

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 : 08 September 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 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.

OTHER POSTS

POST 30/72 : **DEPUTY DIRECTOR: EPWP PROVINCIAL ROADS REF NO: 2023/333**

SALARY : R958 824 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 Civil Engineering; The candidate must have Knowledge of construction Industry and project management, Experience in Labour-intensive methods of construction; Knowledge of the structure and functioning of the department and government;

Ability to communicate at all levels; Ability to meet tight deadlines whilst delivering excellent results; Ability to work independently and Valid driver's license. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.

DUTIES : Provision of support to provincial roads departments and State-Owned Companies in the Transport sector to ensure implementation of the Expanded Public Works Programme (EPWP) projects in the Infrastructure Sector by providing assistance in the following: selection of suitable projects, advocate for design of projects promoting the use of labour-intensive methods, setting of targets, development of EPWP policies that support implementation of labour intensive methods in the roads sector. Liaison with various stakeholders like the National Department of Transport and provincial roads departments to ensure that adequate technical support is provided to facilitate the implementation of EPWP. Provide assistance to provincial roads departments and relevant State Owned Companies in the transport infrastructure sector in quarterly reporting on the EPWP reporting system. Monitor the use of relevant grants in the roads sector for the implementation of the EPWP. Assist in the compilation of relevant EPWP provincial roads directorate reports.

ENQUIRIES APPLICATIONS : Mr. L. Mulaudzi Tel No: (012) 492 1440
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 30/73 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OFFICER (BUILDING OR CIVIL OR MECHANICAL) REF NO: 2023/334**

SALARY CENTRE REQUIREMENTS : R527 298 per annum
: Cape Town Regional Office
: A three year tertiary qualification (NQF Level 6) in Building or Civil or Mechanical Engineering. Relevant experience in construction or built environment, Project management, Safety Management. Valid driver's License. Registration with recognized institutions as a Candidate or Professional will be added advantage. Knowledge: Occupational Health and Safety Act, National Building Regulations, SANS 10142 –1:2006, SANS Standards, Other relevant Acts and Regulations. Skill: Computer Literacy, Planning and Organizing, Presentation, Conflict management and decision making skills. Prepared to travel and willing to adapt to working schedule in accordance with office requirements.

DUTIES : Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate and conduct OHS inspections in State owned and Leased buildings. Facilitate the issuing of compliance certificates (CC). Ensure Boilers, Incinerators, Lifts, Sub-Stations, Mini sub-station, Transformers, Switch Gears, Sewage Plant are safe and without risk. Conduct incident investigations for recommendations. Check and verify tender documents for the inclusion of H&S Specifications. Approve and ensure each Contractors H&S Plan is maintained on construction site. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise and prepare incident report. Monitor utilization and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with recommendations.

ENQUIRIES APPLICATIONS : Ms. T Kolele Tel No: (021) 402 2063
: 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.

FOR ATTENTION : Ms. C Rossouw

POST 30/74 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO: 2023/335 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
: Cape Town Regional Office
: A three year tertiary qualification (NQF Level 6) in Financial Management/Accounting/ Auditing/ Cost Accounting or related Qualification. Appropriate working experience in a Financial Accounting environment. A valid

(Code B or higher) driving license. Knowledge of Public Finance Management Act (PMFA), National Treasury Regulation, and Standard Chart of Accounts (SCOA). Knowledge of Financial systems PERSAL, LOGIS BAS, & SAGE. Good verbal and written communication skills, problem solving and decision making skills. Ability to work under stressful situations. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Supervise and oversee Salary administration, Debtors and Suspense Accounts. Prepare and process journals to clear Suspense accounts before month end. Provide support and guidance to line functions in relation to Financial Accounting processes and procedures. Review and Authorize journals and Sundry payments. Follow-up on outstanding suspense account balances and debtors. Authorise payments on BAS, SAGE, LOGIS and PERSAL related transactions. Handling of payroll register. Deal with all enquiries by internal and external clients. Give inputs on Interim and Annual Financial Statements. Prepare monthly reconciliation of Financial Systems. Prepare and process documentation to implement a debt or write-off based on Loss Control's recommendation. Ensure that payments are paid within the prescribed period of 30 days. Attend to audit and internal control queries, draft submissions and other correspondence relating to the sphere of work. Coordinate the performance agreements and do half yearly and annual performance reviews for subordinate.

ENQUIRIES APPLICATIONS : Ms. A. Bakubaku Tel No: (021) 402 2101
 : 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.

FOR ATTENTION : Ms. C Rossouw

POST 30/75 : **CHIEF HORTICULTURIST: HORTICULTURE REF NO: 2023/336**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 : Pretoria Regional Office
 : A three year tertiary qualification (NQF Level 6) in Horticulture and/ or Landscaping or an equivalent qualification coupled with appropriate supervisory experience in a Horticultural environment. A valid Code B driver's license. Computer literacy.

DUTIES : Manage garden maintenance activities at State Properties. Manage staff in the unit (Horticultural Services). Assist the Head of the unit in managing garden services contracts. Inspect various sites and ensure that staff comply with the OHSA and other applicable legislation within the Horticultural sector. Ensure the State gardens are well maintained to aesthetically pleasing standards. Procure materials and tools required. Horticultural assets management.

ENQUIRIES APPLICATIONS : Mr L. Nel Tel No: (012) 342 2033
 : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : K. Tihapane/ Ms. MC. Lekganyane

POST 30/76 : **SENIOR ADMINISTRATIVE OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2023/337**

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 : Pretoria Regional Office
 : A three year tertiary qualification (NQF Level 6) in Public Management or Administration, Supply Chain Management or Logistics with appropriate experience in Provisioning. A thorough knowledge of Treasury Regulations, SCM and the procurement delegations and procedures, Public Finance Management Act (PFMA), Financial and budget administration processes and systems, BAS, Logis and General office administrative. Skills required: Communication skills, Report writing, planning and organizing, analytical thinking and client liaison. Ability to work under pressure and ability to communicate at all levels.

DUTIES : Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Verification of payments. Warehouses/stores management. Manage

switchboard. Act as a Logis systems controller. Monitor transversal controls approved by Treasury.

ENQUIRIES APPLICATIONS : Mr. M. Raphesu Tel No: (012) 310 5161
 : 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 : K. Tihapane/ Ms. MC. Lekganyane

POST 30/77 : **SENIOR ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: 2023/338**
 (Re-advertising, previously applicants are encouraged to re- apply)

SALARY CENTRE REQUIREMENTS : R359 517 per annum
 : Pretoria Regional Office
 : A three year tertiary qualification (NQF Level 6) in Administration/ Public Management or equivalent qualification and appropriate relevant working experience. Knowledge: Departmental processes; Office Administration; knowledge of the Framework for Supply Chain Management; knowledge of the prescripts of the Public Service Act and its regulations, Promotion of Access to Information act, Promotion of Administrative Justice Act, Public Finance Management Act. Skills: communication and writing skills, maintenance of confidentiality of information, computer literacy, interpersonal skills, diary management, organising and planning, time management. Personal Attributes: trustworthy, assertive, highly motivated, people oriented, ability to work effectively and efficiently under pressure, ability to work independently, ability to communicate at all levels, ability to meet deadlines whilst delivering excellent results.

DUTIES : Provide effective and efficient administrative support to the section, Legal Services. Maintain filing system electronically and manually; perform logis requests for stationery; drafting of formal standard correspondence to State Attorney and to other Sections; typing of contract agreements and correspondence for Legal Officers; perform office administration functions such as typing, making copies of litigation documents, provisioning of stationery etc.; attend to copying of bulky documents required by the Directorate; make accurate travel and accommodation arrangements; ensure the management, safeguarding and maintenance of the Directorate's assets.

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 : K. Tihapane/ Ms. MC. Lekganyane

POST 30/78 : **ARTISAN FOREMAN: ELECTRICAL REF NO: 2023/339**

SALARY CENTRE REQUIREMENTS : R344 811 per annum, (OSD salary package)
 : Bloemfontein Regional Office
 : Appropriate Trade Test Certificate and five years post qualification experience as an Artisan. N3 / higher relevant technical diploma. Three phase wireman's license will serve as an advantage. A valid driver's license. Knowledge of the PFMA, OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. Candidate must have extensive experience in the electrical and related operations, including repairs, new installations and maintenance in general. Knowledge of general engineering works, plant works, operation of engineering equipment and be able to read and understand electrical drawings.

DUTIES : Design and produce objects with material and equipment according to Job specification and recognized standards. Effective and efficient maintenance of technical faults. Inspect equipment and facilities for technical faults and repairs such according to applicable standards, test repair equipment and facilities against specification, service equipment and/or facilities, update register of maintained and repaired faults, obtain quotations and purchase required equipment and materials, compile and submit reports as required, ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff including Trainee Artisans and learners. Must be willing to work overtime if and when required.

ENQUIRIES : Mr. M Mashinini Tel No: (051) 408 7350

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 30/79 : **ARTISAN FOREMAN: PAINTING REF NO: 2023/340**

SALARY : R344 811 per annum, (OSD salary package)

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : Appropriate Trade Test Certificate in Painting and five years post qualification experience as an Artisan.N3 / Higher relevant technical diploma. Experience in technical and maintenance matters. A valid driver's license. Knowledge of PFMA, OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate.

DUTIES : Effective supervision and management of day to day activities of painting trade. Receive, attend to and follow up on job cards. Inspect facilities for technical faults and repairs such according to applicable standards. Supervise and mentor staff including Trainee Artisans and learners. Assist with financial and procurement administration processes of Workshops. Manage Painting staff. Leave management and personnel performance management. Compile reports and must be willing to work overtime if and when required.

ENQUIRIES : Mr. M Mashinini Tel No: (051) 408 7350

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 30/80 : **STATE ACCOUNTANT: BATCH CONTROLLER REF NO: 2023/341**

SALARY : R294 321 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance or related qualification. Relevant working experience in finance. Knowledge and Understanding of Government budget systems and Financial Systems and Procedures, Supply Chain Management; Public Financial Management Act (PFMA), National Department of Treasury regulations, Guidelines and Directives. Departments' Reconciliation processes; Understanding of Government financial delegations; financial prescripts (GAAP and GRAP. Good verbal and written communication skills; Basic numeracy. Advanced Interpersonal and diplomacy skills, Problem solving and Decision making skills, Numeracy, Statistical skills, Analytical thinking. Ability to work under stressful situations, able to work independently. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Receive WCS, LOGIS and sundry payments documents. Register and keep custody of financial batches, journals and receipts. Assist in attending and settling of clients queries. Ensure that batches issued to client are returned. Archive financial information. Assist the auditing team on compliance testing. Supply audit team to assist with settling of audit queries. Keep records of all requested documents and make follow up if not returned. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports I support of the activities of the unit. Perform other duties as delegated by the supervisor. Attend to queries regarding document handling. Supervise the handling of logistical arrangements in the sub-directorate. Administer the flow of information in and out of the office. Assist with compiling schedules, invoices and financial statements. Supervise subordinates and ensure performance management and development. Prepare administration reports as required. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning. Ensure that all supervises are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms. B Qalazive Tel No: (021) 202 2027

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.

FOR ATTENTION : Ms. C Rossouw

POST 30/81 : **ADMIN OFFICER: PHYSICAL SECURITY REF NO: 2023/342**

SALARY : R294 321 per annum
CENTRE : Mthata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Security Management/Safety Management/Public Administration with relevant experience in security or related field. Driver's License. Knowledge: Relevant legislation related to public security. Including the Minimum Information Security Standards Act (MISS). Disciplinary procedure and what constitute unprofessional conduct. National Information Security Policy. Risk and Threats management. Safety and Security Management and Administration, including (security Audit, physical security measures, contingency, planning, occupational health and safety, personnel security, document security, surveillance, information technology security fire regulation and fire protection and communication security). Security Environment (National Intelligence Agency, South African Policy Service, PSIRA) Skills: Computer literacy, Leadership and management skill, Effective communication at all levels, Report writing, Presentation Skills, Interpersonal and diplomacy skills, Detecting skills, Problem solving skills and Conflict Management.

DUTIES : Security related administration (Security registers, screening and payments). Attend to and report physical security incidents. Monitor security systems and equipment and ensure that they are always functional. Monitor and record the movement of movable assets entering the departmental premises. Monitor access control and key control procedure. Participate in disaster management plans. Inspect all security registers, irregularities and make an entry in the occurrence book and report to supervisor. Report all breaches or alleged breaches of security, or behaviour posing a security risk. Provides administrative and technical support to enhance parking operations.

ENQUIRIES : Ms. MA Mapukata Tel No: (047) 502 7089
APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, 5009 or Hand Deliver to PRD2 Building 5th floor, Sutherland Street, Umtata.

FOR ATTENTION : Ms. N Mzalisi Tel No: (047) 502 7000

POST 30/82 : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2023/343**
(Re-advertising, previously applicants are encouraged to re- apply)

SALARY : R294 321 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Management/Property Management/ Property Law with appropriate experience in leasing and administrations. Computer literate. Excellent verbal and written communication skills. Knowledge and understanding of government procurement procedures and regulations, PFMA and PPPFA/SCM, Understanding of property market and its trends. Valid driver's license.

DUTIES : Acquisition of vacant land and or land with improvement thereon and fixed property. Negotiate with owners for acquisition of land/fixed property and rights thereof for use by clients Departments. Maintain the property Information System for all leased property to ensure timeous rental payments. Prepare and compile reports required by Head of Section and supervisor. Advice supervisor and/or clients on issues related to property acquisition, carry out site inspections to ensure clients satisfaction. Drafting of lease contracts and other documents. Liaise with Clients Departments and Building owners and lease administrator to ensure clients satisfaction.

ENQUIRIES : Mrs. M Lekoeneha Tel No: (051) 408 7531
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 30/83 : **ARTISAN ELETRICAL: WORKSHOP REF NO: 2023/344**

SALARY : R220 533 per annum, (OSD salary package)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance

on Government Buildings. A Trade Test in Electrical in terms of the provision 87 of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant three years or more experience after qualifying as an Artisan. A Valid Code 8/C1 Driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop. NB: The successful candidate must be prepared to work on heights.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993.

ENQUIRIES : Mr. M Mashini Tel No: (051) 408 7350
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

FOR ATTENTION : Mr. D Manus

POST 30/84 : **SCM CLERK: MOVABLE ASSET MANAGEMENT REF NO: 2023/345 (X5 POSTS)**
 (36 Months Contract)

SALARY : R202 233 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Senior Certificate / Grade 12 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 Framework, Financial systems (LOGIS), Computer literacy (MS Word, Excel, Access and Outlook). Strong analytical, and 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.

DUTIES : Provide administrative support services in the process of acquiring movable assets. Assist to conduct departmental physical verification of Movable Assets. To ensure administrative assistance in the process of disposing movable assets. Ensure stock discrepancies are accounted for, and disposal process is followed in a correct procedure. Provision of movable assets to all relevant stakeholders. Liaise with management regarding the state of assets. Make a follow up regard to updating of inventories. Updated and accurate, compliant asset register. Liaise regarding movable assets order.

ENQUIRIES : Ms. N Poswa Tel No: (021) 402 2198
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.

FOR ATTENTION : Ms. C Rossouw

POST 30/85 : **ACCOUNTING CLERK: (BATCH CONTROLLER) REF NO: 2023/346**

SALARY : R202 233 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Senior Certificate / Grade 12 or equivalent Qualification. Relevant working experience in Finance. Knowledge And Understanding of Transversal financial systems; Treasury Regulations; State budgeting procedures; administration; Analytical thinking; Accounting and numeric skills, Budgeting and Communication. Ability to work under pressure, ability to communicate; Problem solving; Creative; Dedicated; Approachable; Innovative. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Receive WCS, LOGIS and sundry payments documents. Register and keep custody of financial batches, journals and receipts. Assist in attending and settling of clients queries. Ensure that batches issued to clients are returned. Supply audit samples to assist with settling of audit queries. Archive financial information. Keep records of all requested documents and make follow up if not returned as agreed. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. Perform other duties as delegated by supervisor. Attend to queries regarding

document handling. Capture PMIS payments, such as unplanned payments, Capture BAS payments. Compile journal entries. Verify the supplier's details on the PMIS system. Reconcile BAS and PMIS system to determine unplanned maintenance. Assist with ordering of material and equipment from suppliers. Administer documentation for requisitions and reports. Submit invoices payments. Organise office logistical matters and act as a general receptionist. Administer placement, work schedules and consolidated leave record of component staff.

ENQUIRIES : Ms. B Qalazive Tel No: (021) 402 2027
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.

FOR ATTENTION : Ms. C Rossouw

POST 30/86 : **ADMINISTRATIVE CLERKS WORKS MANAGEMENT) REF NO: 2023/3487 (X3 POSTS)**
(36 Months Contract)

SALARY : R202 233 per annum
CENTRE : Mthatha regional Office
REQUIREMENTS : Senior Certificate / A Grade 12 or equivalent qualification. Relevant years of experience in clerical and office administration duties or Works Management or Facilities Management. Must have Knowledge computer literacy (word processing, spreadsheets, and presentation), Reapatala, Archibus, Wox4u and papertrail. Good verbal and written communication skills. Basic Knowledge of public finance act, Accruals, report writing and submissions. Sound general office administrative and organizational skills. Ability to work under pressure, independently and to be trustworthy. Good interpersonal relations skills and basic numeracy. Willing to adapt work schedule in accordance with office requirements. Three year qualification (NQF Level 6) in administration qualification or relevant qualification as recognized by SAQA will serve as an advantage.

DUTIES : Ensure co- ordination and record complaints. Ensure all complaints are recorded and attended to. Approve complaints on Archibus System. Update the status on Worx4u system using quotations. Capture quotation on the spread sheet. Follow up on quotations from work managers. Check quotation versus the complaint and calculations. Administer and capture payments. Capture approved fund on the system and forward to SCM for Order. Follow up on outstanding orders to be issued from SCM. Compile Accruals. Compile 415 forms with the reports and for forward to works managers. Receive 415 from control works manager forward to delegated Authority for fund approval. The incumbent will be responsible to perform office administrative activities and liaise with stakeholders relevant to the office. Prepare documents for meetings, presentations and reports and organize office logistical matters. General receptionist and make required transport, travel and accommodation arrangements. Correspondence, documents and reports, draft and type correspondence and documents. Manage the flow of information and documents in the office and the communication to and from office. Processing of forms and documents related to claims, payments, invoices and consultant fees relevant to the office.

ENQUIRIES : Ms. L Mpukane Tel No: (047) 502 7040
APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, 5009 or Hand Deliver to PRD2 Building 5th floor, Sutherland Street, Umtata.

FOR ATTENTION : Ms. N Mzalisi Tel No: (047) 502 7000

POST 30/87 : **GENERAL WORKER: MOVABLE ASSET MANAGEMENT REF NO: 2023/348**
(36 Months Contract)

SALARY : R147 036 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Applicants must be in possession of an ABET certificate equivalent to Grade 10. Good communication skills. Honest and reliable be in good health to cope with the physical demands of the position. Be able to work in a team work. A valid Driver's License.

DUTIES : Perform general assistance work, and service to the department: Load, pack and unload of Assets to the relevant location. Moving and transporting of

Assets to the appropriate destination or location identified by the user department. Ensure Arrangement and packing the furniture into the relevant Store. Wrap Assets in protective material suitable for that particular assets. Ensure that no items are damaged while moving in and out Assets. Place Assets in the requested positions at the new location. Perform inventory monitoring, assets and ensure that no items are lost during transportation process. Assist with the Physical cleaning of Stores and Assets at all times.

ENQUIRIES : Ms. N. Poswa Tel No: (021) 402 2198
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.
FOR ATTENTION : Ms. C Rossouw

POST 30/88 : **TRADESMAN AID: WORKSHOP REF NO: 2023/349**

SALARY : R147 036 per annum
CENTRE : Bloemfontein 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 ensure 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. M Mashinini Tel No: (051) 408 7350
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 30/89 : **GROUNDSMAN REF NO: 2023/350**

SALARY : R125 373 per annum
CENTRE : Bloemfontein Regional Office (Springfontein)
REQUIREMENTS : Grade 10 or Standard 8. Nursery/Gardening experience will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of garden materials and equipments will be an added advantage.

DUTIES : Mowing of lawn areas, both developed and veld grass areas. Watering of plants and avoiding plants dying of malpractice. Keep flower and shrub beds weed free cultivated and well maintained; Pruning dead flower heads of plants in beds, Fertilizing lawn and plant beds; Planting of new plant material in the area; Sweep and rake hard surfaces in responsibility area; Upholding good conduct at all times; Cleaning of restrooms allocated to DPW as per schedule.

ENQUIRIES : Ms. N Nkentsha Tel No: (051) 408 7345
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