

**ASSISTANT ADMINISTRATIVE OFFICER: LOGIS  
(3X Posts)  
(Transit)  
(System administration)  
(Accounting)**

**Ref No.:** 2013/51

**Salary:** Salary notch R 138,345 pa

**Centre:** Head Office (Pretoria)

**Requirements:** Applicant must be in possession of a Senior Certificate with relevant experience in Provisioning Administration/ Purchasing Management plus electronic administration of a procurement system **Competencies:** Computer

skills including Excel, and Treasury Regulations, Multi-skilled in the procurement administration environment and operational understanding of LOGIS.

**Duties:** The successful candidate will be required to provide the following services: Processing of all transactions on LOGIS in the following areas: Orders, Petty Cash, Suppliers banking details, Transit, Payments, Suppliers database and System Administration, Disposals and Losses. Drafting of correspondence regarding queries, problems experienced. Assist with stock taking. Monthly reconciliation of accounts. Attend to Audit queries. Fixing extracting and processing of data. It will be expected of the candidate to rotate in the section.

**Enquiries:** Ms. Q Tom, Tel: (012) 406 2046

**SWITCHBOARD OPERATOR  
LOGISTICS**

**Ref No.:** 2013/52

**Salary:** Salary notch R 96,363 per annum

**Centre:** Head Office (Pretoria)

**Requirement:** Grade 12 or Grade 10 with appropriate equivalent experience. **Knowledge:** General administrative procedures; knowledge of telephone systems; electronic media. **Skills:** Language proficiency; clear and well articulated voice; effective verbal communication; client centered service delivery; computer literacy; literacy; numeracy; interpersonal relations. **Personal Attributes:** Hard working; tact and diplomacy; patience; ability to communicate at all levels; ability to work under pressure. Willing to adapt work schedule in accordance with office requirements.

**Duties:** Operate the switchboard- Handle incoming and outgoing calls; Respond to all internal and external telephone calls; direct/connect telephone calls as required. update the switchboard system; attend to faulty barring lines on the system; Assist in swapping of extensions; Create profile for new users and configuration of the phone; Updating of Call Manager i.e adding or deleting of users; Set up of call conference; Call grouping-able to pick up call from other extensions; Barring and unbarring of telephones lines; co-ordinate the installation/transfer of telephone points and extension allocations; record changes to extensions; maintain the internal telephone directory; print and distribute telephone accounts; certify invoices and forward for payment. Arrange repairs to telecommunications equipment; Attend to all requests for new fax/faulty line and maintain an updated register of fax line; Provide telecommunications related services as requested by seniors.

**Enquiries:** Ms. T. Makama, Tel: (012) 406 1490

**MESSENGER/DRIVER: PROVISIONING AND LOGISTICS (2X Post)**

**Ref No.:** 2013/53

**Salary:** Salary notch R 96,363 per annum

**Centre:** Head Office (Pretoria)

**Requirements:** Grade 12 Certificate or equivalent qualification and relevant experience as a messenger. \* A Valid driver's licence. Good communication skills and interpersonal skills.\* Have the ability to work under pressure and ability to meet tight deadlines.\* The ability to establish and maintain harmonious working relationships with co-workers, staff and external contacts, and to work effectively in a professional team environment.

**Duties:** The successful candidate will be responsible for \* Delivery of documents and packages, sorting of mail and distributing it to relevant officials within the Department. Collect and deliver mail at the Post Office. Collect, distribute circulars/ correspondence/ packages from/ to Post Office/functionaries/ other departments \*Distribute and collect files and documents \* Collect/distribute mail to line functionaries \*

Collect/ distribute mail to and from other departments and receive signatures from recipients. Make photocopies if and when necessary, Ensure that Registry equipment is maintained and used correctly, Prepare packages and arrange for collection by courier services/ Post Office as and when required. Perform any other related tasks as per supervisor's instructions including office duties.

**Enquiries:** Ms. J. Kabini, Tel: 012 406 1491

**MACHINE OPERATOR: ARCHIVE & OFFICE SERVICES  
LOGISTICAL SERVICES**

**Ref No.:** 2013/54

**Salary:** Salary notch R 96,363 per annum

**Centre:** Head Office (Pretoria)

**Requirements:** Grade 10 or equivalent with between 2-5 years; or Grade 12 or equivalent with between 0-2 years related experience.

**Knowledge:** Operation of machinery and tools Departments procurement processes Occupational health and safety act. **Skills:** Effective communication (verbal and written); Interpersonal relations; Planning of work processes; Time management; Operation of heavy duty photocopying machine. **Personal Attributes:** Safety conscious; hard working; Trustworthy; Punctuality; Accuracy; Polite; Helpful.

**Duties:** The provision of management support service with regards to the operation of document reproduction service- receive and document requests for heavy duty photocopying; assist with the procurement of reproduction related logistics; assist with the control and usage of heavy duty photocopying machines; lock and keep keys of the photocopy room; report breaches and defects; ensure that all document are correctly bounded and stapled; inform clients that documents have been bonded and are complete for collection; keep stores of lubrications and tools.

**Enquiries:** Ms. J. Kabini, Tel: 012 406 1491

**FOOD SERVICES AID  
LOGISTICAL SERVICES**

**Ref No.:** 2013/55

**Salary:** Salary notch R 68,010 per annum

**Centre:** Head Office (Pretoria)

**Requirements:** Grade 10 or basic literacy ABET. Must be able to read and write. Grade 12 and relevant work experience will be an added advantage. Good communication skills and interpersonal skills. Have the ability to work under pressure and to establish and maintain harmonious working relationships with co-workers and staff.

**Duties:** The successful candidates will be responsible for washing of dishes during all tea breaks and lunch. Ensuring availability of boiling water for all tea breaks. Organize the trolley for conference set-up. Facilitation of the serving of lunch and refreshments for the meetings. Cleaning of kitchen equipments while ensuring kitchen hygiene is maintain at all times. And provide a food service functions in the allocated areas.

**Enquiries:** Ms. J. Kabini Tel (012) 406 1491

**Note:** The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If not suitable candidate from the unrepresented groups can be recruited, candidates from the represented groups will be considered. **People with disabilities are encouraged to apply.** Applications should be submitted on Form Z83, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, certified copies of qualifications and identification document. Applications not complying with the above will be disqualified. Should you not hear from us within the next two months, please regard your application as unsuccessful. Please forward your application, quoting the relevant reference number, to the address mentioned at each post. 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 your appointment is subjected to verification of qualifications and a security clearance. **NB: no faxed or e-mailed applications will be accepted. NB: External people are encourage to apply**

**Applications, quoting the relevant reference number, should be forwarded as follows:**

The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand delivered at Corner Vermuelen (Madiba) & Bosman Street, Central Government Office Building, Pretoria.

**Attention:** Ms. M. Masubelele

**Closing Date** : **07 June 2013**

