

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works 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

- : 17 February 2023 at 16H00
- : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. 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. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.
- ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 01 dated 13 January 2023. (1) Control Works Manager: Electrical Ref No: 2023/02 Centre: Cape Town (2) Chief Works Managers: Building Ref No: 2023/04, Centre: Kimberly. Circular 2 dated 20 January 2023. (1) Administration Officer: Fraud Awareness Ref No: 2023/23, Centre: Head Office (Pretoria) (2) Chief Works Manager: Electrical Ref No: 2023/22, Centre: Cape Town Regional Office have all been withdrawn. . Circular 03 dated 27 January 2023. (1) Deputy Director: Financial Reporting, centre: Pretoria regional office was erroneously advertised as a permanent position, please note that the post is on contract as follows: Deputy Director: Financial Reporting (24 months contract), closing date extended to 17

February 2023. (2) Deputy Director: EPWP Large Projects Ref No: 2023/25, Centre: Head Office (Pretoria), is withdrawn.

OTHER POSTS

<u>POST 04/139</u>	:	<u>PRODUCTION ENGINEER: STRUCTURAL (GRADE A) REF NO: 2023/32</u>
<u>SALARY</u>	:	R750 693 per annum, all-inclusive salary package (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	At least a BSc or BEng in Civil Engineering. A minimum of 3 years post qualification relevant experience in the field of structural engineering. Compulsory registration as a Professional Engineer (Pr. Eng) with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in the field of structural engineering which includes but not limited to: design and construction of: concrete structures; Steel structures and masonry structures. Experience in computer aided programs such as Revit, Prokon, Strand and AutoCAD. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main types of contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards (ISO/SANS/OHSA). A valid driver's license (minimum code B) and the ability/willingness to travel are essential.
<u>DUTIES</u>	:	Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in compilation of tender documentation. Managing and carrying out projects from start to finish (All project life cycle stages). Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of projects. Mentoring and training candidate engineers and technicians.
<u>ENQUIRIES</u>	:	Mr. T Rachidi, Tel No: (012) 406 1885
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 04/140</u>	:	<u>ARCHITECT PRODUCTION A REF NO: 2023/33</u>
<u>SALARY</u>	:	R656 559 per annum, (OSD Salary package)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A B degree in Architecture or relevant qualification, 3 years' post experience in Architectural, Registration with SACAP as a Professional Architect. Knowledge: Architectural design and analysis knowledge, Architectural principles, Project Management, Computer-aided engineering applications, Research and development, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management, Knowledge of and experience in working in a High Performance Centre environment to manage project delivery; Knowledge of and experience in the use of dashboards to track project progress. Knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging. Skills: Ability to undertake critical review/analysis and provide technical advice, Ability to maintain integrity of confidential information, Financial administration, Effective verbal communication, Advanced technical report writing, Numeracy, Computer Literacy, Planning and Organising, Relationship management, Programme and project management, Interpersonal and diplomacy skills, Problem solving, Decision making,

Motivational skills, Conflict resolution, Negotiation skills. Personal Attributes: Analytical thinking, innovative, Creative, Solution orientated, Ability to work under stressful situations, Ability to communicate at all levels, People oriented, Trustworthy, Assertive, Hard-working, Ability to work independently. Valid Drivers' license. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements.

DUTIES

: Perform architectural activities on state-owned or leased buildings, structures or facilities; co-ordinate professional teams on all aspects regarding architecture; ensure adherence and compliance to legal, safety and health requirements; provide architectural advice and technical support in the evaluation of solutions; ensure the adoption of technical and quality strategies; develop architectural related policies, methods and practices; provide solution on non-compliance and failure of designs; review plans, drawings, specifications, and estimates accomplished by building, designers and/or sub-professional personnel; and ensure adherence to the requirements of professional registration. Human capital development - Mentor and train candidate architects and related technical and administrative. Personnel to promote skills/knowledge transfer and adherence to sound architectural principles and code of practice; supervise architectural work and processes; Administer Performance management and development. Office administration and budget planning; manage resources, prepare and consolidate inputs for the facilitation of resource utilisation; Ensure adherence to regulations and procedures for procurement SCM and human resource administration, Monitor and control expenditure; Report on expenditure and service delivery. Research and development, Continuous professional development to keep up with new technologies and procedures; Research/literature studies on architecture to improve expertise; liaise with relevant bodies/councils on architectural-related matters.

ENQUIRIES

: Mr T Rachidi Tel No: 012 406 1885

APPLICATIONS

: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION

: Ms NP Mudau

POST 04/141

: **SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2023/34**
(Re-advert all applicants who previously applied are encourage to re-apply).

SALARY

: R480 927 per annum, (all-inclusive OSD salary package)

CENTRE

: Bloemfontein Regional Office

REQUIREMENTS

: A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements. A valid driver's licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving. Language proficiency. Maintenance of confidentiality of information. Computer literacy. Relationship management. Decision-making skills. Interpersonal and diplomacy. Motivational. Negotiation.

DUTIES

: Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required) Ensure the extent and effectiveness of managed contracts and related legal matters Ensure the extent and effectiveness of the safety and integrity of legal records Provide advice, guidance and opinions

regarding the interpretation and implementation of contracts and related legal matters Implement and monitor delegated powers as required by National Treasury and the PFMA Conduct research and provide professional legal assistance, advice and support Draft and verify legal documents Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved Provide an advisory and supportive role to Project Managers and the Regional Office Ensure the extent and effectiveness of advice, guidance and opinions provided Ensure the extent of compliance with related standards Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES APPLICATIONS : Ms. T Zulu Tel No: (051) 408 7306
 : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

POST 04/142 : **CHIEF ARTISAN: WORKSHOP CARPENTRY REF NO: 2023/35**

SALARY CENTRE REQUIREMENTS : R404 052 per annum, (all-inclusive OSD salary package)
 : Pretoria Regional Office
 : Grade 10 with Trade Test Certificate, and Ten (10) years' post qualification experience required as an Artisan Foreman in Carpentry. Knowledge of the PFMA and the OHSWA. A valid driver's license. Knowledge Computer-aided technical applications, Knowledge of legal compliance, Technical report writing, Technical consulting, Production, process knowledge and skills. A valid driver's Licence.

DUTIES : Effective supervision of day to day activities of the respective section in workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration processes of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities.

ENQUIRIES APPLICATIONS : Mr J. de Wit Cell: (082) 889 0283
 : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

POST 04/143 : **ICT SYSTEM DEVELOPER REF NO: 2023/36**

SALARY CENTRE REQUIREMENTS : R393 711 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Information Technology or related qualifications. Relevant working experience as a Software Developer, Designing and Building systems. Database knowledge of Oracle, MS SQL, PostgreSQL and MySQL. Desirable knowledge and understanding of two or more of the following programming languages are required: C/C++.Visual Basic, C#. Java, XML. Angular and any BI reporting tool. Knowledge and understanding Mobile App development. Knowledge of Business Process principles, practices, technique and tools. Knowledge and appreciation of business concept and requirements. Ability to develop and deliver presentation. Ability to create, compose and edit written materials. Knowledge of change management. Performance management. Ability to manipulate and analyse information to support decision making .Interpretation of policies, guidelines etc. Research, Analytical and Problem Solving on Business Systems and Technical Architecture. Risk Analysis. Service Delivery. Quality Assurance and Innovative. Planning and Organizing. Project Management. Good verbal and written communication. Ability to communicate at all levels. Creative and Independent person. A valid driver's licence.

DUTIES : Organise and manage the activities of the Sub-Directorate. Ensure Information and Communication Technology Governance in the Public Sector through service level agreement (SLA's). Design and develop software systems to meet specific user requirements. Maintain and support new and existing systems. Identify and troubleshoot software bugs and issues. Test and

evaluate new software and system updates. Collaborate with cross-functional teams to design, develop, and implement new features. Write and maintain detailed documentation of software systems and processes. Continuously monitor system performance and make recommendations for improvement. Stay up-to-date with the latest industry trends and technologies to ensure the software systems are competitive and efficient. Collaborate with other developers and stakeholders to plan, design, and execute projects. Prepare reports on systems and projects as and when required. Ensure that the software systems developed are secure and comply with industry standards and regulations. Provide technical support and guidance to other members of the development team and end-users.

ENQUIRIES APPLICATIONS : Mr K Nekhumbe Tel No: (012) 406 1738
 : The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

POST 04/144 : **ICT ANALYST DEVELOPER REF NO: 2023/37**

SALARY CENTRE REQUIREMENTS : R393 711 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Information Technology or related qualifications. Relevant working experience on System Analysis, System Development and Software Testing. Database understanding of Oracle, MS SQL, PostgreSQL and MySQL. Desirable knowledge and understanding of two or more of the following programming languages are required: C/C++, Visual Basic, C#. Java, XML, Angular and any BI reporting tool. Knowledge and understanding Mobile App development. Knowledge of Business Process principle, practices, technique and tools. Knowledge and appreciation of business concept and requirements .Ability to develop and deliver presentation. Ability to create, compose and edit written materials. Knowledge of change management. Performance management. Ability to manipulate and analyse information to support decision making. Interpretation of policies, guidelines etc. Research, Analytical and Problem Solving on Business Systems and Technical Architecture. Risk Analysis. Service Delivery. Quality Assurance and Innovative. Planning and Organizing. Conduct JAD sessions. Good verbal and written communication. Ability to communicate at all levels. Creative and Independent person. A valid driver's licence.

DUTIES : Organise and manage the activities of the Sub-Directorate. Ensure Information Technology Governance in the Public Sector through service level agreement (SLA's). Develop, maintain and implement policies and strategies pertaining to business processes and systems. Provide operational leadership with regard to business processes and systems. Provide advice on the interpretation and application of the Department's strategy on business processes and systems. Designing software solutions that meet business needs and technical requirements. Developing, testing, and deploying software applications. Collaborating with cross-functional teams, such as designers, developers and project managers. Troubleshooting and resolving any issues or bugs that arise in existing systems. Participating in code reviews and ensuring adherence to coding standards. Continuously monitoring and improving the performance of systems. Staying up-to-date with emerging technologies and trends in software development. Conducting research and providing recommendations for new tools or technologies that can improve the development process. Promote the utilisation of technology as key enablers for service delivery and transformation.

ENQUIRIES APPLICATIONS : Mr K Nekhumbe Tel No: (012) 406 1738
 : The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

POST 04/145 : **ICT JUNIOR DEVELOPER REF NO: 2023/38**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Information Technology or related qualifications. Relevant working experience as a developer. Database

knowledge of Oracle, MS SQL, PostgreSQL and MySQL. Desirable two or more of the following programming languages are required: C/C++, Visual Basic, C#. Java. XML. HTML, Angular and any BI reporting tool. Knowledge and understanding Mobile App development. Computer literate. Ability to think innovatively and adapt to different approaches to systems/applications. Ability to work under pressure. Analytical and problem solving skills. Good verbal and written communication. Interpersonal, Planning and organizational skills. Integrity and honesty.

DUTIES : Write, test, and debug code in various programming languages, such as Java, SQL, XML, HTML, C# or C++. Participate in JAD sessions and code reviews and ensure that all code adheres to DPWI's standards. Apply Directorate's development and security policy. Collaborate with other team members to identify and resolve bugs and improve application performance. Provide technical support, compile and assess user feedback to improve software performance. Learn and stay updated on new technologies and programming languages relevant to the company's products. Assists in the design, development and maintenance of software systems Participate in meetings with other team members to discuss project progress and timelines. Create and maintain documentation for code, processes, and procedures. Provide technical support and troubleshoot issues for end-users as needed. Be able to understand and implement tasks given by the senior developer or project manager.

ENQUIRIES APPLICATIONS : Mr K Nekhumbe Tel No: (012) 406 1738
 : The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

FOR ATTENTION : Ms N.P Mudau

POST 04/146 : **SENIOR INTERNAL AUDITOR - INTERNAL AUDIT REF NO: 2023/39**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
 : Cape Town Regional Office
 : A three year tertiary qualification (NQF Level 6) in Auditing or Accounting. Applicant must be a member of Institute of Internal Auditors. Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) programmes will be an added advantage. A relevant practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage.

DUTIES : Conduct preliminary survey procedures. Assist in development of audit program. Conduct audit field work and collect relevant, sufficient and useful audit evidence. Develop audit working papers. Develop audit findings with all elements of a finding. Assess and evaluate audit evidence. Develop conclusions on audit findings. Assist in developing draft internal audit reports. Discuss the internal audit report with Audit Supervisor. Transfer auditing skills to Internship students.

ENQUIRIES APPLICATIONS : Mr. S Khomo Tel No: (012) 492 3066
 : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 04/147 : **SENIOR ADMIN OFFICER: LEGAL SERVICES REF NO: 2023/40**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
 : Pretoria Regional Office
 : A three year tertiary qualification (NQF Level 6) in Law or Public Management. Appropriate relevant working experience, verbal & written sound communication skills, writing skills, Language proficiency, Maintenance of confidentiality of information, Knowledge of Contract Administration, Constitution of the Republic of South Africa, Mandate and Functions of the Department, Functioning of National, Provincial and Local Government Public Service Act, Promotion of Access to Information Act, Promotion of

Administrative Justice Act. Computer literate. A valid Driver's licence. Law Degree will be an added advantage.

DUTIES : Respond professionally and promptly to questions and queries raised by attorneys who act on behalf of contractors dealing with the Department. Provide continuous Departmental support to all the Offices of the State Attorney, in respect of all matters which are referred to them. Send documents, correspondence, including information on the redirecting of the litigation documents.

ENQUIRIES APPLICATIONS : Ms B. Dumezweni Tel No: 012 310 5113
: Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

POST 04/148 : **ARTISAN FOREMAN MECHANICAL/ WELDING: WORKSHOP (X2 POSTS) REF NO: 2023/41**

SALARY CENTRE REQUIREMENTS : R318 090 per annum
: Pretoria Regional Office
: Grade 10 plus five years post qualification experience as an Artisan in the respective trades Mechanical (Fitter) or Welding. Appropriate Trade Test certificate. Knowledge of OHSA Act. A valid driver's license and be able to drive.

DUTIES : Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair registers updated. Report writing. Repairs of faults. Effective supervision of staff.

ENQUIRIES APPLICATIONS : Mr J. De Wit at (082) 889 0283
: Pretoria regional office applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

POST 04/149 : **ADMINISTRATION OFFICER: ENGINEERING SERVICES REF NO: 2023/42**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Office Administration/ Management or equivalent qualification with appropriate experience as admin support. Willing to adapt work schedule in accordance with office requirements. Knowledge: Departmental Legislative Framework, Procurement directives and guidelines, Time Management, Office management and administration, PFMA, SCM and NT regulations, Must be fully conversant with the Microsoft Office suite (i.e. Word, Excel, Outlook and PowerPoint), Understanding of project and programme management, Knowledge of WCS, LOGIS, REAPATALA and PMIS systems would be an added advantage. Skills: English and business language proficiency, Ability to maintain integrity of confidential information, Report writing, Computer literacy, Mathematical literacy, Data capturing and archiving, Programme and project management, Financial Administration, Risk Management, Client orientation and customer focus, Problem solving skills, Conflict resolution and Negotiation skills, Communication Skills. Personal Attributes: Analytical thinking, Innovative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to work independently, Ability to communicate at all levels, People orientated, Hard-working, Highly motivated, Sense of urgency and drive.

DUTIES : Provide project administration support services: Capture and record received projects/requests correctly. Ensure that requests received are distributed timeously to the relevant officials. Effectively follow-up on deliverables from staff after expiry of the delivery date. Liaise with stakeholders regarding deliverables of projects. Ensure that delays and extensions of the delivery dates are communicated and recorded accordingly. Submit deliverables to the stakeholders within the prescribed time after receipt from staff. Provide feedback to the supervisor on the progress of projects as captured in the projects tracking system. Draft service level agreements and addenda for service providers. Maintain the unit's projects tracking system and contractor and consultant database. Render effective logistical and financial administration: Make travel and accommodation arrangements for staff.

Process subsistence and travel claims for staff. Assist the unit/team in procurement of operational supplies and consumables. Maintain the administration of budget and ensure that everyone operates within the allocation. Capture payments on WCS. Compile and update payments reconciliation reports. Handle payments related enquiries. Coordinate audits queries. Render secretariat support service to the professionals committees and internal meetings: Schedule meetings and secure attendance of members. Book venues for meetings, workshops and planning sessions. Prepare meeting packs. Take minutes of meetings and distribute accordingly. Facilitate the implementation of resolutions with relevant role-players and follow-up on progress made. Manage the flow of information and documents in the office. Render office administration support services: Process training requests from staff and assist in organising training of common interest. Administrate leave arrangements and telephone accounts. Coordinate common submissions and compliance requirements of staff such as performance agreements and assessments. Assist in compiling, processing and tracking of submissions. Printing, photocopy and bind documentation folders. Consolidate monthly reports and submit to the supervisor timeously.

ENQUIRIES : Ms. M Vuso Tel No: (012) 310 5111
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 04/150 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/43**

SALARY : R269 214 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Management and/or relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.

DUTIES : Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

ENQUIRIES : Ms. M Vuso Tel No: (012) 310 5111
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

POST 04/151 : **ADMIN OFFICER: CLEANING SERVICES FACILITIES MANAGEMENT REF NO: 2023/44 (X2 POSTS)**

SALARY : R269 214 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration or related qualification with appropriate experience, understanding of and Facilities Management including relevant experience in Cleaning Services. A good understanding of project management. Valid driver's license. Computer literacy. Understanding of the Government Procurement System and SCM prescripts. An understanding of the PFMA and EPWP principles. Ability to compile quotations/tenders. Sound analytical and interpersonal skills, proven problem-solving approach, proven financial skills, strong verbal and written

- communication skills. Knowledge and understanding of the Occupational Health and Safety Act. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspections. Willingness to travel.
- DUTIES** : Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budgets and financial planning. Compile specifications for tenders and quotations and handle inspections in the cleaning field. Manage and control equipment and material register. Manage multi-disciplinary consultant teams. Administrative procedures for cleaning maintenance. Manage performance-based contracts. Knowledge of the management of Human Resources (Staff supervision and performance, Work plans and motivation of sub ordinates).
- ENQUIRIES APPLICATIONS** : Mr. D Lewin Tel No: (021) 402 2104
- : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.
- FOR ATTENTION** : Ms. C Rossouw
- POST 04/152** : **ASSISTANT ADMIN OFFICER: UDM (HELPDESK AND COMPLAINT) REF NO: 2023/45**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
: Head Office (Pretoria)
: A Grade 12 / National Senior Certificate with relevant experience in User Demand Management (KAM). Willing to adapt work schedule in accordance with office requirements. Knowledge: Office administration, Works Control System (WCS), Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, Financial management and administration, State budgetary systems, Financial systems, Archibus, Logis. Skills: Numeracy, Accounting, Organising, Interpersonal skills, Diplomacy, Ability to follow a pro-active and creative problem, Solving approach, Communication, Computer literacy Personal Attributes: Patience, Trustworthy, Team player, Reliable, Resourceful, Ability to work under stressful situations, People orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.
- DUTIES** : Attend to client's 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. Ensure resolutions of meetings are addressed within established timeframes. Administer the Archibus System as and when required. Render general clerical support services: Update and maintain electronic and physical records for procurement instructions. Furnish information for reports to internal and external stakeholders. Record, organise, store, capture, update and retrieve correspondence and data. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Provide personnel and financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation. Distribute personnel pay slips and ensure that a payroll certificate has been signed and submitted to HR. Maintain a leave register for the component. Provide a meeting management service to the sub-directorate: Plan the diary for the sub-directorate. Book a meeting venue. Arrange meetings and confirm attendance with stakeholders. Take minutes and distribute to meeting attendees. Assist with procurement of a service provider for catering where required.
- ENQUIRIES** : Mr P Chabalala Tel No: 012 406 1393

APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 04/153 : **ADMINISTRATION CLERK: PROPERTY ACQUISITION REF NO: 2023/46**

SALARY : R181 599 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Grade 12 / National Senior Certificate or equivalent qualification with appropriate administration experience in property or real estate environment. Understanding and Knowledge of the PFMA and PPPFA/SCM. Understanding of the property market. Good verbal, written and interpersonal skills. Computer literate.

DUTIES : To prepare letters and submissions to internal and external clients, Reconcile and process rental accounts, Maintain the Property Information System for all leased and state owned properties by updating it on a regular basis and ensure that accurate information is captured, Prepare and compile reports required in the directorate. Maintain and update property asset conditions surveys, Carry out inspections to investigate property utilization, Perform general administrative functions

ENQUIRIES : M. Lekoeneha Tel No: (051) 408 7351
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street, Bloemfontein, 9300.

FOR ATTENTION : Mr D Manus

POST 04/154 : **ADMINISTRATIVE CLERK: HELPDESK AND COMPLAINTS REF NO: 2023/47**

SALARY : R181 599 per annum
CENTRE : Port Elizabeth Regional Office (Gqeberha)
REQUIREMENTS : A Grade 12 / National Senior Certificate and demonstration of relevant exposure or experience within the field. Willing to adapt work schedule in accordance with office requirements and must be committed to designated tasks. Must have Computer Literacy, Communication, Organizing, Interpersonal, Numeracy, Accounting, Diplomacy and the ability to Pro-actively follow up on incidents and have creative Problem solving approach skills. Knowledge of the PFMA and Treasury Regulations. Must be self-motivated, hardworking, ability to work independently, assertive, punctual, people orientated, ability to work under pressure, be resourceful, a team player, trustworthy and patient. Knowledge of the Built Environment / Property Management, Works Control Systems (WCS) / Logis / Archibus and a three year tertiary qualification (NQF Level 6) in Office /Business / Public administration, Office/ Business/ Public management, or equivalent qualification as recognized by SAQA will serve as an advantage.

DUTIES : Follow up on of outstanding complaints and address enquiries to ensure service delivery is being maintained. Provide a meeting management service by assisting with the planning of the diary for the unit and managers, facilitating the booking of venue(s), taking and distributing minutes of meetings. Perform travel arrangements for managers in line with directives, assist and timely submit subsistence and travel (S&T) claims of managers. Administer the procurement of goods and services for the sub-directorate. Liaise with internal executing units on accommodation related services as required. Coordinate meetings and documents for Repairs and Renovations Budget Committee submissions. Updating and filing of record systems for Human Resources of the unit, accommodation Procurement Instructions and Project Execution Plans. Act in Supervisory capacity when required. Furnish information for reports for internal and external clients. Assist the region in the administration of the Archibus system as and when required.

ENQUIRIES : Mr. K Rampou Tel No: (012) 406-1597
APPLICATIONS : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms S Mafanya

POST 04/155 : **ASSISTANT ADMINISTRATIVE OFFICER: PROVISIONING REF NO: 2023/48**

SALARY : R181 599 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Grade 12 / National Senior Certificate with experience in provisioning. Understanding of Government procurement systems and relevant policies. Interpersonal, report-writing, planning, organizing, problem solving and decision –making skills. Strong written and verbal communication skills. Computer literacy, knowledge and understanding of the following will serve as recommendations: Bid procedures. PPPFA .PFMA. BEE and LOGIS. Supply chain management.

DUTIES : Capture requests for the procurement of goods and services on the LOGIS system. Provide support with the provisioning of goods and services. Maintain stock levels on the Logis system. Provide administrative support with regard to the resolution of audit queries.

ENQUIRIES : Ms. K Chwaro Tel No: (012) 310 5941
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

POST 04/156 : **PRINCIPAL BOILER OPERATOR WORKSHOP REF NO: 2023/49 (X2 POSTS)**

SALARY : R181 599 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Grade 12 / National Senior Certificate. Recognized National Steam Certificate. Appropriate working experience. Interpersonal skills. Supervisory skills. Planning and organizing. Knowledge of Boiler Operation. Occupational Health and Safety Act. Operation of equipment, tools and materials. Knowledge of general built environment.

DUTIES : Supervise Boiler Operations Ensure correct usage and flow of chemicals. Monitoring boiler pressure in accordance with demand. Monitor the steam pressure constantly. Monitoring the water/fuel level in the boiler. Undertake routine inspection on the boiler performance and attend to malfunctioning and defects. Ensure adherence and compliance with Occupational Health Standards and Occupational Health and Safety Acts. Ensure the boiler environment is well maintained. Ensure proper usage of protective clothing. (Self. /Visitors/ Sub ordinates). Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal ash from boilers, gritt arrester and smoke box. Perform boiler administrative duties: Log and keep record of all daily operations; Control and keep record of mechanical tools, equipment, material and maintain in good working condition; Supervise to ensure an effective service delivery: Develop and update the monthly duty roster; Allocate duties and perform quality control on the work delivered in line with inspections.

ENQUIRIES : Mr. P. Ramoroka at 072 108 4345
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

POST 04/157 : **PROCESS CONTROLLER: WASTEWATER TREATMENT PLANT OPERATOR WORKSHOP REF NO: 2023/50 (X3 POSTS)**

SALARY : R151 884 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Matric/Grade 12 (or NTC III); plus [a] Operators Certificate; or (b) Water Treatment Practice N3; or © Wastewater Treatment Practice N3; or (d) the Core Unit Standard from the appropriate NQF 4 Qualification; ORNTC III in Water Treatment Practice; ORNTC III in Waste Water Treatment Practice; or Appropriate NQF 4 Qualification. Valid driver's license.

DUTIES : Screen and strain incoming raw wastewater. Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit. Skim off

scum from the surface of the tanks. Pump the wastewater for further processing.

ENQUIRIES : Mr P. Ramoroka at 072 108 4345
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

POST 04/158 : **TRADESMAN AID PRETORIA WORKSHOP REF NO: 2023/51 (X4 POSTS)**

SALARY : R128 166.per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10 Certificate or Abet level 4 Certificate plus general experience of workshop practices and clerical services. Good communication, leadership and organizational skills. Code 8 driver's license will be an added advantage.

DUTIES : The incumbent will assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, and electrical and boiler operating and cleaning of equipment. Assists Artisans with obtaining quotations related to equipments and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.

ENQUIRIES : Mr J. De Wit at 082 889 0283
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

POST 04/159 : **SECURITY OFFICER SECURITY MANAGEMENT REF NO: 2023/52**

SALARY : R128 166 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : Grade 10/ ABET level 3 plus Grade B (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Relevant experience. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHS&A & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts. A driver's license will be an added advantage.

DUTIES : To provide physical security services at all Head office buildings. To protect the lives, property assets and interest of department at the Head Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.

ENQUIRIES : Ms M. Shingange Tel No: (012) 492 3137
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

POST 04/160 : **DRIVER OPERATOR: WORKSHOP REF NO: 2023/53**

SALARY : R128 166 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients.

DUTIES : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors

as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.

ENQUIRIES APPLICATIONS : Mr J. de Wit at 082 889 0283

FOR ATTENTION : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

POST 04/161 : **DRIVER: HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2023/54**
(Re-advert all applicants who previously applied are encourage to re-apply).

SALARY CENTRE REQUIREMENTS : R128 166 per annum
: Cape Town Regional Office (Groote Schuur Estate, Rondebosch)
: Applicant must have a Grade 10 / Standard 8/ Junior Certificate or Abet Level 4 Certificate plus three years' experience in transporting horticulture goods as well as workers. Applicant must be in conversant with the requirements of the Occupational Health and Safety Act and Regulations. The candidate must also have had experience in leading a team of workers and giving instructions to these workers. Have a good communication skills. The officer must be in possession of a heavy duty license (C1 and PDP).

DUTIES : The Transportation of employees and horticultural goods. Able to travel long distance areas for plot cleaning and firebreaks, Supervision of lorry assistance. Removal garden refuse and offloading to dumping site. Receiving instruction from supervisor and reporting back. Reporting of disciplinary matters to supervisor. Support supervisor and colleagues

ENQUIRIES APPLICATIONS : Mrs. E. Bessick Tel No: (021) 402 2406
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossow

POST 04/162 : **GROUNDSMAN: HORTICULTURAL SERVICES FACILITIES MANAGEMENT REF NO: 2023/55 (X2 POSTS)**
(Re-advert all applicants who previously applied are encourage to re-apply).

SALARY CENTRE REQUIREMENTS : R107 196 per annum
: Cape Town Regional Office (Groote Schuur Estate, Rondebosch)
: Applicant must have a Grade 10 / Standard 8/ Junior Certificate or Abet Level 4 Certificate with 1 year experience or Grade 8 with 2 years experiences only in general garden maintenance. Interpersonal and Basic Literacy skills. An added advantage is that the candidate has had previous experience in operating machinery. Knowledge of Occupational Health and Safety Act.

DUTIES : Maintain premises and surroundings. To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required. Ensure adherence and compliance with occupational and health standards.

ENQUIRIES APPLICATIONS : Mrs. E Bessick Tel No: (021) 402 240
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 04/163 : **FOOD SERVICE AID: CLEANING SERVICES REF NO: 2023/56**

SALARY CENTRE REQUIREMENTS : R107 196 per annum
: Pretoria Regional Office
: Grade 10 or basic literacy ABET. Must be able to read and write.

DUTIES : The successful candidate will be responsible for washing of dishes during all tea breaks and lunch. Ensure availability of boiling water for all tea bears. Organize the trolley for conference set up. Facilitation of the serving of lunch

and refreshments for the meetings. Cleaning of kitchen equipment while ensuring kitchen hygiene is maintained at all time. Provide a food service functions in the located areas.

ENQUIRIES
APPLICATIONS

- : Ms M. Lamani Tel No: (012) 310 5948
- : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
- : Ms M Masubelele

FOR ATTENTION