

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 : 14 July 2023 at 16H00

NOTE : 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 over-crowding 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.

OTHER POSTS

POST 22/185 : **DEPUTY DIRECTOR: FINANCE PRIVATE LEASES REF NO: 2023/147 (X7 POSTS)**
(Twelve Months Contract)
(Re-advert all applicants who previously applied are encourage to re-apply).

SALARY : R811 560.per annum. (All-inclusive salary package) Total package to be structured in accordance with the rules of the Middle Management service

CENTRE : Head Office (Pretoria)

REQUIREMENTS

A three year tertiary qualification (NQF Level 6) in Financial Accounting/Financial Management or related qualification with relevant experiences. Willingness to travel with a valid driver's licence. KNOWLEDGE: A candidate must have public sector experience, extensive applied knowledge of the PFMA, GRAP/IFRS accounting standards. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES

: Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence for leases. Develop audit action plans and monitor implementation thereof. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (Main focus on leases but could also include accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Provide technical accounting support to line function and finance officials. Drafting reports with regards to progress made and escalating challenges experienced. Empower officials with GRAP accounting and financial management skills development.

ENQUIRIES

: Mr A Joubert, Tel: (012) 406 1744

APPLICATIONS

: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria. For attention: Ms NP Mudau

POST 22/186

: **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2023/148**

SALARY CENTRE

: R527 298.per annum
: Bloemfontein Regional Office

REQUIREMENTS

: A three year tertiary qualification (NQF Level 6) in Mechanical Engineering; or N 3 and a passed trade test in Mechanical Field with appropriate experience in mechanical. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy. A valid driver's licence.

DUTIES

: Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for

fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.

ENQUIRIES : Mr. L Ramasunzi, Tel: (051) 408 7425
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 22/187 : **ASSISTANT DIRECTOR: LEASING-REAL ESTATE MANAGEMENT SERVICES REF NO: 2023/149**

SALARY : R527 298.per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management or equivalent qualification. Relevant experience in Leasing. Valid driver's license. Knowledge and understanding of Government procurement systems. Good financial as well as strong negotiations skills. Sound analytical and interpersonal skills. Knowledge of building inspections and the real estate markets and its trends. Ability to work under pressure.

DUTIES : Obtain cost effective hired office accommodation, unimproved and housing for all National Government Departments. Maintenance of PMIS for all leased properties to ensure timeous rental payment. Submission of all statistical monthly reports to Head of Section. Compilation of budget for hiring of accommodation, repairs and refurbishment as well as day to day maintenance of leased properties. Financial control over expenditure of allocated funds. Liaison with Client Departments and also building owners and lease administrators to ensure client satisfaction. Perform supervisory functions. Ensure compliance with relevant legislations and acts to avoid qualified audits.

ENQUIRIES : Ms P. Sethwana, Tel: (012) 310 5118
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251Skinner AVN Building, Cnr Andries and Skinner Street Pretoria. For attention: Ms K. Tlhapane/ Ms C Lekganyane

POST 22/188 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2023/150**
(People with disabilities are encouraged to apply)
(24 Months Contract)

SALARY : R424 104. per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance / Internal Audit with appropriate working experience in internal control environment within finance or supply chain management or internal audit. Appropriate working experience at a supervisory level. Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP). International standards and property industry. Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS). Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework. Tender Solutions Suites. ICT Procurement. Skills: Communication skills both written and verbal, interpersonal skills, administrative skills, report writing, problem solving skills and decision-making skills, Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels, assertiveness, accuracy and attention to detail, dedicated, hardworking, ability to work under stressful conditions, team player, people and client orientated, goal and solution orientated, trustworthy and leadership. Valid driver's license. Willingness to travel and work irregular hours.

DUTIES : The effective implementation of internal controls within Finance, Supply Chain Management and Legal Contract performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental Finance and SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts. Identify cases of non-compliance in the Department by

performing pre-audit and post-audit of payments and SCM processes. Coordinating internal compliance review and monitoring activities. Review and provide inputs for the updating of SCM standard operating procedure manual, delegations document and policy for the Department. Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury. Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis. Reporting non-compliant/irregularities to National treasury monthly. Compile report on Non-compliance for condonation for purpose of financial statements. Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties. Make follow up on cases of financial misconduct referred to investigations. Adopt systematic approach to prevent risk. Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit. Serve as Secretariat to the Audit Steering Committee as and when required. Supervise, mentor and manage staff

**ENQUIRIES
APPLICATIONS**

: Ms. N Ndiyane, Tel: (021) 402 2108
 : 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 22/189

: **ASSISTANT DIRECTOR: HR RECRUITMENT REF NO: 2023/151 (X2 POSTS)**
 (36 Months Contract)
 (Re-advert all applicants who previously applied are encourage to re-apply).

**SALARY
CENTRE
REQUIREMENTS**

: R424 104.per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Public Management, Public Administration, Management Sciences, Social Sciences or related field. Plus relevant years of experience in Human Resource Recruitment. Knowledge of Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management. Skills: Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation and Analytical thinking. Communication and report writing abilities.

DUTIES

: Maintain and implement recruitment strategies and policies:- Contribute in conducting research on latest developments in the field of recruitment and selection; Participate in the development and review of recruitment and selection policy & strategy in line with applicable prescripts; Implement recruitment plan based on organisational structure changes and new vacancies; Advise line managers on recruitment best practices. Coordinate and implement advertising processes - Receive and implement staff requisitions forms and motivation for posts to be advertised; Facilitate the drafting of advertisements; obtain quotes for placement of advertisements; facilitate approval of adverts; Arrange placement bookings with advertisement agencies. Provide professional support and advice on recruitment to line managers; Ensure approval of adverts; Facilitation of placement bookings with advertisement agencies. Manage, coordinate and implement selection processes: Facilitate and implement selection processes: Facilitate sorting of received applications; Coordinate the shortlisting of suitable candidates; Oversee all administrative arrangements relating to selection process such as; Arrangement of venues, Preparing interview packs, Arrangement of tests (such as pre-employment checks) and criminal checks, Providing suitable arrangements for applicants with special needs etc. Participate in the selection panels; Prepare submissions for appointments. Facilitate the compilation of appointment letters. Compile and maintain reports on Recruitment and Selection related issues. Supervise employees to ensure an effective service delivery: General supervision of employees; allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms NP Mudau, Tel: (012) 406 1548
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 22/190 : **ASSISTANT DIRECTOR: SECURITY MANAGEMENT REF NO: 2023/152**

SALARY : R424 104.per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in the Security Management, Security Risk Management. Psira grade B. Computer literacy. Extensive working experience in Security Management. NIA Security Advisory Training. Drivers licence. Must be prepared to travel. Must be willing to attend courses. Must be prepared to work irregular and long hours. Knowledge: Relevant legislations related to Public Security, including Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Discipline procedure and what constitutes unprofessional conduct. Regional Business Processes. Risk and Threat Management. Safety and security management and administration, including (Security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and communication security). Security environment (State security Agency). Security breaches investigation. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Detective skills. Analytical thinking. Problem solving skill. Decision making skill. Motivational skill. Conflict management.

DUTIES : Assist in conducting physical Security audits to the building to determine physical security measures. Assist in conduct threat and Risk Assessment. Conduct security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Conduct sites visits to the private security service providers. Provide and manage access cards and keys to the staff. Conduct the after-hours inspections. Coordinated screening of the recommended candidates for employment and the service providers. Supervise security staff and maintain discipline.

ENQUIRIES : Mr M.R. Ramaremela, Tel: (051) 408 7315
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 22/191 : **ASISSTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2023/153**

SALARY : R424 104.per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management (SCM), Public Management, Asset Management, Logistics/Purchasing Management plus appropriate experience in movable asset Management. Knowledge: The Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), Treasury Regulations Supply Chain Management policies procedures Financial Systems (LOGIS and SAGE Systems) Contractual policies and procedures. Effective communication (Verbal and written) skills Report writing Numeracy Computer literacy Interpersonal Relations Willingness to adapt the work schedule in accordance with office requirements. Valid driver's license and willingness to travel. Knowledge of HR Management practices, Negotiations and dealing with conflicts Three year related SCM or asset Management supply experience on level 7-8 or equivalent level. Ability to work long hours

DUTIES : Monitor and review the capturing of all physical (movable assets) in the electronical asset Management register; Monitor and reviews the allocation of assets to asset holders; Oversee and review the monitoring of assets in accordance with the relevant policy and procedures; Promote correct implementation of sound asset management process; Supervise employees to ensure physical sound management; Administer financial reporting processes on movable asset; Obtain relevant report on sage and logis; Identify problem areas and submit founds to rectify ; Manage the disposal and transfers

movable asset; Reconcile information on sage and logis; Keep record of redundant, unserviceable and broken asset

ENQUIRIES APPLICATIONS : Mr. M Lesetla, Tel: (051) 408 7507

: 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 22/192 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2023/154**

SALARY CENTRE REQUIREMENTS : R359 517.per annum

: Bloemfontein Regional Office

: A three year tertiary qualification (NQF Level 6) in Mechanical accompanied by proven Technical experience within mechanical environment or N3 plus trade test completed successfully plus appropriate technical experience in the mechanical environment. A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES APPLICATIONS : Mr. L Ramasunzi, Tel: (051) 408 7425

: 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 22/193 : **SENIOR ADMIN OFFICER: SCM DEMAND MANAGEMENT REF NO: 2023/155**

SALARY CENTRE REQUIREMENTS : R359 517.per annum

: Bloemfontein Regional Office

: A three year tertiary qualification (NQF Level 6) in Supply Chain Management/Purchasing/Public Management Relevant experience in Procurement/Supply Chain Management and Supervisory experience. Knowledge of Supply Chain Management Framework, the PFMA and Treasury Regulations, PPPFA, Prescripts on CIDB and understanding of Advertising process, Suppliers Database Management , Scheduling of the Bid Committees and committee secretarial functions and Reporting at Regional level, Good communication skills- written and verbal. Knowledge of government procurement systems, Computer literacy (MS Office packages). Strong communication at regional level. People management. Relevant research skills. Organizational management. Performance management. Knowledge and application of relevant procurement legislation \ policies.

DUTIES : conduct a market and industry analysis, consult with relevant stakeholders to determine their challenges, opportunities and risks, review previous procurement and identify the frequency of needs. Analyse the identified needs in line with Supply Chain strategy, collect data commodity analysis and checking for alternatives, contribute in determining and developing products proposals for implementation based on the results of the research. Facilitate the process of developing the Departmental Annual Procurement Plan, Facilitate and advice on the process of drafting specifications/terms of reference, Provide admin support to the relevant committees and the unit. Ensure adherence to prescripts in all submissions to SCM. Supervise and Manage staff work performance. Perform any other assigned duties in relation to the implementation of the supply chain management.

ENQUIRIES : Mr M Mnyaka, Tel: (051) 408 7369

- 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 22/194** : **SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: 2023/156**
- SALARY** : R359 517.per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance/Accounting or equivalent in financial related field and with relevant work experience. The following will serve as a recommendation: Knowledge of PFMA and Treasury Regulations. Knowledge of LOGIS and BAS/SAGE and Computer literacy. Be able to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver's license will be an added advantage.
- DUTIES** : To supervise the Expenditure Section. Duties will include the following amongst others, to authorise/approve the payments and journal transactions on transversal systems, such as BAS/SAGE, PMIS, WCS and Persal. To ensure the reconciliation of business systems and clearance of Suspense Accounts. Ensure the consolidation and submission of Interim/Annual Financial Statements inputs to Head Office. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her supervision. To attend to other related duties as delegated by management.
- ENQUIRIES** : Ms. L. Mabusu, Tel: (012) 310 5929
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251Skinner AVN Building, Cnr Andries and Skinner Street Pretoria. For attention: Ms K. Tlhapane/ Ms C Lekganyane
- POST 22/195** : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/157**
- SALARY** : R359 517.per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) with Finance/Accounting as major subject. Relevant experience in supervision of payment and management of creditors. Knowledge of PFMA and Treasury Regulations. Knowledge of PFMA, National Treasury Instructions and other financial prescripts. Computer literacy, dedicated and hardworking and be able to work under pressure. Good verbal and written communication skills. Valid Driver's License. Ability to manage staff and meet deadlines.
- DUTIES** : Countersign all payments and manage batch registers to avoid fruitless, irregular and non-compliant expenditure. Accurately perform and review creditor reconciliations. Analyse historical data and age-analysis of suppliers and municipalities. Compilation and review of trade creditors, accruals and invoice tracking reports. Audit payments, approve reports and submit all batches to Finance. Assist with audit queries. Assist with authorization of payments as per his/her prescribed delegation. Manage leave register and the attendance register. Attend meetings arranged with municipalities, client departments and other stakeholders. Attend to general queries directed to the section and liaise with service providers and client departments. Provide necessary assistance in any work related matter which relates to the unit.
- ENQUIRIES** : Mr. L Funde, Tel: (041) 408 2017
APPLICATIONS : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms. S Mafanya.
- POST 22/196** : **SENIOR STATE ACCOUNTANT: COMPONENT: FINANCE (PROPERTY BUDGET ADMINISTRATION) REF NO: 2023/158**
- SALARY** : R359 517.per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in the Project/Property budget administration field, built environment or financial/budget management with experience in project budget administration. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate

financial reports. Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical, and problem-solving skills. Have an understanding of the various facets of the built (construction) environment. Follow a pro-active and creative problem solving approach. Able to work under pressure. Computer literacy in MS Office (with specific reference to MS Word, MS Excel, MS PowerPoint and MS Outlook).

DUTIES : Compile authorisations and relevant documents and update WCS. Determine the availability of funds within the respective budgets/allocations; liaise with Project Managers on budget related matters; liaise with PBA HO for requesting of additional funds; report shortages or surplus of funds to the ASD: PBA, D: Finance and PBA HO; monitor the Implementation programmes in terms of expenditure, cash flow projections, forced tender dates and the overall data integrity of WCS and ensure constant updating where applicable to PBA; assist with budget control, monitoring and reporting of the Capital Works and Repair and Refurbishment budgets; assist with compilation and submission of budget inputs and reports where required; analyse and monitor expenditure levels and engage with Project Managers to establish reasons for underspending; attend various meetings as and when required.

ENQUIRIES APPLICATIONS : Ms DC Mngoma, Tel: (031) 314 7018
 : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/197 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2023/159**

SALARY CENTRE REQUIREMENTS : R359 517.per annum
 : Durban Regional Office
 : A three year tertiary qualification (NQF Level 6) or equivalent Qualification in the built environment disciplines, or N3 plus trade test. Relevant experience in the technical field i.e. Electrical. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's license, Registration with a Professional body in the built environment would be an advantage. Good verbal and written communication skills. Good budgeting and estimating skills, Management and planning skills, knowledge and understanding of the Government procurement system.

DUTIES : Manage day-to-day Electrical / Mechanical / Building maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost Estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, assist in the development of / electrical mechanical programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES APPLICATIONS : Mr MF Dube, Tel: (031) 314 7076
 : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/198 : **STATE ACCOUNTANT: FINACIAL ACCOUNTING REF NO: 2023/160**

SALARY CENTRE REQUIREMENTS : R294 321.per annum
 : Bloemfontein Regional Office
 : A three year tertiary qualification (NQF Level 6) in Accounting, Financial Management, Business Management, Cost and Management Accounting, with relevant appropriate financial experience. Knowledge of financial systems (Persal, Sage, Bas and Pmis) applicable in the Public Service will serve as an advantage. Understanding of PFMA, DORA, Treasury regulations and other relevant government prescripts. Proven financial, Communication & interpersonal skills. Computer literacy. Preferably in Excel and MS Word.

DUTIES : Coordinate and process payments on Persal, Sage, Bas and Pmis. Relieving of cashier on adhoc periods and maintain cash and receipts of the cashier's Office, Ensure the safekeeping of persal files, prepare salary related suspense

accounts, exercise effective filing system to safe guard financial documents. Validate and verified invoices and receipts. Administer received accounts from legal and other institutions, source and provide information regarding payments received, capture salary related payments and sundry expenditure according to delegation. Compiling and clearing of various suspense accounts, maintain the replenishment of petty cash on the systems, compile the reconciliation of financial systems compile and update reports regarding the management of suspense accounts.

ENQUIRIES APPLICATIONS : Mr. M Mokoena, Tel: (051) 408 7376
 : 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 22/199 : **PERSONAL ASSISTANT REF NO: 2023/161**

SALARY CENTRE REQUIREMENTS : R294 321.per annum
 : Kimberley Regional Office
 : A three year tertiary qualification (NQF Level 6) in Secretarial or equivalent qualification and relevant experience. Wild range of office management and administrative tasks. Good telephone etiquette. Demonstrative computer literacy. Relevant legislation. Basic financial administration. Advanced communication (verbal and written). Sound organization skills. Good people skills. Language skills. Ability to communicate well with people at deferent levels. Basic numeracy. Interpersonal skills. Office administration and organizational skills. Planning and organizing. Ability to research. Ability to act with tact and discretion. People orientated.

DUTIES : Administer diary and provide information related to office, manage visitors and visit of the Chief Director. Provide logistical support for relevant activates in the office. Engage with other stakeholders from regions. Provide a secretarial/ receptionist support service to the Regional Manager. Render administrative support services. Provide support to manager regarding meetings. Support the manager with the administration of the Managers budget.

ENQUIRIES APPLICATIONS : Ms P Moalahi, Tel: (053) 838 5211
 : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane

POST 22/200 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/162**

SALARY CENTRE REQUIREMENTS : R294 321.per annum
 : Cape Town Regional Office
 : A three year tertiary qualification (NQF Level 6) in the Finance/Accounting field. Appropriate experience in finance/property payments. Experience in the accounts payments section will be an added advantage. Basic understanding of Public Finance Management Act, and other property related legislations. Must be able to resolve problems efficiently and work well under pressure. Computer literacy, good communication and interpersonal skills. Good written, analytical and financial management skills. A valid driver's license.

DUTIES : Payment of accounts received from Municipalities, landlords and service providers in respect of municipal services and rates and taxes for state owned assets and leased accommodation. Handling of enquiries from municipalities. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Perform any other property payments related functions when necessary. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals. Manage all accounts on the portfolio and ensure all accounts are paid within 30 days and in line with documented procures and internal controls.

ENQUIRIES APPLICATIONS : Mr. B H Berends, Tel: (021) 402 2309
 : 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 22/201 : **STATE ACCOUNTANT: INTERNAL CONTROL (X2 POSTS) REF NO: 2023/163**
(24 Months Contract)
(People with disabilities are encouraged to apply)

SALARY : R294 321.per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance, Auditing, Management, Supply Chain Management. The incumbent must have extensive knowledge of Supply Chain Management processes and procedures, good interpersonal, administrative, managerial skills, report writing, accounting and numeric skills, analytical, communication skills, interpersonal skills and problem solving skills.

DUTIES : Conduct the inspection of Finance and SCM related systems (e.g. BAS, LOGIS, PERSAL, Supplier Database, SAGE and PMIS) to identify ineffective internal controls. Identify and communicate internal control deficiencies. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure, Receive audit queries and requests from auditors and identify responsible branches / units for dissemination. Update records / schedules of audit queries and requests. Follow up with branches / units on outstanding responses and requested information. Disseminate the request for the Internal Control Dashboard. Conduct investigations on reported cases of financial misconduct, Irregular Expenditure and Fruitless and Wasteful Expenditure. Provide inputs to the report on non-compliant transactions. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure. Provide administrative and supervisory services to support effective functioning of the sub-directorate:-Maintain and report registers of post audit transactions and submit to supervisor, Maintain working papers for audit trail purposes, Provide logistical service in the sub-directorate, Administer the flow of information in and out of the office, Prepare administration reports as required, ensure adherence to developed and approved internal controls.

ENQUIRIES : Ms. Y Mntonintshi, Tel: (021) 402 2347
APPLICATIONS : 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 22/202 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/164**

SALARY : R294 321.per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Internal Auditing/Financial Management or equivalent, experience in Supply chain management. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards, Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours. Valid driver's licence, Ability to adapt in accordance to office requirements.

DUTIES : Manage the irregular, fruitless and wasteful expenditure Investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the delegated authority. Review the adequacy of evidence gathered to substantiate the investigation conclusion. Coordinate and present investigated cases at the Technical Advisory Committee (TAC). Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure. Perform pre-audit and post-audit duties.

ENQUIRIES : Mr. M Tshangana, Tel: (041) 408 2097

- APPLICATIONS** : Port Elizabeth Regional Office Applications : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms. S Mafanya
- POST 22/203** : **ADMINISTRATION OFFICER: PROJECT SUPPORT REF NO: 2023/165**
- SALARY** : R294 321.per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) preferably in the field of Public Management/Administration with relevant experience in the following areas: fully conversant in the Microsoft Office suite, complemented by a proven ability to type own reports of a high quality, experience in WCS, excellent communication skills (both verbal and written), sense of urgency and drive, outstanding organisational skills and the ability to work with figured, team player who will assist Project Managers and Engineers with various administrative duties in projects, good inter-personal skills, ability to multi-skill, attend section meetings and take minutes. Computer literacy (MS Word, PowerPoint, Excel and Outlook), ability to work independently. Knowledge and understanding of government administration procedures.
- DUTIES** : Render office assistance in projects. Prepare progress payments to service providers. Make travel and accommodation arrangements. Compile subsistence and travel claims. Assist with the vesting of state property. Assist with the updating of the Property Management Information Systems (PMIS). Attend to land administration queries. Type letters, minutes of the meetings and general typing. Compile and maintain monthly reporting systems. Perform general administration work in the section, photocopies and filing.
- ENQUIRIES** : Mr. KB Mbhele, Tel: (031) 314 7163
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- POST 22/204** : **ADMIN CLERK: REMS REF NO: 2023/166**
- SALARY** : R202 233.per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 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** : Mrs. M. Lekoeneha, Tel: (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 22/205** : **ADMIN CLERK: PROPERTY MANAGEMENT: UTILISATION AND CONTRACT ADMINISTRATION (X2 POSTS) REF NO: 2023/167**
(People with disabilities are encouraged to apply)
- SALARY** : R202 233.per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate or equivalent qualification with relevant experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), and Property related Acts and Property laws and local regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good

		interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.
<u>DUTIES</u>	:	Updating of the National Immovable Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Develop an understanding of GIAMA and implement the same. Communicate with relevant stakeholders regarding the maintenance of the National Immovable Asset Register. Assist in carrying out regular inspections and prepare reports to ensure maximisation of property utilization. Identify superfluous State properties and prepare disposals. Assist in securing State properties to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Assist in obtaining information for the preparation and conclusion of lease agreements in line with the requirements of the PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property related matters. Assist in the carrying out of property related matters, rental collections, administration, lease renewals and extensions, maintenance, general correspondence, taking and recording minutes etc. Assist in the administrative duties as requested by the Property Manager.
<u>ENQUIRIES</u>	:	Ms. A. Groenewald, Tel: (021) 402 2049
<u>APPLICATIONS</u>	:	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
<u>NOTE</u>	:	Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post
<u>POST 22/206</u>	:	<u>SCM CLERK: MOVABLE ASSET MANAGEMENT REF NO: 2023/168</u>
<u>SALARY</u>	:	R202 233.per annum
<u>CENTRE</u>	:	Cape Town regional office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 Certificate or equivalent qualification. Relevant working experience in Movable Asset Management. The ability to work under pressure. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Asset Management Frame Work, Financial systems (LOGIS). Computer Literacy (MS Word, Excel, Access and Outlook). Strong analytical, administration as well interpersonal skills. Sound financial accounting and budgeting skills. The ability to manage external stakeholders. Proven knowledge of LOGIS and BAS systems (Asset Management Functions). A valid driver's license. Willing to adopt work schedule in accordance with Office requirements.
<u>DUTIES</u>	:	Provide clerical support services in the process of acquiring movable assets. Participate in the physical verification of movable assets. Render administrative assistance in the process of disposing movable assets. Manage stock discrepancies and disposal process. Perform other asset management admin activities. Ensure provision of movable assets to users. Liaise and interact regarding the management of state assets. Liaise with regard to updating of inventories. Updated and compliant asset register. Liaise regarding movable assets order
<u>ENQUIRIES</u>	:	Ms. N Pikoli, Tel: (021) 402 2358
<u>APPLICATIONS</u>	:	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
<u>POST 22/207</u>	:	<u>SCM CLERK: PROVISIONING AND LOGISTICS REF NO: 2023/169</u>
<u>SALARY</u>	:	R202 233.per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 Certificate, with appropriate relevant experience. A three year tertiary qualification in Logistics Management or Public Administration will be added advantage. Knowledge: Interpersonal skills, hardworking, people orientated, ability to work under pressure. Understand Advance SCM Concepts, Procurement Policies, Tender Procedures, Logis

		Literacy, Financial Systems (LOGIS) (BAS), knowledge of payments, orders, posting. SKILLS: Organising, Planning, Report writing, Problem solving, Computer Literacy, Communication, General Office Management.
<u>DUTIES</u>	:	Capture requests for goods and services on the LOGIS system, oversee LOGIS process with regard to stock, capture requests for goods and services, obtain quotations, place orders with suppliers, monitor stock level, maintain supplier database, address general enquiries on Logis, co-ordinate stock takes, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with payments for goods and services, generate orders and capture supplier's invoices. Provide administrative support with regard to the resolution of audit queries; gather information to resolve audit queries.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. P Ndukulu, Tel: (018) 386 5270
	:	Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For attention: Mr. T. Oagile
<u>NOTE</u>	:	The position is ring-fenced for people with disabilities
<u>POST 22/208</u>	:	<u>ADMIN CLERK: WORKS MANAGEMENT REF NO: 2023/170</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R202 233.per annum Kimberley Regional Office A Senior Certificate/Grade 12 Certificate and appropriate experience. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Wide range of office administrative tasks, good telephone etiquette, demonstrative computer literacy, relevant legislation, basic financial administration, advanced communication (verbal and written) sound organisational skill, good people skill, language skills, ability to communicate well with people at deferent levels, basic numeracy, interpersonal skills, office administration and organisational skills, planning and organising, ability to act with tact and discretion, people orientated, hardworking, resourceful, self-motivated, trust worthy, creative. Willing to adapt work schedule in accordance with office requirements
<u>DUTIES</u>	:	Ensure coordination and record complaints. Ensure that all complaints are recorded and attended to. Approve the complaints on Archibus System. Update the status on the Workx4u system using quotation. Capture quotation on the spreadsheet. Follow up on quotation from Works Managers. Check quotation versus the complaints and calculations. Administer and capture payments. Capture approved funds on the system and forward to SCM for order. Follow up on outstanding orders to be issued from SCM. Receive invoices from SCM, update and forward works manager for certification. Receive the certified invoices from works managers. Adhere to 30 days payments of service providers. Receive a recommended report from Control Works Manager. Submit the complaints reports to DD for approval. Compile the 415 forms with the reports and forward to works manager. Receive 415 forms from control works manager forward to DD for funds approval. Compile accruals. Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. 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. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms A Xentsa, Tel: (053) 838 5345
	:	Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane
<u>POST 22/209</u>	:	<u>SENIOR PROCESS CONTROLLER: WATER PURIFICATION AND WASTEWATER TREATMENT PLANT OPERATOR REF NO: 2023/171</u>
<u>SALARY</u>	:	R202 233. per annum

<u>CENTRE REQUIREMENTS</u>	: Kimberley Regional Office (Louisvale) : A Senior Certificate/Grade 12 Certificate (or NTC III); plus [a] Operators Certificate; or [b] Water Treatment Practice N3; or [c] Wastewater Treatment Practice N3; or [d] the Core Unit Standard from the appropriate NQF 4 Qualification; OR NTC III in Water Treatment Practice; OR NTC III in Waste Water Treatment Practice; OR Appropriate NQF 4 Qualification; 2. Appropriate experience in a relevant field. Classification as Process Controller by Department of Water Affairs. A valid Drivers' license. Ability to work shifts. Knowledge of the National Water Act, Water Services Act, Occupational health and safety. Basic laboratory testing, effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving, motivational skills, ability to operate equipment and machines, analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship, hard-working
<u>DUTIES</u>	: Supervise and monitor the operation of water treat plant. Log calls on any defects and malfunctioning at the water treatment plant and wastewater plant. Assist in the compilation of the shift work schedule/rooster. Supervise shift work and monitor leave of all officials. Control the operation of control panels, motors, pumps and valves to regulate flow of wastewater into the treatment plant. Monitor the screening and straining of incoming raw wastewater. Control operation of pumps, engines, and generators through primary, secondary and tertiary stages. Ensure proper disposal of sludge, screenings and grit. Ensure that the final effluent complies with the required standards. Maintain clear water flow rates in accordance with consumption demand. Ensure proper maintenance and sound housekeeping of the plant. Undertake routine inspection on the plant performance and attend to malfunctioning and defects. Perform minor preventative and corrective maintenance. Attend to and report all environmental or operational incidents and hazards. Ensure cleanliness of the plant and grounds at all times. Maintain accurate maintenance information. Perform wastewater treatment administration duties. Log and keep record of all daily operations. Control and keep record of mechanical tools, equipment, and material and maintain them in good working condition. Ensure safekeeping of material, solutions, tools and equipment. Identify resource requirements and special operational needs. Adhere to Health and Safety regulations in terms of OHS Act. Ensure water purification process is in that our waste water treatment plant complies with Water and Sanitation Green drop standards.
<u>ENQUIRIES APPLICATIONS</u>	: Mr B Maano, Tel: (079) 904 2090 : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane
<u>POST 22/210</u>	: <u>RECEPTIONIST REF NO: 2023/172</u>
<u>SALARY</u>	: R171 537.00 per annum
<u>CENTRE REQUIREMENTS</u>	: Polokwane Regional Office : A Senior Certificate/Grade 12 Certificate. Appropriate relevant working experience. Knowledge of Customer service principles and practices. An understanding of legislation, policies and procedures of DPWI, Office Management and Administrative tasks. Advanced communication (verbal and written), skills Computer literacy. Interpersonal skills, Customer service oriented, Planning and organizing, Stress management skill. Personal Attributes: People oriented, Hardworking, Resourceful, Professional Personal Presentation, Initiative, Self-motivated, Respectful, Honesty, Trustworthy and Creative.
<u>DUTIES</u>	: Effectively and efficiently provide receptionist support service within the Department. Receive visitors and or clients, Assist and direct visitors and clients to their destination. Re-direct calls as appropriate and take adequate messages when required. Handle visitor's enquiries whenever possible. Keep a logbook of each day's visitors. Ensure a clean Reception area. Provide a high level of internal and external customer service. Effective management of visits in the office. Preparing documents and reports. Perform other clerical receptionist duties such as filing and transcribing.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. N.A Morgan, Tel: (015) 291 6445 : Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77

Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa

POST 22/211 : **TELECOM OPERATOR: SWITCHBOARD (RING-FENCED FOR PEOPLE WITH DISABILITIES) REF NO: 2023/173**

SALARY : R171 537.per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate or equivalent qualification plus experience as a telecom Operator. Computer literacy and good communication (verbal and written) skills are recommendations. Ability to work under pressure. Answering and transferring calls to rightful recipients. Reporting faulty communication. Updating of the internal telephone list. Provide pin codes to users. Monitoring codes barring as well as call loggings. Administering and distributing telephone accounts. Ensure that excess amounts are recovered from users. Arranging activation of new lines. Keeping all records of telephone accounts as well as extensions.
DUTIES :
ENQUIRIES : Mr BH Khanyeza, Tel (031) 314 7038
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/212 : **HANDYMAN: WORKSHOP REF NO: 2023/174**

SALARY : R147 036.per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : ABET level 4 with relevant experience in a Workshop environment. Must have interpersonal, basic literacy, effective communication and technical skills, operation of equipment, tools, chemicals and technical maintenance. Knowledge of Occupational Health and Safety Act 85 of 1993. Ability to adopt to working schedule in accordance to office requirements. Adherence requirement of the Job. It will be expected of the incumbent to climb ladders for inspection, work in a confined space & perform maintenance in Government Buildings & Other Islands (Marion, Gough & Antarctica).
DUTIES : Assist Artisans with regards to repair and maintenance work in Government Buildings including Other Islands (Marion, Gough & Antarctica). Taking care of hand tools and machines, perform minor repair and maintenance work. Identify maintenance and repair needs, carrying, loading and off- loading of tools as well as material. Check faults for repair and maintenance required and housekeeping of workshop and plant rooms to ensure compliance as per Occupational Health & Safety Act 85 of 1993.
ENQUIRIES : Mr. P Nova, Tel: (082) 699 9222
Mr. Stephens M, Tel: (021) 402 2334
Mr. Mudau T, Tel: (021) 402 2333
APPLICATIONS : 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 22/213 : **DRIVER: WORKSHOP REF NO: 2023/175**

SALARY : R147 036.per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate or equivalent with appropriate experience. Valid driver's license. The following will serve as recommendations: Minimum Information Security Standards (MISS) Act, Technical skills, ability to maintain integrity of confidential information and professionalism, ability to prioritise, basic communication (verbal and written), basic numeracy, basic computer literacy, interpersonal relations.
DUTIES : Perform driver/operator related services, drive departmental officials, clients and visitors as may be requested, transport mail and documents for distribution, complete transport schedule regarding trips travelled. Render auxiliary administrative support as required, supports the security profile of the office, support registry related activities, and support operator related activities. Perform general messenger and delivery service, collect post, parcels and documentation and deliver to specified persons/destinations, ensure proper

control over the movement of documents and face value documents, make copies of documents, fax documents, collect office consumables. Complete transport schedule regarding trips travelled.

ENQUIRIES : Mr MM Zuma, Tel: 072 406 5212

APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/214 : **TRADESMAN AID: WORKSHOP REF NO: 2023/176**

SALARY : R147 036.per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : Must have a Grade 10/ Standard 8 qualification. Relevant workshop experience between 2-5 years in Electrical/ Carpentry or Building. Knowledge: Operation of equipment, workshop tools and machinery. Must have good communication skills and must be able to report effectively. Knowledge of Occupational Health and Safety Act 85 of 1993. A valid driver's license will be considered as an added advantage.

DUTIES : Assist Artisans with regards to repair and maintained work in Government Buildings including Other Islands (Marion, Gough & ANTARCTICA). Taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off-loading of tools as well as material, check faults for repairs and maintenance required and housekeeping of workshop and plant rooms to insure compliance with regards to Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.

ENQUIRIES : Mr. T. Mudau, Tel: (021) 402 2333

Mr. M.G. Stephens, Tel: (021) 402 2334

Mr. M. P Nova, Tel: (021) 402 2348

APPLICATIONS : 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 22/215 : **PHOTOCOPIER/ MACHINE OPERATOR REF NO: 2023/177**

SALARY : R125 373.per annum

CENTRE : Durban Regional Office

REQUIREMENTS : Abet Level 4 or equivalent qualification, coupled with relevant experience. Knowledge of operating machines and tools as well as Department's procurement processes. Effective communication (verbal and written). Interpersonal skills. Time management. Operation of heavy duty photocopy machines. A valid driver license will be an added advantage.

DUTIES : Reproduce high quality copies of files and Correspondence. Utilize and maintain printing and copying machines. Operate the binding machine and bind copies / prints as required.

ENQUIRIES : Mr BH Khanyeza, Tel (031) 314 7038

APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

POST 22/216 : **GROUNDSMAN: HORTICULTURAL SERVICES (FACILITIES MANAGEMENT) REF NO: 2023/178 (X3 POSTS)**

SALARY : R125 373.per annum

CENTRE : Cape Town Regional Office (Rondebosch)

REQUIREMENTS : Applicant must have a Grade 10 / Standard 8 (Junior Certificate) or Abet Level 4 Certificate or equivalent 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. Willing to adopt work schedule in accordance with office requirement.

- 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: (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 22/217** : **CLEANER: FACILITY MANAGEMENT REF NO: 2023/179 (X5 POSTS)**
- SALARY CENTRE** : R125 373.per annum
: Mmabatho Regional Office
: Rustenburg Magistrate Court (X1 Post)
: Ventersdorp Magistrate Court (X1 Post)
: Klerksdorp Magistrate Court (X3 Posts)
- REQUIREMENTS** : Senior Certificate/Grade 12, ABET 2, 3, 4, Passed Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials.
- DUTIES** : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors and offices. Scrubbing, moping and polishing floor. Dust and polish furnitures. Sweep and mop holding cells. Wash windows on the regular basis.
- ENQUIRIES APPLICATIONS** : Mr. B Mabale, Tel: (018) 386 5303
: Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For attention: Mr. T. Oagile