

HEAD OFFICE (PRETORIA)

DIRECTOR:

EPWP FINANCIAL MANAGEMENT

SALARY: R 685,200 PER ANNUM (ALL INCLUSIVE REMUNERATION PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF THE SENIOR MANAGEMENT SERVICE)

•CENTRE: HEAD OFFICE (PRETORIA) •REF NO.: 2011/515

Requirements: •A Bachelor's degree in Finance and/or Accounting supported by extensive experience in an Accounting environment as well as budgeting and project management •Proven experience in financial planning, monitoring and reporting •Sound managerial skills and the ability to liaise at a high level •Ability to analyse accounting records and financial statements as well as reduce complex accounting data to succinct reports •In-depth knowledge, interpretation and application of the legal framework of Accounting in the Public sector, but not limited to the Public Finance Management Act, 1999, (Act 1 of 1999) (PFMA) and Treasury Regulations •Knowledge and application of financial systems; BAS, LOGIS and PERSAL will serve as an advantage •Result-driven •Customer focused with excellent planning, organising, communication (verbal and written) and presentation skills •High degree of computer literacy with sound knowledge of MS Office suite.

Duties: The incumbent will be responsible for the following: •Provide financial technical support to the EPWP Branch and the Chief Financial Officer (CFO) of the Department •Assist the EPWP Branch with efficient and effective financial planning, budgeting, expenditure and cash flow management •Provide support to the management of MOU's and Service Level Agreements (SLAs) entered into with EPWP partners, including EPWP consultants' contracts •Monitor and manage compliance with the annual Division of Revenue Act, (DORA) and the PFMA •Continuously monitor and manage internal controls and implement effective risk management strategies •Provide support with the compilation and preparation of presentations and reports for relevant stakeholders including Parliament •Produce monthly expenditure reports for submission to all key stakeholders •Actively participate in meetings and discussions with the National Treasury with regard to the funding requirements of the EPWP.

Enquires: Mr S. Henderson, tel. (012) 310 5112.

DEPUTY DIRECTOR: EPWP FINANCIAL MANAGEMENT

SALARY: R 406,839 PER ANNUM (ALL INCLUSIVE REMUNERATION PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF THE MIDDLE MANAGEMENT SERVICE)

•CENTRE: HEAD OFFICE (PRETORIA) •REF NO.: 2011/516

Requirements: •A National diploma in Finance and/or Accounting supported by extensive experience in an Accounting environment as well as budgeting and project management •Sound experience in financial planning, monitoring and reporting •Ability to analyse accounting records and financial statements as well as reduce complex accounting data to succinct reports •In-depth knowledge, interpretation and application of the legal framework of Accounting in the Public sector, but not limited to the Public Finance Management Act, 1999, (Act 1 of 1999) (PFMA) and Treasury Regulations •Sound knowledge and application of financial systems; BAS and LOGIS •Result-driven •Customer focused with excellent planning, organising, communication (verbal and written) and presentation skills •High degree of computer literacy with sound knowledge of MS Office suite.

Duties: The incumbent will be responsible for the following: •Provide financial technical support to the EPWP Branch and the Director: EPWP Financial Management •Assist the Director with efficient and effective financial planning, budgeting, expenditure and cash flow management for the EPWP Branch •Provide support to the management of MOU's and Service Level Agreements (SLAs) entered into with EPWP partners, including EPWP consultants' contracts •Monitor and manage compliance to the annual Division of Revenue Act (DORA) and the PFMA •Continuously monitor and manage internal controls and implement effective risk management strategies •Provide support with the compilation and preparation of presentations and reports for all relevant stakeholders including Parliament •Provide support to the Director in the production of monthly expenditure reports for submission to all key stakeholders.

Enquires: Mr S. Henderson, tel. (012) 310 5112.

DEPUTY DIRECTOR: CONSTRUCTION POLICY SPECIALIST

PUBLIC ENTITIES MONITORING AND EVALUATION

SALARY: R 406,839 PER ANNUM (ALL INCLUSIVE REMUNERATION PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF THE MIDDLE MANAGEMENT SERVICE)

•CENTRE: HEAD OFFICE (PRETORIA) •REF NO.: 2011/517

Key Purpose Statement: To monitor and evaluate compliance of the Department's Public Entities (PE) in respect of relevant legislation and policies.

Requirements: •A three-year tertiary qualification (degree or diploma) preferably in Social Science, Policy Development and/or the Legal field •Extensive experience in research or legal interpretation •Skills: •Research & communication (verbal or written) •Planning and organising •Interpersonal relations •Project management •Presentation skills •Computer literacy •Analytical abilities •Report writing •Preference will be given to candidates who have published research articles.

Duties: •Monitor and ensure full compliance of PE in respect of relevant legislation •Advise individual PE on policy matters •Monitor the socio-economic impact of the PE programmes against the Department of Public Works' goals •Analyse PE quarterly reports and provide reports on implementation of policies per individual PE •Provide progress reports on the effectiveness of support provided to stakeholders •Ensure stakeholders participate in the Department's programmes and processes •Facilitate Government's transformation agenda •Monitor and promote best practice programmes for the Construction Industry Policy unit •Develop projects which promote the objectives of the Department's strategic plan •Ensure effective implementation of policies •Manage information on Construction Policy Development programmes related to the Department's PE.

Enquires: Mr D. Pillay, tel. (012) 337 3199 / (012) 310 5054.

DEPUTY DIRECTOR: CONSTRUCTION POLICY SPECIALIST

INDUSTRY SPECIALIST

SALARY: R 406,839 PER ANNUM (ALL INCLUSIVE REMUNERATION PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF THE MIDDLE MANAGEMENT SERVICE)

•CENTRE: HEAD OFFICE (PRETORIA) •REF NO.: 2011/518

Key Purpose Statement: To promote competition and facilitate transformation within the construction industry.

Requirements: •A three-year tertiary qualification (degree or diploma) preferably in Social Science, Policy Development, the Legal field and/or Built Environment •Extensive experience in research, policy development, the legal environment and/or the built environment •Appropriate experience in socio-economic research. •Skills: •Research & communication (verbal or written) •Planning and organising •Interpersonal relations •Project management •Presentation skills •Computer literacy •Analytical abilities •Report writing •Preference will be given to candidates who have published research articles.

Duties: •Undertake research •Monitor the impact of the Department's policies in the construction sector •Facilitate Government's transformation agenda •Monitor and promote best practice programmes for the Construction Industry Policy unit •Develop projects that promote the objectives of the Department's strategic plan •Ensure effective implementation of policies •Manage information on the construction industry.

Enquires: Mr D. Pillay, tel. (012) 337 3199 / (012) 310 5054.

IT TECHNICIAN: INFORMATION SERVICES

IT SUPPORT

SALARY: R 174,117 PER ANNUM

•CENTRE: HEAD OFFICE (PRETORIA) •REF NO.: 2011/519

Job Purpose: To provide desktop and network support to the Department's IS Clients.

Requirements: •A National diploma in Computer Science or equivalent qualification •MCSE, A+ and N+ with appropriate experience in a network environment •Strong communication and report writing skills •Good understanding of MS Windows 2003/XP/7 and MS Office suite •Understanding of Linux and Open Office will serve as a recommendation •Ability to function autonomously •Self-driven •A valid Code EB driver's licence.

Duties: •Perform back-ups •Monitor wide and local area networks •Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software •Assist with the 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 •Manage and maintain a virus-free network •Liaise with users on requests/faults •Create/maintain inventory of all desktop and network related equipment •Conduct investigations on new trends in IT and user-training needs regarding applications and systems •Liaise with suppliers •Install and support software/applications.

Enquires: Ms N. Mospype, tel. (012) 337 2746 / 2018.

DEPUTY DIRECTOR: VALUATION SERVICES

SALARY: R 406,839 PER ANNUM (ALL INCLUSIVE REMUNERATION PACKAGE TO BE STRUCTURED IN ACCORDANCE WITH THE RULES OF THE MIDDLE MANAGEMENT SERVICE)

•CENTRE: HEAD OFFICE (PRETORIA) •REF NO.: 2011/520

Requirements: •An National diploma/degree in Real Estate (especially Property Valuation) plus appropriate relevant experience in property valuations •Registration with the South African Council of Valuers (in terms of the Property Valuers Profession Act, 2000, (Act 47 of 2000) as a Professional Valuer or Associated Professional Valuer without restrictions •Knowledge: •Evaluation of all types of property •The Public Finance Management Act, 1999, (Act 1 of 1999) (PFMA) •Procurement directives and procedures •Programme and project planning •Market research •Title deeds •Survey diagrams. •Skills: •Effective communication (verbal and written) •Advanced report writing •Computer literacy •Planning and organising •Interpersonal relations •Problem solving •Presentation. •Innovative and creative •Hardworking, self-motivated and diplomatic •Ability to work under pressure and communicate at all levels •Analytical thinking •Conflict resolution, research and facilitation •Self-starter •A valid driver's licence as well as the willingness to work long hours and adapt to work schedules in accordance with professional requirements.

Duties: •Undertake managerial functions and valuation of properties delegated by the Director: Valuation Services •Submit valuations to the Secretariat of the Land Affairs Board and liaise with the Board on valuation matters •Review municipal valuation rolls and represent the Department in disputes arising from these valuation rolls •Brief, appoint and monitor private Valuer's commissioned by the Department •Consider and comment on valuations received from private Valuer's and Valuer's-in-training •Assist in facilitating the Valuer-in-training programme and associated initiatives •Mentor Valuer's-in-training •Promote the interest of the Valuers' profession in general.

Enquires: Mr P.F. Chiapasco, tel. (012) 337 2485.

DEPUTY DIRECTOR: VALUATION SERVICES

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Enquires: Mr P.F. Chiapasco, tel. (012) 337 2485.

SENIOR ADMINISTRATIVE ASSISTANT

SALARY: R 94,575 PER ANNUM

•CENTRE: HEAD OFFICE (PRETORIA) •REF NO.: 2011/521

Requirements: •A Grade 12 Certificate or equivalent qualification with appropriate relevant experience •Understanding of policies regarding personnel matters, record-keeping and transport arrangements •Knowledge of BAS and LOGIS •Excellent office administration and interpersonal skills •Computer literacy in MS Office software (Word and Excel) •Good communication (verbal and written) skills.

Duties: •Typing of memoranda, documents and letters •Procuring of stationery and office requisition using the LOGIS •Inventory of stores and the distribution thereof •Record-keeping of financial matters on BAS •Processing of consultants' accommodation arrangements •Execute general office duties, i.e. filing and database updating •Processing and auditing of S&T claims •Processing of logsheets, trips and travel authorisations •Handling of personnel leave and personnel related matters •Handling of invoices and related matters •Update leave the register •Provide assistance to secretarial duties within the Directorate.

Enquiries: Mr P.J.J. Joubert, tel. (012) 337 2086.

POLOKWANE REGIONAL OFFICE

EXECUTIVE OFFICE MANAGER:

OFFICE OF THE REGIONAL MANAGER

SALARY: R 206,982 PER ANNUM

•CENTRE: POLOKWANE REGIONAL OFFICE •REF NO.: 2011/522

Requirements: •A National diploma/degree in the Secretarial or Administration field •Appropriate relevant experience in and knowledge of the Public service •Advanced computer literacy in MS Office software (Word, Excel and PowerPoint) as well as the ability to use e-Mail •Interpersonal, organising and communication (verbal and written) skills at all levels •Take initiative •Maintain confidentiality •Work independently with minimum supervision and under stressful situations •Highly organised, hard working, dynamic and self-motivated professional •Quick learner. •Knowledge of the following will serve as an advantage: •The Public Finance Management Act, 1999, (Act 1 of 1999) (PFMA) •Minimum Information Security Standards (MISS) •Medium-term expenditure budgeting processes •Procurement processes and procedures •Financial administration processes and systems.

Duties: •Events (diary) management: •Co-ordinate and arrange meetings and workshops as well as arrange logistics thereof •Co-ordinate and arrange the Regional Manager's itinerary, travel and accommodation arrangements •Attend to external visitors (Head Office/Clients, etc.) •Co-ordinate and arrange catering services for events/meetings /workshops •Attend meetings, take minutes and prepare and distribute them accordingly •Review tenders and prepare schedules for tender committee meetings. •Budget/Financial Administration: •Manage petty cash •Prepare and submit relevant claims •Manage/control the commitment register and budget. •Office Administration: •Manage correspondence to and from the office (distribution, tracking, copying and filing) •Create/type documents •Co-ordinate and follow-up on consolidated inputs, reports, work plans and business plans from the Regional manager's direct reports •Manage telecommunications (phone, fax, e-mail and internet) •Order office supplies •Ensure the up-keep security profiles and classification of documents and information related to the office •Undertake office inventory control. •Reporting: •Provide weekly and monthly reports (correspondence, pending matters, the commitment register and expenditure).

Enquiries: Mr M. Ntshani, tel. (015) 291 6443.

DURBAN REGIONAL OFFICE

STATE ACCOUNTANT

SALARY: R 140,208 PER ANNUM

•CENTRE: DURBAN REGIONAL OFFICE •REF NO.: 2011/523

Requirements: •An appropriate National diploma/degree in Accounting, Auditing and/or Financial Management with relevant work experience •Knowledge of and experience in Government systems; BAS, PERSAL any other Accounting system •Knowledge of WCS and PMIS will serve as an advantage •Good communication (verbal and written) skills •Organising and decision making skills •Ability to work under pressure •Computer skills with proficiency in MS Office packages •Knowledge of the Public Finance Management Act, 1999, (Act 1 of 1999) (PFMA), Treasury Regulations, procurement policies and MTEF •Knowledge of and experience in budgeting and auditing will serve as added advantages.

Duties: •Control, manage and execute timeous payment of all invoices/statements in compliance to the PFMA and Treasury Regulations •Safe-keep all accounting documents/files/reports •Prepare monthly reconciliations of Business Systems (PMIS/BAS; PERSAL/BAS; WCS/BAS; and LOGIS/BAS) •Render support and assistance in controlling and maintaining Suspense Accounts on a monthly basis •Prepare and analyse reports.

Enquiries: Mr N. Ntshani, tel. (031) 314 7014.

CAPE TOWN REGIONAL OFFICE

SENIOR STATE ACCOUNTANT

SALARY: R 174,117 PER ANNUM

•CENTRE: CAPE TOWN REGIONAL OFFICE •REF NO.: 2011/524

Requirements: •A National diploma/degree in Accounting or Auditing with appropriate experience in financial management •Knowledge of PMIS, WCS, LOGIS, PERSAL, BAS, Treasury Regulations, the Public Finance Management Act, 1999, (Act 1 of 1999) (PFMA) and the Standard Chart of Accounts (SCOA) will serve as a recommendation.

Duties: •Manage and control suspense accounts, i.e. S&T claims, etc. •Review and reconcile systems (BAS, PERSAL and PMIS) •Approve PERSAL transactions and manage the payroll •Check and authorize/verify payments on different systems (BAS, PMIS, LOGIS, PERSAL and WCS) •Handle all enquiries from internal and external clients with regard to the work performed •Prepare monthly reconciliations with regard to the relevant suspense account •Compile responses to audit queries as well as draft submissions and other correspondence relating to his/her sphere of work •Exercise document control in respect of payment documents before submitting to the batch room •Coach and develop junior staff within the component.

Enquiries: Ms N. Ndiyane, tel. (021) 402 2108.

SENIOR ADMINISTRATIVE OFFICER:

KEY ACCOUNTS MANAGEMENT

PROJECT BUDGET ADMINISTRATION

SALARY: R 174,117 PER ANNUM

•CENTRE: CAPE TOWN REGIONAL OFFICE •REF NO.: 2011/525

Requirements: •A recognised tertiary qualification with appropriate extensive relevant experience •Understanding of various facets in the built environment •Budgeting skills with specific reference to the Capital Works and Maintenance budgets •Project management skills •Excellent knowledge and ability to operate the WCS •Ability to download and process information from the WCS •Computer literacy with specific reference to MS Office software (Word and Excel) •Sound budgeting and financial management skills •Good communication (verbal and written) skills.

Duties: •Program services on the WCS and report on possible over/under planning of projects to KAM manager's •Facilitate the monitoring of the building programme •Assist KAM in budget control for Capital Works, planned maintenance and consultants •Provide budget inputs to the Director •Customer billing on requirements for Capital Works and planned maintenance allocations •Report shortages or surplus of funds to the Director •Customer billing •Monitor and update cash flows of projects •Consolidation of monthly expenditure reports for the administration of budgets of all Directorates within KAM •Co-ordination and solving of problems regarding PACE reports and other reports to be supplied to the Client Department and Directorate within KAM •Compilation and upkeep of commitment registers •Compilation and administration of KAM personnel budget •Maintain and upkeep of the budget filing system •This post will also require official travelling as well as the willingness and ability to travel as and when required.

Enquiries: Mrs S. Adam, tel. (021) 402 2919.

PRETORIA REGIONAL OFFICE

DEPUTY DIRECTOR: TECHNICAL MAINTENANCE

SALARY: R 406,839 PER ANNUM

•CENTRE: PRETORIA REGIONAL OFFICE •REF NO.: 2011/526

Note: kindly note that this position is a re-advertisement and candidates who previously applied are encouraged to re-apply.

Requirements: •A recognised three-year qualification in any of the Built Environment disciplines (Architecture, Quantity Surveying, Engineering and/or Project Management) •Appropriate experience in the planning and managing of projects in the built environment •Professional registration in one of the built environment disciplines will serve as an advantage •Computer literacy •Knowledge and understanding of the Occupational Health and Safety Act as well as building regulations •Knowledge and understanding of the Government procurement system •Good budgeting skills •Sound analytical skills •Good communication (verbal and written) skills •A valid driver's licence.

Duties: •Overall responsibility for day-to-day maintenance-related matters (electrical, mechanical, building, etc.) including sewerage and water purification plants •Manage projects related to maintenance, rehabilitation and the renovation of existing State accommodation for several client departments in terms of time, cost, quality and the Government's socio-economic objectives, with the assistance of multidisciplinary consultant teams as well as Departmental technical personnel •Assist in the development of building programmes and report regularly to management on the progress thereof •Manage the budget •Monitor the performance of consultants and service contracts which will necessitate traveling to project sites •Ensure compliance with OHSA.

Enquiries: Mr V. Mashiane, tel. (012) 310 5049.

ASSISTANT DIRECTOR: SECURITY MANAGEMENT

SALARY: R 206,928 PER ANNUM

•CENTRE: PRETORIA REGIONAL OFFICE •REF NO.: 2011/527

Requirements: •A National diploma/degree in Security Management, Social Sciences and/or the Legal field coupled with extensive relevant working experience •A NIA Security Advisors course •Experience in policy development •Knowledge of the NIA environment will serve as an advantage. •Familiarity with: •Minimum Information Security Standards (MISS) •The Occupational Health and Safety Act •The Protection of information Act •The Access to Public Premises and Vehicle Act •IT •National vetting policies •The National Archives Act •Familiarity with, but ideally, formal training in the practice and principles on the execution of general security project management •Project management skills •Ability to work independently and analyse problem areas as well as initiate corrective measures •Good communication (verbal and written) skills at all levels •Good writing and analytical skills regarding submissions and briefing notes •Ability to conduct presentations on security measures •A valid driver's licence and the willingness to travel on a regular basis.

Duties: •Assist in the management of the total security function of the Region (personnel, documents, communication, computer security, contingency planning and security awareness as well as the implementation of the Departmental security policy and the development of procedural guidelines in the Region •Evaluate and optimise the implementation of appropriate measures and procedures with assistance from the Head Office •Interact with security related and relevant authorities, i.e. NIA, SAPS, Cosmec, etc. •Manage the capacity of Security Management with assistance from the Head Office and the NIA provincial office.

Enquiries: Mr Z. Rambau, tel. (012) 337 2620.

MTHATHA REGIONAL OFFICE

ASSISTANT DIRECTOR:

REGIONAL AUDITS

INTERNAL AUDIT AND INVESTIGATION SERVICES

SALARY: R 206,982.00 PER ANNUM

•CENTRE: MTHATHA REGIONAL OFFICE •REF NO.: 2011/528

Key Purpose Statement: •To manage the Internal Audit function in the Region.

Requirements: •A National diploma/degree in Auditing and/or Accounting •Appropriate practical experience in the Internal Auditing field •Good understanding of the Audit process and Audit approaches •Good communication (verbal and written) and supervisory skills •Effective report writing •Computer literacy •Ability to follow a proactive and creative problem solving approach •A valid driver's licence •Knowledge of Team-mate will serve as an advantage.

Duties: •Undertake the management functions of the Regional Internal Audit Section •Assist the Audit Manager with the development of the Audit Plan for the Sub-Directorate •Assist the Audit Manager with the facilitation of enterprise risk management in the Region •Assist with the planning of audit projects for the Region •Develop and supervise the execution of the audit programme regarding risk management, control and governance processes associated with the activities under review •Communicate to Internal Auditors on the audit program that establishes the procedures for identifying, analysing, evaluating and recording information during the audits •Conduct entrance and exit conference meetings •Direct audit programme steps / procedures that achieve the engagement objectives •Plan and monitor timeframes and individuals responsible for the assignment •Supervise audit fieldwork •Assess and evaluate audit evidence •Ensure adequate audit working papers development •Evaluate audit findings •Develop conclusions on audit findings •Develop draft and final internal audit reports •Discuss internal audit reports with the Audit Manager, Regional Manager and Regional Audit Steering Committee •Manage and transfer auditing skills to Senior Internal Auditors.

Enquiries: Mr. D. Gqibela, tel. (047) 502 7011.

KIMBERLEY REGIONAL OFFICE

STATE ACCOUNTANT:

DEBTORS

FINANCIAL ACCOUNTING

SALARY: R 140,208 PER ANNUM

•CENTRE: KIMBERLEY REGIONAL OFFICE •REF NO.: 2011/529

Requirements: •A National diploma/degree in Financial Administration or Economics •Appropriate relevant experience •Knowledge of transversal systems •Working knowledge of the Public Finance Management Act, 1999, (Act 1 of 1999) (PFMA), Treasury Regulations, State budgetary systems, Legal Framework for the recovery of monies, Service Level Agreements (SLAs) and Business Accounting and financial Systems •Advanced computer skills •Proven financial, communication and interpersonal skills.

Duties: •Administrate, co-ordinate and execute all financial processes in respect of debtors •Administrate, co-ordinate and safe-keeping of documentation regarding the debtors accounts •Administrate and institute actions regarding outstanding monies due to the Department •Institute control measures with regards to documentation that has been verified and validated •Resolve audit queries.

Enquiries: Mr P. Mathinye, tel. (053) 838 5313.

DATA CAPTURERS EPWP (2 POSTS)

SALARY: R 79,104 PER ANNUM

•CENTRE: KIMBERLEY REGIONAL OFFICE •REF NO.: 2011/530

Requirements: •A Grade 12 Certificate with experience in the use of MS Office software (Word, Excel and Access) OR a Certificate / diploma / degree in Information Technology or Statistical Information Science •Accurate capturing of data with a neat methodical approach •Ability to key and check work accurately •Communication (verbal and written) and interpersonal skills •Self motivated, committed to meeting quality standards and the ability to work under pressure.

Duties: •Be part of a team of data capturers dedicated to carrying out the capturing of data on behalf of reporting bodies •Accurately capture EPWP data into the Web-Based System and Infrastructure Management Information System •Transcription of data from source documents of variable quality and verification of work of others •Offer advice and guidance to public bodies on the process of capturing data and agree on deadlines for the capturing of the required information •Execute related administrative duties.

Enquiries: Mr J. Kok, tel. 053 838 5354.

ERRATUM

Please note the correct salary notch for the below advertised positions placed in the City Press on 22 May 2011 with the closing date of 03 June 2011:

BLOEMFONTEIN REGIONAL OFFICE

ARTISAN: PLUMBER REF NO.: 2011/508

ARTISAN: BRICKLAYER REF NO.: 2011/509

ARTISAN: CARPENTER REF NO.: 2011/510

ARTISAN: MECHANIC REF NO.: 2011/511

ARTISAN: ELECTRICIAN REF NO.: 2011/512

SALARY: R 103,806.00 PER ANNUM (OSD)

CENTRE: BLOEMFONTEIN REGIONAL OFFICE

Please note the New Address for Bloemfontein Regional Office

The Regional Manager, Department of public works, 18 President Brand Street, Bloemfontein, 9301. For Attention: Mr. D. K. Manus

CAPE TOWN REGIONAL OFFICE

ARTISAN: BRICKLAYER, WORKSHOPS REF NO.: 2011/449

ARTISAN: CARPENTER (2 POSTS) WORKSHOPS REF NO.: 2011/450

ARTISAN: PAINTER (7 POSTS) WORKSHOPS REF NO.: 2011/451

SALARY: R 103, 806 PER ANNUM (OSD)

CENTRE: CAPE TOWN REGIONAL OFFICE

Note that the following positions for Cape Town Regional Office are not OSD as indicated on the previous advert

SENIOR ACCOUNTING CLERK (BUDGETS) REF NO.: 2011/458

SENIOR ACCOUNTING CLERK (ACCOUNTING) REF NO.: 2011/459

SENIOR HANDYMAN (4 POSTS) REF NO.: 2011/460

PORT ELIZABETH REGIONAL OFFICE

ARTISAN: BUILDING / PLUMBING / CARPENTRY / PAINTING (3 Posts) REF NO.: 2011/475

SALARY: R 103,806.00 PER ANNUM (OSD)

CENTRE: PORT ELIZABETH REGIONAL OFFICE

Please note the correct salary notch for the below advertised position placed on City Press 17 April 2011 with the closing date of 29 April 2011 and applicants are advised to re-apply for this position

MACHINE OPERATOR: REGISTRY

REF NO.: 2011/422

SALARY: R 66,750 PER ANNUM

CENTRE: CAPE TOWN REGIONAL OFFICE

Requirements: •ABET Level 3 or equivalent qualification coupled with relevant experience •Knowledge of operating machines and tools as well as the Department's procurement processes •Effective communication (verbal and written) skills •Interpersonal skills •Time management skills •Ability to operate heavy-duty photocopy machines •A valid driver's licence will serve as an advantage.

Duties: •Reproduce high-quality copies of files and correspondence •Utilise and maintain printing and copying machines •Operate the binding machine and bind copies/prints as required.

Enquiries: Mr M.J. Hartman, tel. (021) 402 2055.

ERRATUM

Please note the correct salary notch for the below advertised positions placed in the City Press on 22 May 2011 with the closing date of 03 June 2011:

BLOEMFONTEIN REGIONAL OFFICE

ARTISAN: PLUMBER REF NO.: 2011/508

ARTISAN: BRICKLAYER REF NO.: 2011/509

ARTISAN: CARPENTER REF NO.: 2011/510

ARTISAN: MECHANIC REF NO.: 2011/511

ARTISAN: ELECTRICIAN REF NO.: 2011/512

SALARY: R 103,806.00 PER ANNUM (OSD)

CENTRE: BLOEMFONTEIN REGIONAL OFFICE

Please note the New Address for Bloemfontein Regional Office

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CAPE TOWN REGIONAL OFFICE

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ARTISAN: CARPENTER (2 POSTS) WORKSHOPS REF NO.: 2011/450

ARTISAN: PAINTER (7 POSTS) WORKSHOPS REF NO.: 2011/451

SALARY: R 103, 806 PER ANNUM (OSD)

CENTRE: CAPE TOWN REGIONAL OFFICE

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SENIOR ACCOUNTING CLERK (BUDGETS) REF NO.: 2011/458

SENIOR ACCOUNTING CLERK (ACCOUNTING) REF NO.: 2011/459

SENIOR HANDYMAN (4 POSTS) REF NO.: 2011/460

PORT ELIZABETH REGIONAL OFFICE

ARTISAN: BUILDING / PLUMBING / CARPENTRY / PAINTING (3 Posts) REF NO.: 2011/475

SALARY: R 103,806.00 PER ANNUM (OSD)

CENTRE: PORT ELIZABETH REGIONAL OFFICE

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