

## DEPARTMENT OF PUBLIC WORKS

*The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.*



- APPLICATIONS** : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Streets, Central Government Offices Building, Pretoria,
- FOR ATTENTION** : Ms NP Mudau
- CLOSING DATE** : 10 March 2017
- NOTE** : 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. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. 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, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply

## OTHER POST

- POST 08/23** : **SIGN LANGUAGE INTERPRETER (24 MONTHS CONTRACT) REF NO: 201/01**
- SALARY** : R211 194 per annum
- CENTRE** : Head Office
- REQUIREMENTS** : A 3 year National Diploma in Communications or equivalent with extensive knowledge and experience of South African sign Language interpretation. Understanding of procurement legislation, government processes and procedures is essential. Knowledge of computer programmes: MS Excel, MS Word, and MS PowerPoint.
- DUTIES** : Reporting: to the Deputy Director: Bid Administration. To render Sign Language interpreting services to the DD: SCM in all internal and external meetings and interactions with colleagues and stakeholders to facilitate free flow of information and to ensure that the DD communicates in an effective manner including telephonic communication. To accompany the DD to all events and official activities/meetings internally and externally so as to ensure that the DD participates equitably in all meetings and processes. To provide administrative and office management support to the Directorate not limited to: (a) assist in preparation of bid adjudication sittings, (b) compile and issue quotations as requested, (c) provide administrative assistance to the capital procurement process, (d) perform any duties in relation to the implementation of the Supply Chain Management (SCM). To support the capturing and maintenance of information in the SCM Directorate through records management in support of the overall objectives of the Directorate.
- ENQUIRIES** : Mr T Tladi, Tel no: (012) 406 1864 or Mr V Baliso (email only) Vuyile.Baliso@dpw.gov.za
- NOTE** : The appointed incumbent is required to maintain high professionalism and adhere to the code of ethics in interpreting and to maintain confidentiality