

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.



CLOSING DATE : 31 May 2019 at 16h00

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 (not older than 3 months) of qualifications (Matric and Tertiary Qualifications), valid driver's license (where necessary) and 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.

ERRATUM: Kindly note that the applications for the post of Personal Assistant to the DDG Construction Programme Management with Ref No: 2019/82 with the closing date 24 May 2019 published in Public Service Vacancy Circular 16 dated 10 May 2019 must be forwarded to this address: The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria.

OTHER POSTS

POST 17/91 : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2019/83**

SALARY : R733 257 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 in Financial Accounting or equivalent qualification. Extensive relevant finance experience, GRAP or accrual accounting practical experience. Audit articles will be advantage. Willingness to travel with a valid driver's license. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at head office and in the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist

in the development and monitoring of the audit action plan. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Mr H Abrahams Tel No: (012) 406 1270
APPLICATIONS : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria

FOR ATTENTION : Ms N.P Mudau

POST 17/92 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: DEFENCE & OTHERS REF NO: 2019/84**

SALARY : R470 070 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS :

A three year tertiary qualification in Public Administration, Finance; accounting; economics; project management or related qualification. Knowledge: Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems. Relevant experience on a supervisory level. Skills: interpersonal skills; ability to follow a proactive and creative problem; solving approach; advanced computer literacy. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Assist with the management and alignment of the accommodation portfolio of Defence & Military Veterans: verify accommodation particulars to determine correctness; assess and analyse accommodation requirements; issue procurement instructions or pre-designed information requests to relevant service providers; liaise with Defence regarding leasing issues, facilities management and maintenance; liaise and interact with regional offices and service providers; assist client with request for funding of accommodation needs; extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Co-ordinate and monitor the budget and expenditure levels of Defence & Military Veterans: analyse budget on WCS and PACE; monitor expenditure levels; verify funds which are deposited in Defence's suspense account; verify if deposited funds are accounted for and allocated to the correct services; conduct the monthly reconciliation of the suspense account; prepare cost analyses for the development and leasing of accommodation; align cash flows, project plans and quality reports per services on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased proprieties for the Medium Term Expenditure Framework (MTEF); provide budget inputs for the managers, Key Account Management, Defence and others and Customer Building. Provide management support with general office functions related to the accommodation portfolio of Defence & Military Veterans: - liaise with project managers on progress per project; verify registered services on the Work Control System (WCS) for incorrect data; co-ordinate meetings with executing units and service providers; compile agenda and verify minutes of the previous meetings; liaise and interact with regional offices and service providers. Monitor an effective audit process- audit data to ensure correct distribution and referencing of data; respond to audit queries; resolution of audit queries.

ENQUIRIES : Ms P Chabalala Tel No: 053 838 5206
APPLICATIONS : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 17/93 : **ASSISTANT DIRECTOR: DISPOSAL PROPERTY MANAGEMENT REF NO: 2019/85**

SALARY : R470 070 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Management and/or any Property-related qualification or equivalent, Relevant experience in the property industry, Professional registration will be an advantage, Knowledge or understanding of the PFMA, Property Act, Expropriation Act and other property-related legislation, Understanding of Government land reform policies and programmes, Knowledge or understanding of the procurement system of Government, Analytical ability, Strong communication skills, both written and verbal, Good interpersonal skills, Computer literacy.

DUTIES : As part of the Accommodation Delivery Unit in the Region, the Unit is responsible for property asset acquisition and disposal in the form expropriations, prescriptions, donations and exchanges, including the vesting of all State properties. Manage the Expropriations, Donations & Property Vesting (Acquisition & Disposal) Unit in the Region. Represent the Department in the Provincial State Land Disposal Committee. Ensure that all State properties acquired via methods other than construction, leasing and buying are vested in the name of the State. Attend to all property transfers, registrations and expropriations. Develop and implement a property asset disposal plan with financial forecasts included where applicable. Ensure that property asset disposals support the financial and governmental socio-economic objectives, especially land reform and land restitution. Develop and implement an integrated system to record and monitor all acquisition and disposal transactions. Manage property rights. Coach and develop personnel falling under the Unit.

ENQUIRIES : Mr M Machi Tel No: 053 838 5222
APPLICATIONS : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 17/94 : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2019/86**

SALARY : R470 070 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A three year tertiary qualification in Mechanical Engineering and appropriate technical experience or an N3 certificate plus a completed trade test with three years technical experience in the built environment. A valid driver's license, computer literacy. Knowledge and understanding of the PFMA, the OHSA National Building Regulations, the environment Conversation Act, and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

DUTIES : Attend to day to day maintenance request from clients. Compile scope of work and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of the building equipment and installation. Ensure building works and drawings comply with the OHSA. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions. Prepare and compile reports.

ENQUIRIES : Ms A Xentsa Tel No: 053 838 5345
APPLICATIONS : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 17/95 : **ASSISTANT DIRECTOR: SCM LOGISTICS REF NO: 2019/87**

SALARY : R376 596 (per annum)
CENTRE : Kimberley Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management, Finance, Procurement or related as recognised by SAQA with relevant experience in supply chain management and procurement management, Related supply chain experience at supervisory level and knowledge of Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Skills: Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills and problem solving skills. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Coordinate and review the processing of requisitions for goods and services: Receive a requisition and process requisition. Coordinate the placement of orders for goods and services. Place an order for the service in the case of a service required. Order and acquire goods if not a store item or the item is not in stock. Coordinate the safekeeping and distribution of goods:- Receive and check goods. Capture goods on relevant LOGIS system. Return damaged incorrect and substandard goods. Issue goods as required. Preparation and collation of payment documents. Manage travel, transport and archive related services- provide 24 hour service relating to travel; undertake budget planning activities and expenditure control of visits abroad; manage the vehicle fleet; manage subsidised transport; source suppliers and services; implement, maintain and monitor related policies and procedures; manage key accounts; ensure the processing of monthly invoices on LOGIS; Manage Registry and records including archives; ensure efficient turnaround times. Supervise employees to ensure an effective logistics management service and undertake all administrative functions required with regard to financial and HR administration: 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. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Mr L Botshobana Tel No: 053 838 5272
<u>APPLICATIONS</u>	:	(For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.
<u>FOR ATTENTION</u>	:	Ms N Hlongwane
<u>POST 17/96</u>	:	<u>ASSISTANT DIRECTOR: INTERNAL CONTROL AND INVESTIGATIONS (INSPECTORATE AND COMPLIANCE) REF NO: 2019/88</u>
<u>SALARY</u>	:	R376 596 (per annum)
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Finance / Accounting or Auditing. Relevant working experience in the field of internal controls, finance and / or auditing experience. A valid drivers' license. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards, Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours.
<u>DUTIES</u>	:	Manage the irregular, fruitless and wasteful expenditure investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC) and National Condonation Committee (NCC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the National Condonation Committee (NCC). Review the adequacy of evidence gathered to substantiate the

investigation conclusion. Coordinate and present investigated cases at the Technical Advisory Committee (TAC) and National Condonation Committee (NCC) meetings. Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure.

ENQUIRIES : Mr L Botshobana Tel No: 053 838 5272
APPLICATIONS : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 17/97 : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION REF NO: 2019/89**

SALARY : R376 596 (per annum)
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resource Management/Social Sciences with extensive appropriate experience in the field on a supervisory level. Valid drivers' license. Knowledge of PERSAL, Public Service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Service and Administration. Skills: Analytical thinking, Language, proficiency Report writing skills, Numeracy, Research skills, Organising and planning, Computer literacy, Advanced, interpersonal, diplomacy and decision making skills. Ability to work effectively and efficiently under, Ability to meet tight deadlines, Ability to communicate at all levels, Ability to work independently.

DUTIES : The effective and efficient Human Resources Administration and provision of Human Resources advice- verify, approve and disapprove transactions on PERSAL; attend to queries and clarify matters pertaining to Human Resource Administration; provide guidelines and advice on Human Resources policies, procedures and processes; conduct information sessions on Human Resources Administration and Recruitment matters. Ensure proper management of all service benefits in terms of all types of leave, state guarantees, housing allowance, IOD. Ensure implementation of approved HRA policies administration of appointments and service terminations – including payment of pension. The provision of effective human Resources Recruitment-ensure an objective and fair recruitment selection and appointment process; facilitate the internal and external transfer of staff; manage the structure of the Region. Implement JE results compile EE reports per component to management of the region the effective and efficient management of the Human Resources Registry-ensure a safe environment for files and other documents; put convenient registry systems in place for easy reference; ensure the documents are well filed. The effective and effective management and development of staff, conduct employee orientation; conduct knowledge management and assist employees in career development.

ENQUIRIES : Ms F Clark Tel No: (041) 408 2133
APPLICATIONS : (For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

POST 17/98 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2019/90**

SALARY : R316 791 (per annum)
CENTRE : Kimberley Regional Office
REQUIREMENTS : A three year tertiary qualification in the built environment disciplines, or N3 plus trade test. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. 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 co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES : Ms A Xentsa Tel No: 053 838 5345
APPLICATIONS : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 17/99 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2019/91**

SALARY : R316 791 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A three year tertiary qualification in electrical Engineering/ N3 plus a trade certificate (see Manpower Training Act, 1981) in the electrical field with relevant experience in the technical field. Preference will be given to candidates with a trade test certificate (see Manpower Training Act, 1981). Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.

DUTIES : Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications and estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.

ENQUIRIES : Ms A Xentsa Tel No: 053 838 5345
APPLICATIONS : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 17/100 : **CHIEF WORKS MANAGER (ELECTRICAL): FACILITIES MANAGEMENT REF NO: 2019/92**

SALARY : R316 791 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in electrical Engineering/ N3 plus a trade certificate (see Manpower Training Act, 1981) in the electrical field with relevant experience in the technical field. Preference will be given to candidates with a trade test certificate (see Manpower Training Act, 1981). Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Valid driver's license. Willingness to travel and work irregular hours. Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills. An unendorsed wireman's license will be an added advantage.

DUTIES : Assist Control Works Manager with the management of Electrical projects. Attend to planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

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

APPLICATIONS : (For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F Clark

POST 17/101 : **SENIOR ADMINISTRATIVE OFFICER REF NO: 2019/93 (LEASING X2 POSTS)**

SALARY : R316 791 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification or equivalent in Property management/Real Estate/Property Law, Public Management, Bcom, plus appropriate experience in acquisitions of property or rights in fixed property and property administration will serve as an advantage. Computer literacy. Knowledge and understanding of government procurement 75 processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' license is a must have. Willingness to travel extensively.

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilized by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilization of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

ENQUIRIES : Mr L Nelwamondo (JHB) Tel No: 011 713 6218

APPLICATIONS : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 17/102 : **SENIOR STATE ACCOUNTANT: EXPENDITURE REF NO: 2019/94**

SALARY : R316 791 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification in Finance/Accounting or equivalent in financial related field and with relevant years of work experience. The following will serve as recommendation. Knowledge of PFMA and treasury regulations, Knowledge of LOGIS and BAS and be computer literate. Be able and prepare to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver license will be added advantage.

DUTIES : To supervise expenditure section, including leasing and project payment as well as the management of documents. To authorise/approve the payment and journal transactions and transversal systems such as BAS, LOGIS, PMIS, WCS and any other prevailing systems. To ensure the reconciliation and clearance of suspense accounts, including the creditors and debtors accounts. Ensure the consolidation and submission of interim/annual Financial Statement inputs to Head Office. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her Supervision. To attend to other related duties as delegated by management.

ENQUIRIES : Mr N.G Mudau Tel No: (011) 0713 6085

APPLICATIONS : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 17/103 : **PERSONNEL PRACTITIONER: HRA REF NO: 2019/95**

SALARY : R257 508 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification in Human Resource Management/Development or equivalent qualification in Human Resources. Appropriate experience in Human Resource environment. General Knowledge of HR related Standards, Practices,

		Processes and Procedures. Knowledge of personnel provisioning and utilization processes, conditions of service, service benefits and terminations of service. Structure and Functioning of the Department. Knowledge of persal. Knowledge of PSA, PSR, EEA, BCEA, Labour Relations Act. Computer Literacy. Ability to work with confidential information.
<u>DUTIES</u>	:	Administration of Leaves, appointments, transfers, promotions, service termination and retirements of personnel. Administer payments of transfers and relocation costs of employees. Ensure that matters relating resettlement expenditures are prepared well. Ensure payments of accrued benefits; source information regarding injury on duty. Capture and monitor personnel related transection on persal. Assist in checking attendance register of employees, supervise the updating of registers and statistics, and provide support to line managers on matters relating employment of personnel. Handle and respond to helpdesk queries; provide administrative auxiliary services to the section, assist in the administration of the budget and related expenditure of the section.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mudau (JHB) Tel No: 011 713 6024
	:	(Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 17/104</u>	:	<u>PERSONNEL PRACTITIONER: HRD REF NO: 2019/96</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum
	:	Johannesburg Regional Office
	:	A three year tertiary qualification in Human Resource Management/Development/Management of Training or equivalent qualification in Human Resources. Appropriate experience in Human Resource/Training environment. General Knowledge of HR development related Standards, Practices, Processes and Procedures. Regulatory framework related to HR development, including the skills development. Structure and Functioning of the Department. Knowledge of persal. Knowledge of PSA, PSR, EEA, BCEA, Labour Relations Act. Computer Literacy. Ability to work with confidential information.
<u>DUTIES</u>	:	Support the skills development process with regard to; compliance with legislative requirements; the skills facilitation process; development of individual development plans; development and implementation of the workplace skills plan; developing training plans and reports. Support learnership and internship processes; ensure access to skills development opportunities on the basis of individual development plans. Support development and participation of mentors and coaches; facilitates induction programme; facilitate the certification of successful learners; support the utilization of related service providers; maintain the skills development database; compile data on training statistics; provide secretariat support to regional education, development and training committees. Administer the allocation and management of bursaries. Support personnel performance management process; facilitate and monitor respective; determine and analyses trends on PMDS, Facilitate the reward of incentives for good performance and monitor the management of poor performance.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M Mudau (JHB) Tel No: 011 713 6024
	:	(Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 17/105</u>	:	<u>ADMINISTRATION OFFICER (PROPERTY PAYMENTS) REF NO: 2019/97</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R257 508 per annum
	:	Johannesburg Regional Office
	:	A three year tertiary qualification in Finance field preferably in accounting, Management, Business Administration, BCom or relevant qualification. Appropriate experience in property payments or experience in the accounts payments section will be an added advantage. Basic understanding of Public Finance Management Act, and other property related legislations. Financial

		reconciliation and numerical skills. Good verbal and written communication skills. Good interpersonal relations. A valid driver's license would be an added advantage. Computer literacy.
<u>DUTIES</u>	:	Payments of accounts received from municipalities, service providers and land lords, in respect of rates, municipal services and accommodation leased by the Department. Assist in the registration of state owned properties for municipal service providers, property owners, tenants and clients. Handling of enquiries from municipalities. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals.
<u>ENQUIRIES</u>	:	Adv. J Monare (JHB) Tel No: 011 713 6051
<u>APPLICATIONS</u>	:	(Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 17/106</u>	:	<u>ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION (PROPERTY MANAGEMENT) REF NO: 2019/98</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Real Estate Management Services, Property Development and Management, Business Administration, or relevant qualification, with experience in property management or fixed asset management environment. Good computer, communication and interpersonal skills. Good written, analytic and financial skills. A valid driver's license.
<u>DUTIES</u>	:	Conduct physical verification to ensure that properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Ensure that all information relating to properties is captured in time on the system. Liaise with client departments to ensure optimal utilization of properties. Management of lease contracts. Collecting of state revenue. Assist with preparation of reports. Comply with the requirements of the PFMA.
<u>ENQUIRIES</u>	:	Ms F Khoza (JHB) Tel No: 011 713 6079
<u>APPLICATIONS</u>	:	(Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 17/107</u>	:	<u>ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2019/99</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Building Environment/Construction, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Asset Management or Accounting with relevant experience in Property / Accounting / Immovable Asset Register Management. At least 2yrs experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	:	General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform

such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES : Mr L Twala Tel No: (041) 408 2072
APPLICATIONS : (For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F Clark

POST 17/108 : **STATE ACCOUNTANT (INTERNAL CONTROLS) REF NO: 2019/100**

SALARY : R257 508 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A tertiary qualification in Supply Chain Management /Financial Management or equivalent, experience in Supply chain management. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards, Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours. Valid driver's license, Ability to adapt in accordance to office requirements.

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

ENQUIRIES : Mr SD Mkutukana Tel No: (041) 408 2040
APPLICATIONS : (For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.
FOR ATTENTION : Ms F Clark

POST 17/109 : **WORKS MANAGER: MECHANICAL REF NO: 2019/101 (X2 POSTS)**

SALARY : R208 584 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification in the Mechanical Engineering field/ relevant qualifications or A N3 and a passed trade test (see Manpower Training Act, 1981), in the building environment, accompanied by basic knowledge of technical background. A valid Driver's license, computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body would be an advantage.

DUTIES : Render basic inspection service of work done on minor new and existing structures on a project basis through developing progress reports on outstanding and finalised work. Analyse and compile relevant documentation to be done on minor new and existing structure. Oversee the work of contractors.

ENQUIRIES : Mr KC Muthivheli Tel No: 011 713 6097
APPLICATIONS : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 17/110 : **REGISTRY CLERK (PROVISIONING AND LOGISTICS) REF NO: 2019/102**

SALARY : R173 073 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Grade 12/Senior Certificate with Appropriate relevant working experience in the central registry environment, completion of the Records Management course is a prerequisite .Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.

DUTIES : Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

ENQUIRIES : Mr TE Matiso Tel No: 041 408-2007
APPLICATIONS : (For Port Elizabeth) The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F Clark

POST 17/111 : **SWITCH BOARD OPERATOR REF NO: 2019/103**

SALARY : R145 281 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 12/Senior Certificate or equivalent with relevant experience, general administrative procedures, knowledge of telephone systems, electronic media, Language proficiency, clear and well-articulated voice, effective verbal communication, and clients centered service delivery, computer literacy, numeracy, interpersonal relations. Hard working, tact and diplomacy and willing to adapt work schedule in accordance with office requirements, computer literacy, knowledge of telephone systems, Good interpersonal skills, language proficiency, basic communication and literacy. Ability to perform cleaning routine tasks .Knowledge of usage of cleaning materials and equipment and will be added advantage.

DUTIES : Operate switch switchboard, Handling incoming and outgoing calls, respond to all internal and external telephone calls, direct/connect telephone calls as required, update the switchboard system, attend to faulty barring lines on the system, assist in swapping of extensions, create profile for new users and configuration of the phone, upgrading of call manager i.e. adding or deleting of users, Set up of call conference, call grouping-able to pick up call from other extensions, barring and unbarring of telephones lines.

ENQUIRIES : Mr M Magoso Tel No: (011) 713 6226
APPLICATIONS : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 17/112 : **SENIOR FOREMAN: CLEANING SERVICES REF NO: 2019/104 (X3 POSTS)**

SALARY : R145 281 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 12/Senior Certificate, where applicable, with relevant experience, Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials; cleaning procedures. Operating cleaning equipment; occupational health and safety; Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills; negotiation; conflict resolution; motivational skills, Innovative; creative; resourceful; energetic; solution orientated – ability to design ideas without direction; ability to communicate at all levels; people orientated; hard-working; trustworthy; highly motivated; ability to work independently.

DUTIES : Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage 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; 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 supervisors and cleaners; receive and submit leave of supervisors and cleaners.

ENQUIRIES : Mr KC Muthivheli (Jhb) Tel No: 011 713 6097
APPLICATIONS : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 17/113 : **CLEANER REF NO: 2019/105 (X10 POSTS)**

SALARY : R122 595 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 10 or standard 8, level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks .Knowledge of usage of cleaning materials and equipment and will be added advantage.

DUTIES : Cleaning court and cells, cleaning toilets, basins and wall tiles, empty and wash floors. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES : Mr K Muthivheli Tel No: (011) 713 6097
APPLICATIONS : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 17/114 : **GROUNDSMAN REF NO: 2019/106**

SALARY : R122 595 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 10 or Standard 8, Abet level 3 or equivalent. Appropriate experience in horticultural practices. Good interpersonal skills, basic communication and literacy. Knowledge on usage of gardening equipment will be an added advantage. Code 8 will be added advantage.

DUTIES : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults

and collecting garden refuse on to trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment's.

ENQUIRIES : Mr KC Muthivheli Tel No: (011) 713 6095
APPLICATIONS : (Johannesburg Regional) The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 17/115 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2019/107 (X2 POSTS)**

SALARY : R122 595 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES : Ms N Dlela Tel No: 053 838 5275
APPLICATIONS : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane

POST 17/116 : **TRADESMAN AIDS: WORKSHOP REF NO: 2019/108 (X2 POSTS)**

SALARY : R122 595 per annum
CENTRE : Kimberley Regional Office
Station: Upington Water Treatment Plant

REQUIREMENTS : A Grade 10 Certificate or Abet level 4 Certificate plus general experiences. Good communication, leadership organizational skills.

DUTIES : The incumbent will be assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, electrical, boiler operating and cleaning of equipment. Assist Artisans related to equipment's and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.

ENQUIRIES : Mr. B Maano Tel No: (053) 838 5366
APPLICATIONS : (For Kimberley Regional) The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms N Hlongwane