

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.

NOTE : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified copies of qualifications and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply

MANAGEMENT ECHELON

POST 23/37 : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A (SENIOR PROJECT MANAGER) REF NO: 2019/168(X7 POSTS)**

SALARY : All-inclusive OSD Package of R1 042 827.00 to R1 192 365.00 Per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in the built Environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP OR a B.Tech degree in the Built Environment with a minimum of 6 years' experience as a registered professional construction project manager with the SACPCMP . A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Manager upon appointment. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication skills problem solving and analysis skills. Decision making skills. Conflict management skills.

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

ENQUIRIES : Ms. T Kolele, Tel no: (021) 402 2063.
APPLICATIONS : The Regional Manager: Cape Town Regional Office, Private Bag x9027, Cape Town, 8000, 9th floor, 1 Lwr Heerengracht, Customs Building, Foreshore Cape Town, Attention Ms N Mtsulwana.

CLOSING DATE : 19 July 2019 at 16H00

POST 23/38 : **DIRECTOR, PORTFOLIO PERFORMANCE AND MONITORING, REF NO: 2019/169 (2 POSTS)**

Re-Advert people who previously applied are encouraged to re-apply

SALARY : All-inclusive salary package of R1 005 063.00 per annum (Total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Head Office (Pretoria) (Department of Correctional Services and Daff)

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in property/Asset management, construction or related field and five (5) years' experiences at Middle/ Senior management level. Knowledge: Asset management, Property management, public finance management act, treasury regulations, property related legislations, market trends, construction industry, state property management acts, by-laws and ordinances, contract management, financial management, corporate governance and project management. Skills: computer literacy, facilitation skills, good communication skills, ability to work under stressful conditions. Ability to adapt in accordance to office requirements. Willing to travel. A valid driver's license.

DUTIES : the incumbent will be responsible for immoveable asset management functions within the department with the following key results areas in accordance with approved strategic plan, annual performance plan and business plan: oversee the development and review of property strategies. Develop and review of custodian Asset (immovable) management plans. Develop infrastructure implementation programmes to address user departments and custodians accommodation requirements. Programme management of infrastructure implementation programs. Facilitate the assessments of the performance of immovable assets. Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on immovable assets. Develop immovable asset management policies, strategies and guidelines. Manage the identification, evaluation and management and implementation control of risks. Manage asset performance reports. Ensure optimal utilization and performance of assets. Provide management support to the unit/section

ENQUIRIES : Ms M Tshabalala Tel no: 012 406 1915

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

CLOSING DATE : 19 July 2019 at 16H00

OTHER POSTS

POST 23/39 : **CONSTRUCTION PROJECT MANAGER OFFICE REF NO: 2019/170 (X 2 POSTS)**

SALARY : R679 338 to R728 400 all-inclusive (OSD) package per annum

CENTRE : Cape Town Regional

REQUIREMENTS : A National Higher Diploma (Built Environment Field) with a minimum of four years (4) and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver's license, Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

ENQUIRIES : Enquiries: Ms. T Kolele, tel: (021) 402 2063.

APPLICATIONS : The Regional Manager: Cape Town Regional Office, Private Bag x9027, Cape Town, 8000, 9th floor, 1 Lwr Heerengracht, Customs Building, Foreshore Cape Town,

FOR ATTENTION : Ms N Mtsulwana.
CLOSING DATE : 19 July 2019 at 16H00

POST 23/40 : **ASSISTANT DIRECTOR: LEASING & ACQUISITION REF NO: 2019/152**

SALARY : R470 040.00 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification in property management, financial management or legal studies or business studies or other related field, with experience in the property environment, Relevant working experience in Property Management, Supervisory experience, Extensive experience in property acquisitions will be an added advantage. Willingness to travel, valid unendorsed drivers licence. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, Treasury Regulations, Property Management Information Sources/systems; Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.

DUTIES : Verify confirmation of funds from client departments. Lead the procurement process for all procurements at head office. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Ensure lease agreements are within industry trends Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Compile budget and expenditure reports for the section.

ENQUIRIES : Ms MM Mokhohloa Tel No: (013) 753 6301
APPLICATIONS : 30 Brown Street, Nedbank Building 9th Floor, Nelspruit, 1200. Postal Address Private Bag X11280, Nelspruit, 1200

FOR ATTENTION : Mr EK Ngyuza
CLOSING DATE : 12 July 2019 at 16h00

POST 23/41 : **ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT REF NO: 2019/153**

SALARY : R470 040.00 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification in supply chain management, logistics management, financial management, risk management, public management, asset management or relevant qualifications as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, with appropriate in movable asset management. Knowledge: the public finance management Act, 1999 (Act no. 1of 1999), PFMA, Office administration, supply chain management and provisioning policies and procedures, financial administration processes, LOGIS and BAS systems, contractual policies and procedures, effective communication (verbal and written) report writing skills, numeracy, computer literacy interpersonal relations, willingness to adapt the work schedule in accordance with office requirements, A valid driver's licence and willingness to travel.

DUTIES : Barcode new assets and update LOGIS, Track movements of movable assets on LOGIS Take stock of movable assets moved, keep records of redundant unserviceable and broken assets. Manage the repair process of movable assets, maintain the maintenance schedule of movable assets, Register maintenance information of LOGIS, Engage with suppliers, Interact with chief users with regards to asset repairs, Manage the repair process, Administer financial reporting process. Administer financial reporting process on movable assets, Obtain relevant report from BAS and LOGIS, Reconcile information on BAS and LOGIS Identify problem areas and submit journals to rectify, Compile reconciled reports for the financial department and Compile annual balance sheet of movable assets

ENQUIRIES : Mr MV Mbukushe, Tel no: 013 753 6399
APPLICATIONS : 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

FOR ATTENTION : Mr EK Ngyuza
CLOSING DATE : 12 July 2019 at 16h00

POST 23/42 : **OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2019/154**

SALARY : R376 596.00 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENT : A three-year tertiary qualification in the secretarial/ administration field. Advanced computer literacy in Ms Office packages (Ms Word, Ms Excel, Ms PowerPoint) and the ability to use email, interpersonal, organisational and communication at all levels. Ability to maintain confidentiality. Ability to work independently with minimum supervision. Highly organised, hardworking, dynamic, self-motivated and professional. Capable of learning quickly, ability to work under stressful situations. Knowledge of the following will be an advantage: PFMA, minimum information security standard act, medium term expenditure budgeting processes, procurement processes and procedure and financial administration processes and system.

DUTIES : Co-ordinate/Arrange meetings/workshops and arrange logistics. Co-ordinate/Arrange the Regional Manager's itinerary, travel arrangements and accommodation. Attend to external visitors (Head Office/Clients, etc). Co-ordinate/ Arrange catering for events/meeting/ workshops. Co-ordinate/ Arrange catering for events/ catering/ workshops. Attend meetings, take minutes and prepare and distributes them appropriately. Review tenders and prepare schedules for the tender committee meetings. Budget/ Financial Administration: Manage the petty cash, prepare and submit relevant claims, manage/control the commitment register and budget. Office Administration: Manage correspondence to and from the office (distribution, tracking, copying and filling). Create/type document, co-ordinates/ follow up on/ consolidate inputs, reports, work plans and business plans from the Regional Manager's direct reports. Manage telecommunications (phone, fax, Email and internet). Order office supplies. Ensure the security profile and classification of documents and information related to the office. Undertake office inventory control. Reporting: provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure

ENQUIRIES : Mr PT Mashiane, Tel no: 013 753 6381
APPLICATIONS : 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

FOR ATTENTION : Mr EK Nguyuza
CLOSING DATE : 12 July 2019 at 16h00

POST 23/43 : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS MANAGEMENTREF NO: 2019/155**

SALARY : R316 791.00 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification in Social Sciences, Human Resources Management, Labour Law or equivalent qualification. Relevant working experience. A generalist with in-depth knowledge of related legislations such as the Public Service Act, Public Service Regulations, Collective Agreements, Labour Relations Act, BCEA, PFMA, Skills Development Act, etc. Proven exposure/experience in collective bargaining processes and handling of individual and collective disputes/grievances. Good verbal and written communication skills. Facilitation and presentation skills. Mediation and conflict management skills. Basic knowledge of the PERSAL system. A valid driver's license and willingness to travel. Computer literacy.

DUTIES : Implementation of Labour Legislation. Advice and pro-actively manage departmental risk on industrial actions. Maintain labour relations, grievances and misconduct database. Co-ordinate labour relations reports and advice Regional Office on current trends and decided cases on misconducts. Implement and maintain all labour relations programmes, policies and interventions for the Regional Office. Prepare and provide relevant reports to the Head of Labour Relations. Record Labour Relations statistics on PERSAL.

ENQUIRIES : Mr. EK Nguyuza Tel no :(013) 753 6319
APPLICATIONS : 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

FOR ATTENTION : Mr EK Nguyuza
CLOSING DATE : 12 July 2019 at 16h00

POST 23/44 : **SENIOR ADMISTRATION OFFICER: PROJECT SUPPORT REF NO: 2019/156**

SALARY : R316 791.00 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A relevant degree or diploma or equivalent qualification. Admin experience in a Technical/building environment. Must be computer literate, Word/Excel. Accounting/Mathematical skills. Good interpersonal and sound analytical skills. Good

written and verbal communication skills. Good financial skills and computer literacy. Knowledge of WSC and MS Projects will be an added advantage.

DUTIES : the incumbent will be responsible for the management and coordination of functions within the component. Manage Property Maintenance and Capital Works budget of Client Departments. Updating of Works Control System on a daily basis. Liaise with Project managers and clients. Admin support for Project Managers and Project Manager Functions. Administration of contracts in delivery of Capital Works, Planned maintenance and unplanned maintenance. Assist with the administration of day-to-day maintenance and controlling of funds.

ENQUIRIES : Mr J Mahloko, Tel no: 013 753 6374
APPLICATIONS : 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

FOR ATTENTION : Mr EK Nguyuza
CLOSING DATE : 12 July 2019 at 16h00

POST 23/45 : **CHIEF WORKS MANAGER: BUILDING REF NO: 2019/157(X2 POSTS)**

SALARY : R316 791.00 per annum
CENTRE : Nelspruit regional office
REQUIREMENTS : A national diploma/ degree and appropriate technical experience OR an N3 certificate plus completed trade test with three years technical experience in the built environment. A valid driver's licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, national building regulation, the environmental conservation 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 requests from clients. Compile scopes of work and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect report on optimum use of 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 MM Mokgohloa Tel no: (013) 753 6301
APPLICATIONS : 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

FOR ATTENTION : Mr EK Nguyuza
CLOSING DATE : 12 July 2019 at 16h00

POST 23/46 : **SENIOR INTERNAL AUDITOR: INTERNAL AUDIT (X2 POSTS)**

SALARY : R 316 719.00 per annum
CENTRE : Johannesburg Regional Office Ref N0: 2019/171A
 Polokwane Regional Office Ref No: 2019171/B

REQUIREMENTS : A 3year Tertiary Qualifications in Internal Auditing and Financial Accounting. Knowledge of phases of internal audit processes, best practices regarding systems of risk management, internal control and governance processes. Understand IIA standards, and accounting standards. Computer literate. Be able to assess and analyze audit evidence and develop relevant findings. High level of integrity and objectivity. Good interpersonal and listening skills. Be able to travel. Prepared to be subjected to a security clearance. Knowledge of Teammate will be an added advantage. Minimum of 12 months in an internal audit/auditing environment.

DUTIES : Conduct/Execute audit program steps. Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Develop audit working papers. Develop audit findings. Attend and develop entrance and exit conference documentation. Perform audit related administration.

ENQUIRIES : Mr. T. Shenxane Tel no:(012) 406 1158; Mr. L.W Gayiya (012) 406 1402; Mr. S. Khomo (012) 492 3066

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
CLOSING DATE : 19 July 2019 at 16H00

POST 23/47 : **SENIOR AUDITOR- COMPUTER AUDITS: INTERNAL AUDIT UNIT- COMPUTER AUDITS DIRECTORATE REF NO: 2019/172**

SALARY : R 316 719.00 per annum
CENTRE : Head Office

- REQUIREMENTS** : A three year Tertiary Qualifications in Information Technology, Auditing or Financial Information Systems; Appropriate experience as an Auditor in a Computer/IT Auditing environment; Knowledge of Teammate Electronic Working System; Computer Assisted Audit Techniques (CAATS) e.g. ACL; IT auditing frameworks; Standards and Methodologies. Adequate training and experience in assessment of Information Technology environment Controls and Governance. Skills in time management; Communication; Independent and objective mental attitude; Ability to evaluate and express a reasonable judgment on facts; Effective report writing skills; Willingness to work long hours and travel and have a valid Driver's license.
- DUTIES** : Undertake audit programmes regarding Risk management, internal control and Governance processes with regards to: The Information System environment; the reliability and integrity of information systems. Conduct audit programme steps on IT Audits. Conduct fieldwork and collect relevant, reliable, sufficient, and useful audit evidence. Conduct General and Applications control reviews including Technical System reviews. Assess and evaluate audit evidence of IT systems. Develop electronic audit working papers, audit findings; CAATS to support audit objectives and perform follow up audits. Assist in general Administration and compliance duties for the Directorate as and when requested.
- ENQUIRIES** : Mr. M, Ditshego, Tel no: 012 406 1608
- 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
- CLOSING DATE** : 19 July 2019 at 16H00
- POST 23/48** : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2019/158(X3 POSTS)**
- SALARY** : R257 508.00 per annum
- CENTRE** : Nelspruit Regional Office
- REQUIREMENT** : A three year tertiary qualification in Accounting/cost and Management Accounting or equivalent qualification in finance. Must be able to resolve problems efficiently and work well under pressure. Computer skills, good communication and interpersonal skills. Good written, analytical and financial management skills. A valid driver's license.
- DUTIES** : Payment of accounts received from Municipalities, Landlords and service providers in respect of municipal services and rates and taxes for state owned assets and leased accommodation. Analyse and verify the correct billing of invoices from municipalities and service providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Perform any other property payments related functions when necessary.
- ENQUIRIES** : Ms MM Mokgohloa Tel no: (013) 753 6301
- APPLICATIONS** : 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200
- FOR ATTENTION** : Mr EK Nguyuzza
- CLOSING DATE** : 12 July 2019 at 16h00
- POST 23/49** : **ADMINISTRATION OFFICER: INTERNAL CONTROL REF NO: 2019/159**
- SALARY** : R257 508.00 per annum
- CENTRE** : Nelspruit Regional Office
- REQUIREMENT** : A three year tertiary qualification in Finance or relevant qualifications and working experience in Financial Management/Accounting or supply chain management experience. Working knowledge of government financial system (BAS, PERSAL, PMIS & LOGIS) Knowledge and understanding of PMFA, treasury regulations, Supply Chain Management frame work. Good communication skills both written and verbal. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.
- DUTIES** : The effective implementation of internal compliance impacting on finance and supply chain management. Minor weather finance and supply chain objectives are consistent with government broader policy. Ensure that the department SCM processes are aligned with those standards that support internal best practice. Implement SCM practice notes, policies and inform about new prescripts of National Treasury. Identify none compliance issues by doing the pre-audit and post audit. Compile report of none compliance for coordination for purposes of financial statements. Review the updating of SCM standard operating procedure manual delegations document and policy for the department. Update the risk register in SCM reporting and 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 legal 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 MV Mbukushe Tel no: (013) 753 6399
APPLICATIONS : 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200
FOR ATTENTION : Mr EK Nguyuzo
CLOSING DATE : 12 July 2019 at 16h00

POST 23/50 : **STATE ACCOUNTANT: PAYROLL ADMINISTRATION (FINANCIAL ACCOUNTING) REF NO: 2019/160**

SALARY : R257 508.00 per annum
CENTRE : Head Office
REQUIREMENTS : A three year tertiary qualification in Financial Management / Accounting or relevant qualification. Experience in financial management. Knowledge of the Public Finance Management Act (PFMA), Knowledge of Persal, BAS and Easy File, Treasury Regulations, General Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Communication, interpersonal, sound administrative and numeric skills, Analytical thinking and good planning and organising skills. Ability to work under pressure, be creative, innovative and communicate at all levels.

DUTIES : Compile and capture journal on BAS to clear suspense accounts. Clear PERSAL exceptions. Perform BAS and PERSAL Reconciliation. Prepare payment to SARS on manual tax deducted from employees before due date. Submit EMP201 returns to SARS on monthly basis. Clear IRP'5 exceptions on Persal and Easy file. Attend to enquiries from internal and external clients. Send statement of deduction made on Persal to third parties on monthly basis.

ENQUIRIES : Ms Veronica Lambani, Tel no: (012) 406 1684
APPLICATIONS : The Director General, private bag x65 Pretoria 0001 or hand delivery to Cnr Bosman and Madiba

FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 12 July 2019 at 16h00

POST 23/51 : **ADMIN OFFICER: REGISTRY REF NO: 2019/161**

SALARY : R257 508.00 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : Appropriate three year tertiary qualification in Administrative/ Social Sciences or related qualification and appropriate experience in Registry. Experience in registry mailing procedures and filing systems. Computer literacy in Ms Word and Excel. Knowledge of the National Archives procedures and standards. Ability to work under pressure and function as a team leader.

DUTIES : Manage the Registry section. Train and supervise subordinates. Manage postal services, filing, photocopiers, switchboard and messenger services. Implementation and maintenance of the file plan. Manage archiving and disposal of files. Manage performance management and staff development.

ENQUIRIES : Mr PP Mothiba, Tel no: (015) 291 -6309 or Meriam Shabangu (012 492 1477) /Melato Malatji (012 492 1480)

FOR APPLICATIONS : The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane.

ATTENTION : Mr. Nj Khotso
CLOSING DATE : 12 July 2019 at 16h00

POST 23/52 : **STATE ACCOUNTANT: BILLING AND REVENUE REF NO: 2019/173**

SALARY : Package: R257 508.00per Annum
CENTRE : Head Office: (Pretoria)
REQUIREMENTS : A three (3) year tertiary qualification in Accounting or Financial Management. Knowledge of financial systems, financial prescripts e.g. Public Finance Management Act and Treasury regulations. Knowledge of the transversal systems. Must have communication skills, interpersonal skills, sound administrative and numeric skills. The person must be an analytical thinker and have good planning and organizing skills. The person must be able to work under pressure, be creative innovative and have the ability to communicate at all levels.

DUTIES : Compile and distribute municipal services claims to clients department. Monitor, allocate money received for Municipal Services. Perform reconciliation of clients'

accounts and clear exceptions. Follow up on outstanding balances. Liaise with Regions on clients disputes. Resolve disputes. Attend to client queries. Compile and issue statements of accounts to client on monthly basis. Clearing the suspense accounts. Respond to all audit queries in the directorate and gather information to resolve the audit queries.

ENQUIRIES APPLICATIONS : Ms Ekaba Tseuoa, Tel no: 012 406 1875
 : 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 CLOSING DATE : Ms N.P Mudau
 : 19 July 2019 at 16H00

POST 23/53 : **EPWP: DATA CAPTURER: REF NO: 2019/162**

SALARY PACKAGE CENTRE REQUIREMENTS : R 173 703.00 per annum
 : Polokwane Regional Office
 : Matric (Grade 12) certificate with knowledge or experience in the use of MS Office software (Word, Excel, and Access) A Certificate/ Diploma/Degree in Information Technology or Statistical Information Science will be an added advantage. Accurate capturing of data with a neat methodical approach. Ability to key and check work accurately. Good communication (both written and oral) and interpersonal skills. This position requires somebody who is self-motivated, committed to meeting quality standards and has ability to work under pressure.

DUTIES : Be part of a team of data capturers dedicated to carrying out the capture of data on behalf of reporting bodies. Accurately capture EPWP data into the EPWPRS. Transcription of data from source documents of variable quality and verification of work of others. Offer advice and guidance to public bodies on the process of capturing data and agree on deadlines for the capturing of the required information. Execute related administrative duties.

ENQUIRIES APPLICATIONS : Meriam Shabangu Tel no: (012 492 1477) /Melato Malatji (012 492 1480)
 : The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1st Floor, Polokwane.

FOR ATTENTION CLOSING DATE : Mr. Nj Khotsa
 : 12 July 2019 at 16h00

POST 23/54 : **CASHIER: PMTE REF NO: 2019/174**

SALARY CENTRE REQUIREMENTS : R173 703.00 per annum
 : Head Office
 : Matric or grade 12 and relevant working experience in Financial Accounting or similar. Customer service experience will be an advantage. A candidate must have knowledge of ERP systems and/or Government transversal systems, payments and receipts and financial procedures. Trustworthy, honest, planning, organising, written and verbal and good interpersonal skills; computer literacy.

DUTIES : The management and administration of petty cash and cash receipts – custodian of and safeguarding of petty cash float, receive, validate and process petty cash requests, record petty cash voucher with supporting documentation, replenish petty cash, perform daily and monthly reconciliations, effective document control of petty cash claims. Receive and issue money and allocate on ERP system. Prepare and complete daily banking of all cash receipts and allocation on. Make inputs to petty cash related policies and procedures. Provide petty cash related inputs for financial statements in line with GRAP and respond to audit queries on related petty cash and cash receipts matters.

ENQUIRIES APPLICATIONS : Mr. Khutso Lefutla, Tel no: (012 406 1705)
 : 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 CLOSING DATE : Ms N.P Mudau
 : 19 July 2019 at 16H00

POST 23/55 : **ASSISTANT ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT REF NO: 2019/ 163**

SALARY CENTRE REQUIREMENTS : R163 563.00 per annum
 : Port Elizabeth Regional Office
 : Grade 12 or equivalent qualification with related experience in Movable Asset Management or LOGIS. Knowledge: Public Finance Management Act (PFMA); Office Administration; Procurement policies; Reporting procedures; Financial systems

(LOGIS); Supply Chain Management framework; Asset Management framework; Computer literacy. Skills: Effective communication. General office management. Ability to work under pressure; hard working. Willing to adapt work schedule in accordance with office requirements and work abnormal hours. A valid driver's license will be and added advantage.

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

ENQUIRIES APPLICATIONS : Mr D. Mnkokwana, Tel no: 041 408 2034.
: The Regional Manager, Department of Public Works Private Bag X3913, North End, Port Elizabeth 6056

FOR ATTENTION CLOSING DATE : Ms F. Clark
: 12 July 2019 at 16h00

POST 23/56 : **ADMINISTRATIONCLERK: INTER-GOVERNMENTAL COORDINATION REF: 2019/175 (12 MONTHS CONTRACT)**

SALARY CENTRE REQUIREMENTS : R145 281.00 Per annum
: Head Office (Pretoria)
: A National Senior Certificate (Grade 12), or equivalent qualification. A relevant working experience in office administration. Good communication (verbal and written), interpersonal, typing, planning, organisational, problem solving and interpersonal relationship skills. Time management and conflict management skills. Computer Literacy (Word, Excel, PowerPoint, etc). Ability to work under pressure, meet tight deadlines and work independently and as part of the team.

DUTIES : Provide general administrative support to the office of the DDG and Chief Directors. Render administrative/office support services. Manage travel and accommodation arrangements for the DDG/Chief Directors. Provide logistics/procurement support services, for the provision of goods and services. Handling of petty cash, travelling and S & T arrangements. Interfacing with internal and external stakeholders within and outside the sector. Make arrangements for meetings/Conferences/Workshops and receiving of clients. Provide secretariat services during ad hoc meetings. Ensure the effective flow of information and documentation to and from the office of the DDG and Chief Directors. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES APPLICATIONS : Ms Lerato Stemmer, Tel no: 012 406 1973
: 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 CLOSING DATE : Ms N.P Mudau
: 19 July 2019 at 16H00

POST 23/57 : **CLEANERS: FACILITIES MANAGEMENT (X7 POSTS)**

SALARY CENTRE : R122 595.00 Per annum
: Nelspruit Regional Office
Lydenburg: Ref No: 2019/164 A (2 posts)
Witbank: Ref No: 2019/164 B (1 post)
Delmas: Ref No: 2019/164 C (1 post)
Lebombo: Ref No: 2019/164 D (1 post)
Graskop: Ref No: 2019/164 E (1 post)
Caroline: Ref No: 2019/164 F (1 post)

REQUIREMENT : Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.

DUTIES : cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

ENQUIRIES APPLICATIONS : Mr EJ Mkhari Tel no: (013) 753 6347
: 30 brown street, Nedbank building 9th floor, Nelspruit, 1200. Postal address Private bag x11280, Nelspruit, 1200

FOR ATTENTION CLOSING DATE : Mr EK Nguyuza
: 12 July 2019 at 16h00

<u>POST 23/58</u>	:	<u>CLEANER: FACILITIES MANAGEMENT (X 7 POSTS)</u>
<u>SALARY</u>	:	R122 595.00 per annum
<u>CENTRE</u>	:	Thabazimbi Magistrate Court Ref: 2019/165 A (1 post) Bochum Magistrate Court x Ref: 2019/165 B (1 post) Naphuno Magistrate Court Ref: 2019/165 C (1 post) Thohoyandou Magistrate Court Ref: 2019/165 D (2 post) Sibasa Regional Court Ref: 2019/165 E (1 post) Mutale Magistrate Court Ref: 2019/165 F (1 post)
<u>CENTRE REQUIREMENTS</u>	:	Nelspruit Regional Office ABET level 3 / or Grade 10 (Std8) certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.
<u>DUTIES</u>	:	Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. N.A. Sipungela Tel No: (015) 291 6389 The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1 st Floor, Polokwane.
<u>FOR ATTENTION CLOSING DATE</u>	:	Mr. NJ Khotsa 12 July 2019 at 16h00
<u>POST 23/59</u>	:	<u>TRADESMAN AID: WORKSHOP REF: 2019/166(X 4POSTS)</u>
<u>SALARY</u>	:	R122 595.00 per annum
<u>CENTRE</u>	:	Hoedspruit AFB Workshop
<u>REQUIREMENTS</u>	:	A Junior Certificate (Std 8), ABET level 3 or equivalent qualification. (N3/ NCV 4 in Engineering Studies/ Chemical Plant Operation - will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.
<u>DUTIES</u>	:	Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Operate water purification and waste water treatment plants. Maintain good housekeeping of the workshop and plant rooms.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. H Ngoatje Tel No: (015) 291 6300 The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1 st Floor, Polokwane.
<u>FOR ATTENTION CLOSING DATE</u>	:	Mr. Nj Khotsa 12 July 2019 at 16h00
<u>POST 23/60</u>	:	<u>GROUNDSMAN HORTICULTURAL SERVICES REF: 2019/167 (X 2 POSTS)</u>
<u>SALARY</u>	:	R122 595.00 per annum
<u>CENTRE</u>	:	Vuwani Magistrate Court
<u>REQUIREMENTS</u>	:	ABET level 3/ NCV 3 or Grade 10 (Std 8) certificate. Good interpersonal skills, basic communication and literacy. Ability to perform routine gardening tasks.
<u>DUTIES</u>	:	To perform general garden maintenance tasks as directed by the supervisor such as planting, pruning, spraying, mowing and tree felling work, application of fertilizers, herbicides and pesticides as the need arise. Collecting of garden refuse at respective areas. Assist with general garden work as requested.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M.E. Nkwinika Tel no: (015) 291-6393 The Regional Manager, Department of public works Private Bag X9469, Polokwane, 0700 or Hand delivered at 77 Hans van Rensburg Street, Sanlam Building, 1 st Floor, Polokwane.
<u>FOR ATTENTION CLOSING DATE</u>	:	Mr. NJ Khotsa 12 July 2019 at 16h00