

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



CLOSING DATE
NOTE

: 15 September 2023 at 16H00

: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please 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 the appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the following position was advertised in Public Service Vacancy Circular 28 dated 18 August 2023, (1) Senior Administration Officer: Transport Ref No: 2023/319 (2) Artisan Bricklayer: Workshop Ref no: 2023/323 (3) Supervisor: Cleaning Services Ref No: 2023/328 (X2 Posts), please be informed that the positions mentioned circular 28 are being withdraw. And Kindly note that the following position was advertised in Public Service Vacancy Circular 30 dated 25 August 2023 (1) General Worker: Movable Assets Management Ref No: 2023/348, Centre: Cape Town it was advertised with incorrect number of posts which was (X1 post), the correct number will be General Worker: Movable Assets Management Ref No: 2023/348, Centre: Cape Town (X4 Posts), the closing date is extended to 15 September 2023.

MANAGEMENT ECHELON

POST 31/67 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/358**

SALARY : R1 146 540.per annum (all-inclusive package in accordance with OSD rules)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A National Higher Diploma (Built Environment Field) / B-Tech (Built Environment Field)/ Honours Degree in any Built Environment field with a minimum of six (6) years post-qualification experience, must be registered as a Professional Construction Project Manager with the SACPCMP. A valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high-performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES : Ms J Mabaso, Tel: (012) 492 3272
APPLICATIONS : 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 31/68 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/359**

SALARY : R1 146 540 per annum (all-inclusive package in accordance with OSD rules)
CENTRE : Durban Regional Office
REQUIREMENTS : A National Higher Diploma (Built Environment Field) / B-Tech (Built Environment Field)/ Honours Degree in any Built Environment field with a minimum of six (6) years post-qualification experience, must be registered as a Professional Construction Project Manager with the SACPCMP. A valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high-performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.

DUTIES : Monitor the performance of Project Managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of clients are well interpreted into manageable scopes of work. Procure the services of the Built Environment professionals through stipulated supply chain management processes. Coordinate the work of various professionals to

ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and to make recommendations to the approving authority within the department. Process all interim monthly payments as per the conditions of the contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled out to the Head of Directorate to secure all funding required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues with the department. Adhere to conditions of OHS. Conduct research on new best practises of materials, techniques and methods. Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients. Provide expert advice to the department.

**ENQUIRIES
APPLICATIONS**

: Mr KB Mbhele Tel :(031) 314 7163
 : 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

POSY 31/69

: **CHIEF ENGINEER: MECHANICAL (GRADE A) PROJECTS REF NO: 2023/360**

**SALARY
CENTRE
REQUIREMENTS**

: R1 146 540 per annum (all-inclusive package in accordance with OSD rules)
 : Durban Regional Office
 : Engineering degree (B Eng/BSc Eng) or relevant qualification; a minimum of 6 years' post-qualification experience, must be registered with Engineering Council of South Africa (ECSA). A valid driver's license; Prepared to travel; willing to adapt to a working schedule in accordance with office requirements. Knowledge: Mechanical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all mechanical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Skills: Ability to undertake critical review/analysis and apply engineering skills in projects; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software's; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently.

DUTIES

: Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various mechanical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Undertake In-house detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is

- completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians.
- 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 31/70** : **PROFESSIONAL TOWN AND REGIONAL PLANNER REF NO: 2023/361**
(Re-advertising previously applied applicants are previously encourage to reapply)
- SALARY** : R687 879 (all-inclusive package in accordance with OSD rules)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An appropriate degree in Town and Regional Planning supplemented with a minimum of three (3) years post- Professional Registration with South African Council for Planners (SACPLAN) and extensive relevant experience in the field of Town Planning and/ or related built environment. Experience in various facets of Town & Regional Planning and related built environment legislations / policies and plans. Valid SACPLAN Professional Planner registration certificate and valid driver's licence. Knowledge And Skills: Familiar with Built Environment related legislations / policies and plans. In-depth understanding of all Town and Regional Planning processes. Well-developed Project Management skills. Knowledge of Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), Spatial Planning and Land Use Management Act (SPLUMA), National Environmental Management Act (NEMA), treasury regulations and other related government prescripts. Understanding of property development and project management. Stakeholder management skills, problem solving, decision making, communication, interpersonal, report writing, presentation skills, negotiation skills and computer literacy. Personal Attributes: Willing to adapt on work schedule in accordance with office requirements. Ability to work under pressure, willing to travel extensively and ability to communicate at all levels. People orientated, innovative, flexibility and ability to adapt to change. Analytical thinking, hardworking and highly motivated.
- DUTIES** : Leading a team of professionals from different fields from the Department of Public Works & Infrastructure and private sector to marshal and implement property development. Provide professional Town and Regional Planning advice in terms of professional qualifications and experience. Facilitate rapid and punctual delivery of land for the construction of new accommodation for national departments in line with Site Delivery Programme linked to land acquisition and disposal. Conduct research with regards to international best practice process and guidelines. Verify and interpret client department needs, preferences and space norms. Facilitate community involvement / participation and stakeholder support. Prepare site identification audit/ report. Analysis, approval and preparation and site clearance certificates for the proposed development. Apply quality control and verify appropriate site delivery and proactively remove constraints that restrain site clearance progress. Review and formulate Service Level Agreements (SLAs) and Memorandum of Understanding (MoUs) with other state organs/ parastatals and other SOSs. Provide professional and technical support to implementing teams at Head Office or regional level. Facilitate financial management process which contains allocation of budget, payment of consultants, expenditure and human resources. Facilitate and co-ordinate projects for site delivery best practice. Managing private consultants, SOSs/NGOs and officials regarding governmental processes and legislative framework. Develop, implement and maintain the Strategic development plans. Implement relevant Government policies, legislations, Acts and Regulatory Laws in property development. Retrospectively evaluate projects and verify compliance with legal and development conditions. Timely facilitate progress reporting and effective briefing of client. Understand the needs of the clients, prepare terms of reference, brief consultants and scrutinise development conditions. Execute land availability negotiations and entering into service-level agreements with various relevant institutions service providers such as Ingonyama Trust Board, Communal and Traditional land owners, parastatal etc. Resolve environmental impact issues, traffic engineering, heritage impact, land use issues, site demarcation and site development plans etc. Resolve economic development

and planning related matters that affect the South African Provinces. Prepare comprehensive reports and conduct public participation processes with all affected stakeholders. Participate in the formulation and updating of the District and Municipalities Integrated Development Planning (IDPs) meetings.

**ENQUIRIES
APPLICATIONS**

: Mr M Ganiso, tel. (012) 406 1035
: 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 31/71

: **ASSISTANT DIRECTOR: LEASING & ACQUISITIONS REF NO: 2023/362**

**SALARY
CENTRE
REQUIREMENTS**

: R527 298 per annum
: Durban Regional Office
: A three year tertiary qualification (NQF level 6) in Property Management, Financial Management, Legal Studies, Town Planning, Real Estate, Property Law with extensive experience in Property Environment. Extensive experience in Property Acquisitions will be an added advantage. Supervisory Experience. A valid unendorsed driver's license. Willingness to travel. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Property Management Information Sources/Systems, Supply Chain Management Framework, Preferential Procurement Policy Framework, Procurement Directives and Procedures, Government Budget Procedures. Skills: Computer Literacy, Time Management, People Management, Negotiations Skills, Coaching and mentoring skills, Presentation skills, Planning and organizing skills, Diplomacy, Problem solving, Facilitation skills, Effective communication. personal attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-Motivated and Creative.

DUTIES

: Verify confirmation of funds from client's department. Lead the procurement process for all procurements at Head Office. Making findings regarding Offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirement of client department. Support in negotiating terms and conditions of contracts and leases. Compile monthly reports regarding procured properties, ensure lease agreements are within industry trends. Ensure lease optimal procurement practices are followed for all properties. Conduct components monthly report meetings. Compile budget and expenditure reports for the section.

**ENQUIRIES
APPLICATIONS**

: Mr PEM Shozi Tel: (031) 314 7205
: 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 31/72

: **ASSISTANT DIRECTOR: SITE DELIVERY PROGRAMME REF NO: 2023/363**

**SALARY
CENTRE
REQUIREMENTS**

: R527 298 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Town and Regional Planning or relevant qualification recognised by South African Council for Planners to register as Professional Planner and supplemented with a minimum of three (3) years post- qualification and extensive relevant experience in the field of Town Planning administration environment and/ or related built environment. Valid SACPLAN Candidate Certificate and Valid driver's licence are compulsory. Knowledge And Skills: Applicable legislation, Standards and guidelines related to Town and Regional Planning. Technical issues related to Town and Regional Planning, Site layout, feasibility investigations regarding property development, Policy research analysis and development. Procurement processes and procedures. Management of Service Level Agreements and effective communication. Technical report writing, numeracy and computer literacy. Organisation and planning, relationship management, programme and project management. Interpersonal and diplomacy skills, problem solving skills, decision making skills, motivational skills, conflict resolution, negotiation skills, analytical thinking, innovative, creative and Solution orientated. Personal Attributes: Willing to adapt on work schedule in accordance with office requirements. Ability to work under pressure, willing to travel extensively and ability to communicate at all levels. People orientated,

DUTIES

innovative, flexibility and ability to adapt to change. Analytical thinking, hardworking and highly motivated.

: Monitor the implementation of Town and Regional Planning principles on fixed asset development. Manage Site Delivery Programme in line with applicable Town and Regional Planning principles in a fixed asset development and as per set timeframes and budgets. Provide site identification delivery services and manage the Site Delivery Programme. Update National Site Delivery Programme upon receipt of Pre-Design Information Requests (PDIRS). Provide monthly site identification and site delivery programme progress report. Conduct research on social development, community facilitation and public participation process. Ensure verification and Understanding of Client departments' needs, preference and space norms. Ensure community involvement and stakeholder support in projects identification. Ensure adherence to attendance of workshop and meeting for critical site identification. Facilitate site delivery and follow –up on approvals of Town Planning related application with relevant competent authorities. Ensure effective relationship with Client departments, UDM, and other relevant departmental stakeholders. Provide helpdesk and stakeholder liaison services on National Site Delivery Programme and attend to site related inquiries. Follow –up on constraints that delay the site clearance process. Follow-up on property projects acquisition status quo and provide updated monthly acquisition reports. Assist Director to liaise and interact with Client Department regarding site delivery programmes. Coordinate site identification report to reduce turnaround time. Assist Town PLANNERS in the execution of their project and issuing of site clearance certificate and site report upon request by internal and external stakeholders within the department. Ensure communication with stakeholders and handle delegations according to relevant protocols and oversee on private development application comments. Provide programme plan for National Site Delivery Programme. Monitor and guide the daily process which provides receipt and resolution of client enquiries. Make Payments on WCS. Resolve any town planning and other related development matters that affect client sites or assets forwarded to Town planning and provide advice on town planning issues. Facilitate site clearance in terms of Project Execution Plans and manage site clearance standards as agreed with Project Managers. Identify blockages and required interventions. Develop and manage framework for the development of state assets and ensure the involvement of all related stakeholders. Facilitate the development of the applicable framework and coordinate and monitor the implementation thereof in compliance with Town and Regional Planning legislations, standards and guidelines. Evaluate the impact of private developments on adjoining state assets. Participate on the formulation and updating of the District and Municipal Integrated Development Planning (IDPs) meetings.

**ENQUIRIES
APPLICATIONS**

: Mr M Ganiso, Tel: (012) 406 1035
: 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 31/73

: **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (SCM) REF NO 2023/364**

**SALARY
CENTRE
REQUIREMENTS**

: R424 104 per annum
: Gqeberha Regional Office
: A three-year tertiary qualification (NQF level 6) in Public Administration / Public Management / Supply Chain Management / Public Procurement / Finance with relevant working experience at supervisory level in Demand and or Acquisition Management under Supply Chain Management (SCM). Knowledge: Office Administration, WCS, Procurement Policies and directives, Tender procedures, SCM, Reporting Procedures, Meeting procedures and related requirements, Procurement-related Legislation, including the following: The Constitution of S.A., Public Finance Management Act; Framework for Supply Chain Management Practitioners; Treasury Regulations, Preferential Procurement Policy Framework Act; BBBEE Act, Public Service Act; Public Service Regulations; Accuracy, Organising and Planning; General Office Management; Computer literacy; Problem Solving skills; Good team work skills, Good presentation skills, Decision making skills; Presentation skills, Supervisory and Managerial Skills; High ethical standards; Integrity; Maintain confidentiality and trustworthy; Conflict resolution; Good telephone and email

DUTIES

etiquette. Reliable/ loyal; Consistent; Ability to work under stressful situations; Excellent communication skills at all levels; People orientated; Assertive; Hard-working/ helpful; Self-motivated / Confident; Ability to work independently.

: Ensure confirmation of funds prior to advertising; Ensure receipt of relevant documentation in respect of advertising; Ensure tender advert is compiled correctly and forwarded to government printer; local newspapers; Ensure WCS is updated; Ensure advertising is done on CIDB website (i-Tender) for tenders above R500 000, 00; Ensure timeous receipt of tender documents; copies are made and tender is advertised on notice board; Ensure sale of documents and company details are recorded; Ensure tender/quotations are collected, opened and results read at stipulated closing time; Carry out inspections to ensure results are being recorded and published; Check responsive tenders are forwarded to PM's; Ensure validity dates are captured on WCS; Ensure successful contractor / service provider has been checked with National Treasury; Ensure successful contractor is linked on the WCS and funds are verified; Ensure letter are sent to unsuccessful tenderers; Ensure documents are forwarded to Legal Section for the issuing of the LOA; Ensure tender information is updated on WCS; Ensure tender registers are maintained and monthly tender stats are compiled and forwarded to ASD: Procurement; Monitor progress and motivate staff members; conduct quarterly appraisals; Enforce discipline within unit; give instructions and guidance to staff; Ensure that any enquiries received are resolved and ensure all telephone and counter enquiries received in the tender office are attended to and resolved; Ensure that any complaints received in the tender office are attended to and resolved; Render assistance to internal and external clients pertaining to tender matters and ensure same assistance is rendered by the tender office. Assist with audit queries and requests from auditors; Attend to meeting as and when required; Assist in controlling expenditure and cash flow projections; Assist with maintaining commitment registers; Member of Specification and Evaluation Committee; Assist in ensuring due processes are followed in terms of SCM prescripts; Provide advice as and when required.

**ENQUIRIES
APPLICATIONS**

: Mr. TE Matiso, Tel: (041) 408 2007

: 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 31/74

: **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES PLANNING
AND RECRUITMENT REF NO 2023/365**

**SALARY
CENTRE
REQUIREMENTS**

: R359 517 per annum

: Kimberly Regional Office

: A three-year qualification (NQF Level 6) in Human Resource Management or related field. Relevant years' experience in Human Resource Management. Willing to adapt work schedule in accordance with office requirements. Standards, practices, processes and procedures related to HR Recruitment Structure and functioning of the Department. Employment Equity Plan of the Department PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management, Numeracy, Interpersonal and diplomacy skills, advisory skills, supervisory skills, general administration and organisational skills, computer utilisation, analytical thinking, problem solving skills, communication and report writing abilities, creative, ability to work under stressful situations, ability to communicate at all levels, people orientated, punctuality, assertive, hard-working, self-motivated, ability to work independently.

DUTIES

: Facilitate 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. Ensure approval of adverts. Arrange placement bookings with advertisement agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicants' profiles. Facilitate the invitation of short-listed applicants. Represent human resources in interviews of short-listed applicants. Communicate with successful applicants. Verify results, certificates, and qualifications. Facilitate the compilation of appointment letters. Facilitate personnel planning requirements. Compile, maintain and communicate the

Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. 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 N Hlongwane, Tel: (053) 838 5377
APPLICATIONS : Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For attention: Ms N Hlongwane

POST 31/75 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2023/366**

SALARY : R294 321 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Financial Management/ Financial Information System/ Business Management. Accounting and/ or relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.

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

ENQUIRIES : Mr. G Van Niekerk, Tel: (051) 408 7546
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works & Infrastructure, Private Bag X20605, Bloemfontein, 9300 or Hand deliver at 18 President Brandt Street. For attention Mr. D Manus

POST 31/76 : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS AND LEASING REF NO: 2023/367**
(ring-fenced for Persons with disabilities)

SALARY : R294 321 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A three year qualification (NQF Level 6) in Property Management, Real Estate, Built Environment, Public Management or Property Law. Valid Driver's license. Must have relevant experience in acquisition of property and property administration. A sound understanding of Public Finance Management Act (PFMA). Understanding of property market trends and to be able to analyse property market. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems. Effective communication skills

DUTIES : Procure list of properties to be utilized by client departments. Keep track of property markets and its trends. Conduct physical verification of leased properties. Draft lease agreements, submissions and other documentation resulting from negotiations. Advice Client Departments on issues related to property acquisition. Manage lease renewals. Prepare monthly reports.

		Perform administrative related duties within the office. Persons with disability are encouraged to apply.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. P Ngomane Tel: (047) 502 7000
	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For attention: Ms N Mzalisi
<u>POST 31/77</u>	:	<u>ADMINISTRATIVE OFFICER: UTILISATION & CONTRACT ADMINISTRATION REF NO 2023/368</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum
	:	Mthatha Regional Office
	:	A three-year tertiary qualification (NQF level 6) in Real Estate, Built environment, Property Law and appropriate experience in property management, Building and property Law will be an added advantage to assist the section for optimal utilization of state owned properties. Knowledge and understanding of the PFMA, Governmental Immovable Asset Management Act (GIAMA), and Property related acts, Property laws and local regulations. Candidate must have strictly drivers licence and be willing to travel. Support the repayment or recovery of outstanding debts and administrate the write off of bad debts. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<u>DUTIES</u>	:	Updating of the National fixed asset on the property management Information System (PMIS) 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. Ensure the compliance to GIAMA. Communicate with relevant stake holders regarding the maintenance of the national fixed asset. Carry out regular inspections on state owned properties to ensure maximization of property utilization. Ensure state properties are secured by requesting security services to appoint a security company in trying to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation. Administrate property related contracts and agreements by undertaking tenants verification. Liaise with tenants and clients to attend to complaints from both sides and also update PMIS. Ensure compliance to PFMA, Treasury regulations and other prescripts and policies of the department. Liaise with al spheres of government(s) in respect of property related matters. Carry out all property related matters, rental collection, administration, lease renewals and extension, maintenance etc. Administrate duties as requested by your supervisor.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N Twatwa Tel: (047) 502 7000
	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For attention: Ms N Mzalisi
<u>POST 31/78</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO 2023/369</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R294 321 per annum
	:	Umtata Regional Office
	:	A three year tertiary qualification (NQF Level 6) in Finance, Auditing, Supply Chain Management, Financial Management, Accounting. Appropriate experience in Internal Control / Pre-audit, Supply Chain Management and Finance. Knowledge: Financial prescripts and international standards, Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework. Knowledge of Government Financial system (BAS, PERSAL, PMIS, and LOGIS). Skills and Personal Attributes: Analytical skills, Good communication skills both written and verbal, Ability to work under pressure and meet deadlines. Willingness to work irregular hours
<u>DUTIES</u>	:	The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practise note, policies and inform about new prescripts from National Treasury. Identify non-compliance issues by doing the pre-audit and post-audit. Compile a report non-compliance for

coordination for purposes of financial statement. Review and update SCM standard operating procedure manual, delegation documents and policy for the department. Update the risk register. Reporting on regular basis to Senior Management and National Treasury on the performance of SCM. Provide effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Verify by scrutinizing contract documents for compliance. Compile monthly registers for Irregular Expenditure, Fruitless & Wasteful Expenditure

ENQUIRIES : Mr. Ngqongqo, Tel: (047) 502 7003
APPLICATION : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works & Infrastructure Private Bag X 5007, Sutherland Street, Mtata 5099 or Hand Deliver at 29 Sutherland Street, PRD II, 5th Floor, Mtata. For attention: Ms. N Mzalisi

POST 31/79 : **ARTISAN PRODUCTION GRADE A: ELECTRICAL REF NO: 2023/370**

SALARY : R223 620 per annum (OSD salary package)
CENTRE : Durban Regional Office
REQUIREMENTS : Passing of an Electrical Trade Test in terms of the Provisions of Section 13 (2) (h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act, Minimum of 2 years qualified as an Artisan. Valid Driver's license code 8 or more. Knowledge of OHS Act. Problem solving skills, ability to communicate effectively at operational level. Supervision skills. Technical skills.

DUTIES : Maintenance including new work to electrical infrastructure works. Maintain tool. Compile material quantities per project. Supervise assistants and trainees. Do quotations for materials and tools. Report technical faults. Perform electrical related duties. Do electrical faults finding. To work after hours and over the weekends when requested to do so. Compile and update on job cards allocated to you. Transport electrical officials, tools & equipment to sites. Mentor electrical trainees and general workers.

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 31/80 : **SUPPLY CHAIN MANAGEMENT CLERK: PROVISIONING AND LOGISTICS REF NO: 2023/371**

SALARY : R202 233 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate / Grade 12 certificate or equivalent qualification. Extensive administration experience. Good communication skills (written and verbal). LOGIS literacy. Good planning and or Organizational skills. Ability to work independently and under pressure is essential. Computer literacy (MS Office Packages). Knowledge of SCM, PFMA and PPPFA.

DUTIES : Capture requests for goods and services on LOGIS. Place manual and LOGIS purchase orders with suppliers. Ensure that entity maintenance forms are completed by suppliers, checked and forwarded to Finance. Ensure that vetting documents are provided by service providers, checked and forwarded to Security for screening. Monitor stock levels. Receive and issue stock. Processing of sundry and LOGIS payments and ensuring that invoices are paid within 30 days. Perform monthly reconciliation of payments. Updating of invoices on the Invoice Tracking system, Reapatala. Conduct stock taking. Address general enquiries on LOGIS.

ENQUIRIES : Mr BH Khanyeza Tel (031) 3147038
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 31/81 : **DRIVER OPERATOR/MESSENGER: WORKSHOP REF NO: 2023/372**

SALARY : R147 036 per annum
CENTRE : Durban Regional Office

- REQUIREMENTS** : A Senior Certificate / Grade 12 certificate. Relevant driving experience. Valid driver's license Code 10/ C 1 or above. Valid Professional Driving Permit (PDP), 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 Workshop related activities. Perform general messenger and delivery service, collect post, parcels material, documentation and deliver to specified persons/destinations, ensure proper control over the movement of documents and face value documents, make copies of documents, scan/ email documents, collect office consumables and material.
- 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