

**CLEANERS (X7 Posts)  
FACILITY MANAGEMENT**

**Salary :** R63,798.00 Per Annum  
**Centres:**

**Nelspruit Regional Office**

Belfast Magistrate Court **Ref No:** 2012/77 A  
Bethal Magistrate Court **Ref No:** 2012/77 B  
Middleburg Magistrate Court **Ref No:** 2012/77 C  
Delmas Magistrate Court **Ref No:** 2012/77 D  
Witbank Magistrate Court **Ref No:** 2012/77 E

**Kimberly Regional Office**

Kimberly Regional Office **Ref No:** 2012/77 F  
Garies Magistrate Court **Ref No:** 2012/77 G

**Note:** Please Specify your reference number in your application according to your preferred region/unit/chief directorate/and or directorate and further submit a separate completed application for each post and submit to the relevant address.

**Requirements :** Grade 10, ABET or equivalent qualification and be able to read and write. Good Interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage.

**Duties:** Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices floors and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls.

**Enquiries:** Ms. M. Mokohloa, tel: (013) 753 6300 Nelspruit  
Ms. N. Dlela, tel:(053) 838 5275 Kimberly

**TELECOM OPERATOR  
LOGISTICAL SERVICES**

**Ref No :** 2012/78  
**Salary :** R76, 278.00 per annum  
**Centre :** Head Office (Pretoria)

**Requirements:** Grade 12 or equivalent qualification with relevant experience. Have excellent telephone etiquette. Fully conversant in any two official languages. Ability to communicate at all levels and have listening skills. Good interpersonal skills and able to work under pressure. Enhance client centered service delivery and always display professionalism at Switchboard.

**Duties:** Receive and answer incoming calls. Chanel calls to various components and staff as required. Update the telephone directory .Handle all requests of New/faulty fax lines and liaison with Telkom. Co-ordinate the installation/transfer of telephone points and extension allocation. Create pin codes, profile for new users and configuration of the phone .Arrange Call Conference and Call Grouping on the TMS Systems. Barring and unbarring of the telephone lines .Monthly reporting on Switchboard Stats. Send monthly telephone accounts to users and collection of revenue on private calls and other admin functions as requested by supervisor.

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

**ADMINISTRATION CLERKS: (X5 Posts)  
(12 Months Renewable Contracts)**

**Salary :** R108,078.00 per annum plus 37% in lieu of benefits

**Centres:**  
Director: Movable Asset Management **Ref No:** 2012/79 A  
Director: EPWP Finance **Ref No:** 2012/79 B



Director: Project Management Support **Ref No:** 2012/79 C  
Director: Fraud Awareness & Investigation Services **Ref No:** 2012/79 D  
Chief Director: Professional Services **Ref No:** 2012/79 E  
Regional Manager: Port Elizabeth **Ref No:** 2012/79 F

**Note:** Please Specify your reference number in your application according to your preferred region/unit/chief directorate/and or directorate and further submit a separate completed application for each post and submit to the relevant address.

**Requirements:** Grade 12 or equivalent qualification and relevant experience in Clerical and Office Administration duties. Report writing skills, interpersonal relations, Good general office administrative and organizational skills. Ability to communicate at all levels. Computer Literacy.

**Duties:** Provide effective and efficient support services; perform office administrative activities, liaise with stakeholders relevant to the office, prepare documentation for meetings, presentation and reports, organize office logistical matters, make required transport, travel and accommodation arrangements. Provide effective and efficient clerical support services: administrate office correspondence, documents and reports, administer/manage diary and co-ordinate office activities, organize meetings, workshops, and document record thereof, manage the flow of information and documents in the office, processing of forms and documents related to claims, payments and invoices.

**Enquiries:** Ms. T. Gumede, tel: (012) 406 1318 (Movable Asset)  
Mr. K. Lesoetsa, tel: (012) 406 1413 (EPWP Finance)  
Mr. M.E. Mabusu, tel: (012) 406 1525 (Project Management)  
Mr. M. Maboŋja, tel: (012) 406 1328 (Fraud Awareness)  
Mr. O. Molotsi, tel: (012) 406 1524 (Professional Services)  
Mr. J. Van Der Walt, tel: (041) 408 2002 (Port Elizabeth)

**Note:** The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representivity in the Public Service through the filling of these posts and persons whose appointment will promote representivity 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.** Applications must be submitted on a signed Form Z83, obtainable from any Public Service Department, and must be accompanied by a comprehensive CV, recently certified copies of qualifications and Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. **Note:** It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. No faxed or e-mailed applications will be accepted.

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

**Head Office:** Director-General, Department of Public Works, Private Bag X65, Pretoria 0001 or hand deliver at Central Government Offices Building, corner of Vermeulen (**Madiba**) and Bosman Street, Pretoria, **for attention:** Ms. M. Masubelele (quoting the relevant reference number).

**Nelspruit Regional Office:** The Regional Manager, Department of Public Works, Private Bag X11280, NELSPRUIT, 1200, **for attention:** Ms. N.P. Nkosi.

**Kimberly Regional Office:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberly 8301, **for attention:** Ms. L. Motlhala.

**Closing date:** 30 November 2012

