge of PERSAL. Basic Condition Act. Public Finance Management Act. Codes of Remuneration. Conflict Management. Project Management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organization skills. Computer utilization. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People Orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.
<u>DUTIES</u>	:	Facilitate and implement advertising process. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Implementation of recruitment and selection processes. Keep records of application. Sorting of received applications. Ensure development of applicant's profiles. Facilitate the invitation of shortlisted applicants. Represent Human Resources during shortlisting and interviews of shortlisted applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the human resource plan. Undertake the human resource assessments as prescribed. Promote the achievement of employment equity and support the employment equity plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure effective delivery service. Allocate duties and perform quality control on the work delivered by supervisees. Advise 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 of the required standard efficiently and effectively.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Masubelele Tel No: (012) 492 3187
	:	for the position of Senior Personnel Practitioner: Recruitment & Planning must be emailed to: RecruitPTA26-56@dpw.gov.za
<u>POST 34/92</u>	:	<u>PERSONAL ASSISTANT (INTER-GOVERNMENTAL RELATIONS) REF NO: 2026/345</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	Head Office (Pretoria)
	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Secretarial, Public Management, Public Administration, Business Management, Management, Office Support, Management Assistant or related as recognised by SAQA. In addition, the incumbent must have: Relevant years of experience in office administration, as a clerk, assistant officer or administrative assistant. A valid driver's license. An understanding of policies and procedures, governance/secretarial protocol generally, document management and archiving, planning, organising, and coordinating. Good computer skills, report writing, time management, and minute-taking skills should be the strengths of those aspiring for this appointment. A good understanding of financial matters. Skills in communication, interpersonal relations, and Microsoft Office. Organisational, budgeting, financial management, time management, planning, problem-solving, decision-making, technical proficiency, and leadership skills.
<u>DUTIES</u>	:	The Personal Assistant will prioritise and schedule appointments, meetings and conferences and alert to appointments. In addition, the incumbent will: Act as a first point of contact, dealing with correspondence and phone calls. Managing diaries and organising meetings and appointments. Manage access control to the manager/executive. Booking and arranging travel, transport and accommodation. Organising events and conferences. Reminding the manager/executive of important tasks and deadlines. Typing, compiling and preparing reports, presentations and correspondence. Managing databases and filing systems. Implementing and maintaining procedures/administrative systems. Liaising with staff, suppliers and clients. Collating and filing expenses. Conducting research and write reports on behalf of the manager. Skills: Basic

analytical and problem-solving skills, strategic thinking, and project management capabilities. Strong communication skills (including advanced report writing and presentation skills) and interpersonal skills. Research skills. Proven planning and organising skills, with proficiency in research and financial analysis. Personal Attributes: The incumbent must be efficient, discrete, flexible, self-motivated, organised, proactive and a good communicator. Advanced-level skills in Word for Windows and Microsoft PowerPoint. And at least an intermediate-level knowledge of Microsoft Excel. An added advantage will be proficiency in report writing and management of sensitive and high-profile stakeholders.

ENQUIRIES : Ms. N Tukela at (082) 957 4526
APPLICATIONS : for the position of Personal Assistant must be emailed to: Recruitment26-77@dpw.gov.za

POST 34/93 : **ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2026/346**

SALARY : R338 106 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration or related field. Relevant years of work experience in the relevant fields. Knowledge Procurement and tender regulations; Occupational Health and Safety; Labour Relations Act; Public Finance Management Act. Skills: Numeracy Interpersonal and diplomacy skills; advisory skills; supervisory skills; general administration and organisational skills; computer utilization; analytical thinking; problem solving skills; communication and report writing abilities.

DUTIES : Facilitate the ordering and distribution of cleaning material and equipment: Prepare documentation for requisitions. Capture requests on LOGIS. Recommend the purchasing of cleaning materials and equipment. Verify the purchase and distribution of cleaning materials and equipment. Order cleaning material and equipment from suppliers. Maintain supplies inventory by checking stock to determine inventory level. Execute the supervision of cleaning services to maintain hygienic environment:- Administer cleaning schedules for clients. Administer requests from client departments. Monitor services rendered by in house staff and private contractor. Ensure preparation and allocation of uniform for new employees. Provide support in financial administration for cleaning services. Determine the financial for stock needed. Provide budget input for cleaning services. Assist with verification invoices that come from suppliers' clients' queries and complaints. Assist in ensuring implementation of Service Level Agreement (SLA). Render general administration and supervisory work:- Supervise performance of subordinates. Administrate office correspondence, documents and reports. Provide information for audit queries. Organise relevant meetings and workshops and document record thereof.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : for the position of Administrative Officer: Cleaning Services must be emailed to: RecruitPTA26-57@dpw.gov.za

POST 34/94 : **ADMINISTRATIVE CLERK: WORKSHOP REF NO: 2026/347 (X3 POSTS)**
 (This is a readvertisement of Supervisor: Grounds Services on PSVC 10 of 2026, Reference No: 2026/148. Only three (3) posts were previously advertised. Applicants who applied previously are encouraged to reapply)

SALARY : R237 453 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of Senior Certificate/ Grade 12. No previous experience required. Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; State budgetary systems business-, accounting- and financial systems. Logis. Skills: Numeracy; accounting; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem-solving approach; communication computer literacy.

DUTIES : Provide administration of job cards: -Register and file new job cards. Make follow up on outstanding job cards. Monitor the updating of information on job card. Circulate information on job cards. Set queries and problems on job cards. Render general clerical support services: - Assist with the ordering of workshop material and equipment. Record, organise, store, capture and

retrieve correspondence and data. Update registers and statistics. Make photocopies as required. Distribute documents/packages to various stakeholders as required. Administer client complaints and queries: -Maintain an active query register for the unit. Address enquiries or refer them to the necessary manager. Follow-up on outstanding complaints and queries. Provide feedback to clients regarding complaints. Coordinate meetings with stakeholders and perform other clerical functions -: Confirm availability of required stakeholders. Arrange meetings and take minutes during meetings. Organise necessary logistics for the meetings. Prepare and distribute documents as directed. Provide personnel and financial administration support services for the sub-directorate: -Capture and update expenditure for the sub-directorate. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr. S Kutu Tel No: (012) 310 5993
APPLICATIONS : for the position of Administrative Clerk: Workshop must be emailed to RecruitPTA26-58@dpw.gov.za

POST 34/95 : **SUPERVISOR: CLEANING SERVICES REF NO: 2026/348 (X9 POSTS)**
 (This is a readvertisement of Supervisor: Grounds Services on PSVC 10 of 2026, Reference No: 2026/147. Only eight (8) posts were previously advertised. Applicants who applied previously are encouraged to reapply)

SALARY : R201 093 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of Grade 9/ ABET level 4. (A minimum of two years relevant cleaning service environment experience will be used as an added advantage). Basic knowledge of cleaning, Office Administration, Operating cleaning equipment, Occupational health and safety, Personnel practices and Labour Relations Act. Skills: Effective communication skills, numeracy, observation abilities, ability to work with consultants, professionals and staff at various levels, relationship management, interpersonal and diplomacy skills, analytical thinking, problem solving skills, decision making skills, conflict resolution, motivational skills.

DUTIES : Manage and control equipment and materials: identify resource requirements and special operational needs. monitor the condition and availability of equipment. Ensure replacement or repair of faulty/outdated equipment. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services: -Ensure cleanliness, tidiness, hygiene and safety of all areas allocated for cleaning. Perform administration functions associated to housekeeping & cleaning services. Identify hazards in the buildings/offices related to fire and electricity. Perform physical inspection of cleaned areas:- Ensure the removal of refuse in the offices and around the buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section:- Identify staff requirements in terms of training and development. Review employees' performance. support the administration of human resources. assist with maintenance of discipline and time keeping. Assist with records management.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : for the position of Supervisor: Cleaning Services must be emailed to: RecruitPTA26-59@dpw.gov.za

POST 34/96 : **BOILER OPERATOR: WORKSHOP REF NO: 2026/349 (X10 POSTS)**
 (This is a readvertisement of Boiler Operator: Workshop on PSVC 08 of 2026, Reference No: 2026/93. Only three (3) posts were previously advertised. Applicants who applied previously are encouraged to reapply)

SALARY : R201 093 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of Grade 10 and equivalent recognised national steam certificate. A minimum of one (1) year experience in the field will be an added advantage). Knowledge of Boiler Operation, Occupational Health and Safety Act, Operation of equipment, tools and materials. Knowledge of general built environment. Operation of machinery skills. Interpersonal skills. Basic literacy skills. Technical skills. Motivational skills. Supervisory skills. Planning and organising skills. Accuracy. Effective communication skills.

<u>DUTIES</u>	:	Ensure correct usage and flow of chemicals-Request chemicals from stores as required. Test quality of water of softeners as well the returning flows of condensate water. Fill chemical tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitoring boiler pressure in accordance with demand Monitor the steam pressure constantly. Check the correct temperature of hot well pumps. Adjust the stoker for efficient steam delivery. Report all defects immediately. Monitoring the water/fuel level in the boiler-Check the feed water pumps-level and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemical at all times. Control the flow of fuel. Ensure adherence and compliance with occupational and health standards and the occupational health and safety act. Ensure that the boiler environment is well maintained. To ensure the removal ash from boilers, grit arrester and smoke box.
<u>ENQUIRIES</u>	:	Mr S. Kutu Tel No: (012) 310 5993
<u>APPLICATIONS</u>	:	for the position of Boiler Operator: Workshop must be emailed to: RecruitPTA26-60@dpw.gov.za
<u>POST 34/97</u>	:	<u>SUPERVISOR: GROUNDS SERVICES REF NO: 2026/350</u> (This is a readvertisement of Supervisor: Grounds Services on PSVC 10 of 2026, Reference No: 2026/148. Applicants who applied previously are encouraged to reapply)
<u>SALARY</u>	:	R201 093 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A minimum of ABET level 4/ Grade 9. Relevant experience of horticultural practices and clerical services will be an added advantage). Knowledge of Garden maintenance practices; Office Administration. Operating horticultural equipment; Occupational health and safety; Personnel practices. Labour Relations Act. Effective communication skills. Good communication, leadership and organizational skills. A valid driver's license.
<u>DUTIES</u>	:	Manage and control equipment and materials:- Identify resource requirements and special operational needs. Monitor the condition and availability of equipment. Ensure the maintenance/servicing of equipment and other outdoor maintenance tasks:- Prepare, implement and monitor maintenance schedules. Ensure that weeds and grass on bedding are removed. Supervise the fertilization of soil on flower beds. Perform physical inspection of worked ground areas:- Ensure the removal of garden rubbish/refuse around buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section. Identify staff requirements in terms of training and development. Assist with performance reviews of subordinates. Support the administration of human resources.
<u>ENQUIRIES</u>	:	Mr. S. Kutu Tel No: (012) 310 5993
<u>APPLICATIONS</u>	:	for the position of Supervisor: Ground Services must be emailed to: RecruitPTA26-61@dpw.gov.za