

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE



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.
Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works; Private Bag X20605, 9300 or hand delivered, 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus
Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. For Attention: Ms N Mzalisi
Port Elizabeth Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. For Attention: Ms. S Mafanya

CLOSING DATE : 11 June 2021 at 16H00

NOTE : The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 application form, you are all requested to use it and failure to use the new application form your application will be disqualified,, obtainable from any Public Service Department and must be accompanied by a comprehensive CV, originally certified copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's License (where required) and Identification Document (certified within 6 months). Applications not complying with the above will be disqualified. 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. Should you not have heard from us within the next months, please regard your application as unsuccessful. 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.

MANAGEMENT ECHELON

POST 19/58 : **CHIEF DIRECTOR: FINANCIAL ACCOUNTING AND REPORTING (PMTE FINANCE) REF NO: 2021/134**

SALARY : R1 251 183 per annum, (All-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : An undergraduate qualification (NQF Level 7) in Finance with extensive experience in financial accounting and/or financial reporting, of which 5 years must have been on a senior management level. Competent in GRAP/IFRS/GAAP framework of accounting. Professional membership and registration with SAICA

as a Chartered Accountant (SA) will serve as an advantage. A valid driver's license and the willingness to travel. Knowledge: Public sector experience with applied knowledge of the PMFA, Treasury Regulations and GRAP/IFRS. Knowledge/experience in the property and construction asset industry will serve as an added advantage. SKILLS: Strong analytical and communication skills (both verbal and written). Computer literate with advanced MS Excel. Presentation. Planning and organizing. Problem solving. Ability to work under pressure to meet tight deadlines. Good interpersonal skills. Strong negotiation skills.

- DUTIES** : Lead the Chief Directorate: Financial Accounting and Reporting under the guidance of the Chief Financial Officer. Design, implement and maintain the Chief Directorate's strategic and operational plans. Identify and manage risks. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks. Compile and present reports on the functioning of the Chief Directorate and other financial reports required by EXCO and other governance structures. Manage and coordinate the compilation of all financial reports, including the financial statements (interim and annual) in accordance to the Standards of GRAP, PFMA and other legislative requirements. Manage internal and external financial audits. Liaise with National Treasury, Accounting Standard Board, Auditor-General SA and other internal and external governance structures. Manage the accounting functions, including payables, payroll and bank. Provide technical accounting support for accounting related queries from line functions. Provide inputs on behalf of the Department on ASB Exposure Drafts
- Manage the budget and expenditure of the Chief Directorate. Ensure effective corporate governance processes and sound resource management.
- ENQUIRIES** : Mr M. Sithole Tel No: (012) 406 1698
- APPLICATIONS** : All applications for this position should be submitted through email to the email address specified. Please verify and make sure that your application is sent to the correct email address as allocated. "Applications must be submitted via email to dpwi24@ursonline.co.za"
- FOR ATTENTION** : URS Response Handling Tel No: (012) 811 1900

OTHER POSTS

POST 19/59 : **OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2021/135**

SALARY : R376 596 per annum

CENTRE : Bloemfontein Regional Office

REQUIREMENTS : A three year tertiary qualification in the Secretarial/Administration/Management fields. The ideal candidate should possess the following attributes: Extensive office management experience. Monitoring and evaluation reporting will be an added advantage. Advanced computer literacy in MS Office packages (Word, Excel, Power point) and the ability to use E-Mail. Interpersonal, organizing, and communication skills at all levels. Ability to take initiatives. Ability to maintain confidentiality. Ability to work independently with minimum supervision. Highly organized, hardworking, dynamic self-motivated professional. Capable of learning quickly. Ability to work under stressful situations. Knowledge of the following will be an advantage: PFMA, Minimum Information Security Standards Act, medium term expenditure budgeting processes, procurement processes and procedures, financial administration processes and systems.

DUTIES : Events (diary) management: co-ordinate/arrange meetings/workshops and arrange logistics. Co-ordinate/arrange the Regional Manager's itinerary, travel arrangements and accommodation. Attend to external visitors (Head Office/Clients etc.). Co-ordinate/arrange catering for events/meetings/workshops. Attend meetings, take minutes and prepare and distribute them appropriately. Collate Monitoring & Evaluation as well as the Risk Register Information for reporting. Budget/Financial Administration: Manage the petty cash, prepare and submit relevant claims, manage/control the commitment register and budget. Office Administration: Manage correspondence to and from the office (distribution, tracking, copying and filing). Create/type documents, Co-ordinate/follow up on/consolidate inputs, reports, work plans and business plans from the Regional manager's direct reports. Manage telecommunications (phone, fax, e-mail and

internet). Order Office supplies. Ensure the security profile and classification of documents and information related to the office. Undertake office inventory control. Reporting: provide weekly and monthly reports (correspondence, pending matters, commitment register and expenditure).

ENQUIRIES :

Ms. TP Zulu Tel No: (066) 419 6103

POST 19/60 :

CHIEF WORKS MANAGER (BUILDING): FACILITIES MANAGEMENT REF NO: 2021/136

SALARY :
CENTRE :
REQUIREMENTS :

R376 596 per annum
 Port Elizabeth Regional Office
 A three year tertiary qualification in Building, Quantity Surveyor or Civil engineering field or N3 certificate plus a complete trade test certificate with relevant experience in the built environment. Valid driver's license. Willingness to travel and work irregular hours. Computer literacy, Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills.

DUTIES :

Assist Control Works Manager with the management of building projects. Attend to day to day and planned maintenance request from the clients. Inspect leased building, optimum use of electrical equipment and installations. Ensure building work and drawings comply with the OHS Act. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certify and verify invoices. Prepare and compile submissions and progress reports on a monthly basis.

ENQUIRIES :

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

POST 19/61 :

ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: 2021/137

SALARY :
CENTRE :
REQUIREMENTS :

R257 508 per annum
 Mthatha Regional Office
 A three year tertiary qualification in Supply Chain Management/Purchasing Management/Business Management/Economics, Accounting/Auditing, Public Management with relevant working experience in Procurement/Supply Chain Management. Knowledge of Supply Management Framework, procurement related legislations, including the PFMA Act, Code of conduct for supply chain management practitioners, Treasury Regulations and Preferential Policy Framework Act, Prescript on CIDB and understanding of advertising process. Understanding of government procurement systems and process of the built environment and property industries. Good verbal and written communication skills, negotiation skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous.

DUTIES :

Support administration and smooth functioning of all Bid Committees and related processes and system, perform secretariat services at the Bid adjudication committees, receive and record requisition from user capture and maintain requisition register, coordinate and collate line function and religion inputs procurement plan and update commodity list on the master database, provide documents and information of specification committees, capture draft procurement strategy for approval, compile generic bid documents for approved generic, specification, administer submission for approval procurement methods, general admin support for bid administration unit, consolidate monthly head office and regional office inputs to produce SCM performance report, collate data; prepare reports and presentation for management use, coordinate internal and external audit engagement processes, steer the SCM response process and provide analysis of audit queries, management response and audit conclusion. Demand conduct a market and industry analysis, identify \implement preferences points system and appropriate goals per commodity in terms of preferential procurement policy objective, ensure that procurement source document verified, captured and authorized in accordance with department policies and procedures and compliant with applicable legislative requirements, ensure timeous reporting to treasury and auditor General (AG) monitor BBBEE spending in terms of the department's

targets, perform any other assigned duties in relation to the implementation of the supply chain management processes.
M.s T Stofile Tel No: (047) 502 7082

ENQUIRIES :

POST 19/62 : **ADMIN OFFICER: ACQUISITION MANAGEMENT (TENDERS) REF NO: 2021/138**

SALARY : R257 508 per annum
CENTRE : Port Elizabeth 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 39 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 : Mr. TE Matiso Tel No: (041) 408 2007

POST 19/63 : **SCM CLERK: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2021/139**

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

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

ENQUIRIES : Mr. T. E. Matiso Tel No: (041) 408 2007

POST 19/64 : **FOOD SERVICE AID REF NO: 2021/140**

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