

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.

**APPLICATIONS**

- Head Office 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
- Durban Regional 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
- Nelspruit Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr. E Ngyuza
- Johannesburg Regional Applications:** 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
- Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ KHOTSA
- Kimberly Regional Office 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. N Hlongwane
- Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. For Attention: Ms. N Mzalisi
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056 For Attention: Mr. SS Mdlaka
- Mmabatho Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735, hand delivery: 810 Maisantoe and Albert Luthuli Streets, Unit 3, Mmabatho, 2735. For Attention: Mr. T Oagile
- Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town For Attention: Ms. N Mtsulwana
- Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X20605, 9300 or hand delivered, 18 President Brandt Street Bloemfontein 9300 For Attention: Mr. D Manus
- Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria For Attention: Ms. A Mafa/ Ms K. Tihapane

CLOSING DATE

: 11 December 2020 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 (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. Note: 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.

ERRATUM: Kindly note that the following posts were advertised in Public Service Vacancy Circular 25 dated 30 October 2020, with closing date 20 November 2020. (1) Cleaners: Cape Town Regional Office with the following centers Swellendam Ref No: 2020/147 D (X1 Post) and Caledon Ref No: 2020/147 F (X1 Post), have been withdrawn.

OTHER POSTS

- POST 27/111** : **DEPUTY DIRECTOR: VALUATION SERVICES REF NO: 2020/169**
- 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** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification in Real Estate (Property valuation) plus appropriate and relevant experience in property valuations and junior management. Registration with the South African Council of Valuers (in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer. A valid unendorsed driver's license. Knowledge of valuation of all types of properties and applicable legislation such as PFMA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and project planning. Effective communication, advanced report writing, computer literacy, planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to work long hours and adapt to work schedules in accordance with professional requirements.
- DUTIES** : Management of valuation projects and undertake adhoc valuation of properties as delegated by the Director Valuation Services. Provide competitive and credible valuations. Compile fully motivated valuation reports for submission and assessment by the Land Affairs Board and liaise with the Board on valuation matters. Review and contest municipal valuations on state owned properties lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes. Provide input into the appointment of private valuers. Consider and comment on valuations received from private valuers and internal valuers. Assist in driving the mentorship Programme for candidate valuers and associated initiatives. Promote the interest of the valuers' profession in general.
- ENQUIRIES** : Mr. H Ndlovu Tel No: (012) 406-1888
- POST 27/112** : **DEPUTY DIRECTOR: DISPOSAL REF NO: 2020/170**
- 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** : Port Elizabeth Regional Office
- REQUIREMENTS** : A three year tertiary qualification in Real Estate Management/Property Management/Financial Management, Property Law or equivalent qualification. Relevant work experience in the property or immovable asset management preferably in disposals, relevant supervisory experience on Assistant Director Level. Knowledge: State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, Government Budget procedures. Computer Literacy, Negotiation skills, Report writing skills, Effective communication. Ability to work under pressure. Willing to adapt work schedule in accordance with professional requirements. Willing to travel. A valid driver's license.
- DUTIES** : Manage the disposal process of State land- co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; establish the ownership of land to be disposed;

ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposal. Manage financial processes on the disposal of land- assist in the valuation of land to be disposed; manage the compilation of budget inputs; compile and present budget review report on land disposal; manage the recovery of State funds; oversee and ensure timeous payments of consultants and related fees; prepare and present quarterly projections to the Supply Chain Management; attend to the resolution of audit queries.

ENQUIRIES : Ms R Jacobs Tel No: (041) 408-2302

POST 27/113 : **DEPUTY DIRECTOR: ACCOUNTS PAYABLE: FINANCIAL ACCOUNTING REF NO: 2020/171**

SALARY : R733 257 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Financial Accounting, Finance, Management or related field plus extensive and appropriate working experience in finance; relevant and appropriate junior management working experience. A candidate must have appropriate and thorough knowledge of the PFMA, Treasury Regulations and ERP systems and excellent knowledge of accounts payables and financial policies and procedures. Knowledge of Government transversal systems (Safety Net, PMIS, WCS, Persal and Logis is desirable and not a prerequisite. Problem solving, analytical and innovative thinking, planning, organising, written and verbal communicating skills and good interpersonal skills and proficiency with computers; A candidate must possess a drivers' license and willingness to work irregular hours and go the extra mile.

DUTIES : Setting and facilitating the achievement of the sub directorate's objectives. Oversee the management of the Account Payable sub directorate, enhance internal controls and ensure payments are processed efficiently, accurately and in a timely manner in line with the requisite process and approvals. Ensure telegraphic transfers and transactions are verifiable and comply with the PFMA and Treasury Regulations. Comply with monthly period closure requirements. Ensure suspense accounts, general ledger accounts and systems are reconciled and cleared on a monthly basis; Identify opportunities and key areas for further development to improve efficiency in Accounts Payable; Develop policies and enhance ongoing improvements to business process within the Accounts Payable sub directorate; Sign off on monthly reconciliations - suspense accounts, general ledger accounts and systems – journals and credit notes. Ensure effective document control and the maintenance of accurate and complete financial records. Compile, analyse and report on financial information to management and stakeholders. Review and sign off all monthly reporting to the National Treasury. Provide inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related matters. Building and maintain excellent working relations with colleagues, subordinates, clients and related stakeholders.

ENQUIRIES : KTE Seletela Tel No: (012) 406-1222

POST 27/114 : **DEPUTY DIRECTOR: INTERNAL CONTROL INTERNAL CONTROL REF NO: 2020/172**

SALARY : R733 257 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Finance Internal Audit with appropriate working experience in finance, supply chain management and 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: 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 : Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment, Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress on internal controls, Follow up on all reported cases of financial misconduct, Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness, Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects, Coordinate internal control review and monitoring activities, Review and advise on Finance and SCM Standard Operating Procedure manuals, Delegations document and Policy for the Department, Develop an effective internal control training program for all employees and managers, Monitor and evaluate the performance of the internal controls and related activities, Coordinate the audit between the Department and the AGSA, Represent the directorate in Audit steering committee meeting, Provide support to Regional Offices in implementing and monitoring internal controls within Finance and Supply Chain Management, Support Regional Offices with the implementation of National Treasury prescripts, Manage financial and procurement processes of the section. Compile budget inputs of the component, Manage and develop staff.

ENQUIRIES : Mr Lesetja Toona Tel No: (012) 406-2123

POST 27/115 : **DEPUTY DIRECTOR: FINANCIAL REPORTING (X3 POSTS)**
(36 Month Contract)

SALARY : R733 257 per annum. (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)

CENTRE : Head Office (Pretoria) Ref No: 2020/173A (X2 Posts)
Johannesburg Regional Office Ref No: 2020/173B (X1 Post)

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

DUTIES : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the

		finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.
<u>ENQUIRIES</u>	:	Ms S Ngamlana Tel No: (012) 406-1221
<u>POST 27/116</u>	:	<u>CONTROL WORKS MANAGER: BUILDING REF NO: 2020/174</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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 OHSA. 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.
<u>ENQUIRIES</u>	:	Mr. M Ntshona Tel No: (041) 408-2307
<u>POST 27/117</u>	:	<u>CONTROL WORKS MANAGER: BUILDING-FACILITIES MANAGEMENT REF NO: 2020/175</u>
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualifications in any of the built environment disciplines (Architecture; Quantity Surveying; Engineering or Building Engineering), accompanied by proven extensive technical experience, Ability to plan, organise and manage people and resources, Valid driver's license, Computer literacy. Knowledge and understanding of 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 Building/Electrical and Mechanical. Monitor work performance of Chief Works Managers. Analyse all the reports submitted by Chief Works Managers. Be responsible for site inspections and reports on leased buildings, the utilisation of buildings and expenditure on properties, including rates and municipal services. Assist in site handovers, first and final deliveries, including closeout reports' Negotiate with the contractors. Assist in Facilities Management activities, such as cleaning, horticultural and other soft services contracts. Compile a scope of works and prepare specifications, estimates and quotations. Ensure all work executed complies with PW 371 standard specifications, National Building Regulations and OHSA Compile technical and monthly reports.
<u>ENQUIRIES</u>	:	Ms N Mpukane Tel No: (047) 502-7040

POST 27/118 : **ASSISTANT DIRECTOR: OCCUPATION HEALTH AND SAFETY (ELECTRICAL)**

SALARY : R470 040 per annum
CENTRE : Port Elizabeth Regional Office Ref No: 2020/176A
Mthatha Regional Office Ref No: 2020/176B

REQUIREMENTS : A three year tertiary qualification in Electrical/Civil/Mechanical Engineering Building/Project Management/Safety Management. Appropriate relevant working experience in the field. Registered with recognised Institutions, Valid Driver's license, Prepared to travel, willing to adapt to working schedule in accordance with office. Computer Literacy, Planning and Organising, Problem solving, Analytical thinking, Presentation skills, Decision making, Advanced communication, Conflict management, Interpersonal skills, Time management, Motivational skills, Writing skills.

DUTIES : Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate the workplaces (State and Leased Building), Facilitate the issuing of compliance certificates (CC) Ensure Boilers, Incinerators, Lifts, Sub-Stations, Mini sub-station, Transformers, Switch Gears, Sewage Plant are safe and without risk. Conduct incident investigations for recommendations, check and verify tender documents for the inclusion of H&S Specification Approve and ensure each Contractors H&S Plan is maintained on construction site, undertake inspections to ensure compliance to applicable standards Enforce such measures as may be necessary for interest of health and safety, facilitate in-house training on OHSA:- Ensure execution of fire drills in the Region, provide support when emergencies arise and prepare incident report. Monitor utilisation and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region:- Promote awareness on OHS related issues, participate and coordinate H&S committee meetings, consolidate and submit monthly and quarterly inspection reports with recommendations.

ENQUIRIES : Mr M Ntshona Tel No: (041) 408-2307 Mr R M Mabandla Tel No: (047) 502-7099

POST 27/119 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2020/177**

SALARY : R376 596 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Finance/Internal Audit with appropriate working experience in internal control environment within finance or supply chain management or internal audit, Appropriate working experience at a supervisory level, 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: 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 controls within 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 Finance and SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts, 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, 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 risk, Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit, Serve as Secretariat to the Audit Steering Committee as and when required, Supervise, mentor and manage staff.

ENQUIRIES : Ms N Sayed Tel No: (012) 406-1804

POST 27/120 : **ASSISTANT DIRECTOR: RISK MANAGEMENT: OFFICE OF THE DEPUTY DIRECTOR-GENERAL REF NO: 2020/178**

SALARY : R376 596 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Risk Management/Internal Auditing or equivalent qualification with relevant experience in Risk Management. Good understanding of the theory and practices of Risk Management. Affiliation with a professional body (e.g. IRMSA, IIASA, ACFE, etc.) and knowledge of Risk Management, and or Internal Auditing software/s will be an added advantage. Knowledge and understanding of Risk Management Framework (i.e. risk management processes, evaluation methods and approaches); the importance of embedding Risk Management into the culture of the Department by conducting risk awareness; benefits of aligning the Risk Management Policy with the Department's objectives; models and techniques; legislative and regulatory framework underpinning risk management and guidelines relating to Risk Management. Understanding of the Departmental Policies and procedures; National Treasury Public Sector Risk Management Framework; Public Finance Management Act 1999 (PFMA) and Treasury Regulations; Knowledge of the Public Service Act 1994, Public Service Regulations, Public Sector Risk Management framework, COSO Framework, King report on Corporate Governance Financial Management and provisioning administration; and knowledge of the Departmental culture and values. Skills: Communication (written and verbal). Ability to initiate projects, Presentation, Communication, Management, Planning, Facilitation, Organising, Interpersonal, and Coordination skills. Computer (MS Word, and Excel) and a team player. A valid driver's license is required as there will be travelling.

DUTIES : Coordinate and Facilitate implementation of the following: Risk Management Framework, Policy, Strategy and the Risk Management Committee Charter and Business Continuity Framework. Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. Facilitate the implementation of the risk management processes by conducting risk identification, assessment, monitoring and review. Ensure alignment of risks with strategic objectives and Operational Plans. Facilitate the development and roll out the risk awareness programmes. Assist in facilitating the development and implementation of the Risk Management Plan to integrate risk management into day-to-day activities of the Department. Continual improvements of the risk management process through the coordination of Internal Audit and Auditor General Findings. Compile periodic risk management reports for submission to the oversight structures.

ENQUIRIES : Mr M. Mphohoni Tel No: (012) 406-2133/1183

POST 27/121 : **OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2020/179**

SALARY : R376 596 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification in the Secretarial/Administration/Management fields. The ideal candidate should possess the following attributes: Extensive office management experience. Monitoring and evaluation reporting will be an added advantage. Advanced computer literacy in MS Office packages (Word, Excel, Power point) and the ability to use E-Mail. Interpersonal, organizing, and communication skills at all levels. Ability to take initiatives. Ability to maintain confidentiality. Ability to work independently with minimum supervision. Highly

organized, hardworking, dynamic self-motivated professional. Capable of learning quickly. Ability to work under stressful situations. Knowledge of the following will be an advantage: PFMA, Minimum Information Security Standards Act, medium term expenditure budgeting processes, procurement processes and procedures, financial administration processes and systems.

DUTIES : Events (diary) management: 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/meetings/workshops. Attend meetings, take minutes and prepare and distribute them appropriately. Collate Monitoring & Evaluation as well as the Risk Register Information for reporting. 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 documents, Co-ordinate/follow up on/ consolidate inputs, reports, work plans and business plans from the Regional manager's direct reports. Manage telecommunications (phone, fax, e-mail 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 : Ms T Phiri Tel No: (012) 406-1116

POST 27/122 : **SENIOR ADMINISTRATIVE OFFICER: VALUATION SERVICES REF NO: 2020/180**

SALARY : R316 791 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Public Administration, General Management, Public Management and relevant experience in office management. Relevant experience in property valuation will be an added advantage. Knowledge of property data systems, financial systems, PFMA, Treasury regulations and Land Affairs Board's role. Effective communication, advanced report writing, computer literacy, planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to work long hours.

DUTIES : Effectively provide administrative support within valuation services. Ensure the effective flow of information to and from the Office of the Director. Manage the project tracking system of the unit. Ensure that all the Land Affairs Board decisions received are scanned and filed for future references. Give feedback to enquiries received from internal and external stakeholders through the office of the Director. Ensure the safekeeping of all documents in the office of the Director in line with relevant legislation and policies including requests received and completed reports. Management of the Unit's goods and services budget. Assist in the compilation of monthly, quarterly and annual progress reports. Priorities issues relating to the office of the Director. Provide assistance with the financial and procurement processes within valuation services. Assist with secretarial duties as and when requested by the Director.

ENQUIRIES : Mr. H Ndlovu Tel No: (012) 406-1888

POST 27/123 : **CHIEF WORKS MANAGEMENT: BUILDING REF NO: 2020/181**

SALARY : R316 791 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A three year tertiary qualification in Building Sciences 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 license. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, national building regulation, the environmental conversation act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.

DUTIES : Attend to day-to-day maintenance 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 A Xentsa Tel No: (053) 838-5345

POST 27/124 : **SENIOR STATE ACCOUNTANT: SALARIES: FINANCIAL ACCOUNTING REF NO: 2020/182**

SALARY : R316 791 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification in Accounting or equivalent qualification. Appropriate relevant experience in salaries. Knowledge of financial systems BAS, SAGE, Persal, certificate in salary administration would be an added advantage. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and policies. Computer literacy. Understanding of SCOA segments. Knowledge of GAAP and GRAP, Accrual Basis and Cash base Accounting. Ability to follow proactive and creative approach. Be able to work under pressure. A valid driver's license.

DUTIES : Administration of all salaries related transactions. Reconciliation of tax. Ensure clearance and reconciliation of salaries related suspense accounts. Clear Persal exceptions. Authorise transactions on Persal, BAS and SAGE. Supervise and attend to queries. Processing of Journals. Development and implementation of audit action plans. Preparation of financial statements and ensure that accruals and commitments are recorded and disclosed in line with relevant accounting standards. Train and develop subordinates. Address queries and request related to deductions and earnings; file and safe keep of salary and related financial information. Authorise of stop orders, garnishee order and debt orders Administrate and institute actions regarding outstanding monies due to the Department follow up with debtors and prepare queries; legal and tracing agents for the institution of legal actions against debtors for monies outstanding; arrange for interest- or non-interest bearing payments by staff (in or out of service). Co-ordinate and execute processes in support of salary/Cashier and Rental administration interface respective financial systems; consolidate financial systems for accurate salary payments. Supervise staff.

ENQUIRIES : Mr.MV Mbukushe Tel No: (013) 753-6300/6390

POST 27/125 : **CHIEF WORKS MANAGER (MECHANICAL): WORKS MANAGEMENT REF NO: 2020/183**

SALARY : R316 791 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in the Built Environment disciplines, or N3 plus trade test. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, A valid Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

DUTIES : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients.

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

POST 27/126 : **ARTISAN FOREMAN PAINTER: GRADE A REF NO: 2020/184**

SALARY : R304 263 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate in Painting plus five years post qualification experience as an Artisan. Experience in technical and maintenance matters. Knowledge of the PFMA and the OHS Act. Strong Leadership and Management ability. Ability to communicate effectively at operational level. Must be Computer Literate. A Valid Driver's License (attach a copy).

DUTIES : Effective supervision and management of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, monitor the removal of refuse and office furniture at state buildings, attend maintenance related meetings with client departments. Assist with financial and procurement 57 administration processes of workshops. Manage staff and yearly allocated budgets according to the PMDS and PFMA. Identify training needs. Leave management and personnel performance management. Compile reports on Workshop activities and related inputs when required.

ENQUIRIES : Mr Z. Mashiyane Tel No: (041) 408-2194

POST 27/127 : **ARTISAN FOREMAN MECHANICAL REF NO: 2020/185**
 Re-advertisement applicants who previously applied are encouraged to re-apply

SALARY : R304 263 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate; Five years post qualification experience as an Artisan. Knowledge of the OHS Act and practices. Operation of equipment, tools and materials, Stores. Knowledge of built environment. Knowledge of Fitting and Turning will be an added advantage. Technical maintenance Interpersonal skills, Basic literacy, Resourceful, Motivational skills, Supervisory skills. Problem solving, Decision making. Technical skills, Planning and organising. Ability to work independently. Communication skills. A valid driver's license. Candidates will be subjected to a practical test.

DUTIES : Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. The effective and efficient maintenance of technical faults, inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test, repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Perform administrative and related function- update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required; provide inputs to the operational plan, ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Planning of resources and scheduling of work.

ENQUIRIES : Ms A Xentsa Tel No: (053) 838-5345

POST 27/128 : **ARTISAN FOREMAN: ELECTRICAL REF NO: 2020/186**

SALARY : R304 263 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate and five years post qualification experience. Knowledge of the OHS Act and practices. Three phase wireman's license will serve as an added advantage. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver's license. Candidate must have extensive experience in the electrical and related operations, including repairs, new installations and maintenance in general. Knowledge of general engineering works, plant works, operations of engineering equipment and be able to read and understand electrical drawings.

DUTIES : Design and produce objects with material and equipment according to job specification and recognized standards. Effective and efficient maintenance of

		technical faults, Inspect equipment and facilities for technical faults and repair such according to applicable standards, test repair equipment and facilities against specifications; service equipment and/or facilities; update register of maintained and repaired faults, obtain quotations and purchase (order) required equipment and materials; compile and submit reports as required; ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff including Trainee Artisans and learners.
<u>ENQUIRIES</u>	:	Mr. H. Ngoatje Tel No: (015) 291-6452
<u>POST 27/129</u>	:	<u>ARTISAN FOREMAN (ELECTRICAL) REF NO: 2020/187</u>
<u>SALARY</u>	:	R304 263 per annum
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate; Five years post qualification experience as an Artisan. Knowledge of the OHS Act and practices. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate. A valid driver's license. Candidate must have extensive experience in the Building and Related operations, including repairs, new installations and maintenance in general.
<u>DUTIES</u>	:	Supervise and evaluation of personnel. Supervise equipment, tools and machinery generally used in a technical and maintenance environment. Compilation of reports, records and material lists. Manage repairs and maintenance costs. Liaise with clients and other government departments. Supervise preventative maintenance services on infrastructure on government buildings.
<u>ENQUIRIES</u>	:	Mr. MM Zuma Tel No: (031) 305-6438
<u>POST 27/130</u>	:	<u>STATE ACCOUNTANT: REPORTING AND RECONCILIATION (PMG) REF NO: 2020/188</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial Management or Accounting. Appropriate experience in financial management, Knowledge of the Public Finance Management Act (PFMA), 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.
<u>DUTIES</u>	:	Clear suspense accounts and perform monthly reconciliation on a monthly basis, Clear bank exceptions, Compile and capture journals to clear suspense accounts, Report on suspense accounts on a monthly basis, Complete the monthly bank reconciliation, authorize Telegraphic Transfer on safety net system, Request department's approved funds on monthly basis, Capture banking details received from suppliers on Safety Net, BAS and LOGIS, Liaise with National Treasury and Commercial bank , Submit and collect documents from National Treasury and other institutions.
<u>ENQUIRIES</u>	:	Ms N Maimela Tel No: (012) 406-1703
<u>POST 27/131</u>	:	<u>ADMIN OFFICER: TRANSPORT-FLEET VEHICLES: LOGISTICAL SERVICES REF NO: 2020/189</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Logistics or Transport/Fleet Management or equivalent with appropriate experience in Fleet/Transport Management. Must be in possession of a valid driver's license. Knowledge of the Public Finance Management Act (PFMA) and PPP contracts, Transport related policies, Car scheme for political office bearers, Senior Manager Scheme, Middle Management Scheme and financial administration process and system. Computer literacy, Administration Skills, Organizational skills, Financial and reconciliation skills. Good communication (verbal and writing) skills and interpersonal skills, willing to adapt to work schedule in accordance with office requirements. Ability to perform under pressure.
<u>DUTIES</u>	:	Manage Departmental drivers. Administer fleet vehicle utilization and ensure that the all trips are logged daily on the trip logging system. Conduct daily

vehicle inspections. Manage Head Office fleet vehicles, costing and reports of fleet services, inspections of fleet vehicles. Facilitate payments on the BAS system for service providers, reconciliation of logbooks. Update the Reapatala Invoice Tracking System. Oversee the provision of short and long term rental vehicles. Initiate the procurement of ministerial vehicles as per the SCM processes; licensing and registration thereof. Provide and maintain fleet vehicles for official purposes, the incumbent will be responsible to manage the driver services and conduct performance assessments. Liaise with Service providers and NDOT on transport related issues. Administer traffic fines for the Department. Must be willing to work overtime.

ENQUIRIES : Ms E Marren Tel No: (012) 406-1441

POST 27/132 : **ADMIN OFFICER: SUBSIDISED VEHICLES: LOGISTICAL SERVICES REF NO: 2020/190**

SALARY : R257 508 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Logistics, Transport Management or equivalent with appropriate experience in subsidised Transport Management. Must be in possession of a valid driver's license. Knowledge of the Public Finance Management Act (PFMA), Transport related policies, Car scheme for political office bearers, Senior Manager Scheme, Middle Management Scheme and financial administration process and system. Computer literacy, Administration Skills, Organizational skills, Financial and reconciliation skills. Good communication (verbal and writing) skills and interpersonal skills, willing to adapt to work schedule in accordance with office requirements. Ability to perform under pressure.

DUTIES : Process new applications for subsidised vehicles to ensure that the qualification criteria are adhered to. Prepare all applications that will appear before the Departmental Transport Advisory Committee for approval. Ensure approved subsidised vehicle applications are submitted to the financial institution for processing. Ensure compliance and improve internal control. Provide quarterly and annual financial inputs that are correct and submitted as per reporting deadlines. Ensure that official and private kilometers are verified according to policy requirements and Officials are reimbursed on time. Terminate allowances on PERSAL on normal and premature withdrawal once the submission is approved. Ensure that insurance premiums are paid annually on all subsidised vehicles and process all accident claims. Liaise with Service providers and NDOT on transport related issues. Prepare submissions on areas related to the administration of the subsidised motor vehicle scheme. Must be willing to work overtime.

ENQUIRIES : Ms E Marren Tel No: (012) 406-1441

POST 27/133 : **ADMINISTRATION OFFICER: TRAVEL PAYMENTS OFFICE REF NO: 2020/191**

SALARY : R257 508 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Supply Chain Management or related qualification; relevant appropriate working experience in the field; Logistics or Supply Chain Management. Knowledge of the Public Finance Management Act, Computer literacy and a driver's license are compulsory. Knowledge: Office Administration; Logistics and Provisioning Policies and Procedures; Financial Systems (LOGIS and BAS); Public Finance Management Act; Financial Administration; Supply Chain Management; PPPFA. Skills: Planning and Organising; Report Writing; Problem Solving; Communication Skills; Interpersonal Skills; Resource Management; Personal Attributes: Ability to handle confidential information; Analytical thinking; Resourceful; People orientated; hardworking; Trustworthy; Self-motivated; Ability to work independently.

DUTIES : Assist with the payment of invoices within the Directorate Logistics. Verify invoices for compliance. Ensure certification of invoices. Prepare payment batches. Update the Reapatala system Receive, record and verify invoices, ensure that payments are finalised with 30 days Ensure compliance to policy, Capture and maintain registers, Coordinate and collate weekly and monthly statistics. Assist with monthly reconciliations. Assist with the preparation of monthly, quarterly and annual financial inputs. Perform any other assigned

		duties in relation to the implementation of the Supply Chain Management processes.
<u>ENQUIRIES</u>	:	Ms. S Mdekazi Tel No: (012) 406-1443
<u>POST 27/134</u>	:	<u>ADMINISTRATION OFFICER: FINANCIAL REPORTING LOGISTICS REF NO: 2020/192</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Logistics/Supply Chain Management/ Financial Management/ Accounting/ Public Management and Administration or equivalent with relevant experience in Financial Reporting. Knowledge of the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations. Strong financial reconciliation skills, administration skills, organisation skill, communication skills (verbal and written), good interpersonal skills, good interpersonal skills, ability to work under pressure. Must be computer literate and a valid driver's licence is needed. The ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills.
<u>DUTIES</u>	:	Assist with the compilation of Open Voucher, Cost Containment Report for Monthly, Interim and Annual Financial Statements and ensure are reported on time. Request report from BAS and SAGE for Service Provider and Clients. Compile the Travel Management Company invoiced Accruals and Credit Notes for reporting. Assist with Monthly, Quarterly LOGIS Commitment, Accruals and ensure that the supporting documentation are received and properly filed for easy reference. Keeping statistics of the daily TMC received invoices for the compiling of the monthly statistics for the Performance Register. Investigate and monitor the monthly Travel Management Company Age Analysis. Ensure that all the queries related to Reporting and Compliance Office resolved within the required time frame. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.
<u>ENQUIRIES</u>	:	Ms. NL Mahlangu Tel No: (012) 406-1444
<u>POST 27/135</u>	:	<u>ADMINISTRATION OFFICER: NYS REF NO: 2020/193</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Public Administration, Human Resource Management, Public Management, Behavioural Sciences or related qualification. Must have experience in Social facilitation; reporting and contract management. Relevant working experience in NYS environment. A valid Driver's license. Knowledge of Project management, Construction industry, Construction contracting, Structure and functioning of the Department and Government and Computer Knowledge. Skills: Project Management skills, Communication and Facilitation skills, Report writing, financial administration, Computer skills. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results. Ability to work independently. Willing to travel; willing to adapt work schedule in accordance with professional requirement. The job incumbent will be required to travel extensively, and work outside regular working hours.
<u>DUTIES</u>	:	Provision of administrative support at National Department of Public Works Regional offices in implementing the EPWP National Youth Service programme booking and selection of venues for briefing of potential NYS Learners, preparation of application forms for potential NYS Learners, capturing details of applicants for NYS, capturing of details of NYS Learners recruited, Liaison with HR section to ensure that learners details are captured on Persal. Compile training needs that have been identified for NYS and other infrastructure programmes for submission to the EPWP training team. Collection, collation and reporting of DPWI projects in the EPWP reporting system. Provide administrative support in the implementation of the Contractor Incubator Programme (CIP) at regional level, identification and booking venues for briefing of contractors to be involved in the programme, obtaining details of CIP applicants. Providing assistance in obtaining information for the compilation of EPWP Quarterly reports.
<u>ENQUIRIES</u>	:	Ms N Moiloa Tel No: (018) 386-5235

POST 27/136 : **ADMINISTRATIVE OFFICER: REGISTRY REF NO: 2020/194**
Re-advertisement applicants who previously applied are encouraged to re-apply

SALARY : R257 508 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification in Record Management or related qualification as recognised by SAQA. Relevant experience in Records Management, Client orientated and Supervisory experience. Knowledge of National Archive Regulations, Public Finance Management Act, Provisioning management, Inventory administration, including stock keeping, procurement processes and procedures, inventory systems, general office management, human resources policies. Skills; record management, effective communication, report writing, planning and organising, basic numeracy, conflict management, problem solving, demonstrative computer literacy (word processing, spreadsheets, presentations) and interpersonal relations. Resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, diplomacy, trustworthy, punctuality, hard-working, self-motivated and ability to work independently. Willing to adapt to work schedule in accordance with professional requirements.

DUTIES : The administration of registry and archive functions; ensure that filling is in accordance with National Archive Regulations, ensure the effective disposal of records, ensure timeous dispatching of mail upon receipt, ensure delivery of effective courier services, ensure the correct recording of cheques, postal orders and cash in the remittance register. Issue circular numbers. Provide administrative support to the Regional office; provide training on filling systems, compile and present statistical reports to line manager on a monthly basis, receive and process requests for repairs, maintenance and installations, manage the flow of information and documents in the office, manage communication to and from the office, attend to human resources related processes and liaise with stakeholders relevant to the office.

ENQUIRIES : Ms W Khumalo Tel No: (053) 838-5359

POST 27/137 : **ADMIN OFFICER: ACQUISITION MANAGEMENT SCM REF NO: 2020/195**

SALARY : R257 508 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Supply Chain Management, Finance or Procurement; with related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Conduct needs assessment for the compilation of acquisition and demand management; Liaise with relevant units in administration and review of acquisition and demand plans; Perform market assessment and industry analysis; Assist with evaluation and costing of goods and services planned to be procured; Administer specifications and terms of references in procurement; Assist in developing procurement sourcing strategies; Prepare reporting inputs and adhere to set deadlines; Assist with other related SCM functions in realisation of demand management function.

ENQUIRIES : Ms T Stofile Tel No: (047) 502-7082

POST 27/138 : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICES REF NO: 2020/196**

SALARY : R257 508 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Human Resources Management or equivalent qualification with relevant experience in the Human Resources environment. General knowledge of HR related standards, practices, processes and procedures. Specialized knowledge of personal provisioning and utilization processes, conditions of service, service benefits and

terminations of services. Structure and functioning of the department. Functioning of PERSAL and personnel information systems. Knowledge of the Public service act and regulations, Employment equity act, Basic Conditions of Employment Act, Labor Relations Act, and Codes of Remuneration. Basic numeracy skills, interpersonal skills, general administration and organizational skills. Interpretation of policies. Ability to work with confidential information. Ability to work within specific timeframes. Ability to gather information. Computer literacy. An innovative, resourceful assertive, self-motivated, trustworthy individual with the ability to work independently.

DUTIES : The provision of assistance in the management of conditions of service. Oversee the administration of leave, appointments, transfers, promotions, service terminations and retirements of personnel. Supervise the payment of transfer and relocation cost of employees. Ensure that matters relating to resettlement expenditure are prepared well. Ensure payments of accrued benefits. Source information regarding injuries on duty and issuing of medical scheme. Capture and monitor personnel related transactions on PERSAL. Assist in checking attendance register of employees. Supervise the updating of registers and statistics. Provide support to managers on matters relating to employment of personnel. Nature and extent of administrative support and advisory services provided.

ENQUIRIES : Ms. SZ Mafanya Tel No: (041) 408-2157

POST 27/139 : **ASSISTANT ADMIN OFFICER: PROPERTY MANAGEMENT REF NO: 2020/197**

SALARY : R208 584 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification with relevant experience in property management. Knowledge and understanding of the PFMA and Property related Acts and Property laws and local regulations. A valid Driver's License will be an added advantage and must be willing to travel. Skills & Competencies. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy.

DUTIES : Responsible for administrative support for the functions of the directorate. Set up and maintain accurate files and records that may be easily accessed and maintain correspondence files. Handle correspondence, telephone contacts, and incoming mail, including confidential materials, in a professional and expedient manner. Type and/or compose letters, meeting agendas, meeting minutes and memos as directed. Photocopying, faxing, scanning and file administration as needed. Liaise with all spheres of Government(s) in respect of property related matters. Assist in the carrying out of property related matters. Check and update electronic files or information. Continuous updating of information on computer for reporting purposes. Liaise with all relevant stakeholders and units to ensure that property information is captured correctly and in time. Assist in preparation of reports to management and all relevant stakeholders.

ENQUIRIES : Mr M Machi Tel No: (053) 838-5222

POST 27/140 : **ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2020/198**

SALARY : R208 584 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification. Relevant experience in Provisioning Administration/Supply Chain Management environment/Logistics/Purchasing Management. Knowledge of electronic administration of procurement system. Multi-skilled in operational understanding of financial systems (LOGIS, BAS & other related systems). Understanding and ability to work on invoice tracking system. Computer literacy is a must with an ability to apply Microsoft outlook applications. Knowledge and understanding of PFMA and Treasury Regulations. Excellent client relations and communication skills. Ability to work in a pressured environment. Organising, planning, report writing and problem solving skills. General office management.

DUTIES : The successful candidate will be required to provide the following services: Capture request for goods and services on the procurement system. Issuing

and management of purchase orders on procurement systems. Assist with execution of various functions in relation to procurement of goods and services. Receipt and verify procurement file for compliance checks before issuing of purchase orders. Ensures effective and timely capturing of invoice payments on the procurement systems. Ability to work on applicable invoice tracking system. Assist with management of commitment register and monthly reconciliation of accounts. Receive and verify travel request before issuing an order. Assist with provision of inputs for quarterly and annual financial statements. Perform transit duties and other related tasks as per supervisor's instructions. Oversee procurement and issue 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 the procurement system administrative support with regard to the resolution of audit queries, and gather information to resolve audit queries. Perform transit duties and other related tasks as per supervisor's instructions.
Ms M Allen Tel No: (053) 838-5245

ENQUIRIES

POST 27/141

ASSISTANT ADMIN OFFICER: WORKS MANAGEMENT REF NO: 2020/199

SALARY CENTRE REQUIREMENTS

R208 584 per annum
Johannesburg Regional Office
A Senior Certificate/Grade 12 or equivalent qualification. Computer literacy including Microsoft Office (word, excel, power point), with extensive relevant working experience. Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.

DUTIES

Writing of submissions and reports. Telephonic and written communication with other sections and departments. Perform office administrative activities and capture requisitions on the LOGIS system. Administer office correspondence. Draft and type documents. Manage flow of information and documents in the office. 77 Processing of forms, documents, invoicing relevant to the office. Provide support to managers and staff members. Tracking and record keeping of flow of documents.

ENQUIRIES

Mr KC Muthivheli Tel No: (011) 713-6097

POST 27/142

ARTISAN: WORKSHOP REF NO: 2020/200 (X10 POSTS)

SALARY CENTRE

R190 653 per annum
Pretoria Regional Office
Welding (X3 Posts)
Carpentry (X1 Post)
Building (X1 Post)
Plumbing (X1 Post)
Electrical (X2 Posts)
Mechanical (X2 Posts)

REQUIREMENTS

Appropriate Trade Test Certificate as Plumber, or Carpenter, Electrical, Painter & or Mechanical, Welder. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver's license.

DUTIES

Maintain and repair technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, and electrical and boiler operations according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

ENQUIRIES

Mr. J. de Wit Tel No: (082) 889-0283

POST 27/143

ARTISAN (PAINTER): WORKSHOP REF NO: 2020/201

SALARY CENTRE REQUIREMENTS

R190 653 per annum
Port Elizabeth Regional Office
Appropriate Trade Test Certificate and appropriate experience. Drivers license will be an advantage.

DUTIES

Inspect equipment to establish faults; scrutinize surfaces to determine the extent of work to be done. Maintain buildings by doing painting work. Erect and check scaffolding for safety. Prepare walls and other surfaces for painting. Fill

cracks and holes with appropriate material. Mix materials to come up with the right colour. Paint surfaces following instruction. Apply vanish on surfaces. Adhere to safety precautions as legislated. Perform other duties as may be required by the supervisor.

ENQUIRIES : Mr. Z. Mashiyane Tel No: (041) 408-2194

POST 27/144 : **ADMINISTRATIVE CLERK: S&T CLAIMS AND ADVANCES: LOGISTICAL SERVICES REF NO: 2020/202 (X2 POSTS)**

SALARY : R173 703 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification with appropriate relevant working experience in the related field. Strong financial, organizational and communication skills (both verbal and written). Good interpersonal skills and ability to work under pressure. Must be computer literate (MS Office) and a valid driver's license needed. Knowledge of Domestic and International travel and subsistence policy will be an added advantage.

DUTIES : The successful incumbent will serve as a direct point of contact for clients submitting claims; be responsible for the verification of all domestic and international S&T Claims and Advances; including contractor/consultant travel claims in accordance with the Departmental Domestic and International travel and subsistence policy. Monitor and follow-up outstanding international advance allowances paid with the relevant officials. Assist in the preparation and compilation of the inputs for financial year end S&T Accruals with supporting documents. Record these advances and claims in Travel Register and reconcile. Submit completed and verified claims to HR Administration for further processing. Attend to all Subsistence and Travel enquiries (Via telephone, e-mails and walk-ins) relevant to the Subsistence and Travel Office. The incumbent must be prepared to work irregular and long hours.

ENQUIRIES : Ms NL Mahlangu Tel No: (012) 406-1444

POST 27/145 : **ADMINISTRATIVE CLERK: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2020/203**

SALARY : R173 703 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Grade 12 with Commercial subjects. Computer literate in Ms Word/Excel. The candidate should be a well-organized person and should be prepared to work under pressure. Basic knowledge of any Logis/Provisioning System, as well as a valid code 08 driver's license will be an added advantage.

DUTIES : Invite quotations from suppliers according to the relevant threshold, keep and maintain supplies database, generate orders on Logis, Administrate supplies transversal contracts, administrate department cell phone contracts, compile reports in respect of order transactions. Liaise with internal & external clients in respect of supplies. Ensure compliance of provisioning policies in respects of goods and services. Assist on sport checks of e-class accountable stores.

ENQUIRIES : Mr TE Matiso Tel No: (041) 408-2007

POST 27/146 : **REGISTRY CLERK REF NO: 2020/204**

SALARY : R173 703 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 with appropriate experience. Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996 and Information Act (PAIA), as amended. Knowledge of disposal of records. Computer literacy. Ability to identify and arrange different types of records. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.

DUTIES : Keep registers, eg for stamps, registered mail, certified mail and others. Keep the file index up to date and maintain files. Administer the flow of files and records, track, trace files and manage sensitive documentation. Receive, sort or prepare incoming or outgoing mail from/for Post office and internal clients. Updating of the invoice Register for both PMTE and DPW.

ENQUIRIES : Ms W Khumalo Tel No: (053) 838-5359

POST 27/147 : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2020/205**

SALARY : R173 703 per annum
CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 and Grade C Psira certificate. Studying towards security management or alternatively intensive and relevant working experience familiarity with security legislation will be added advantage. Security management, labour relations, personnel administration, Knowledge of security environment and security policies, relevant legislation related to public security and access control, including the Minimum information security standard (MISS), risk management, firefighting, and first aid. Skills: Computer literacy, numeracy, interpersonal and diplomacy skills, problem solving skills, effective communication, negotiation and conflict resolution.

DUTIES : Supervise effective delivery of security services, implement and maintain security policies, liaise with the clients regarding security issues and risks. Coordinate, supervise and direct effective utilisation and service delivery of the security personnel and contractors, support the implementation of security related tenders and contracts, respond to and take appropriate action regarding security incidents. Assist with taking of fingerprints and initial screening of contractors and prospective employees. Support the administration of security service. Provide information and reports regarding security management. Compile requests for overtime. Make recommendations regarding leave applications by security personnel.

ENQUIRIES : Mr R Ramaremela Tel No: (051) 408-7315

POST 27/148 : **SECONDARY DRIVERS/MESSENGERS: LOGISTACAL SERVICES REF NO: 2020/206 (X2 POSTS)**

SALARY : R122 595 per annum
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Senior Certificate/Grade 12 and relevant appropriate working experience as a Secondary Driver/Messenger. A valid driver's license. Good communication skills and interpersonal skills. Have the ability to work under pressure and ability to meet tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment.

DUTIES : Delivery of documents and packages, sorting of mail and distribution to relevant officials within the Department. Collect and deliver mail at Post Office. Collect, distribute circulars/correspondence/package from/to Post Office/functionaries/other Departments. Distribute and collect files and documents. Collect/distribute mail to line functionaries. Collect /distribute mail to and from other departments and receive signatures from recipients. Make photocopies and assist at Reproduction Unit if necessary. Collect shredded waste paper and deliver to designated area when required. Ensure that Registry equipment is maintained and used correctly. Prepare packages and arrange for collection by Courier Services/Post Office collection as when required Perform any other related tasks as per supervisor's instructions including office duties.

ENQUIRIES : Ms M Masemola Tel No: (012) 406-1785

POST 27/149 : **SECONDARY DRIVER REF NO: 2020/207**

SALARY : R122 595 per annum
CENTRE : Port Elizabeth Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 and relevant appropriate working experience as a Secondary Driver/Messenger Knowledge of the Minimum Information Security Standards Act. Basic literacy, basic numeracy. Effective communication skills (Verbal and Written), interpersonal relations, planning of work processes, time management, driving skills. A valid driver's license.

DUTIES : Perform driver-related services, drive departmental officials, clients and visitors as requested. Transport mail and documents for distribution. Complete transport schedule regarding trips travelled. Perform general messenger and delivery services-collect post, parcels and documentation and deliver to specified persons/destinations. Ensure proper control over the movement of documents and face value documents. Make copies of documents, fax documents, collect office consumables. Render auxiliary administrative

support as required-Support the security profile of the office, support registry related activities and operation related activities.

ENQUIRIES : Ms. N Gwatyuza Tel No: (041) 408-2070

POST 27/150 : **TRADESMAN AID REF NO: 2020/208**

SALARY : R102 534 per annum
CENTRE : Kimberly Regional Office (Station: De Aar)
REQUIREMENTS : A Grade 10 certificate/ABET level 3, relevant working experience. Knowledge of technical maintenance, operation of equipment, tools and chemicals, and occupational health and safety. Good interpersonal skills, basic communication and literacy and technical skills.

DUTIES : Assist Artisans with regards to repair and maintenance work. Operate water purification and waste water treatment plants. 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. Maintain good housekeeping of the workshop and plant rooms.

ENQUIRIES : Mr M Lekgetho Tel No: (072) 322 -2420

POST 27/151 : **TRADESMAN AID: WORKSHOP REF NO: 2020/209 (X2 POSTS)**

SALARY : R102 534 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Grade 10 certificate/ABET level 3, relevant working experience and be able to read and write. Grade 12/N3-6 certificate in Technical qualification will be an added advantage with technical experience. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.

DUTIES : Assist Artisans with all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site. Must periodically ensure a good housekeeping at the workshop and on site. Ensure all work is carried out in a safe manner according to the OHS ACT.

ENQUIRIES : Mr M Mashinini, Tel No: (051) 408-7350

POST 27/152 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2020/210 (X7 POSTS)**

SALARY : R102 534 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks .Knowledge of usage of cleaning materials and equipment and will be added advantage.

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

ENQUIRIES : Mr K Muthivheli Tel No: (011) 713-6097

POST 27/153 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2020/211 (X10 POSTS)**

SALARY : R102 534 per annum
CENTRE : Nelspruit Regional Office
Mhala (X1 Post)
Witbank (X1 Post)
Kriel (X1 Post)
Breton (X1 Post)
Caroline (X1 Post)
Middleburg (X1 Post)
Nelspruit (X4 Posts)

REQUIREMENTS : Grade 10 or standard 8, ABET level 3 or equivalent qualifications. 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 : Mr EJ Mkhari Tel No: (013) 753-6347

POST 27/154 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2020/212 (X4 POSTS)**

SALARY : R102 534 per annum

CENTRE : Port Elizabeth Regional Office
Cradock Magistrate Office (X1 Post)
Burgersdorp Magistrate Office (X1 Post)
Hofmeyer Magistrate Office (X1 Post)
Port Elizabeth Regional Office (X1 Post)

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

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

ENQUIRIES : Mr Z. Nqana Tel No: (041) 408-2356