

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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. The filling of the positions is targeted for women and people with disability as first preference. All other groups will be considered on the event where the Department cannot appoint.



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 (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) 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. NB: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

POST 20/41 : **DIRECTOR: COMPUTER AUDITS AND HEAD OFFICE AUDITS REF NO: 2020/66**
Re-Advertisement: People who applied previously are encouraged to re-apply

SALARY : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)

CENTRE : Head Office

REQUIREMENTS : An undergraduate qualification (NQF level 7) or equivalent qualification in Accounting, Auditing, Internal Auditing, Information Systems or Computer Science. Certificate of entry into Senior Management Services. 5 years relevant working experience at middle or senior management level. Extensive appropriate experience in auditing at managerial level. A CIA/CISA qualification or advanced study towards such is preferred. Membership with the Institute of Internal Auditors (IIA) or the Information Systems Audit and Control Association (ISACA). Knowledge of the Standards for Professional Practice of Internal Auditing (SPIIA) or General Standards for Information Systems (SAICA). Knowledge of Accounting and Auditing Principles, Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations, the COBIT/COSO Framework and the King Report on Corporate Governance as well as other relevant Public Service Laws and Regulations. Knowledge and experience in Team Mate software and ACL will serve as an advantage. Excellent communication (verbal and written) skills. Ability to manage multiple projects. Proven skills in leading and managing teams to achieve higher levels of efficiency. Ability to work well under pressure for extended periods of time. A valid driver's license and the willingness to undergo security clearance.

DUTIES : Manage the Internal Audit's Head Office and Computer Audits Component. Monitor and ensure that the Internal Audit Activities' objectives are in line with the Activities' strategic goals and those of the Department. Implement audit approaches and methodologies for Internal Audit Activities. Identify critical risks

from the Department's Risk Management plan that require Internal Audit Activity focus. Develop risk-based three-year and annual Internal Audit Plans. Review audit reports as well as supervise the implementation and follow-up of audit findings. Co-ordinate the work of internal and external auditors. Develop policies and procedures to guide audits and audit staff. Ensure the Internal Audit Activities' compliance with all applicable statutory requirements, Acts and professional practices and standards. Effective participation in Audit Committee activities. Manage Financial and Human Resources within the Directorate. All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

- ENQUIRIES** : Ms R. Mashigoane Tel.No: (012) 406 -1758
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- NOTE** : Applicants must be in possession of pre-entry certificate into the Senior Management Services in the Public Service. This is an online programme offered by the National School of Government.
- CLOSING DATE** : 04 September 2020 at 16H00
- POST 20/42** : **DIRECTOR: SERVICE DELIVERY IMPROVEMENT GOVERNANCE, RISK AND COMPLIANCE REF NO: 2020/67**
- SALARY** : R1 057 326 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Administration/Management. Certificate of entry into Senior Management Services. 5 years' experience at middle/senior in a Service Delivery Improvement, Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework and other Public Service prescripts, valid driver's license, required to travel extensively. Skills And Competencies: Strategic financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project management skills, People and resource management skills, Research and development expertise, Strategic change and risk management, Presentation and facilitation skills, To tight work schedule in accordance with professional requirement.
- DUTIES** : Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department; Monitor and report on the Service Delivery Improvement Plan; Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department; Develop and review the Service Delivery Model(s) for the Department aligned to the mandate; Develop, coordinate, monitor and review the implementation of Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department Carry- out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter; Establish appropriate systems to manage institutional performance on service delivery matters; Implement service delivery improvement programmes/projects and complaints mechanism; Promote awareness of the department's Batho Pele Belief Set, service standards and charters in the Department; Develop and monitor internal service delivery policies and strategy aligned to the DPSAV Operations Management Framework.
- ENQUIRIES** : Mr. I Fazel Tel No: (012) 406 1681
- APPLICATIONS** : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- NOTE** : Applicants must be in possession of pre-entry certificate into the Senior Management Services in the Public Service. This is an online programme offered by the National School of Government.
- CLOSING DATE** : 04 September 2020 at 16H00

OTHER POSTS

<u>POST 20/43</u>	:	<u>CHIEF TOWN AND REGIONAL PLANNER GRADE A REF NO: 2020/68</u> Re-Advertisement: People who applied previously are encouraged to re-apply
<u>SALARY</u>	:	R898 569 per annum, (All inclusive salary package) total package to be structured in accordance with the rules of (OSD).
<u>CENTRE REQUIREMENTS</u>	:	Head-Office (Pretoria) A Bachelor's Degree in Urban/Town and Regional Planning or relevant qualifications. 6 years post qualifications professional experience required with relevant experience in various facets of district and rural planning and property development. Experience in various facets of town & regional planning and related built environment legislation and policies. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN). Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislation/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. A valid driver's license. Willing to travel extensively. Knowledge: Properly developed knowledge and understanding of National Government's responsibility to improve access to Government services, Inter-related macro/micro town planning related to the development of Government precincts and revitalization and development of metropolitan centers for improved inner-city (CBD), Development of site development plans to meet inner-city regeneration and initiatives, Project management principles (including the coordination of various activities of others), Liaison with metropolitan authorities, Feasibility studies, Legislative and legal aspects of built environment developments and informed decision-making. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, report writing, presentation and negotiations skills, Computer literacy.
<u>DUTIES</u>	:	The main purpose of the position is to plan for the development of identified government precincts within the spatial development parameters of District and Rural municipalities to ensure integration. This is to be achieved through, inter alia: Collaboration with User Departments, sector departments, national and municipal spheres of government, Government estate footprint assessment and prioritization of targeted municipalities, Development of opportunities into packaged accommodation solutions, Integration of site development plans with existing urban fabric, Identification of State buildings for brownfield / greenfield development, Identification of land parcels in precincts for development, Alignment of user needs, Site due diligence and adherence to planning legislation, Integration of site development plans, Draft and sign land availability agreements, Facilitate site clearance and bulk service installation, Project manage all town planning related tasks in various towns towards packaged precinct solutions. Manage and mentor young professionals with the Directorate. And perform any professional responsibilities that may be delegated by Principals in the Directorate.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr T Rachidi Tel No: (012) 406-1885
<u>FOR ATTENTION CLOSING DATE</u>	:	The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. Ms NP Mudau 04 September 2020 at 16H00
<u>POST 20/44</u>	:	<u>EXECUTIVE OFFICE MANAGER</u>
<u>SALARY</u>	:	R733 257 per annum. (All inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Head Office (Pretoria) Office of the CFO Ref No: 2020/70a Office of the DDG: Corporate Services Ref No: 2020/70b
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Office Administration or Financial Management/Financial Accounting or related qualification in Finance plus appropriate junior management experience in the finance and/or office management. Knowledge of relevant Public Service Regulation, Project management. Skills: Communication (verbal and written), Policy analysis and development, Planning and organising, Financial Management, Facilitation

and presentation, Stakeholder and client liaison and Report writing. Personal Attributes: People orientated, Resourceful, Creative, Trustworthy, Hard-working, Ability to work independently and Ability to work under pressure. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with Directors, Organisational and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated.

DUTIES : Prepare and consolidate financial reports on behalf of the CFO/DDG:CS; Act as formal channel of communication between office of the CFO/DDG:CS and other Departments and organisations; Compile briefing notes as well as other financial documentation to adequately prepare the CFO/DDG:CS for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the CFO/DDG:CS; Undertake research in the financial environment and inform CFO/DDG:CS of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent CFO/DDG:CS at meetings as and when required; Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; Manage the flow of correspondences, documents and reports in the office of the CFO/DDG: CS; co-ordinate and organise office activities; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Compile monthly cash-flow and expenditure projections for office of the CFO/DDG:CS; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Co-ordinate and compile reports on behalf of the CFO/DDG:CS for submission to the Director-General, Ministry, governance structures and oversight bodies.

ENQUIRIES : Ms NP Mudau Tel No: (012) 406 1548
APPLICATIONS : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 04 September 2020 at 16H00

POST 20/45 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2020/71**

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 : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications and relevant supply chain management experience at junior or middle management level. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management, willing to adapt work schedule in accordance with office requirements. Knowledge: 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; problem solving skills; decision making skills; numeracy; statistical skills. Analytical thinking; innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; able to establish and maintain networks; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

DUTIES : Manage the functional operation of the Sub directorate: Supply Chain Management (Acquisition Management) -;Manage, design and develop acquisition management policies, processes and procedures; Compile operational/supply chain acquisition management plan an obtain approval; Manage the execution of the acquisition management plan; Monitor and review

the acquisition management activities; Setting up the Bid Evaluation, Bid Adjudication and Bid Specification Committees and render a secretariat service to the relevant committees, Oversee the bidding process-: Compilation of bid documents and advertisements. Publishing of bid documents. Receipt (closing and opening) of bid documents. Processing of bid documents, Manage the compilation of the list of prospective providers-: Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate expressions of interest. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required, with regard to financial and HR administration-: Maintenance of discipline. Management of performance and development. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Serve on transverse task teams as required. Procurement and asset management for the sub-directorate. Plan and allocate work. Quality control of work delivered by employees.

- ENQUIRIES** : Mr M Ntshani Tel No: (015) 291 6443
- APPLICATIONS** : 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 or Hand Deliver at 77 Hans van Rensburg Street, SANLAM Building, Polokwane, 0699
- FOR ATTENTION** : Mr N.J. Khotsa
- CLOSING DATE** : 04 September 2020 at 16H00
- POST 20/46** : **PRODUCTION ARCHITECT GRADE A REF NO: 2020/69**
Re-advertisement: People who applied previously are encouraged to re-apply
- SALARY** : R618 732 per annum, (All inclusive salary package) total package to be structured in accordance with the rules of (OSD).
- CENTRE** : Head-Office (Pretoria)
- REQUIREMENTS** : A B degree in Architecture or relevant qualifications. A 3 years post qualifications Architectural experience required. Registration as Professional Architect with South African Council for the Architectural Profession (SACAP) is compulsory, Well developed project management-, analytical-, planning-, legal compliance, computer literacy-, interpersonal-, communication-, report writing- and presentation skills, a valid driving license, Effective use of CAD (AutoCAD, ArchiCAD and or Revit) as well as other software required to successfully completing your duties, Experience with GIS will be an added advantage, A proper developed knowledge and understanding of inter-related macro/micro design aspects related to national government's responsibility to improve access to government social services, the revitalization and development of urban centers for improved inner city (CBD) economics, urban design, implementation of urban master planning guidelines, collaboration with local authorities regarding inner city precinct planning and maximization of state properties within urban and rural centers for optimum economic benefit. Experience in urban design, master planning and precinct planning will serve as an advantage. Background with Municipal Spatial Development frameworks and Urban Design Frameworks will be an added advantage.
- DUTIES** : Analyze master plans and reduce same to further levels of design, taking into account the inter relationship of sites and client needs within precinct boundaries, Take part in site analysis/ audit; approval and clearing of sites for development. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct development report. Drafting and mapping of concepts for Government Precinct plan using GIS and Computer Aided Design software. Prepare balanced, proper, efficient and effective development plans compliant with legislative requirements, town planning schemes and governmental corporate image and customs, Preparation of drawings, reports and presentations, Effectively translate client requirements into accommodation lists and translating into concept designs, Prepare guidelines and objectives in documentation format for further detail design of specific sites within precincts, Function as a team member and interact with appointed experts, local

authorities, clients and management. Provide professional and technical support to the implementation teams at Head and Regional offices.

ENQUIRIES : Mr T Rachidi Tel No: (012) 406-1885
APPLICATIONS : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 04 September 2020 at 16H00

POST 20/47 : **CHIEF WORKS MANAGER: (MECHANICAL) REF NO: 2020/72**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R316 791.per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification in Mechanical Engineering or equivalent qualifications with proven technical mechanical experience in the field or an appropriate N3 plus Trade Test. Applicable knowledge of the PFMA, OHSA, National Building Regulations and Building Standard. A driver's licence is a must. Willingness to travel. Computer literate. Ability to work under pressure. Project management skills. Property and facilities management skills. Knowledge of procurement process and system. Good verbal and written communication skills.

DUTIES : Assist Control Works Manager with the management of mechanical projects. Attend to planned and unplanned maintenance requests from the clients. Compile scope of works, prepared estimates and technical reports. Inspect and report on leased buildings, optimum use of mechanical equipment and installation. Inspect water meter readings. Effectively utilise water and certification of Municipal accounts. Ensure that properties, buildings and machinery comply with OHSA and Building Regulations. Prepare submissions, progress reports and verify invoices. Management of employees in the unit.

ENQUIRIES : Ms M Llali Tel No: (018) 386 5379
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile
CLOSING DATE : 04 September 2020 at 16H00

POST 20/48 : **SENIOR STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT (PROPERTY BUDGET ADMINISTRATION) REF NO: 2020/73**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R316 791 per annum
CENTRE : Pretoria: Head Office
REQUIREMENTS : A three year tertiary qualification in Project/Property Budget Administration or equivalent. Knowledge and ability to operate the Works Control System (WCS). Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical and problem-solving skills. Have an understanding of the various facets of the built environment. Computer literacy in MS Office (with specific reference to MS Word, MS Excel and MS Outlook).

DUTIES : Compile authorisations on the Works Control System (WCS). Compile submissions/letters for the approval of funds/additional funds to Client Departments. Advise Head Office project managers and PBA Regional Office units of responses received from Client Departments. Assist with monitoring of the Implementation programmes for forced tender dates, correct cash flow projections and expenditure vs allocation projections. Report shortages or surplus of funds to ASD: PBA

ENQUIRIES : Ms L van den Heever Tel No: (012) 406- 1136
APPLICATIONS : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau
CLOSING DATE : 04 September 2020 at 16H00

POST 20/49 : **SENIOR ADMINISTRATION OFFICER: ACQUISITION REF NO: 2020/74 (X2 POSTS)**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R316 791 per annum

CENTRE REQUIREMENTS : Head Office (Pretoria)
: A three year tertiary qualification in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences. Appropriate relevant experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

DUTIES : Execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

ENQUIRIES : Mr. Keaboka Magano/Mr. Vuyile Baliso Tel No: (012) 406 1034 / (012) 406 1540

APPLICATIONS : The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

CLOSING DATE : 04 September 2020 at 16H00

POST 20/50 : **IT TECHNICIAN: INFORMATION SERVICES (IT SUPPORT) REF NO: 2020/75**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R316 791 per annum

CENTRE : Kimberly Regional Office

REQUIREMENTS : A three year tertiary qualification in Computer Science or equivalent qualification. MCSE, A+ and N+ with appropriate experience in a network environment. Strong communication and report writing skills. Self-driven, independent individual with troubleshooting and problem solving skills. Good understanding of MS Windows 7 – 10 and MS Office suite. Understanding of Linux and Open Source will serve as an advantage. A valid driver's licence.

DUTIES : Detect and repair faults on LAN/WAN, PC's, peripherals, network points and software. Assist with planning, design and implementation of LAN/WAN

infrastructure. Provide and maintain printing from transversal systems. eg. LOGIS, PERSAL, BAS, WCS and PMIS. Provide advanced desktop support. Manage and maintain a virus-free network. Perform back-ups. Monitor wide and local area networks. Liaise with suppliers. Install and support software/applications.

ENQUIRIES : Ms L Skhosana Tel No: (012) 406 1286 /1395
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley
FOR ATTENTION : Ms D Mashapa
CLOSING DATE : 04 September 2020 at 16H00

POST 20/51 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2020/76**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R316 791 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification in Mechanical accompanied by proven technical experience within mechanical environment or N3 plus trade test completed successfully plus appropriate technical experience in the mechanical environment. A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

ENQUIRIES : Mr. B Dlabantu Tel No: (051) 408 7364
APPLICATIONS : 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
CLOSING DATE : 04 September 2020 at 16H00

POST 20/52 : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2020/77**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R257 508 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification in Property Management, Real Estate, Property Law, Financial Management or B.Com Economics. Appropriate experience in Real Estate or Property Acquisition. Computer Literacy. Knowledge and understanding of government procurement 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' licence is a must have. Willingness to travel extensively.

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised 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 utilisation 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 : Ms J Setlhoke Tel No: (018) 386 5223

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

CLOSING DATE : 04 September 2020 at 16H00

POST 20/53 : **STATE ACCOUNTANT: FINANCE REF NO: 2020/78**
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R257 508 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification in Finance/Accounting or equivalent in financial related field and appropriate experience in financial administration. The following will serve as recommendation; Knowledge of PFMA and treasury regulations, Knowledge of transversal systems: PMIS, WCS, BAS, SAGE and be computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. A driver licence will be added advantage.

DUTIES : To process payments on various systems. To request reports, compile and capture journals and clearing of suspense accounts. To handle the efficient and effective budgeting process for finance-Sub Directorate. Ordering of stationery and perform stock taking. To develop and submit the budget analysis for section to Budget on monthly basis. Ensure the attendance of queries, including audit queries. Attend to other related duties as delegated by management. Administer petty cash, receive cash, issue receipts and bank cash. Attend to other related duties as delegated by management.

ENQUIRIES : Mr J Marakalala Tel No: (011) 713 6139

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

CLOSING DATE : 04 September 2020 at 16H00

POST 20/54 : **WORKS MANAGER: MECHANICAL REF NO: 2020/79**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R208 584 per annum

CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification in the Mechanical Engineering field/equivalent qualifications or N3 and passed trade test (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 : Oversee the work of contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process of variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work.

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

CLOSING DATE : 04 September 2020 at 16H00

POST 20/55 : **ADMINISTRATIVE CLERK: PROVISIONING REF NO: 2020/80**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R173 703 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : Senior certificate/Grade 12 with appropriate experience. Tertiary qualification in Provisioning or Public Administration will be added advantage. Interpersonal skills, hardworking, people orientated ability to work under pressure. Understand advance concepts, procurement policies, tender procedures, Logis literacy, financial systems (LOGIS) (BAS), knowledge of payments, orders, posting. Skill: Organising, planning, report writing, problem solving, computer literacy, communication, general office management.

DUTIES : Capture request for goods and services on the LOGIS system, oversee LOGIS process with regard to stock, capture requests for goods and services, obtain quotations, place orders with suppliers, monitor stock levels, maintain supplier database, address general enquiries on Logis, co-ordinate stock takes, maintain serial information for items, keep track of inventories and inventory controllers. Provide administrative support with payment for good and services, authorize orders and payments and requests, receive and issue stock, ensure payment of suppliers, provide petty cash. Provide administrative support with regard to the resolution of audit queries; gather information to resolve audit queries.

ENQUIRIES : Mr AT Matseke Tel No: (018) 386 5268
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile
CLOSING DATE : 04 September 2020 at 16H00

POST 20/56 : **ACCOUNTING CLERK: FINANCE CASHIER REF NO: 2020/81**
(Twelve Months Contract)
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R173 703 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12 with appropriate experience in Accounting, Auditing or Financial Management. Knowledge and experience of government systems, BAS / SAGE, Persal or any other accounting systems. Knowledge of WCS & PMIS 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.

DUTIES : Receive monies on behalf of the State and issue receipts thereof. Perform daily balancing and complete deposit information. Perform daily banking of all monies collected. Access SAGE/BAS to capture receipts issued. Safeguard all receipt and deposit books. Ensure requests for receipt/deposit information are complied with within specified timeframes (audit and investigations). Ensure returned documents are filed in relevant sequence

ENQUIRIES : Mrs DC Mngoma, TelNo: (031) 3147018/ Mr N Gengiah, Tel No: (031) 3147014
APPLICATIONS : 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
CLOSING DATE : 04 September 2020 at 16H00

POST 20/57 : **ACCOUNTING CLERK: FINANCE DOCUMENT CONTROL REF NO: 2020/82**
(Twelve Months Contract)
Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY : R173 703 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12 with appropriate experience in Accounting or Auditing or Financial Management. Knowledge and experience of government systems, BAS / SAGE, Persal or any other accounting systems. Knowledge of WCS & PMIS 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.

DUTIES : Access SAGE/BAS to obtain payment numbers and update on each payment document. Stamp documents 'paid/processed. Create files to ensure paid/processed documents are safeguarded – filing according to expenditure item. Update Reapatala (Invoice Tracking System) with payment numbers of invoices already paid/processed. Record keeping. Ensure requests for documents (investigations; audit) are complied with within specified timeframes. Ensure returned documents are filed in relevant sequence

ENQUIRIES : Mrs DC Mngoma, Tel No: (031) 314701/ Mr N Gengiah, Tel No: (031) 3147014

APPLICATIONS : 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

CLOSING DATE : 04 September 2020 at 16H00

POST 20/58 : **SENIOR ACCOUNTING CLERK: BATCH CONTROL REF NO 2020/83 (X2 POSTS)**

SALARY : R173 703 per annum

CENTRE : retoria Regional Office

REQUIREMENTS : A Senior Certificate with Accounting and Mathematics as passed subjects. Relevant experience and knowledge of filing and retrieving of documents (Batch Control) as well as administrative experience will be an added advantage. Computer literacy, especially on Microsoft Word, Excel, and Outlook. Good verbal and written communication skills. Good interpersonal skills, attention to detail.

DUTIES : Maintain filing system. File and retrieve documents. Verify all processed documents before filing. Keep records of all requested documents and make follow up if not returned as agreed. Perform other duties as delegated by supervisor. Attend to enquiries regarding documents handling.

ENQUIRIES : Mr MJ Maluleke (Pta) Tel No: (012) 492 3189

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms M Masubelele

CLOSING DATE : 04 September 2020 at 16H00

POST 20/59 : **CLEANERS: FACILITY MANAGEMENT REF NO: 2020/84 (X3 POSTS)**
Re-Advertisement: Those who applied previously are encouraged to re-apply)

SALARY : R122 595 per annum

CENTRE : Mmabatho Regional Office
Pochefstroom (X1 Post)
Klerksdorp (X1 Post)
Rusternburg (X1 Post)

REQUIREMENTS : Senior Certificate/ Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.

DUTIES : leaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture.

ENQUIRIES : Ms M Llali Tel No: (018) 386 5379

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

CLOSING DATE : 04 September 2020 at 16H00