**ANNEXURE J**

**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**

<table>
<thead>
<tr>
<th>POST</th>
<th>LOCATION</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Head Office</strong></td>
<td>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.</td>
</tr>
<tr>
<td><strong>Mthatha Regional Office</strong></td>
<td>Post: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5099. For Attention: Ms N. Mzalisi.</td>
</tr>
<tr>
<td><strong>Mmabatho Regional</strong></td>
<td>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</td>
</tr>
</tbody>
</table>

**CLOSING DATE**

23 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. 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 12/29**

**DEPUTY DIRECTOR: COMPUTER AUDITS REF NO: 2021/105**

**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 internal auditing /Computer Auditing plus relevant experience at an ASD level. Certified Information System Auditor (CISA) or Certified Internal Auditor (CIA), A valid Drivers' license. Knowledge in Standards for Professional Practice of Internal Auditing; Treasury Regulations; Public Finance Management Act; Institute of Internal Auditors Code of Ethics; Audit Process & associated phases; Departmental business systems and processes; Departmental policies and procedures; Best practices regarding systems of risk management, internal control and governance processes in computer environment; Accounting standards; Team-mate Audit Software and Computer Systems – Micro Soft Office Tools; Business Systems; and Teammate. Skills: Management, Advanced computer literacy, Advanced communication (verbal and written), Project management, Report writing. Ability to assess and analyse information and make relevant finding. Conflict management. Professional conduct and representation. Solution orientated – ability to design ideas without direction. 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. Become a registered member of the Institute for Internal Auditors & Certified information system Auditors.

**DUTIES**

Manage the computer audit & special examination assignments- Coordinate the Planning of audit activities. Coordinate the conduct of a risk assessment in
a computer environment and Fraud & Corruption risks. Develop audit objectives that address the risk, controls and governance processes associated with the activities under review. Develop audit procedures that achieve the engagement objectives. Set both the scope and identify CAAT’s tools to be utilised to achieve the assignment objectives in each phases. Submit audit program for approval to the Director prior to the commencement of assignment. Communicate to the audit supervisor and internal auditor, the plan that establishes the procedures for identifying, analyzing, evaluating and recording information during the audit. Oversee and manage the administrative functions of sub directorate: computer audits &special examinations, head office: Establish and implement an appropriate project performance management system and development of project supervisors and their subordinates (Performance Management System). Assist in building capacity of the Unit through training and recruitment. Evaluate the adequacy of the resources that ensures efficient operation of the Computer Audit. Assist Chief Audit Executive in identification of new technologies to be used in Auditing Environment.

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

**POST 12/30**
ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT REF NO: 2021/106

**SALARY**
R376 596 per annum

**CENTRE**
Mthatha Regional Office

**REQUIREMENTS**
A three year tertiary qualification in Supply Chain Management or Procurement, with appropriate relevant experience in supply chain management and procurement management, knowledge of contract management ; SCM processes and systems at supervisory level. Drivers License; prepared to travel; willing to adapt work scheduled in accordance with office requirements. Knowledge: public finance management Act; Office administration Procurement and provisioning policies and procedures; Financial administration processes; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy : interpersonal relations; General office administrative and organisational skills .personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard –working; self –motivated and ability to work independently.

**DUTIES**
Supervise monitor, analyse and determine action to ensure proper contract administration; Administer variations to the contracts; Evaluate applications for the price adjustments and invoke penalty clauses; Evaluate application to variations, amendments and cancelations and develop proposal for approval; Compile all applications for deviations, maintain the internal systems / database. Undertake dispute resolutions and ensure that all documentation is prepared and available to resolve disputes; maintain proper relationship with the suppliers within the code of the ethics to ensure deliver off goods/ services; Supervise monitor contract compliance by determining whether the products / services are delivered at the right time , of the right quantity, right product, right place, right condition, right quality, amended right price according  to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.

**ENQUIRIES**
Mr A Ngqongqo Tel No: (047) 502 7003

**POST 12/31**
SENIOR PERSONNEL PRACTITIONER: TRAINING AND DEVELOPMENT REF NO: 2021/107

**SALARY**
R316 791 per annum

**CENTRE**
Mmabatho Regional Office

**REQUIREMENTS**
A three year tertiary qualification in Human Resource Development, Human Resource Management or any relevant qualification, ODETDP Certificate will serve as an added advantage, Appropriate experience in training and development and performance management practices, Understanding of the ETD environment including the SAQA, NQF Frameworks and SETA’s, Knowledge of National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development. Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD, Excellent Computer skills in MS Excel,
PowerPoint and MS Words, Data analysis techniques, Report Writing skills, 
Ability to communicate at all levels, Excellent Communication(verbal & written) 
and Analytical skills, Interpersonal relations and the ability to perform under 
pressure, Valid driver's license.

**DUTIES**

Conduct training need analysis, Develop training implementation plan as per 
the WSP, Obtain approvals for all trainings to be implemented, Co-ordinate 
departmental training programmes, Compile data on training statistics, Report 
on the training undertaken, Evaluate training, Processing of invoices for all the 
training conducted, Maintain training records, Communicate relevant training 
interventions in the Department, conducting skills audit, WSP and compilation 
of the annual training report, Provide secretarial support to regional 
development and training committees, facilitate and monitor performance 
management processes, provide support and advice to supervisors and 
managers on the administration of the performance management process in 
general, and particularly during performance reviews, appraisals and 
processing of performance rewards, determine and analyze trends on 
performance management data/statistics, support integration of performance 
management processes with related HR processes; monitor the management 
of poor performance.

**ENQUIRIES**

Mr T Oagile Tel No: (018) 386 5217