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

May be forwarded to:

Head Office: Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms N.P. Mudau.

Durban Regional Office: Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X54315, Durban, 4000 or Hand-delivery: Corner Dr Pixley Kasem and Samora Machel Streets, Durban. For Attention: Mr R. Joseph.

Mthatha Regional Office: Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5099. For Attention: Ms N. Mzalisi.

Kimberley Regional Office: Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand-delivery: 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N. Hlongwane.

Port Elizabeth Regional Office: Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X3913, North End, Port Elizabeth, 6056. For Attention: Mr S.S. Mdlaka.

Cape Town Regional Office: Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or Hand-delivery: The Customs House Building, Lower Heerengracht Road, Cape Town. For Attention: Ms N. Mtsulwana.

Polokwane Regional Office: Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand-delivery: The Sanlam Building, Ground Floor, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr N.J. Khotsa.

PRETORIA REGIONAL OFFICE: Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X229, Pretoria, 0001 or Hand-delivery: 251 Skinner, AVN Building, Corner Andries and Skinner Streets, Pretoria. For Attention: Ms A. Mafa / Ms K. Tlhapanane.

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

CLOSING DATE: 16 April 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. Should you not have heard from us within the next months, please regard your application as unsuccessful.
OTHER POSTS

POST 11/51 : CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) (HEAD OF PROJECT MANAGEMENT)

SALARY : R1 042 827 per annum (All-inclusive OSD salary package)
CENTRE : Polokwane Regional Office Ref No: 2021/83A (X1 Post)
Kimberley Regional Office Ref No: 2021/83B (X1 Post)

REQUIREMENTS : An appropriate Bachelor’s degree/BTech degree or National Higher Diploma in any of the Built Environment disciplines (Architecture, Quantity Surveying, Engineering or Construction Project Management). Minimum of 6 years post-qualification experience in construction project management, Extensive experience in the Built Environment, especially in building construction project management, Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) is compulsory, Professional registration in one of the other Built Environment disciplines will serve as an advantage, Experience in managing Project Managers responsible for managing multiple projects simultaneously; proven project budgeting ability; knowledge and/or understanding of estimating and scheduling techniques; and knowledge of the Works Control System (WCS) will serve as an added advantage, Knowledge and understanding of the following Acts: the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA), the Occupational Health and Safety Act, 1993 (Act No. 85 of 1993) (OHS Act) and the Environment Conservation Act, 1989 (Act No. 73 of 1989) as well as Building Regulations, Knowledge and understanding of Government procurement systems, Good financial and budget skills, Sound analytical and good communication (verbal and written) skills, A valid driver’s license, Computer literacy.

DUTIES : Manage the Project Management Unit in the Regional Office, Oversee and manage the construction project management unit, Manage environmental health and safety on capital and planned maintenance construction projects, Coordinate and manage the planning and execution of construction and renovation or refurbishment of projects within time, cost and specification targets, Develop and monitor a planning and reporting system to effectively plan and monitor projects, Ensure compliance to professional legislation as well as procurement and Departmental policies, Procure consultants and contractors for construction projects, Make recommendations on approval and extension of contract periods, Establish and promote effective relationships with clients, Provide expert advice to the Department, Manage communication and documentation of projects for auditing purposes, Manage contractor and client complex conflicts, Monitor and control expenditure, Manage component and project budgets, Ensure correct value for money for payments to consultants and contractors, Manage client budget allocation, Compile management reports on budget and expenditure, Maintain data integrity on WCS, etc., Manage Project Managers and administrative staff, Coach, mentor and train staff staff Manage employment-related processes.

ENQUIRIES : Mr M. Ntshani Tel No: (015) 291 6444 (Polokwane Regional Office)
Ms R. Baulackey Tel No: 053 838 5257 (Kimberley Regional Office)

POST 11/52 : CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A)

SALARY : R1 042 827 per annum (All-inclusive OSD salary package)
CENTRE : Durban Regional Office Ref No: 2021/84A (X1 Post)
Cape Town Regional Office Ref No: 2021/84B (X8 Posts)
Port Elizabeth Regional Office Ref No: 2021/84C (X1 Post)
Mthatha Regional Office Ref No: 2021/84D (X1 Post)
Polokwane Regional Office Ref No: 2021/84E (X1 Post)
Pretoria Regional Office Ref No: 2021/84F (X1 Post)

REQUIREMENTS : A relevant Bachelor’s degree or equivalent qualification in a technical field/the Built Environment with a minimum of 6 years post-qualification experience, Professional registration with the South African Council for Project and Construction Management Professions (SACPCMP) is compulsory, A valid driver’s license, Knowledge of programme and project management, Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis skills, Decision-making and conflict management skills, Research and development, Strategic capability and leadership, Financial management and computer skills, Negotiation skills.
DUTIES: Monitor the performance of Project Managers under his/her supervision, Mentor, develop and offer technical support to improve performance, Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts, Ensure that the needs of clients are well interpreted into manageable scopes of work, Procure the services of the Built Environment professionals through stipulated supply chain management processes, Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans, Coordinate all internal resources required to ensure the bidding process for appointment of contractors, Ensure that appointed consultants manage the quality of work within their professional scope and responsibility, Ensure that contractors timeously receive all relevant specifications and details to construct, Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department, Process all interim monthly payments as per the conditions of contract and in line with Government’s commitment to pay invoices timeously, Prepare and submit project information to be filed to the Head of Directorate, Secure all required funding for the projects through internal set processes, Ensure that project information is filed appropriately for easy access during audit, Cultivate a culture of good working relationships with fellow colleagues within the Department, Adhere to conditions of Occupational Health and Safety, Conduct research on new best practices of materials, techniques and methods, Ensure delivery of projects within parameters of time and cost to establish and promote effective relationships with clients, Provide expert advice to the Department.

ENQUIRIES: Mr K.B. Mbhele Tel No: (031) 314 7163 (Durban Regional Office)
Ms T. Kolele Tel No: (021) 402 2063 (Cape Town Regional Office)
Mr S.L. Jikeka Tel No: (041) 408 2074 (Port Elizabeth Regional Office)
Ms P. Pambo Tel No: (047) 502 8354 (Mthatha Regional Office)
Mr M. Ntshani Tel No: (015) 291 6444 (Polokwane Regional Office)
Mr D. Sewada Tel No: (012) 310 5395 (Pretoria Regional Office)


SALARY: R1 042 827 per annum (All-inclusive OSD salary package)
CENTRE: Cape Town Regional Office
REQUIREMENTS: A BSc or BEng in Civil Engineering, Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa, Minimum of 6 years post-qualification experience, Extensive experience in various fields of civil engineering, which include, but not limited to: (i) Geotechnical investigations and designs; (ii) Water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and (iii) construction materials, Experience in traffic and transportation engineering will serve as an added advantage, Exposure to the four main contracts used in the civil engineering industry, Good understanding of the CIDB standard for uniformity and the standard professional, services contract, Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Procurement and Delivery Management (SIPDM), Good communication skills, Excellent technical report writing and presentation skills, Innovative problem solving ability and the 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 licence (minimum Code B) and the ability/willingness to travel is essential, Experience in managing and leading junior engineers, technicians, technologist and engineering 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 consultants and contractors during the execution phase of projects, Assist project managers in resolving technical disputes arising at different stages of projects, Review and audit final professional civil engineering account, Accept responsibility for the development, implementation, review and regular updating of standardised 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 engineers, technologists and technicians.

ENQUIRIES : Ms T. Kolele Tel No: (021) 402 2063.

POST 11/54 : CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2021/89 (X9 POSTS)

SALARY : R1 042 827 per annum (All-inclusive OSD salary package)
CENTRE : Cape Town Regional Office
REQUIREMENTS : A relevant Bachelor’s degree or equivalent qualification in a technical field/the Built Environment with a minimum of 6 years post-qualification experience, A registered Professional Construction Project Manager with the SACPCMP, A valid driver’s license, Compulsory registration with the SACPCMP as a Professional Construction Project Manager, Knowledge of Programme and Project management, Project design and analysis, legal and operational compliance as well as the creation of a high-performance culture, Communication skills, Problem-solving and analysis, Decision making skills, Conflict management skills, Research and development, Strategic capability and leadership, Financial management, Computer skills, Negotiation skills.

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

ENQUIRIES : Ms T. Kolele Tel No: (021) 402 2063

POST 11/55 : DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2021/91

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 Financial, Public Administration, Marketing, Law, Real Estate Management, or Built environment or equivalent. Extensive relevant work experience in the field of User Demand Management/Key Accounts management. Knowledge of Government Immovable Asset Management Act (GIAMA), Works control system (WCS), Property Management Information System (PMIS0, and ARCHIBUS Systems, Public Finance Management Act (PFMA), Treasury Regulations, User Asset Management Plans, Custodian Asset Management Plans (CAMP), financial systems. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property, and facilities management, construction regulations, occupational health and safety, financial administration, procurement processes, and systems. Valid driver’s license and be prepared to travel to attend Client forum meetings. Skills: Planning, organizational, interpersonal, written and verbal communication skills. Advance computer literacy (Word, Excel, and PowerPoint). Client relations, willing to adapt to conflict management. Management of performance development.
**DUTIES**: Manage and control the Capital Works and Maintenance programmes, Co-ordinate and facilitates the finalization of multi-year priority lists for Capital Works and Maintenance projects in conjunction with Client departments, Finalize short-term priority lists with Client to issues planning instructions for projects under R100 000, Liaise with strategic stakeholders and role-players with regards to strategic issues. Ensure the maintenance of assets is carried out. Act in the interest of all Client departments. Provide monthly feedback to Client departments on progress, cost and quality of each project. Sign off all feedback user department requirements. Liaise with Client departments regarding accommodation and leasing requirements, facilitates management and maintenance. Investigate and answer queries from our Clients. Ensure Client accommodation is safe and clean and adhere to the requirements of Occupational Health & Safety act. Continuous liaison and interaction with role players at Head Office and Regional Offices.

**ENQUIRIES**: Mr JG v/d Walt Tel No: (041) 408 2001/2

**POST 11/56**: PRODUCTION ENGINEER: STRUCTURAL REF NO: 2021/85

**SALARY**: R751 542 per annum (All-inclusive OSD salary package)

**CENTRE**: Head Office (Pretoria)

**REQUIREMENTS**: A BSc or BEng in Civil Engineering, Minimum of 3 years post-qualification relevant experience in the field of structural engineering, Professional registration as a Professional Engineer (Pr. Eng) with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered), Experience in the field of structural engineering which includes, but not limited to, design and construction of: concrete structures; steel structures; and masonry structures, Experience in computer-aided programmes, such as Revit, Prokon, Strand and AutoCAD, 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 types of contracts used in the civil engineering industry, Good understanding of the CIDB standard for uniformity, Good communication skills, Excellent technical report writing and presentation skills, Innovative problem solving ability, Ability to work independently at production and execution levels, Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International Standards (ISO/SANS/OHSA), A valid driver’s license and the ability/willingness to travel is essential.

**DUTIES**: Technical evaluation of professional service providers’ and contractors’ bids, Review and acceptance of the professional service provider’s concept and detailed design, Assist in compilation of tender documentation, Conduct technical inspections and integrity surveys on various civil engineering assets, 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 and construction contract final accounts, Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department, Undertake detail design, documentation and implementation of minor projects.

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

**POST 11/57**: EXECUTIVE OFFICER MANAGER: REMS REF NO: 2021/92

**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 Social Science, Administration, Building Sciences, Financial or related field plus appropriate junior management experience related to office management. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hardworking, Self-motivated, Ability to work independently, Ability to work under pressure.

**DUTIES**: The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take
charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/workshops (venues, travel, catering etc); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch; Coordinate and manage projects in the office of the DDG; To render effective and efficient administrative support services – Consolidate all Chief Director’s reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG’s office. Risk and compliance management; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit.

ENQUIRIES : Ms N Makhubela Tel No: (012) 406 1623

POST 11/58 : CONSTRUCTION PROJECT MANAGER (PRODUCTION) (GRADE A) REF NO: 2021/90 (X12 POSTS)

REQUIREMENTS : A National Higher Diploma with a minimum of 4 years and six months certified experience OR BTech degree with 4 years certified experience OR Honours degree with 3 years certified experience, Compulsory registration with the SACPCMP as a Professional Construction Manager, A valid driver’s license, Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills, Knowledge and understanding of the NEC, JBCC and GCC form of contract.

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

ENQUIRIES : Ms T. Kolele Tel No: (021) 402 2063
POST 11/59: SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2021/86

SALARY: R473 820 per annum (All-inclusive OSD salary package)
CENTRE: Port Elizabeth Regional Office
REQUIREMENTS: A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years’ experience as an in-house legal advisor or legal/contract administrator, Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver’s license. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organisational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation.

DUTIES: Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided.

ENQUIRIES: Mr J.G. v/d Walt Tel No: (041) 408 2002

POST 11/60: ASSISTANT DIRECTOR: INTERNAL AUDIT

SALARY: R376 596 per annum
CENTRE: Cape Town Regional Office Ref No: 2021/93A
Ref: Mmabatho Regional Office Ref No: 2021/93B
Ref: Mthatha Regional Office Ref No: 2021/93C

REQUIREMENTS: A three year tertiary qualification in internal Auditing or Financial Accounting, Internal Audit Technician (IAT) plus appropriate experience in internal auditing, Professional Internal Auditor (PIA), and Certified Internal Auditor (CIA) will be added advantages. A valid Drivers’ license. Must be prepared to travel. Registration with the Institute for Internal Auditors. Knowledge in Standards for Professional Practice of Internal Auditing; Treasury Regulations; Public Finance Management Act; Institute of Internal Auditors Code of Ethics; Phases of internal audit process; Departmental business systems and processes; Departmental policies and procedures; Best practices regarding systems of risk management, internal control and governance processes and Accounting standards. Skills: Proficient computer literacy; advanced communication (verbal and written); Computer literacy; Project management; Report writing. Ability to assess and analyse information and make relevant finding, Conflict management. Ability to work under stressful situations and against deadlines. Ability to communicate at all levels. Expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance.

DUTIES: The effective undertaking of audit programmes regarding risk management, internal control and governance processes- ensure audit programme steps;
supervise audit fieldwork and collect relevant, sufficient and useful audit evidence; assess and evaluate audit evidence; The provision of undertaking the administrative functions of Internal Audit component - ensure co-ordination in the administration of the office; ensure adequate resources for the office; manage office management systems; The provision of compliance review regarding policies, plans, procedures, legislation and regulations- review systems established to ensure compliance; confirm the existence and use of the asset register; verify the physical existence of the assets; utilise appropriate audit procedures in verifying the assets; Supervise employees to ensure an effective service delivery: General supervision of employees; Allocate duties and perform quality control on the work delivered by supervisees; Advice 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.

ENQUIRIES
Ms R Mashigoane Tel No: (012) 406 1758

POST 11/61
ENGINEERING TECHNOLOGIST: PRODUCTION (GRADE A) REF NO: 2021/87

SALARY
R363 894 per annum (All-inclusive OSD salary package)

CENTRE
Kimberley Regional Office

REQUIREMENTS
A National diploma in Engineering or relevant qualification with three-years post-qualification Engineering Technologist electrical experience, A valid driver’s Licence, Professional registration with the Engineering Council of South Africa (ECSA) as an Engineering Technologist is compulsory, Project management, technical design and analysis knowledge, Research and development, Computer-aided engineering applications, Knowledge of legal compliance, Technical report writing skills, Networking, professional judgement, problem solving and analysis, Decision-making skills, Team leadership, Creativity, Self-management, Customer focus and responsiveness, Communication skills, Computer skills, Planning and organizing, People management.

DUTIES
Provide technological advisory services: Support Engineers, Technicians and Associates in field, workshop and office activities, Promote safety standards in line with statutory and regulatory requirements, Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology, Solve broadly defined technological challenges through application of proven techniques and procedures, Develop, maintain and manage current technologies and Identify and optimise technical solutions by applying engineering principles, Perform administrative and related functions, Compile and submit monthly and quarterly reports, Provide inputs to the operational plan, Develop, implement and maintain databases, Research and development: Keep abreast with new technologies and procedures; conduct research/literature studies on technical engineering technology to improve expertise; and liaise with relevant boards/councils on engineering-related matters, Prepare Technical Specifications for implementation of projects assigned to the incumbent as well as draft Procurement Processes and manage projects throughout the project life cycle, Execute Condition Assessments as well as draft Foot Print drawings and Status Quo Reports on State Infrastructure.

ENQUIRIES
Ms E. Deetlefs Tel No: (053) 838 5215

POST 11/62
EMPLOYEE HEALTH AND WELLNESS PRACTITIONER: ORGANISATIONAL DEVELOPMENT (HRM) REF NO: 2021/94

SALARY
R316 791 per annum

CENTRE
Cape Town Regional Office

REQUIREMENTS
A three year tertiary qualification in Social Science or Psychology. Registration with South Africa Council for Social Services Professions (SACSSP) as a Social Worker or the HPCSA as a Psychologist. Appropriate knowledge in Employee Wellness Programmes as well as short term counselling. Computer literacy. A valid driver’s license and willingness to travel are essential.

DUTIES
Health and productivity management: Facilitate education and awareness on chronic illnesses and mental health; support the department on management of incapacity. HIV & TB management: Mainstream HIV & AIDS into the core functions of the department; conduct HIV & TB awareness; promote protection of human rights and improve access to justice. Wellness management: implement preventative and curative programs to address social, financial and emotional wellness; encourage work life balance. Health and Safety management: create awareness on health and safety behaviour. Establish strategic partnerships for programme implementation.
ENQUIRIES: Ms N Mtsulwana Tel No: (021) 402 2246

POST 11/63: ARTISAN FOREMAN BUILDING REF NO: 2021/95

SALARY: R304 263 per annum
CENTRE: Port Elizabeth 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 M Ntshona Tel No: (041) 408 2307

POST 11/64: ADMIN OFFICER: TRANSPORT REF NO: 2021/96

SALARY: R257 508 per annum
CENTRE: Durban Regional Office

DUTIES: Day-to-day management and maintenance of Fleet. Verify monthly kilometres travelled before approval for payments. Authorize trip itineraries. Certify the processing of monthly related payments. Verify and process Subsistence and Transport claims. Ensure safe parking of fleet. Maintain records of driver's licenses, trip authorization files, etc. ensure servicing of vehicles. Redirect traffic fines. Prevent misuse of Fleet. Inspection of subsidised vehicle and processing of new applications. Ensure compliance with the transport policies, procedures and processes. Manage and supervise staff.

ENQUIRIES: Ms N Gumede Tel No: (031) 314 7041

POST 11/65: ADMIN OFFICER: ACQUISITION MANAGEMENT (TENDERS) REF NO: 2021/97

SALARY: R257 508 per annum
CENTRE: Cape Town Regional Office
REQUIREMENTS: A three year tertiary qualification in Public Administration or Supply Chain Management or Financial Management or Economics or Contract Management with appropriate working experience in Acquisition or Demand or Compliance/Internal unit. Legislative Requirements: Public Finance Management Act, National Treasury Regulations Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework. Good understanding of supply chain management procedures and prescripts. Ability to develop, interpret and apply policies, and legislation. Key Skills: Communication (verbal and written), Computer, problem solving, planning, organizing, interpersonal, Ability to work under stressful environment, decision making, basic numeracy skills, project management skills, analytic skills and ability to communicate at all. Must be in possession of a valid driver's license (at least Code B).

DUTIES: Facilitate the implementation of formal tender process (Advertisement, Closing, Evaluation and Awarding of tenders). Check the Bid Responsiveness Criteria (Pre-Screening) Liaise with internal and external stakeholders with regard to tender enquiries. Provide a quality assurance and compliance duty of the procurement documents to BID Committees. Compile accurate minutes of the proceedings of
the bid and sub bid committees. Facilitate the Bid Evaluation and Specification Committee Meetings, and provide advice accordingly. Provide Secretary Duty during the Bid Meetings, and make follow-ups the outcomes of it. Liaise with project managers / project leaders with respect to bid recommendations and submissions. Attend Compulsory site meetings. Management of Term-contracts. Implement the control measures to avoid the cancelling and lapsing of tenders. Perform office duties including the supervision and management of staff.

ENQUIRIES: Ms. R. Mouton Tel No: (021) 402 2076

POST 11/66: ADMINISTRATIVE OFFICER: PROJECTS REF NO: 2021/98 (X2 POSTS)

SALARY: R257 508 per annum
CENTRE: Cape Town Regional Office
REQUIREMENTS: A three year tertiary qualification preferably in Public Management/Administration, Computer literacy (MS Word, PowerPoint, Excel and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. Appropriate relevant experience, i.e. in the built environment. Ability to work independently. Knowledge of WCS would be an added advantage.

DUTIES: Provide administrative and general office management and support to Project Managers Project management processes within specific time frames. Preparing documentation for presentations and reports. Organizing office logistical matters and acting as general receptionist. Making required travel and accommodation arrangements. Managing the flow of information and documents related to claims, payments, invoices and consultation fees relevant to the office. Updating of WCS on daily basis.

ENQUIRIES: Ms. T Kolele Tel No: (021) 402 2063


SALARY: R173 703 per annum
CENTRE: Mthatha 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. Deposit and Manage payments received. Updating of the invoice Register for both PMTE and DPW.

ENQUIRIES: Ms T Bomela Tel No: (047) 502 7046

POST 11/68: ADMIN CLERK: ACQUISITION MANAGEMENT (TENDERS) REF NO: 2021/100

SALARY: R173 703 per annum
CENTRE: Cape Town Regional Office
REQUIREMENTS: A matric certificate or Grade 12 with appropriate working experience in SCM in particular Acquisition, Demand, and Compliance/internal unit. Legislative Requirements: Public Finance Management Act, National Treasury Regulations Broad Based Black Economic Empowerment, Preferential Procurement Policy Framework. Good understanding of supply chain management procedures and prescripts. Ability to interpret and apply policies, and legislation. Key Skills: Communication (verbal and written), Computer, problem solving, planning, organizing, interpersonal, Ability to work under stressful environment, decision making, basic numeracy skills, project management skills, analytic skills and ability to communicate at all. Must be in possession of a valid driver's license (at least Code B).

DUTIES: Assist on implementation of formal tender process (Advertisement, Closing, Evaluation and Awarding of tenders). Pre-screening of tender documents. Compile accurate minutes of the proceedings of the bid committees. Liaise with internal and external clients on extensions of validity. Liaise with project managers / project leaders with respect to bid recommendations and submissions. Provide logistics and attend compulsory site meetings. Safekeeping of tender documents. Develop
a database or statistic of all tenders. Adhering on all internal controls within the
directorate. Execute administrative and ad-hoc duties.

ENQUIRIES : Ms. R. Mouton Tel No: (021) 402 2076


SALARY : R173 703 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Applicant must be in possession Senior Certificate or equivalent qualification. Minimum of 18 months or above 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 & SAGE). 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 and willingness to adapt to work schedules in accordance with various requirements of the directorate.

DUTIES : The successful candidate will be required to provide the following services: Receipt and verify procurement file for compliance before issuing of purchase orders. Assist with the issuing and management of purchase orders on LOGIS and SAGE. Assist with execution of various LOGIS functions in relation to procurement of goods and services. Ensures effective and timely capturing of invoice payments on LOGIS, BAS and SAGE systems. 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.

ENQUIRIES : Ms. P Bambela Tel No: (021) 402 2193

POST 11/70 : SWITCHBOARD OPERATOR: PROVISIONING AND LOGISTICS REF NO: 2021/102

SALARY : R145 281 per annum
CENTRE : Cape Town Regional Office

DUTIES : The successful candidate will manage the switchboard by facilitating incoming and outgoing calls. Assist technicians with the movement of telephone and fax line (e.g. escort technicians through the building). Certifying job done by technicians when called in for services. Open new telephone lines. Checking of faulty line and telephones handset before logging a call to telephone companies. Ensure that all invoices for services rendered by the technicians are timely paid. Arrange telephone instruments for new employees. Capturing monthly telephone information/ data on excel. Download monthly telephone bill for DPW & PMTE officials, monthly printout, distribution or sending of telephone bills to staff. Ensure that all telecommunication accounts are up to date. Open individual file for staff. Report faults to information services appointed service provider. Perform any other work schedule in accordance with the various requirements of the Unit.

ENQUIRIES : Ms. P Bambela Tel No: (021) 402 2193

POST 11/71 : GROUNDSMAN: HORTICULTURAL SERVICES FACILITIES MANAGEMENT
(X2 POSTS)

SALARY : R102 534 per annum
CENTRE : Cape Town Regional Office Ref No: 2021/103A
GSE Rondebosch Ref No: 2021/103B
REQUIREMENTS : Applicant must have a Junior Certificate/Abet Level 4 Certificate with relevant experience or Grade 8 appropriate experience 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

NOTE: Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post.

POST 11/72: PHOTOCOPIER OPERATOR REF NO: 2021/104

SALARY: R102 534 per annum

CENTRE: Kimberley Regional Office

REQUIREMENTS: Grade 10 or equivalent. Knowledge of document reproduction processes and logistics. Knowledge of Operation of machinery and tools, Departments procurement processes and the Occupational health and safety act. Effective communication skills (verbal and written), a good interpersonal relations. Planning of work processes, time management, operation of heavy duty photocopying machine. Safety conscious, hardworking, trustworthy, punctuality, accuracy, polite and helpful. Operation of machinery and tools.

DUTIES: Operate the photocopier machine receive and document requests for heavy duty photocopying; control the usage of heavy duty photocopying machines; lock and keep keys of the workshop; report breaches and defects; bond and staple all copied documents; inform clients that documents have been bonded and are complete for collection; lubricate and attend to minor defects; perform daily meter reading and maintain register thereof.

ENQUIRIES: Ms B Bhila Tel No: (053) 838 5301