

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 : 14 June 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 licence (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 post of Assistant Director: Internal Controls and Investigations (Inspectorate and Compliance) with Ref No: 2019/88, State Accountant (Internal Controls) with Ref No: 2019/100 and Assistant Director: Human Resources Administration with Ref No: 2019/89 advertised in Public Service Vacancy Circular 17 dated 17 May 2019 with the closing date 31 May 2019 has been withdrawn. Kindly note that the post of Senior Administration Officer: MR6 with Ref No: 2019/110 advertised in Public Service Vacancy Circular 18 dated 24 May 2019 with the closing date 07 June 2019 was advertised with incorrect title, the correct title is Senior Legal Administration Officer: MR6 and also the post of Assistant Director: Internal Controls: Internal Controls with Ref No: 2019/113 with the closing date 07 June 2019 advertised in Public Service Vacancy Circular 18 dated 24 May 2019 has been withdrawn.

OTHER POSTS

POST 19/47 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2019/125**

SALARY : R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Polokwane Regional Office

REQUIREMENTS : A three year tertiary qualification in the Built Environment, Facilities Management and Property Management/Real Estate Management. Relevant experience in Property Management, Integrated Facilities Management or Programme Management with relevant experience in the Facilities Management Environment on middle management Level. Knowledge: Occupational Health and Safety Act and other Building Regulations; General Built environment including mechanical, electrical and civil, Water Services Act, and National Environmental Management Act (NEMA), Horticultural processes and Cleaning Industry, Public Finance Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patience, Understanding, Trustworthy,

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| <u>DUTIES</u> | : Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative. A valid Driver's license. |
| | : To ensure effective and efficient Facilities Management, including civil, mechanical, and electrical and water care Facilities and compliance with the relevant Acts including Occupational Health and Safety Act. Effective and efficient management of Cleaning and Horticultural services; to ensure resource efficiency in state owned buildings. The implementation of procurement policies. Co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of policies, monitor and evaluate the impact and effectiveness of the policies, provide continuous feedback on compliance with policies. Ensure the promotion of black emerging enterprises, staff, supervise the budget expenditure of Facilities Management services; direct preparation of financial statements and report on status of State Facilities. Manage Line Managers. |
| <u>ENQUIRIES</u> | : Mr. M. Ntshani Tel No: (015) 291 6443 |
| <u>APPLICATIONS</u> | : Polokwane Regional: 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. |
| <u>FOR ATTENTION</u> | : Mr. NJ Khotsa |
| <u>POST 19/48</u> | : <u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2019/126</u> |
| <u>SALARY</u> | R869 007 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service) |
| <u>CENTRE</u> | : Bloemfontein Regional Office |
| <u>REQUIREMENTS</u> | : A three year tertiary qualification in Built Environment, Facilities Management and Logistics and appropriate relevant experience in Property Management or Programme Management. Knowledge: Occupational Health and Safety Act. Relevant experience in Facility Management and understanding of Environmental Conservation Act, knowledge of Government Procurement system, , General built environment, Water Act, Water and Services Act, Technical knowledge of the civil Engineering, best practice within the Water Management Skills, integrated Facilities Management, Public Financial management Act, Horticultural processes/regulations, Supply Chain Management Framework, Government budget procedure Skills: Computer Literacy, Financial skills, time management administration skills Report writing skills, planning and Organizing, Diplomacy Skills, good financial and budgeting skills, project management skills and leadership skills, Problem solving, Facilitation skills, effective communication skills, patient, understanding , trustworthy, Dependable, innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-Motivated, Creative, A valid driver's license. |
| <u>DUTIES</u> | : The effective facilities management of Electrical, mechanical and Civil/Building engineering, the implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services, ensure compliance with occupational health and safety Act, provide guidance on the implementation of the policy, monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprises-provide information on current requirements and suppliers to express an interest; ensure compliance with procurement procedures and legislation; assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties; utilise state expenditure to promote emerging black enterprise. the effective of cleaning and horticulture services, monitor maintenance of facilities; manage and direct facilities management cleaning and gardening services, compile reports regarding the cleaning and gardening services. Undertake water and waste water plant inspection services-determine best practices, manage the collection of water and sewage effluence from plants, ensure that all portable waters to be tested are correctly labelled. The effective supervision of resources oversee the development and training of staff; supervise the budget expenditure of cleaning and gardening |

services, direct preparation of financial statement and report on status of State facilities; manage line managers.

ENQUIRIES : Ms. T Zulu Tel No: 051 408 7306

APPLICATIONS : Bloemfontein Regional: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

POST 19/49 : **DEPUTY DIRECTOR: ACQUISITION (SUPPLY CHAIN MANAGEMENT) REF NO: 2019/127**

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 : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification in Supply Chain Management/ Logistics/ Purchasing/ Economics. Relevant working experience in supply chain management, must have experience at a managerial level. Knowledge and experience in the application of the legislative framework that governs supply chain management in the Public service environment, PFMA, PPPFA, BBBEE and Treasury Regulations. Excellent verbal and written communication skills. Problem Solving, analytical skills and computer literacy. Knowledge of Walker BAS. Strong planning and co-ordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects, a valid driver's license.

DUTIES : Develop and implement the Acquisition Management systems and appropriate Acquisition Management internal controls and audit trails in the Department. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating and awarding) for all bids in terms of SCM regulations. Ensure proactive management and tracking of tenders and quotations for goods and services. Provide regular status/progress report to management highlighting procurement trends, problems, risks, deviation, delays and make appropriate recommendations for improvements. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyze management reports from various strategic activities. Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of human resource related issues including the implementation and facilitation of adherence to policies and processes in Acquisition Unit.

ENQUIRIES : Raymond Naidoo Tel No: (012) 406 1191

APPLICATIONS : All Cape Town Regional Office: The Regional Manager, National Dept of Public Works, Private Bag X 9027, Cape Town, 8000 / Hand delivery to Customs Building, Heerengracht Foreshore, Cape Town.

FOR ATTENTION : Ms N Mtsulwana

POST 19/50 : **CONTROL WORKS MANAGER: BUILDING REF NO: 2019/128**

SALARY : R470 040 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A three year tertiary qualification in the Building, Quantity Survey or Civil Engineering field or N3 certificate plus a complete trade test with relevant building maintenance and construction project management experience and extensive supervisory experience. Ability to plan, organize and manage people and 36 resources. A valid driver's license. Computer literacy (MS Excel, Word and Presentation). Knowledge and understanding of the PFMA, the OHSA, as well as Government procurement systems (including SCM policies). Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (both written and verbal) skills. Professional registration will serve as an advantage. A valid driver's license.

DUTIES : Manage minor projects as well as planned and unplanned maintenance. Conduct building condition surveys of Government buildings. Manage work performance of Chief Works and Junior Unit staff members. Compile specifications and handle

inspections in the civil and building field. Analyse all maintenance reports submitted by Chief and Works Managers. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports on minor repairs projects under Facilities. Facilitate negotiations with contractors on behalf of the Chief Works Managers. Responsible for checking and verifying the scope of works specifications, estimates and evaluate quotations according to the National Building Regulations and the OHS Act. Plan and execute service contracts for building works. Formulate administrative procedures for building maintenance. Contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per the PFMA. Compile and submit monthly technical reports to Head: Facilities Management.

ENQUIRIES : Ms. T Zulu Tel No: 051 408 7306
APPLICATIONS : Bloemfontein Regional: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.
FOR ATTENTION : Mr D Manus

POST 19/51 : **WORKS MANAGER: BUILDING (FACILITIES MANAGEMENT SERVICES) REF NO: 2019/129**

SALARY : R470 040 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A three year tertiary qualification in Civil Engineering or in the built-related field plus relevant experience in any of the built environment disciplines, Architecture and/or Quantity Surveying accompanied by remarkable/extensive technical management skills. Ability to plan, organise and manage technical staff and resources. A valid driver's license, computer literacy. Knowledge and understanding of the PFMA, the OHS Act National Building Regulations, the environment Conservation Act, and the government procurement system. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Professional registration will serve as an advantage.

DUTIES : Manage minor technical projects, day to day maintenance, building conditions surveys and the asset register with reference to buildings. Monitor work performance of Chief Works Managers. Analyse all reports submitted by Chief Works Managers and the administrative staff. Responsible for site inspections and reports on leased buildings. Assist in site handovers as well as first and final deliveries including close out reports. Negotiate with Contractors. Assist in facilities management such as cleaning, horticulture and soft services Contractors with PW371 standards and specification, the National Building Regulations and the OHS Act. Compile technical monthly reports Management of maintenance contracts. Budget Control.

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

FOR ATTENTION : Ms N Hlongwane

POST 19/52 : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2019/130**

SALARY : R470 040 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Mechanical Engineering or an N3 plus Trade Test certificate in Mechanical Engineering accompanied by proven Technical experience under technical maintenance working within the built environment. Working experience in air-conditioning, boilers, pumps, kitchen equipment, etc. A valid driver's license and computer literacy, Knowledge and understanding of PFMA, the OHS Act, National Building Regulations and the Environmental Conservation Act as well as the Government procurement system. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel. Candidates must have technical report writing, project

management and financial administration skills. Registration with a Professional Body will serve as an advantage.

DUTIES : Manage Work Managers and minor works, unplanned and day to day maintenance requests from clients. Compile and prepare scopes of work, estimates and technical reports. Compile and negotiate service level agreements with contractors. Verify and certify invoices from contractors. Manage updating of Asset Register. Comply with the OHSA and National Building Regulations as well as compile monthly reports.

ENQUIRIES APPLICATIONS : Mr L Ndabeni Tel No: 047 502 7000
: All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisa

POST 19/53 : **ASSISTANT DIRECTOR: KEY ACCOUNTS MANAGEMENT (PBA) REF NO: 2019/131**

SALARY CENTRE REQUIREMENTS : R470 040 per annum
: Mthatha Regional Office
: A three-year tertiary qualification in the Financial or Administrative field and relevant experience in project budget administration as well as space planning and development, Budget, financial and programme management and administrative skills with specific reference to the capital works and maintenance budget and application of space planning norms as used by organs of state, Strong supervisory abilities and strategic planning skills, Should be pro-active and possess analytical and problem solving skills, Knowledge of the works control system and the ability to source and analyse information to compile financial reports, Knowledge of the Gazette general notice containing the space planning norms and standards for office accommodation used by the state, Computer literacy (MS Excel and Word), An understanding of the construction industry with specific reference to the programme management environment, A valid driver's license.

DUTIES : Programme services on the Works Control System. Report possible over planning of services to DD: PBA and N and KAM managers. Monitor the building programme with regards to Regional office services. Assist DD: PBA and A with budget control for Capital Works and planned maintenance allocations. Report shortage or surplus of funds to DD: PBA and N. Monitor and update cash flows of projects. Distribute the monthly Programme Management Schedules to all executing units and returns to relevant stakeholders within Head Office on or before the set deadlines for completion. Assist with the consolidation of monthly expenditure reports for the administration budget of all directorates within KAM. Assist with the co-ordination and solving of problems regarding PACE reports and other reports to be supplied to client departments and directorates within KAM. Ensure the correct application of relevant space and cost norms. Provide training (WCS and norms) to subordinates. Ensure efficient management of the sub-directorate and its personnel. Willingness and ability to travel as and when required.

ENQUIRIES APPLICATIONS : Ms C Sotshangane Tel No: 047 502 7000
: All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisa

POST 19/54 : **ASSISTANT DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2019/132**

SALARY CENTRE REQUIREMENTS : R470 040 per annum
: Mthatha Regional Office
: A three-year tertiary qualification in Security Management/Social Sciences/Criminal Justice and intensive relevant working experience, SSA Security Advisors course will be an added advantage. Knowledge: The SSA environment will be an added advantage, Familiarity with the Minimum Information Security Standards, OHSA, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies, Familiarity with, but ideally formal training, in the practice

and principles on the execution of general security and security project management. Recommendations: The ability to work independently, analyse problem areas and initiate corrective measures, Experience in policy development, A valid driver's license and willingness to travel on a regular basis, Good communication skills at all levels, Good writing and analytical skills regarding submissions and briefing notes, The ability to make presentations on security matters. Project management skills.

DUTIES : Assist in the management of the total security function of the region (personnel, document, communication, physical, computer security, and contingency planning and security awareness). Implement the departmental security policy and the development of procedural guidelines in the Region. Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office. Develop and implement training and awareness programmes with the assistance of Head Office. Interact with security-related and relevant authorities, ie SSA Agency, South African Police Services, Comsec. Manage the capacity of Security Management, with the assistance of the Head Office and SSA Provincial Office.

ENQUIRIES : Mr R Mabandla Tel No: (047) 502 7000
APPLICATIONS : All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisa

POST 19/55 : **ASSISTANT DIRECTOR: HUMAN RESOURCES ADMINISTRATION AND RECRUITMENT (HRM) REF NO: 2019/133**

SALARY : R470 040 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 : Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms F. Clark

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| <u>POST 19/56</u> | : | <u>ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTORATE AND COMPLIANCE)</u> |
| <u>SALARY CENTRE</u> | : | R376 596 per annum Kimberley Regional Office Ref No: 2019/134A Port Elizabeth Regional Office Ref No: 2019/134B |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification in Financial Management/Supply Chain Management/Auditing with appropriate working experience in finance and/or supply chain management; Relevant Management experience; Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS) ; Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills and personal attributes: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines ;Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; a Valid driver's license; Willingness to travel and work irregular hours. |
| <u>DUTIES</u> | : | The effective implementation of internal compliance impacting on Finance, Supply Chain Management and Legal Contract performance; Monitor whether finance and supply chain objectives are consistent with Government's broader policy; Ensure that the Departmental SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts; Ensure that the reduction of regional economic disparities is promoted; Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes; Coordinating internal compliance review and monitoring activities; Review and provide inputs for the updating of SCM standard operating procedure manual and delegations document and policy for the Department; Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury; Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis; Reporting non-compliant/irregularities to National treasury monthly; Compile report on Non-compliance for condonation for purpose of Financial statements; Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties; Make follow up on cases of financial misconduct referred to investigations; Adopt systematic approach to prevent the risk; Identify the possible risks in SCM and update the risk register, Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties; The effective administrative support on contract management, Ensuring the administration of the signing of contracts and agreements, Verify by scrutinizing the contract documents for compliance, Handle contract related enquiries, Reporting non-compliant/irregularities to National treasury monthly, Supervise staff and employment-related processes. |
| <u>ENQUIRIES</u> | : | Mr. Luthando Botshobana Tel No: 053 - 838 5272 (Kimberly) Mr. S. Mkutukana Tel No: 041- 408 2001/2040 (Port Elizabeth) |
| <u>APPLICATIONS</u> | : | Kimberley Regional: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Or hand deliver at 21 – 23 Market Street, Old Magistrate Court Building, Kimberley. For Attention: Ms N Hlongwane All Port Elizabeth: Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. For Attention: Ms F. Clark |
| <u>POST 19/57</u> | : | <u>CHIEF WORKS MANAGER BUILDING REF NO: 2019/135</u> |
| <u>SALARY</u> | : | R316 791 per annum |

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| <u>CENTRE REQUIREMENTS</u> | : | Mthatha Regional Office |
| | : | A three-year tertiary qualification in (T or N stream) or appropriate N3 (or equivalent qualification) and have passed an official trade test successfully, or be registered as an Engineering Technician in terms of the regulations promulgated under section 14(1) or 14(2) of the engineering profession of SA Act, 1990(Act 114 of 1990) Extensive appropriate experience in the built environment and a valid driver's license are required. The following will serve as recommendations: Proven ability in and exposure to project management, a working knowledge of projects and services in the building environment is essential. Extensive experience in working in multidisciplinary teams. Ability to budget and work with figures (financial management). Strong verbal and written communication skills. Computer literacy (word processing and spread sheets). The successful applicant must also have a sound knowledge of the National Department of Public Works Tender procedures, Tender Documents, Tender recommendations, Targeted procurement policy and compilation of specifications. Knowledge and understanding of PFMA, National Building Regulations and Government Procurement System – Supply Chain Management. |
| <u>DUTIES</u> | : | The successful candidate will be responsible (under the supervision of the Control Works Manager and on behalf of several client departments. Write specifications and to handle inspections in the building environment. Travel to sites on a regular basis will be essential to fulfil this task. Compile and prepare scope of works, estimates and technical reports. Verify and certify invoices from contracts. Inspect all state owned buildings in the Eastern Cape for any building and safety defects, do condition surveys. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms L Mpukane Tel No: 047 502 7000 |
| | : | All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. |
| <u>FOR ATTENTION</u> | : | Ms N Mzalisa |
| <u>POST 19/58</u> | : | <u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2019/136</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R316 791 per annum |
| | : | Bloemfontein Regional Office |
| | : | A three year tertiary qualification in the Electrical Engineering discipline accompanied by proven relevant extensive technical experience or N3 Certificate in Electrical Engineering plus passed trade test certificate with proven relevant extensive technical experience Ability to plan, organize and manage resources. A valid driver's license. 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. |
| <u>DUTIES</u> | : | 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. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Ms. T Zulu Tel No: 051 408 7306 |
| | : | Bloemfontein Regional: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. |
| <u>FOR ATTENTION</u> | : | Mr D Manus |
| <u>POST 19/59</u> | : | <u>SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT ACQUISITION REF NO: 2019/137</u> |
| <u>SALARY CENTRE</u> | : | R316 791 per annum |
| | : | Johannesburg Regional Office |

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| <u>REQUIREMENTS</u> | : | A three year tertiary qualification in Supply Chain Management, Logistics, Finance, Public Finance Management or equivalent qualification and relevant work experience in Bid and Quotation Administration. Competencies: Computer skills. Sound knowledge of Government Procurement procedures, namely Supply Chain Management, Preferential Procurement Policy Frame Work Act, PFMA and Treasury Regulations. A Valid Driver's license. |
| <u>DUTIES</u> | : | The successful candidate will be required to Supervise, manage and monitor all transaction on bid and quotation administration. Ensure that bids are advertised and closed in time. Ensure manual and electronic tender registers and publish bids received on relevant tender portals. Attending and supporting site briefing meetings. Coordinate the evaluation of the administrative responsiveness criteria of bids and quotes. Perform secretariat function on Bid Committees and provide advisory services. Ensure evaluation reports comply with relevant and applicable prescripts. Manage and ensure communicate extension of validity period of bids. Perform any other assigned duties in relation to Supply Chain Management activities and maintain compliance. Liaise with Contract and Legal Administration on bids awarded. Supervise staff. It will be expected of the candidate to rotate in the Sub-directorate on an annual basis. |
| <u>ENQUIRIES</u> | : | Mr M Magoso Tel No: (011) 713 6226 |
| <u>APPLICATIONS</u> | : | Johannesburg Regional: The Regional Manager, Department of Public Works: Private Bag X3, Braamfontein, 2017 or hand delivery to: 78 De Korte Street, Ground Floor, Mineralia Building, Braamfontein. |
| <u>FOR ATTENTION</u> | : | Mr. M Mudau |
| <u>POST 19/60</u> | : | <u>SENIOR ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2019/138</u> |
| <u>SALARY</u> | : | R316 791 per annum |
| <u>CENTRE</u> | : | Mthatha Regional Office |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification degree or equivalent qualification / equivalent qualification with appropriate experience. Sound knowledge of the PFMA, Asset Management, Sound knowledge of Treasury Regulations, Supply Chain Management and Government Transport. Sound decision making, control, planning and technical operational skills related to the job. Good customer service, communication. Computer literacy including understanding of Microsoft excel and word applications. A valid driver's license. |
| <u>DUTIES</u> | : | Supervise, manage and monitor all transactions Transport unit. Ensure compliance to all acts, regulations, policies and standard operating procedures related to transport and fleet management. Act as the proxy for fleet vehicles. Ensure that payments for fleet vehicles, S&T, travel and accommodation is done correctly. Prepare monthly, quarterly and annual commitment and accrual lists. Prepare monthly fleet utilization reports. Ensure that vehicles are maintained and cleaned regularly. Loss Control Officer. |
| <u>ENQUIRIES</u> | : | Mr. Ngqongqo Tel No: (047) 502 7003 |
| <u>APPLICATIONS</u> | : | All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. |
| <u>FOR ATTENTION</u> | : | Ms N Mzalisa |
| <u>POST 19/61</u> | : | <u>ADMINISTRATIVE OFFICER: UTILIZATION & CONTRACTS REF NO: 2019/139</u> |
| <u>SALARY</u> | : | R257 508 per annum |
| <u>CENTRE</u> | : | Mthatha Regional Office |
| <u>REQUIREMENTS</u> | : | A three year tertiary qualification or equivalent qualification preferably in a property related or legal field. Appropriate experience in leasing, property administration and/or acquisition of property rights. Knowledge and understanding of Government procurement procedures and regulations. Understanding and knowledge of the PFMA, PPPFA and SCM, Understanding of the property market and its trends, Good communication (verbal and written) and interpersonal skills, Computer literacy. A valid driver's license. |
| <u>DUTIES</u> | : | Effective administration in the utilization regarding the potential of state owned properties, undertake site visits and condition survey to determine utilization potentials. The provision of optimal utilization of state owned properties. Manage |

property details and maintain property management information systems and fixed asset register. Administrative measures against unlawful occupations. Liaise with clients to determine their property related requirements. Assist in identification of redundant state properties for disposal. The provision of management support of property related contracts and agreements.

ENQUIRIES : Ms Malindi-Maqeda Tel No: (047) 502 7000
APPLICATIONS : All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
FOR ATTENTION : Ms N Mzalisa

POST 19/62 : **STATE ACCOUNTANT: INTERNAL CONTROL**

SALARY : R257 508 per annum
CENTRE : Kimberley Regional Office Ref No: 2019/140A
 Port Elizabeth Regional Office Ref No: 2019/140B

REQUIREMENTS : A three year tertiary qualification in Finance, Supply Chain Management, Financial Management/Auditing, Accounting with Supply Chain Management experience. Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS); Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills and personal attributes: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines ;Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license; Willingness to travel and work irregular hours.

DUTIES : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance, Monitor whether finance and supply chain objectives are consistent with Government 's broader policy, Ensure that the Departmental SCM processes are aligned with those standards that support international best practice, Implement SCM practice notes, policies and inform about new prescripts from National Treasury, Identify non-compliance issues by doing the pre- audit and post audit, Compile report on Non-compliance for coordination for purposes of Financial statements, Review and updating SCM Standard operating Procedure manual, Delegations document and Policy for the Department, Update the risk register in SCM Reporting on regular basis to Senior Management and National Treasury on the performance of SCM, The effective administrative support on contract management, Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties, Ensuring the administration of the signing of contracts and agreements, Verify by scrutinizing the contract documents for compliance, Handle contract related enquiries.

ENQUIRIES : Ms N Hlongwane Tel No: (053) 838 5377
APPLICATIONS : **All Kimberley Regional:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301. Or hand deliver at 21 – 23 Market Street, Old Magistrate Court Building, Kimberley. For Attention: Ms N Hlongwane
All Port Elizabeth: Port Elizabeth: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. For Attention: Ms F. Clark

POST 19/63 : **STATE ACCOUNTANT REF NO: 2019/141 (X2 POSTS)**

SALARY : R257 508 per annum
CENTRE : Durban Regional Office

REQUIREMENTS : A three year tertiary qualification or degree in Accounting/ Auditing/ Financial Management, and related work experience. Knowledge and experience of

government systems, BAS, Persal any other accounting systems. Knowledge of WCS, PMIS & Sage will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF. Knowledge & experience in budgeting will be an added advantage. Knowledge and experience in auditing will be an added advantage.

DUTIES : Control, manage and execute timely payment of all invoices \ statements in compliance to PFMA & National Treasury Regulations. Safekeeping of all accounting documents \ files \ reports. Prepare monthly reconciliation of Business Systems (PMIS\SAGE; Persal\SAGE; WCS\SAGE; Logis\BAS\SAGE). Render support and assist in controlling and maintaining Suspense Accounts on a monthly basis. Prepare and analyze reports. Budget preparation and support. Manage expenditure, debt and revenue.

ENQUIRIES : Mr N Gengiah Tel No: (031) 3147014, Ms BV Ngubane Tel No: (031) 3147063
APPLICATIONS : Durban Regional: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Mr R Joseph

POST 19/64 : **ASSISTANT ADMINISTRATION OFFICER: WORKS MANAGEMENT REF NO: 2019/142**

SALARY : R208 584 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Grade 12 with extensive relevant office administration experience or equivalent with appropriate experience in office administration in a related environment. (An appropriate National Diploma/Degree will be an added advantage). Good communication skills (Written& verbal), Computer literacy in MS Office software as well as good telephone etiquette are essential. Ability to work under pressure.

DUTIES : Manage and co-ordinate the functions of the component liaise with Chief Works Managers and Clients (external & internal). Handle Works Managers' correspondence with clients. Provide admin support for works managers and technical functions. Administer invoices and estimates, leaves and work plans. Provide general administrative support within the section.

ENQUIRIES : Mr T Mohapi Tel No: (051) 408 7354
APPLICATIONS : Bloemfontein Regional: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300.

FOR ATTENTION : Mr D Manus

POST 19/65 : **SWITCH BOARD OPERATOR REF NO: 2019/143**
 (Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R145 281 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 12 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 cantered 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.

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 : All 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 19/66 : **CLEANERS: FACILITIES MANAGEMENT REF NO: 2019/144 (X5 POSTS)**

SALARY : R122 595 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : Grade 10 (Std 8) or ABET level 3 qualification. Relevant cleaning experience. Good interpersonal skills, basic communication and literacy. Ability to perform 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.

ENQUIRIES : Ms N Nakumba Tel No: (012) 492 3173
APPLICATIONS : All Mthatha: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisa

POST 19/67 : **GROUNDSMAN REF NO: 2019/145 (X2 POSTS)**

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 : All 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