APPENDIX I

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 Nguyuza

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

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

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. Tlhapane

CLOSING DATE: 26 February 2021 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 License (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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms 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. 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 05/44
DEPUTY DIRECTOR-GENERAL: EXPANDED PUBLIC WORKS PROGRAMME (EPWP) REF NO: 2021/02

SALARY
R1 521 591 per annum, (All inclusive negotiable package) including basic salary (60% of package) State’s contribution to Government Employee Pension Fund (15% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests. NOTE: It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance.

CENTRE: Head Office (Pretoria)

REQUIREMENTS
An undergraduate qualification (NQF Level 7) and a postgraduate qualification (NQF Level 8) in the Built Environment, Management Sciences, Development Studies, Behavioural Sciences, Social Sciences, Economic Sciences or related field of study as recognised by SAQA plus 8-10 years’ experience at senior managerial level in the relevant field. Knowledge: Functioning of national, provincial and local government; Fundamental economics; financial management; EPWP goals and objectives; Employment creation strategies; appropriate labour intensive technologies; Skills development strategies. Skills: Strategic management; Executive management skills; Tender processes; Effective communication (verbal and written); Numeracy; Marketing and liaison; Programme and project management; Relationship management; Interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Motivational skills; Influencing skills; Negotiation skills. Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated, ability to design ideas without direction; Ability to work under stressful situations; Ability to communicate at all levels, including political office bearers; People orientated; Hard-working; Highly motivated. Extensive travelling.

DUTIES
Manage and agree with funding agents (DOL/SETA) on-going support and resources to fund the beneficiary training on EPWP projects. Manage, co-ordinate and monitor support systems to ensure implementer’s training for EPWP projects. Support the implementation of EPWP across provinces. Commission researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all EPWP policies contribute to the departments’ strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; ensure that the budget framework is in line with Medium Term Expenditure Framework. Oversee the co – ordination of various training and capacity building initiatives of the EPWP sector; support Public Bodies in the different sectors to implement EPWP to contribute to Full Time Equivalents (FTEs) and work opportunity targets. Ensure promotion of Labour intensive methods through all spheres of government; oversee the implementation of the Technical Support Programme to ensure the participation by Public Bodies; oversee the implementation of the Vukuphile Programme; oversee the coordination of social and environmental development across all sectors, through the Expanded Public Works Programme; Facilitate & co-ordinate all Non State Sector activities within EPWP. Oversee the coordination of Government Employment Programmes; oversee the monitoring of the implementation of PCC-PEP’s resolutions within the branch and in collaboration with the identified Departments; oversee the analysis of the conditions and developments in the economic environment to ensure that sustainable livelihoods and convergence infuses into the programme. Prepare reports on the state of the implementation of the EPWP service level Agreements; manage and analyse researched data; Manage the development, implementation and maintenance of an effective monitoring and reporting.
ENQUIRIES: Mr SC Zaba, Tel No: (012) 406 1544
APPLICATIONS: for this position must be forwarded to: Recruitment21_02@dpw.gov.za

POST 05/45: DEPUTY DIRECTOR-GENERAL: POLICY RESEARCH & REGULATION
REF NO: 2021/03

SALARY: R1 521 591 per annum, (All inclusive negotiable package) including basic salary 60% of package) State’s contribution to Government Employee Pension Fund (15% of Package) and a flexible portion that may be structured in terms of applicable rules. The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests.

NOTE: It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance

CENTRE: Head Office (Pretoria)
REQUIREMENTS: An undergraduate qualification (NQF 7) and Post graduate (NQF 8) in the Built Environment, Management Sciences, Development Studies, Policy Development, Law or related field of study plus 8-10 years’ Senior Management experience in the relevant field. Knowledge: Understanding of the Public Sector environment and transformation challenges; PFMA, Strategic Planning, Project Management, Delivery Innovation, Built Environment, Personal Attributes: Analytical thinking, Innovative, Creative, Ability to work under stressful situations, Ability to communicate at all levels, including political office bearers, People orientated, Hard-working, Highly motivated, Skills: Strategic management, Executive management skills, Tender processes, Effective communication (verbal and written), Numeracy, Marketing and liaison, Programme and Project Management, Relationship Management, Interpersonal and Diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Influencing skills, Negotiation skills, Change Management, Service delivery.

DUTIES: Develop and implement regulatory framework aimed at addressing the transformation, growth and development of the construction industry; Provide strategic leadership in the development of building regulations, norms and standards; Research, develop, monitor and review construction sector policies; Establish best practice partnerships with various stakeholders in the construction industry, local and international; Facilitate policy integration with DPW Public Entities; Oversee the development of policies within the Department; Regulate the property industry to promote transformation, growth and development; and to promote uniformity and best practice in immovable asset management in the public sector; Research, develop, monitor and review policies and regulations; Establish best practice partnerships with various stakeholders in the property industry, local and international; Provide support to Immovable Asset Management; Oversee the development of policies within the Department; Develop and manage the implementation of international relation framework; Manage, integrate and coordinate international relations; Identify and articulate issues of strategic significance to the department; Develop international relations framework.

ENQUIRES: Mr SC Zaba, Tel No: (012) 406 1544
APPLICATIONS: for this position must be forwarded to: Recruitment21_03@dpw.gov.za

POST 05/46: DEPUTY DIRECTOR-GENERAL: FACILITIES MANAGEMENT
REF NO: 2021/04

SALARY: R1 521 591 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Senior Management Services). The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests. Note: It will be expected of the candidate to sign a Performance Agreement and be subjected to Security Clearance

CENTRE: Head Office (Pretoria)
REQUIREMENTS: An undergraduate qualification (NQF Level 7) and Postgraduate Degree in Built Environment, Management or in the relevant field of study plus a minimum of 8 - 10 years senior management relevant experience. Knowledge: Best practiced Asset Management processes; Department internal Business Process; Property and Contraction Knowledge; Client relations; Financial management; Supply Chain Management; Change Management; Public
Service Regulation; Black Economic Empowerment Act; Preferential Procurement Policy and Frame Act. Skills: Advanced report writing; Advanced communication; Language proficiency; People management skills; Computer utilization ;Negotiation skills; Analytical thinking; Facilitation skills ;Strategic planning ;Time management; Programme and project management skills; Conflict management; Sound analytical and problem identification and solving skills ;Organising and planning”; Policy formulation; Decision making skills; Motivation skills; Numeracy Advanced interpersonal and diplomacy skills. Personal attributes: Innovative; Creative; Resourceful; Liaising skills; Ability to effectively and efficiently under pressure; Ability to meet tight deadlines whilst producing excellent results; People orientated; Able to establish and maintain personal networks; Trustworthy; Hard working; Assertive; Highly motivated; Ability to work independently.

**DUTIES**

Provide strategic leadership in the development and the reviewing of legislation, strategies, and policies for facility management and occupational health & safety; undertake researches on latest facilities management and OHS trends; ensure the development and implementation of effective and efficient property management acts, strategies and policies; ensure that all facilities management policies contribute to the departments’ strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; Provide strategic facilities management, support and security services to department’s clients and stakeholders; Facilitate completion of agreements between the department and client stakeholders; Ensure effective administration and performance of buildings for client satisfaction; Provide strategic leadership in the implementation of overall maintenance of state and non-state facilities to ensure the extension of life and use of existing government facilities as well as maintaining the value thereof. Oversee the development and implementation of the built environment Green Economy Programmes; Conduct research and analyses to identify innovative incentives that support the transition to a green economy within DPW; Manage and monitor the implementation of the Built Environment Green Economy Programme; Establishment and management of BEGEP Project Management Office. Provide strategic management advice and oversee compliance on matters relating to statutory compliance on projects of client departments; Undertake surveys, inspections and audits to ensure proper monitoring and implementation of legislations and policies for statutory compliance on the Departmental projects; Develop and maintain governance and assurance management system and monitoring system to identify the areas facilities activities that pose risks; Implement statutory compliance awareness programmes.

**ENQUIRIES**

Mr SC Zaba Tel No: (012) 406 1544

**APPLICATIONS**

for this position must be forwarded to:Recruitment21_04@dpw.gov.za

**POST 05/47**

DIRECTOR: FRAUD AWARENESS AND INVESTIGATIONS REF NO: 2021/01

(24 Months Contract)

**SALARY**

R1 057 326 per annum (All-inclusive salary package)

**CENTRE**

Head Office (Pretoria)

**REQUIREMENTS**

An undergraduate qualification (NQF Level 7) in Auditing, Accounting, Economics, or Business Management, Law/Criminology/Forensic Auditing, Extensive experience in Fraud Investigations, and management experience, Knowledge of PFMA, Treasury Regulations and other applicable legal framework Excellent interviewing and communications skills, Good report writing skills, Strong understanding of fraud and corruption, ethical values, behaviour and good governance.

**DUTIES**

Develop and oversee the implementation of departmental anti-corruption and ethics strategies which are aligned to the National Anti-corruption Strategy and National Integrity Management Framework, Review and analyse reports arising from anti-corruption investigations, Provide support on disciplinary actions against officials who conduct themselves improperly and unlawfully, Provide support on criminal proceedings and civil action against employees or external parties involved in any form of criminal or irregular activity, Analyse, interpret and advise management on the fraud risk management system. Maintain a sound record of all SIU investigations and relevant outcomes and provide regular progress to Management and Audit and Risk Management.
Committee in this regard, Support the SIU in the conduct of investigations arising from Presidential proclamations, Resource management, both financial and human.

ENQUIRIES: Mr. Fazel Tel No: (012) 406 1681
APPLICATIONS: for this position must be forwarded to: Recruitment21_01@dpw.gov.za

OTHER POSTS

POST 05/48: CHIEF ENGINEER: ELECTRICAL REF NO: 2021/05

SALARY: R1 042 827 per annum (All-inclusive OSD salary package) (Total package to be structured in accordance with the rules of the OSD)
CENTRE: Head Office
REQUIREMENTS: A BSc or B Eng in Electrical Engineering (Postgraduate qualification will be an added advantage). A minimum of 6 years relevant experience in the field of electrical engineering post qualification. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). A valid driver’s licence; Prepared to travel; willing to adapt to a working schedule in accordance with office requirements. Knowledge: Electrical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all electrical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). SKILLS: Ability to undertake critical review/analysis and apply engineering skills in projects; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software’s; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently.
DUTIES: Implementation and updating of electrical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department’s strategic objectives; Develop and maintain professional best practice parameters and engineering quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider’s concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all electrical engineering related matters at all stages of the project. Review and audit final professional electrical engineering related services. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians. Supervise staff member assigned under.
ENQUIRIES: Mr. M Tladi Tel No: (012) 492 3247

POST 05/49: DEPUTY DIRECTOR: EPWP TECHNICAL SUPPORT: MANAGEMENT REF NO: 2021/07

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 Civil Engineering; The candidate must have Knowledge of construction Industry and project management, Experience in Labour-intensive methods of construction; Knowledge of the structure and functioning of the department and government; Ability to communicate at all
levels; Ability to meet tight deadlines whilst delivering excellent results; Ability to work independently and Valid driver’s license. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.

**DUTIES**

Assist with management of the provision of technical support to all municipalities. Ensure implementation of the Expanded Public Works Programme (EPWP) projects in the Infrastructure Sector by providing assistance in the following: selection of suitable projects, design of projects promoting the use of labour-intensive methods, setting of targets, development of EPWP municipal policies. Liaison with various stakeholders like Provincial Departments of Local Government, South African Local Government Association (SALGA), and the Municipal Infrastructure Support Agent (MISA) of the Department of Cooperative Governance to ensure that adequate technical support is provided to municipalities in the implementation of EPWP. Provide assistance to Municipalities in quarterly reporting on the EPWP reporting system. Provide assistance on the implementation of the EPWP Integrated Grant. Ensure provincial technical support reports are submitted timeously.

**ENQUIRIES**

Mr O Tiya Tel No: (012) 492 1408

**POST 05/50**

**DEPUTY DIRECTOR: PROPERTY PAYMENTS REF NO: 2021/08**

**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**

Durban Regional Office

**REQUIREMENTS**

A three year tertiary qualification in Commerce (Real Estate Finance or Property Economics), Willingness to travel, Be in possession of a valid driver’s licence. Knowledge: Public Finance Management Act, Relevant experience in portfolio and property investment analysis, Sound experience in conducting property and project feasibility studies is required. A good understanding and competence in the context of the built environment with a working knowledge of property industry related: financial modelling and investment analysis methodologies and tools, Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices, Financial management and knowledge of the leasing environment. Developed knowledge and understanding of National Government’s responsibility to improve access to Government services and Objectives, Legislative and legal aspects of built environment developments and informed decision making. Skills: Computer literate, Time management, People management, Report-writing, Well developed project management, Analytical, Planning, Interpersonal and communication skills, Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

**DUTIES**

The development of policy guidelines on processing of property payments and its associated revenue. Development and monitoring the implementation of business processes, Provide guidelines and inputs on drafting plans regarding payments and revenue, Development of internal control measures, Reconciliations of expenditure and revenue of all leased and state-owned properties, Manage property payments and revenues through effective implementation of the property expenditure management system, Manage property revenues, Maintain an effective property asset register, Ensure correct and timeous payments of creditors, Maintain and update creditors and customers master data files, Ensure compliance with related prescripts, delegations and procedures, Implement and monitoring of internal control measures, Development of policy guidelines, Manage budgets of the Section, Liaise with clients regarding property payments issues, Provide leadership and direction on all property-related expenditure and revenue, Identify opportunities for optimisation of properties under custodianship of the Entity for revenue and expenditure management, Identify opportunities to minimise costs and ensure efficiency in the properties of the Entity and advise management on cost cutting measures, Respond to audit queries, Manage budget and expenditure allocated to the Sub-Directorate, Provide adequate development and training for all staff.

**ENQUIRIES**

Ms BV Ngubane Tel No: (031) 314 7063
POST 05/51 : DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2021/09

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 : Durban Regional Office

REQUIREMENTS : A three year tertiary qualification in Human Resource Management or Social Sciences. Extensive experience in the Human Resources Management environment. Knowledge of Persal, the Public Service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Service and administration. Management skills, analytical thinking. Language proficiency, Report writing skills, Numeracy, Research skills, Organizing and planning, Computer literacy, Advanced interpersonal and diplomacy skills, Decision Making and Project making skills. An innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines, ability to communicate at all levels, people orientated, trustworthy, assertive, hardworking, highly motivated, ability to work independently.


ENQUIRIES : Mr NN Vilakazi Tel No: (031) 3147149

POST 05/52 : CONTROL ENGINEERING TECHNOLOGIST: STRUCTURAL REF NO: 2021/06

SALARY : R751 542 per annum (All-inclusive OSD salary package) (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A BTech degree in Civil Engineering (Postgraduate qualification in structural engineering will be an added advantage). Compulsory registration as a Professional Engineering Technologist (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years’ post qualification experience as a Structural Technologist. Extensive experience in the field of structural engineering which include but not limited to: design and construction of concrete structures; Steel structures and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential. Experience in managing and leading junior technicians, technologist and candidates.

DUTIES : Technical specification and evaluation of professional service providers’ and contractors’ bids. Review and acceptance of the professional service provider’s concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects.
Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardized civil engineering practice manuals for the Department. Undertake detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate technologists and technicians.

**ENQUIRIES:** Mr. M Ramushu Tel No: (012) 406 2109

**POST 05/53**

**DEPUTY DIRECTOR: FINANCIAL ACCOUNTING AND BUDGETING REF NO: 2021/10**

**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:** Durban Regional Office

**REQUIREMENTS:** A three year tertiary qualification in Accounting \ Financial Management or related field. Knowledge of Public Finance Management Act and applicable Regulations. Extensive knowledge and experience of the budgeting and financial management process. Ability to implement systems and exercise control to ensure sound financial administration. Extensive knowledge of transversal systems applicable in the public service (BAS, PERSAL, LOGIS, WCS, PMIS, SAGE, REAPATALA and ARCHIBUS). Proven communication skills at all levels. Sound analytical and problem solving skills. Appropriate and relevant management experience and computer literacy.

**DUTIES:** Ensure sound financial management practices compliant with the Public Finance Management Act and Generally Recognised Accounting Practices in the Regional Office. Identify trends and opportunities for business process improvement. Prepare annual budgets and update forecasts in line with the department wide priorities. Manage and advise management on the effective utilization of financial resources. Manage all functions regarding revenue, expenditure and the asset and liability accounts of the office (including debtor management). Ensure the submission and reports regarding the AFS as well as the co-ordination of audit reports. Manage financial resources allocated to the Finance function. Contribute to the overall management of the Regional Office.

**ENQUIRIES:** Ms BV Ngubane Tel No: (031) 314 7063

**POST 05/54**

**DEPUTY DIRECTOR: PROPERTY PAYMENTS: PMTE: FINANCE REF NO: 2021/11 (X2 POSTS)**

**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 Management/Financial Accounting or related qualification in Finance. Sufficient relevant working experience at junior management level in Property-related Finance or expenditure and revenue management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Willingness to travel and to work extended hours. Valid unendorsed driver’s license. 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 service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, 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:** Development and monitoring the implementation of business processes, internal controls, policies, methodology, best practices and standards well as
ensure compliance with Departmental requirements and legislation. Perform Reconciliations of expenditure and revenue of all leased and state-owned properties. Ensure correct and timeous payments of creditors as well as maintaining and updating the creditors and customers master data files. Responsible to oversee the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment. Implement long-term strategies to contain municipal services expenditure to an appropriate level. Ensure sound property expenditure management system including minimization of accounts payable to avoid fruitless and wasteful, irregular and unauthorized expenditures. Make inputs in the compilation of sub-directorate’s budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on property payment system. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the PMS. Liaise with clients regarding property payments issues and provide solutions on property-related expenditure and revenue challenges. Identify opportunities for optimisation of properties under custodianship of the Entity for revenue and expenditure management. Identify opportunities to minimise costs and ensure efficiency in the properties of the Entity and advise management on cost cutting measures. Respond to audit queries, Manage budget and expenditure allocated to the Directorate. Provide adequate allocation of tasks to staff. Co-ordinate and compile reports to Parliamentary committees and the executive.

ENQUIRIES: Mr L Toona Tel No: (012) 406 2123

POST 05/55: ASSISTANT DIRECTOR: INDUSTRY RESEARCH REF NO: 2021/12

SALARY: R470 040 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS: A three year tertiary qualification in Built Environment, Commerce, Finance, Mathematical Sciences, Business Administration or any other relevant analytical qualification plus relevant experience. A Valid Driver’s License. An Understanding of government socio-economic policies and principles, Government regulatory framework; Minimum Information Security Standards (MISS) Act; Research methodology, Data analysis and interpretation; Understanding of the built environment and related professional bodies, Interpretation and communication of research information and findings to management; Departmental strategic goals and objectives and service delivery programmes; Financial Modelling; Computer literacy., Programme and project management; ability to communicate at all levels; ability to work under stressful situations; ability to work independently and in a team.

DUTIES: Participate in the development of and monitor the implementation of guidelines, processes, norms & standards, and best practice policies ; Participate in the development and implementation of analytical tools and models for various units in DPWI; Develop, implement and evaluate methods and models for collecting data; Facilitate research on and analysis of economic, social, industry, market and internal trends: Facilitate and monitor research projects; Research and report on asset management best practices; Explore and identify the procedures for monitoring and managing the cost relating to the letting of the state assets; Develop and implement data management: Ensure the establishment of an integrated, reliable database; Ensure effective asset data maintenance and assurance procedures; Provide technical support and advisory services to various stakeholders: Keep abreast of emerging innovations and trends in asset management; Support asset management planning, operations and performance management; Provide training and technical assistance to units on any developed analytical tools relevant to their business.

ENQUIRIES: M Konyana Tel No: (012) 406 1590

POST 05/56: ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT REF NO: 2021/13

SALARY: R470 040 per annum
CENTRE: Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Human Resource Management, Social or Management Sciences. Extensive working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth/Skills Development/ Training and Development Programmes at a supervisory level; and possess a valid unendorsed driver’s licence. Knowledge and understanding of National Development Plan, National Skills Strategy, Youth Accord, Public Finance Management Act, Skills Development Act, National Skills Development Plan. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word, MS Excel, MS PowerPoint. Good verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration, and must be willing to travel extensively. Experience in PERSAL will be an added advantage.

DUTIES : Provide input in the development and monitoring implementation of the Human Capital Investment programme guidelines, processes, norms & standards and strategies. Provide technical and administrative support in the implementation of Human Capital Investment Programmes. Procure all resources related to programmes. Ensure alignment of programmes to the National Infrastructure Plan, Sector Skills Plan, Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to Human Capital Investment programmes. Represent DPW at various stakeholder workshops and meetings. Administer the database pertaining to Human Capital Investment programmes beneficiaries. Render administrative services to programmes’ Finances. Assist in the Development of financial processes and systems for Human Capital Investment programmes. Collate, consolidate and prepare invoice payments. Prepare and facilitate claims through the SETAs. Track expenditure and prepare financial reports to sponsors and Finance unit. Render monitoring and evaluation services on all Human Capital Investment programmes. Assist in the development of the overall framework of the monitoring and evaluation activities. Collate, consolidate and analyse monthly progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. Distributes reports to sponsors. Recommend further improvement of the logical frame work.

ENQUIRIES : Ms. V Manzini, Tel No: (012) 406 1341/ 0827396768

POST 05/57 : ASSISTANT DIRECTOR: SCM LOGISTICS TRAVEL REF NO: 2021/14

REQUIREMENTS : A three year tertiary qualification in Public Management/Administration, Supply Chain Management, Finance, Logistics or relevant qualification. Travel Management experience at supervisory level. Computer skills (Word/ Excel / PowerPoint) and a valid driver’s license are compulsory. KNOWLEDGE of the National Treasury Travel Management Framework, Accounting and Business Processes, Supply Chain Management, IT Systems (PERSAL and BAS), Public Finance Management Act, PPPFA, Public Service Act and the National Treasury Regulations, Employment Equity Act, Basic Conditions of Employment Act, Collective Agreements and the Condition of Service Regulations and Procedures. Knowledge of Accounting and Business Processes. SKILLS: Advanced Communication Skills (verbal and written), Financial Management. Ability to handle confidential information. Analytical thinking. Ability to work long hours.

DUTIES : Coordinate the placement of orders for travel. Co-ordinate the roll out and day to day management of an online travel booking system. Verification, preparation and collation of payment documents. Manage the service levels of the Travel Management Company, provide secretariat support to the SLA meetings and provide 24 hour service relating to travel; undertake budget planning activities and expenditure control of visits abroad; review, implement, maintain and monitor related policies and procedures; manage key accounts; ensure the processing of monthly invoices; ensure compliance to 30 day payments and efficient turnaround times. Provide monthly, quarterly, interim and annual inputs on financial reports for Logistics. Provide weekly and monthly statistics and reports on Travel; collate, capture data and maintain
registers and prepare presentations on Travel. Prepare responses with regard to the resolution of audit queries - gather information to resolve audit queries. The effective service delivery - manage improvement of service delivery activities within the sub-directorate; introduce new initiatives to ensure improved services. The effective client orientation and customer focus that ensures service delivery innovations and empowerment of clients - obtain feedback and monitor identified problems and address them through revised work processes; ensure proper communication in informing officials of revised processes; conduct workshops and training sessions. Supervise employees to ensure an effective logistics management service and undertake all administrative functions required with regard to financial and HR administration - General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES: N Zama, Tel No: (012) 406 1756

POST 05/58: SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2021/15

SALARY: R316 791 per annum
CENTRE: Durban Regional Office
REQUIREMENTS: A three year tertiary qualification in HRM/Behavioural Sciences or equivalent qualification with appropriate experience in Human Resources Management. Ability to interpret policies and assist in Human Resources policy research analysis and implementation. Knowledge of Persal, PFMA, HR prescripts, procedures planning and organizing skills, written and interpret HR policies and prescripts, interpersonal skills. Computer Literacy and a capacity to understand codes of remuneration, remuneration systems and service benefits processes and procedures essential. The successful candidate should furthermore have good interpersonal and communication skills. A driver’s licence would be a recommendation.

DUTIES: Develop and maintain departmental procedures on service benefits. Implement appointments, promotions, Pillar, transfers, leave, housing allowance, pension benefits and approve transactions on the PERSAL system. Initiate, compile, implement and analyse policy on service benefits. Do research on Service Benefits practices and procedures. Provide advice and support line managers and other role players on departmental policies. Liaise with role players involved in the policy making process.

ENQUIRIES: Mr. I Henry Tel No: (031) 3147196

POST 05/59: ARTISAN FOREMAN (BUILDING) REF NO: 2021/16

SALARY: R304 263 per annum
CENTRE: Durban Regional office
REQUIREMENTS: A completed Apprenticeship as Building competent person and proof of passing a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provisions of the repealed supervisor section 27 of the Act. Recommendations: NTC1 with 10 years as a supervisor, NTC2 with 8 years as a supervisor, NTC3 with 6 years as a supervisor or National Diploma (T/N streams) with 2 years as a supervisor. 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.

DUTIES: 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.

ENQUIRIES: Mr MM Zuma Tel No: (031) 305 6438
POST 05/60: ADMIN OFFICER: VERIFICATION: IMMOVABLE ASSET REGISTER REF NO: 2021/17

SALARY: R257 508 per annum
CENTRE: Pretoria Regional Office
REQUIREMENTS: A three year tertiary qualification in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver’s license. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES: General administrative responsibilities and functions to support the Deputy Director; Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES: Mr. S Sokhela Tel No: (012) 406 1143/2043

POST 05/61: PERSONNEL PRACTITIONER: SERVICE CONDITIONS (HR ADMIN) REF NO: 2021/18

SALARY: R257 508 per annum
CENTRE: Cape Town Regional Office

DUTIES: Administration of Leaves, appointments, transfers, promotions, service termination and retirements of personnel. Administer temporary incapacity leave. Administer payments of transfers and relocation costs of employees. Ensure that matters relating resettlement expenditures are prepared well. Ensure payments of accrued benefits; source information regarding injury on duty. Capture and monitor personnel related transsection on persal. Assist in checking attendance register of employees, supervise the updating of registers and statistics, and provide support to line managers on matters relating employment of personnel. Handle and respond to helpdesk queries; provide administrative auxiliary services to the section, assist in the administration of the budget and related expenditure of the section.

ENQUIRIES: Ms E Booysen Tel No: (021) 402 2357

POST 05/62: STATE ACCOUNTANT REF NO: 2021/19

SALARY: R257 508 per annum
CENTRE: Durban Regional Office
REQUIREMENTS: A three year tertiary qualification in Accounting or Auditing or Financial Management, and related work experience. Knowledge and experience of government systems, BAS, Persal any other accounting systems. Knowledge of WCS, PMIS & Sage will be an added advantage. Good verbal and written communication skills. Organizational ability and decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages. Knowledge of the PFMA, National Treasury Regulations, procurement policies & MTEF. Knowledge & experience in budgeting will be
Control, manage and execute timely payment of all invoices \ statements in compliance to PFMA & National Treasury Regulations. Safekeeping of all accounting documents \ files \ reports. Prepare monthly reconciliation of Business Systems (PMIS\SAGE; Persal\SAGE; WCS\SAGE; Logis\BAS\SAGE). Render support and assist in controlling and maintaining Suspense Accounts on a monthly basis. Prepare and analyze reports. Budget preparation and support. Manage expenditure, debt and revenue.

DUTIES

ENQUIRIES

POST 05/63

SALARY

CENTRE

REQUIREMENTS

an added advantage. Knowledge and experience in auditing will be an added advantage.

DUTIES

ENQUIRIES

POST 05/64

SALARY

CENTRE

REQUIREMENTS

DUTIES

ENQUIRIES

POST 05/65

SALARY

CENTRE

REQUIREMENTS
PFMA, Government Immovable Asset Management Act (GIAMA), 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 expeditious manner. Type and/or compose letters, meeting agendas, meeting minutes and memos as directed. Photocopying, faxing, scanning and file administration as needed. Develop an understanding of GIAMA and implement the same. Communicate with relevant stakeholders regarding the maintenance of the National Immovable Asset Register. 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 B Berends Tel No: (021) 402 2309

**POST 05/66**: ASSISTANT ADMIN OFFICER: EPWP TRAINING SUPPORT REF NO: 2021/23

**SALARY**: R208 584 per annum

**CENTRE**: Head Office (Pretoria)

**REQUIREMENTS**: A Senior Certificate/Grade 12 or equivalent qualification. A three (03) year tertiary qualification in Public Management / Finance or equivalent, recognised by SAQA will be an added advantage. Relevant working experience. A valid Driver’s license is compulsory. Knowledge: Client orientation and customer satisfaction, Structure and functions of the Department and the sector National Skills Development Strategy and related legislations, Public Service Administration and Regulations, Procurement Regulations and processes, Public Financial Management Act. Skills: Project administration and management. Computer literacy /skills, Effective communication (verbal and written), Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Team work, Ability to manage time, workload and pressure. Willingness to work longer hours, where necessary.

**DUTIES**: Compile all relevant procurement documents for appointment of service providers. Compile contract documents for the appointed training providers. Provide support and guidance to the appointed training provider to ensure compliance to the claim or invoice requirements. Quality check invoices before payments to ensure compliance with EPWP/SETA/QCTO training requirements. Prepare relevant documents for compilation of financial reports and adhere to set timelines. Update the database of providers and courses. Maintain proper record management for the directorate. Provide logistical support to the directorate projects /activities.

**ENQUIRIES**: Ms T Pooe Tel No: (012) 492 3102

**POST 05/67**: ARTISAN: WORKSHOP REF NO: 2021/24 (X10 POSTS)

**SALARY**: R190 653 per annum

**CENTRE**: Pretoria Regional Office:
- Painting (X3 Posts)
- Carpentry (X2 Posts)
- Building (X2 Posts)
- Plumbing (X1 Post)
- Electrical (X2 Posts)


**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

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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 05/68: HR CLERK: HR PLANNING AND RECRUITMENT REF NO: 2021/25

SALARY: R173 703 per annum
CENTRE: Cape Town Regional Office
REQUIREMENTS: A Senior certificate with appropriate experience in HR planning and recruitment. (A National Diploma in Human Resources Management will be an added advantage). Valid driver’s license. Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of Persal. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration. Computer literacy (MS Word, Excell, PowerPoint). Basic numeracy, interpersonal and diplomacy skills. Ability to analyse and interpret HR policies and prescripts. Interpersonal skills. Planning and organizing skills. Ability to work under pressure. Ability to cope with a high workload. Communication and reporting abilities. The ability to work in stressful situations. People orientated, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Willingness to participate in all HRM related activities as required by the manager.

DUTIES: Handle the administrative processes with regard to recruitment, selection and placement, which entail: Advertising vacancies, processing of applications, attending interviews, writing submissions for appointments and appointment letters, prepare and provide employment statistics to the Head of Human resources. Ensure adherence to effective implementation of policies regulations and Acts with regard to HR. Process appointments, transfers, promotions, relocations. Maintain and provide related statistical information. Management of learners or interns within the unit.

ENQUIRIES: Ms C Rossouw Tel No: (021) 402 2214

POST 05/69: ASSISTANT ADMIN OFFICER: PROVISIONING AND LOGISTICS REF NO: 2021/26

SALARY: R173 703 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.

ENQUIRIES: Ms M Allen, Tel No: (053) 838 5245
POST 05/70 : DATA CAPTURE EPWP REF NO: 2021/27

SALARY : R145 281 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Senior Certificate/Matric with extensive experience in usage of Data Management packages/Microsoft packages (MS Word, Excel, Access), Accurate capturing of data with a neat methodical approach, Ability to key and check work accurately, The candidate should have communication skills (both written and oral) and interpersonal skills, The position requires a candidate who is self-motivated, committed to meeting quality standards and has ability to work under pressure.
DUTIES : Work as a dedicated member in a Team amongst other Data Capturers, Carry out the capturing of data on behalf of reporting bodies, Accurately capture data into the Expanded Public Works Reporting System (EPWPRS), Transcription of data from source documents of variable quality and verification of work of others, Offer advice and guidance to public bodies on the process of capturing data, Set up and agree on deadlines for the capturing of the required information, Coordinate data collection logistic arrangements and execute related administrative duties, Provide feedback information on data received and captured to Implementing Bodies, Provide reports on outstanding data reported and make follow ups, Provide analysis reports on data collection in response to audit queries.
ENQUIRIES : Mr L. L. Lutya Tel No: (021) 402 2323

POST 05/71 : TRADESMAN AID: WORKSHOPS REF NO: 2021/28

SALARY : R102 534 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A junior certificate, Grade 10, ABET or equivalent qualification. Ability to read and write. Good communication skills. Knowledge of maintenance in the built environment. Ability to perform routine tasks.
DUTIES : Assist artisans with regards to repair and maintenance work and take good care of hand tools, machines and electrical tools. Perform minor repairs and maintenance work, carry, load and unload tools as well as materials. Maintain good housekeeping of the Workshop and plant rooms.
ENQUIRIES : Mr Z Mashiyane Tel No: (041) 408 2194

POST 05/72 : FOOD SERVICE AID REF NO: 2021/29

SALARY : R102 534 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : ABET certificate with relevant working experience related to the post. Ability to read and write. Good communication skills and interpersonal skills. Ability to perform routine tasks. Knowledge of cleaning methods, material and equipment. Ability to work physically for long hours.
DUTIES : The effective cleaning of kitchens. Wash dishes, refill water bottles with fresh water. Wash kitchen floors, clean stoves and kitchen appliances. Assist with tea and coffee during Forums/meetings.
ENQUIRIES : Mr. Z Nqana Tel No: (041) 408 2356

POST 05/73 : GROUNDSMAN GRADE 2 HORTICULTURAL SERVICES: FACILITIES MANAGEMENT REF NO: 2021/30 (X3 POSTS GSE RONDEBOSCH)

SALARY : R102 534 per annum
CENTRE : Cape Town Regional Office (Gse Rondebosch)
REQUIREMENTS : Applicant must have a Junior Certificate / Abet Level 4 Certificate with 1 year experience or Grade 8 with 2 years experiences in general garden maintenance. Basic Literacy and Numerical skills or ABET Qualification. An added advantage is that the candidate has had previous experience in chain saw work and or working with mowers.
DUTIES : To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required.
ENQUIRIES : Mr.MAE Jantjies Tel No: (021) 402 2407