

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 : 13 October 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 34/93 : **CHIEF ENGINEER GRADE A: CIVIL REF NO: 2023/382**

SALARY : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office

REQUIREMENTS : At least a BSc or BEng in Civil Engineering Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in

various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract.). (Postgraduate qualification will be an added advantage). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

DUTIES : Technical specification and 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 civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

ENQUIRIES : Ms T Kolele Tel No: (021) 402 2063
APPLICATIONS : Cape Town Regional Office: 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 34/94 : **CHIEF ENGINEER GRADE A: STRUCTURAL REF NO: 2023/383**

SALARY : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)

CENTRE : Cape Town Regional Office

REQUIREMENTS : At least a BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures (such as industrial, residential and office building; water and waste water treatment works, bridges, dams etc.); Steel structures (such as industrial and office buildings) and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. (Postgraduate qualification will be an added advantage). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.

DUTIES : Technical specification and 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 civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects.

Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.

<u>ENQUIRIES</u>	:	Ms T Kolele Tel No: (021) 402 2063
<u>APPLICATIONS</u>	:	Cape Town Regional Office: 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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 34/95</u>	:	<u>CHIEF ENGINEER: ELECTRICAL (GRADE A) REF NO: 2023/384</u>
<u>SALARY</u>	:	R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as an Engineer in Building Services Environment; compulsory registration with ECSA as professional Engineer. Project Management; Electrical Engineering. Project Management; Electrical Engineering. Electrical Engineering best practice; Project Management; Extensive knowledge of all electrical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices and management methods. Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting

and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular updating of standardised electrical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

- ENQUIRIES** : Ms. T Kolele Tel No: (021) 402 2063
- APPLICATIONS** : Cape Town Regional Office: 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 34/96** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2023/385**
- SALARY** : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : Engineering degree (B Eng/ BSC (Eng) or relevant qualification; 6 years post qualification experience as an Engineer in Building Services Environment; compulsory registration with ECSA as professional Engineer. Project Management; Mechanical Engineering. Project Management; Mechanical Engineering. Mechanical Engineering best practice; Project Management; Extensive knowledge of all Mechanical engineering aspects of the building and construction environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Contract Management. Ability to undertake critical review/analysis and provide technical advice; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Numeracy; Computer Literacy; Planning and Organising; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hard-working; Ability to work independently. Drivers' license; Prepared to travel; willing to adapt to working schedule in accordance with office requirements.
- DUTIES** : Engineering design and analysis effectiveness; Perform final review and approvals or audits on new engineering designs according to design principles or theory; Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology; Pioneering of new engineering practices and management methods. Maintain engineering operational effectiveness; Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources; Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability; Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Manage significant projects risk according to sound risk management practice and organizational requirements; Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks; Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management; Manage the operational maintenance & capital projects portfolios for the operation to ensure effective resourcing according to organizational needs and objectives; Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles; People management; Manage the development, motivation and utilization of human

resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements; Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final consultants payments. Accept responsibility for the development, implementation, review and regular updating of standardised mechanical engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor in-house projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians. Comply with Engineering Services requirements to ensure uniform best practices across the department.

- ENQUIRIES** : Ms. T. Kolele Tel No: (021) 402 2063
- APPLICATIONS** : Cape Town Regional Office: 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 34/97** : **CHIEF ENGINEERS GRADE A: CIVIL REF NO: 2023/386 (X2 POSTS)**
- SALARY** : R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : At least a BSc or BEng in Civil Engineering. Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years' post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: geotechnical investigations and designs; water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract.) (Postgraduate qualification will be an added advantage). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior engineers, technicians, technologist and candidates.
- DUTIES** : Technical specification and 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 civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
- ENQUIRIES** : Mr M Ramushu Tel No: (012) 406 2109
- APPLICATIONS** : Head Office: 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

<u>POST 34/98</u>	:	<u>CHIEF QUANTITY SURVEYOR: GRADE A REF NO: 2023/387</u>
<u>SALARY</u>	:	R1 146 540 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Cape Town regional Office
<u>REQUIREMENTS</u>	:	B Degree in Quantity Surveying or equivalent. Be registered as a Professional Quantity Surveyor with SACQSP (South African Council for the Quantity Surveying Profession). Relevant experience: Six years post qualification and relevant experience in working on infrastructure projects (both capital / new and maintenance / existing) from inception to completion. Incumbent should be proficient in technical consulting and technical report writing. Must be able to draw up Bill of Quantities, submitting payment certificates and budget control of projects. Experience with institutional systems / processes. Candidate must be able to operate independently and as part of a team. Appropriate and good understanding of all relevant legislation and construction industry contracts. Good human relations. Good and oral written communication skills. Knowledge of Public Finance Management Act, Occupational Health and Safety Act, Supply chain management, Contract Management. Applied knowledge of all Built environment legislations/regulating requirements. A valid driver's license and the ability/willingness to travel.
<u>DUTIES</u>	:	Provide technical support to Project Managers in evaluating effectiveness and/or efficiency of solutions offered by consultants. Maintenance of operational agreements between Client Departments and Department of Public Works. Provide a quality survey on all building designs. Inspect buildings in the process of construction and ensure that the required standards are being applied in the building process-report on such inspections. Inspect existing buildings to ensure that the state property is sensibly utilized and not wasted. Perform final review and approval or audits on new architectural designs according to design principles, Set maintenance standards specifications and service levels according to organizational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on architectural related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinize and approve architectural fee accounts of consultants. Mentor, train and develop candidates and related technical personnel to promote skills/knowledge transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms T Kolele Tel No: (021) 402 2063
<u>APPLICATIONS</u>	:	Cape Town Regional Office: 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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 34/99</u>	:	<u>DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2023/388</u> (People with disabilities are encouraged to apply)
<u>SALARY</u>	:	R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Information Technology. Minimum relevant working experience in property management, IT environment, or Systems and Data Management, Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143 / (012) 406 2043

APPLICATIONS : Head Office: 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 34/100 : **DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT (DEFENCE & SOCIAL CLUSTERS) REF NO: 2023/389**
(Re-advertisement, applicants who applied previously are encouraged to reapply)

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 Real Estate and Property Management. Appropriate experience in Asset (immovable) Management/ Property Management or Facilities Management. Relevant management experience. Knowledge: Asset (immovable) Management. Property Management. Government Immovable Asset Management Act, 2007. Public Finance Management Act, 1999. Treasury regulations. Property related legislations. Project management. Skills: Problem solving. Planning and organising. Strategic planning. Time management. Computer literacy. Facilitation skills. Report writing. Feasibility analysis. Analytical thinking. Good communication skills. Interpersonal skills. Personal Attributes: Goal and solution orientated. Self-driven. Assertiveness. People and client orientated. Team player. Innovative. Ability to adapt work schedule in response to operational requirements. Willingness to travel and driver's license.

DUTIES : The incumbent will be responsible for immovable asset management functions within the department with the following key result areas aligned to the approved Strategic Plan, Annual Performance Plan and Business Plan: Assist with the development and review of Custodian Asset (immovable) Management Plans. Develop Implementation Programmes to address user departments and custodian's accommodation requirements. Programme Management. Assess the performance (i.e. physical/ functional, financial and utilisation) of state-owned facilities and recommend possible intervention measures. Prioritise investment solutions in line with life cycle asset (immovable) management principles. General management of immovable assets under the custodianship of the Department of Public Works and Infrastructure (DPWI). Develop Asset (immovable) Management policies, strategies and guidelines. Provide management support to the unit/ section.

ENQUIRIES : Ms. C Maseloane Tel No: (012) 406 1908

APPLICATIONS : Head Office: 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 34/101 : **DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2023/390**
(24 Months Contract)

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 Information Technology. Minimum relevant working experience in property management, IT environment, or Systems and Data Management, Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation

Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143 / (012) 406 2043
APPLICATIONS : Head Office: 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
NOTE : People with disabilities are encouraged to apply.

POST 34/102 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2023/391**

SALARY : R527 298 per annum
CENTRE : Mthata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial, Public Administration, Marketing, Real Estate Management or Built Environment. Extensive experience in the field of User Demand Management/Key Accounts Management within the Public Service Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA), Works Control System (WCS). Property Management Information System (PMIS) & ARCHIBUS, Public Finance Management Act (PFMA), Treasury Regulations, User Asset Management Plans, Custodian Asset Management Plans (CAMP). Knowledge of Infrastructure Management Development System (IDMS), Built Environment, Programme, Projects Property and Facilities Management, Construction Regulations, Occupation Health and Safety, Financial Administration, Procurement Processes and System. Specific knowledge of the Correctional Service Portfolio will be an advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirement. Valid Driver's licence and be prepared to travel to attend official duties outside the office. Skills required: Planning, Organisational, Interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.), Client relations. Provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in accordance with office requirements. Disputes resolution and conflict management. Management of performance management development systems.

DUTIES : Assist with the management and alignment of the accommodation portfolio of DOJ, DCS & Others. Verify and issue Procurement Instruction to ensure that it is in line with client's requirements. Assess and analyse accommodation requirements. Liaise with DOJ & CD, DCS & Others regarding leasing portfolio management, facilities management and maintenance. Co-ordinate and chair meetings and taking minutes of meetings with external and internal Clients (Forums). Ensure that all meeting logistics are properly coordinated. Develop tracking matrix to track progress on clients meeting resolutions. Conduct client satisfaction surveys to evaluate client satisfaction. Conduct client courtesy visits. Liaise with internal and external stakeholders. Assist clients to request funding for their accommodation needs. Prepare client specific quality monthly reports on Leasing, Projects and Facilities Management Programs. Verify clients' reports received from executing units to ensure that they are meaningful and responsive to clients' expectations. Establish, implement and

maintain efficient and effective communication and client relationships. Attend BID specification and BID Evaluation Committee meetings to ensure that Clients' specific requirements are taken into consideration during Bid Specification stage. Request technical reports, estimate and feasibility studies on buildings identified for Planned Maintenance (including OHS matters) and compile submissions to Property Performance Management for registration and funding for new projects on WCS. Co-ordinate the Client's needs with executing units. Assists clients with UAMP inputs to their respective Head Offices to enable them to complete U-AMP template. Attend project concept reports to ensure that client's requirements are correctly defined. Attend Projects/ leasing progress/site meetings when required to clarify User Demand Management related issues and to monitor project progress in general for reporting purposes to the clients. Provide Support and assist in monitoring the budget and expenditure levels of DOJ & CD, DCS & Others. Undertake all administrative functions required with regard to Financial and Human Resources Administration. Plan and allocate work to employees. Manage employees' performance through PMDS.

ENQUIRIES : Ms C Sotshangane Tel No: (047) 502 7000
APPLICATIONS : Mthatha Regional Office: The Regional Manager, Department of Public Works & Infrastructure Private Bag X 5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II, 5th Floor, Mthatha.
FOR ATTENTION : Ms. N Mzalisi

POST 34/103 : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2023/392**

SALARY : R527 298 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education and Behavioural Sciences. Relevant years of experience in Training and Skills Development Coordination field. Willingness to travel and work irregular hours and be in possession of a valid driver's licence (Code B – Old Code 8). Computer literacy, planning and organising, Social facilitation, conflict management, training and presentation skills, training quality assurance, stakeholder management, budget management, contract management, record keeping, claims support, procurement procedures and reporting are also key requirements for this job.

DUTIES : Coordinate the training for EPWP participants. Collect and capture data for reporting training interventions. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Coordinate capacity building programmes for EPWP Officials. Provide support to Training Providers during training and claims processes.

ENQUIRES : S Simelane Tel No: (031) 314 7357
APPLICATIONS : Durban Regional Office: 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 34/104 : **ASSISTANT DIRECTOR: IT PROJECT REF NO: 2023/393**

SALARY : R424 104 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Information Technology or Project Management with relevant working experience in project management. Knowledge and understanding of Project Management processes: PMBOK and Software Development Lifecycle Methodologies (SDLC). Must have a demonstrable MS Project experience. Skills and Competencies: Applied strategic thinking; Communication; Information management; Continuous improvement; Developing others; Diversity management; Interpersonal conflict and resolving problems; Planning and organizing; Decision making; Team leadership.

DUTIES : Assist in management of IT Projects. Registration of projects. Setting up and administration of project initiation and other related workshops. Standard project administration duties when required. Data repository creation and maintenance. Preparation of weekly and monthly management review reports.

Coordination of staff training. Assisting in managing the Information Technology Project Office. Liaise with customers for purposes of providing good services. Design and implement a project management methodology to cover end-to-end project life cycle. Contribute to business requirements specification exercises. Allocate project management resources and balance resources for optimum management of projects. Formulate and negotiate service level agreements with service providers. Keep abreast of tenders and projects that will impact Information Services. Ensure adequate documentation of all projects in the Project Office. Monitor changes and problems related to projects.

ENQUIRIES : T Malapela Tel No: (012) 406 1730
APPLICATIONS : Head Office: 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 34/105 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2023/394**

SALARY : R424 104 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Auditing/Accounting. Internal Audit Technician (IAT)/ Professional Internal Auditor (PIA). Practicing Internal Auditor with appropriate experience. Knowledge of Standards for Professional Practice of Internal Auditing, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, Accounting standards. Proficient computer literacy, Numeracy, Advanced communication (verbal and written), Language and linguistic skills, Project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, Analytical thinking, interviewing skills, ability to assess and analyze information and make relevant findings, Problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors. A valid driver's license.

DUTIES : Conduct audit, risk management, internal control and governance processes; supervise audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence, ensure the development of audit working papers, ensure conclusions on audit findings, develop draft and final internal audit reports. Ensure the provision of administrative functions of Internal Audit component; ensure co-ordination in the administration of the office and office management systems. Examine financial and operating records and reports through audit programmes, ensure that controls over record-keeping and reporting are adequate and effective. Reconcile financial reports with reconciliation statements to ensure accurate record of transactions. Review and ensure compliance regarding policies, plans, procedures, legislation and regulations, review systems established to ensure compliance. Confirm the existence and use of the asset register, verify the physical existence of the assets, utilise appropriate audit procedures in verifying the assets, appraise the economy and efficiency with which the resources are employed. Review operations/programmes to ascertain whether results are consistent with established goals and objectives, establish whether operations are carried out as planned, and submit findings and recommendations to the component. Supervise employees.

ENQUIRIES : Mr S Khomo Tel No: (012) 492 3066
APPLICATIONS : Polokwane Regional Office: 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 34/106 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: 2023/395**

SALARY : R424 104 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Public Administration/ Auditing / Law or relevant qualification. Relevant working experience with supervisory level (salary level 7/8). Knowledge of Supply Chain Management Framework, Contract Administration, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is an added advantage. Ability to develop contract templates and service level agreements. Ability to resolve contract related disputes and provide advice on handling of contract breaches. Computer literacy in MS Office; Excellent writing, analytical, communication, presentation, and facilitation skills; Stakeholder management and understanding of government processes; Project management experience. Contract documentation audits is strongly recommended. A valid driver's license. Knowledge of infrastructure procurement will be an added advantage.

DUTIES : Facilitate, monitor, analyse and determine actions to ensure proper contract administration, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, products place, conditions, quality and price according to the contract. Monitor suppliers' performance according to the contract and service level agreement, and supervise employees to ensure an effective service delivery. Update and manage an accurate contracts register. Ensure proper implementation of the Contract Management policy. Consolidate and coordinate contracts performance reports for various projects for goods and services including infrastructure. Handle breach of contract referrals and related disputes from various units and contractors. Ensure effective management of stakeholders.

ENQUIRIES : Mrs N Ngiba Tel No: (031) 314 7151
APPLICATIONS : Durban Regional Office: 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 34/107 : **CHIEF WORKS MANAGER (MECHANICAL): WORKS MANAGEMENT REF NO: 2023/396**

SALARY : R359 517 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Mechanical Engineering, or N3 plus trade test in one of the following: Boiler Making, HVAC, Refrigeration and Lift Mechanic. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, A valid Driver's license. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

DUTIES : Manage day-to-day mechanical 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 building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES : Mr. M Ntshona Tel No: (041) 408 2307

- APPLICATIONS** : Port Elizabeth Regional Office: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.
- FOR ATTENTION** : Ms S Mafanya
- POST 34/108** : **SENIOR ADMIN OFFICER: TRANSPORT REF NO: 2023/397**
Re-advertisement: Applicants who applied previously are encouraged to re-apply
- SALARY** : R 359 517 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF 6) in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Public Management, Business Management/ Business Administration. Relevant working experience in Transport/ Fleet management environment. Knowledge: Sound knowledge of administrative delegations. Comprehensive knowledge of Treasury prescripts. Excellent knowledge of applicable financial business systems. Excellent verbal and written communication skills. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems. Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements. A valid driver's license. Candidates will be expected to undergo through competency test.
- DUTIES** : Management of Transport Unit. Day to day management, maintenance of fleet and other transport matters. Manage utilisation of subsidized vehicles. Ensure optimum use of fleet vehicles. Ensure proper completion and reconciliation of logbooks. Ensure timely processing of invoices and reconciliation of accounts. Ensure timely processing of excess invoices and clearing of suspense account. Ensure timely approval and processing of Subsistence and Transport claims. Effective budget management. Ensure proper budget monitoring. Updating of invoices' status on Reapatala tracking system. Assist with preparation of quarterly and annual financial statement. Ensure effective control measures are implemented and adhered to. Attend to Service level agreement service. Ensure effectiveness of the control and flow of files and records. Willingness to work abnormal hours. Management of human resource related issues, supervision of personnel.
- ENQUIRIES** : Khanyisa Moko Tel No: (021) 402 2296
APPLICATIONS : Cape Town Regional Office: 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
NOTE : People with disabilities are encouraged to apply.
- POST 34/109** : **ADMINISTRATIVE OFFICER: PROJECTS REF NO: 2023/398 (X2 POSTS)**
- SALARY** : R294 321 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Public Administration/Public Management/ Project Management or relevant qualification. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. At least two years relevant experience, i.e. in the built environment. Knowledge of PFMA, SCM and National Treasury Regulations. Ability to work independently. Knowledge of WCS would be an advantage.
- DUTIES** : Provide administrative and general office management and support to Project Managers, Project management processes within specific time frames. Preparing documentation for presentations and reports. Render general/clerical support services to the component. Administer secretarial and logistical support services. Making required travel and accommodation arrangements. Managing the flow of information and documents related to claims, payments, invoices and consultation fees relevant to the office. Updating of WCS on daily basis.
- ENQUIRIES** : Mr. D Fortuin Tel No: (021) 402 2013

- APPLICATIONS** : Cape Town Regional Office: 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 34/110** : **ARTISAN BRICKLAYER: WORKSHOP REF NO: 2023/399**
Re-advertisement: Applicants who applied previously are encouraged to re-apply.
- SALARY** : R220 533 per annum, (OSD Salary package)
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Trade Test in Bricklayer in terms of the provision 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. Relevant experience is required. A valid 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.
- 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. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. 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.
- ENQUIRIES** : Mr. M Stephens Tel No: (021) 402 2334; Mr. M Jumba Tel No: (021) 402 2338; Mr.T Mudau Tel No: (021) 402 2333.
- APPLICATIONS** : Cape Town Regional Office: 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 34/111** : **ADMINISTRATIVE CLERK: PROGRAMME MANAGEMENT OFFICE (PMO) REF NO: 2023/400 (X2 POSTS)**
(36 Months Contract)
- SALARY** : R202 233 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Grade 12/ Senior Certificate. No previous experience required. Willing to adapt work schedule in accordance with office requirements. Experience in programme management office will be an added advantage. Knowledge: Wide range of office administrative tasks. Good telephone etiquette. Demonstrative computer literacy. Relevant legislation. Basic financial administration. Skills: Advanced communication (verbal and written) Sound organisational skill. Good people skill. Language skills. Ability to communicate well with people at different levels. Basic numeracy. Interpersonal skills. Office administration and organisational skills. Planning and organising. Ability to act with tact and discretion. Personal Attributes: People orientated. Hard working. Resourceful. Self-motivated. Trust worthy. Creative.
- DUTIES** : 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 procurement support services: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Oversee and co-ordinate movement of furniture. Provide personnel administration clerical support services within the component: Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the

component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Control expenditure allowed variance.

ENQUIRIES : Mr S Mdakane Tel No: (012) 406 1282
APPLICATIONS : Head Office: 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 34/112 : **SCM CLERK: MOVABLE ASSET MANAGEMENT REF NO: 2023/401**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

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 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. Capture balance adjustments for surplus and shortages.

ENQUIRIES : Ms N Pikoli Tel No: (021) 402 2358
APPLICATIONS : Cape Town Regional Office: 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 34/113 : **ADMIN CLERK: MOVABLE ASSETS MANAGEMENT REF NO: 2023/402 (X4 POSTS)**

SALARY : R202 233 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12 or equivalent qualification with related experience in Movable Asset Management or LOGIS. Knowledge: Public Finance Management Act (PFMA); Office Administration; Procurement policies; Reporting procedures; Financial systems (LOGIS); Supply Chain Management framework; Asset Management framework; Computer literacy. Skills: Effective communication. General office management. Ability to work under pressure; hard working. Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Valid driver's licence will be an added advantage.

DUTIES : Provide admin support in the acquisition Management:- Verification of ICN and Item codes. Follow up on outstanding Orders (assets), Verification of the receipt for correctness, quantity and quality upon delivery, receiving of assets on LOGIS, Effective and Efficient administration of Movable Asset Register and updating inventory control sheet. Facilitate physical movements of assets and update the spot checks of assets. Conduct annual assets verification. Investigate surpluses and shortages, and Capture balance adjustments. Creating and maintaining of custodians of Inventory. Book in & out of assets for repairs. Bar-coding of assets; updating the asset register; maintain an asset document filling system. Assist with preparation of asset for disposal.

ENQUIRIES : Mr A Madyantyi Tel No: (031) 3147139
APPLICATIONS : Durban Regional Office: 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 34/114 : **ADMINISTRATION CLERKS: SUPPLY CHAIN MANAGEMENT REF NO: 2023/403 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Durban Regional Office
: Senior Certificate/Grade 12 or equivalent qualification with related experience in Supply Chain Management. Knowledge and understanding of the legislative framework governing the Public Services. Computer literacy. Skills: Effective communication skills (verbal and written). General office administration. Ability to take minutes of meetings. Ability to work under pressure; hard working. Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Interpersonal relations. Valid driver's license will be an added advantage.

DUTIES : Maintain a proper record system for the component. Update registers and statistics. Manage office correspondence from different stakeholders. Keep and maintain the filing system for the component. Type letters and/or other correspondence when required. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders. Ensure effective updating of the archibus system. Provide personnel administration within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness travel requests / claims and submit to the Manager for approval. Handle telephone accounts and petty cash for the component. Handle routine enquiries.

ENQUIRIES APPLICATIONS : Ms N Ngiba Tel No: (031) 314 7151
: Durban Regional Office: 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 34/115 : **GENERAL FOREMAN: CLEANING SERVICES REF NO: 2023/404**
Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R171 537 per annum
: Mmabatho Regional Office - Brits Magistrate Court
: Senior Certificate/Grade 12, must be computer literate, must have supervisory experience. Communication and basic numeracy, interpersonal relations, administrative skills. Exposure to cleaning chemicals and chemicals and hazardous working conditions, knowledge of cleaning methods, chemicals and cleaning materials. Ability to write a report.

DUTIES : Administer attendance records for the cleaners. Inspect the physical environment to ensure hygiene and cleanliness. Monitor the condition and availability of cleaning equipment. Order, receive and issue cleaning materials. Ensure safe keeping of cleaning materials and equipment. Manage and resolve grievances of the cleaning staff. Compile attendance reports. Delegate work responsibilities. Assist in cleaning certain areas in the building. Report faults and defects that might affect daily normal operations.

ENQUIRIES APPLICATIONS : Mr. B. Mabale Tel No: (018) 386 5303
: Mmabatho Regional Office: 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

POST 34/116 : **SUPERVISOR: CLEANING SERVICES (X2 POSTS)**
Re-advertisement: Applicants who applied previously are encouraged to re-apply.

SALARY CENTRE REQUIREMENTS : R171 537 per annum
: Cape Town Regional Office
: Mitchells Plain Court Ref No: 2023/405 A (X1 Post)
: Oudtshoorn Ref No: 2023/405 B (X1 Post)
: Applicant must have a Standard 8/ Grade 10 or equivalent qualification and minimum relevant experience. Good interpersonal, effective communication

and numeracy skills. Ability to perform routine tasks and to work with staff at various levels. Knowledge on usage of cleaning materials and equipment will be added advantage. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Manage and supervise cleaning staff and assist with the day-to-day cleaning. Manage and control equipment and materials. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services. Perform administration functions associated to housekeeping & cleaning services. Monitor compliance in that all instructions relating to the utilization and storage of materials and equipment is upheld. Perform physical inspection of cleaned areas. Review employees' performance. Monitor the condition and availability of equipment. Ensure the inspection of logistics and physical environment to ensure clean maintained environment in adherence to Occupational Health & Safety (OHS).

ENQUIRIES : Mr. Dorian Lewin Tel No: (021) 402 2140
APPLICATIONS : Cape Town Regional Office: 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 34/117 : **SUPERVISOR: CLEANING SERVICES REF NO: 2023/406 (X2 POSTS)**

SALARY : R171 537 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A junior certificate, Abet or equivalent qualification with relevant experience at a supervisor level. Ability to operate cleaning equipment. Knowledge of types and purpose of cleaning materials. Knowledge of the OHSA. Knowledge of the LRA. Computer literacy. Effective communication skills. Project management skills. Conflict resolution skills. Valid driver's license. Willingness to travel. Exposure to hazardous working conditions.

DUTIES : Supervise cleaning services rendered: Coordinate cleaning services, ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness, supervise cleaning staff, compile cleaning reports. Effective management and control equipment and materials: identify resource requirements and special operational needs, monitor the condition and availability of cleaning equipment, ensure the maintenance/servicing of equipment, the replacement/servicing of equipment, ensure the replenishment and distribution of cleaning equipment and materials, maintain the material register. Support the administration of the section. Identify staff requirements, support the administration of human resources, assess the performance of cleaners, receive and submit leave of supervisors and cleaners.

ENQUIRIES : Mr S Ngcobo Tel No: (031) 314 7176
APPLICATIONS : Durban Regional Office: 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 34/118 : **CLEANER: FACILITY MANAGEMENT REF NO: 2023/407 (X4 POSTS)**

SALARY : R125 373 per annum
CENTRE : Mmabatho Regional Office:
Dada Motors (X1 Post)
Unit 3 (X1 Post)
Koster Magistrate Court (X1 Post)
Klerksdorp Magistrate Court (X1 Post)

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 : Mr. B Mabale Tel No: (018) 386 5303
APPLICATIONS : Mmabatho Regional Office: 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

POST 34/119 : **CLEANER FACILITIES MANAGEMENT: CLEANING SERVICES (X6 POSTS)**

SALARY CENTRE : R125 373 per annum
: Oudtshoorn Ref No: 2023/408 A (X2 Posts)
: Wynberg Ref No: 2023/408 B (X1 Post)
: Montagu Ref No: 2023/408 C (X1 Post)
: Ladismith Ref No: 2023/408 D (X1 Post)
: Caledon Ref No: 2023/408 E (X1 Post)

REQUIREMENTS : A junior certificate Grade 8, ABET level 4 or equivalent qualification. Good interpersonal, basic communication and literacy skills. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage. Ability to work physically for long hours, exposed to chemicals and hazardous working conditions.

DUTIES : The effective cleaning of buildings: Cleaning office, court rooms and open spaces; empty dustbins; dust and polish wood tables and other furniture; refill water bottles with fresh water; clean windows, doors and walls; Scrubbing, moping and polishing floors and vacuum carpets; Sweeping passages, floors, offices floors, pavements and basement. The effective cleaning of toilets: deep cleaning of toilets; refill toilets dispensers with toilet papers and hands washing soap; wash basins, walls and floors. The effective cleaning of kitchens: wash dishes during forums and other meetings; wash kitchen floors; clean kitchen appliances; assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings: report defects encountered during cleaning; alert working staff of slippery floors and stairs; alert supervisor of failed light bulbs and locks not working.

ENQUIRIES APPLICATIONS : Mr. Dorian Lewin Tel No: (021) 402 2104
: Cape Town Regional Office: 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 NOTE : Ms. C Rossouw
: People with disabilities are encouraged to apply.