

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**

- : **Mmabatho Regional Applications:** 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
- 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: Ms NS Nxumalo
- 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
- Johannesburg Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr. M Mudau
- 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
- Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works; Private Bag X9469, Polokwane, 0700 or Hand deliver at: Ground Floor, Sanlam Building, 77 Hans Van Rensburg Street, Polokwane, 0699. For Attention: Mr. NJ Khotsa
- Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley For Attention: Ms. N Hlongwane
- 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 Nguyuzza

CLOSING DATE

: 02 July 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. 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, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's Licence (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply. Should you not have heard from us within the next months, please regard your application as unsuccessful.

OTHER POSTS

POST 22/132 : **ASSISTANT DIRECTOR: HUMAN RESOURCE DEVELOPMENT REF NO: 2021/141**

SALARY : R470 040 per annum
CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification in Human Resource Management or equivalent qualification. Appropriate relevant working experience in Human Resource Management/ related. A valid Driver's Licence. Skills: Management skills, analytical thinking, report writing skills, numeracy, research skills, organising and planning, computer literacy, advanced interpersonal and diplomacy skills, decision making, project management skills. Knowledge: Knowledge of Persal, Public Service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Service and Administration. Willing to travel.

DUTIES : The development and implementation of the Workplace Skills Plan-implement and maintain policies and processes related to skills auditing, workplace assessments and the management of the Workplace Skills Plan. Performance Management and Bursaries including related delegations in the region. Implement the Public Management Development Strategy in the region. Provide guidance and direction to staff responsible for the implementation of skills development facilitation processes in the region. Support skills audits for the purposes of identifying the skills requirements of the department and of individual employees in the region. Consolidate and accommodate the identified needs in the Workplace Skills Plan – Performance management and Bursaries in the region. Ensure the prioritisation and delivery of education, training and development activities within the context of the strategic objectives of the department, individual development needs, transformation goals and available funds in the region. Ensure the prioritisation of Adult Basic Education and Training in the region. Maintain a secure and comprehensive database system relating to education, training and development in the department aligned with the National Learner Record Database of the South African Qualifications Authority. Support the development and implementation of comprehensive communication and awareness programmes in support of skills development. Evaluate impact of processes and submit related reports as prescribed. Submit consolidated Workplace Skills Plans for the department to the SETAs prior to each financial year; submit annual training reports against the implemented Workplace Skills Plan and submitted to the SETAs. The effective monitoring of management of skills development process at regions; ensure compliance with prescribed ETD standards. Ensure alignment with performance; management-related processes. Co-ordinate ETD research at organisational, sectoral and national levels; interact with guardian committees to assist in the design and development of integrated learning programmes. Ensure compliance with national training standards of accredited providers. Ensure accreditation of learning programmes and related service providers; ensure the effective delivery of learning programmes. Engage in the management of the research and development of learning programmes and delivery mechanisms. Ensure the recognition of prior learning. Design, implement and maintain quality assurance systems to evaluate ETD quality and its impact on organisational performance. Develop, implement and maintain Service Level Agreements with line managers and employees; ensure the certification of successful learners. Facilitate and align training opportunities and individual requirements with bursary opportunities. Practices and outcomes support their intended objectives; support the promotion of a culture of life-long learning.

ENQUIRIES : Mr M Mudau Tel No: (011) 713 6024

POST 22/133 : **ASSISTANT DIRECTOR: FINANCIAL REPORTING REF NO: 2021/142**
(36-Months Contract)

SALARY : R376 596 per annum
CENTRE : Kimberley Regional Office

REQUIREMENTS : A three year tertiary qualification in Financial Accounting or equivalent qualification. Extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Willingness to travel with a valid driver's license. Knowledge: A candidate must have public sector experience,

extensive applied knowledge of the 74 PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.

DUTIES : Compilation of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Implement efficient and effective systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the monitoring of the audit action plan. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for drafting responses to audit findings. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Mr. L Botshobana, Tel No: (053) 838 5290

POST 22/134 : **SENIOR STATE ACCOUNTANT: BUDGETS REF NO: 2021/143**

SALARY : R316 791 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification in Commerce/Finance with Cost Accounting/ Management Accounting and/or Accounting as a major subject, Experience in Budget and Finance field. Knowledge of transversal systems applicable in the Public Service will be an added advantage. Knowledge of budgeting system of the government. Understanding of PFMA and relevant government regulations and policies. Computer literacy (preferably MS Excel). Willing to work extra hours and independently.

DUTIES : Collect and consolidate budget data from line managers, capturing budget on budgeting system of government, monitoring and shifting funds. Analyzing budget versus the expenditure data. Confirmation of availability funds. Passing journals, authorizing payments and rendering financial support to line managers. Attend to enquiries from internal and external auditors in respect of captured documents. Reconciliation and clearing of suspense account. Report to Assistant Director. Assist in preparing financial statements by providing reports to management for submission to the Auditor-General. Ensure transactions are in compliance with the PFMA, National Treasury Regulations and Treasury prescripts.

ENQUIRIES : Mr. ML Serepo, Tel No: (015) 293 8003

POST 22/135 : **SENIOR ADMINISTRATIVE OFFICER: UTILISATION & CONTRACTS ADMINISTRATION REF NO: 2021/144**

SALARY : R316 791 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification in Real Estate or Property Management, Public Administration, Public Management. Experience in property management and immovable assets register. Knowledge of Government procurement processes, contractual policies and procedures. Debtors's Management. Knowledge of property-related legislation. Valid driver's licence. Willingness to travel extensively and to work irregular hours. Negotiation skills. Computer literacy.

DUTIES : Physically verification of state properties. Ensure the optimal utilisation of State properties. Supervise, maintain and update the Property Management Information System and fixed asset register. Liaise with clients to determine their property requirements. Handle administration processes pertaining to property-related

contracts and agreements. Investigate illegal or unlawful occupations of State property. Vesting. Debtor's management. Supervise staff.

ENQUIRIES : Ms. N Malindi, Tel No. (047) 502 7000

POST 22/136 : **CHIEF WORKS MANAGER**

SALARY : R316 791 per annum
CENTRE : Durban Regional Office
 Building Ref No: 2021/145 A (X3 Posts)
 Mechanical Ref No: 2021/145 B (X2 Posts)
 Electrical Ref No: 2021/145 C (X2 Posts)

REQUIREMENTS : A three year tertiary or equivalent qualification in the Built Environment disciplines, or N3 plus trade test. Appropriate relevant working experience in the technical field ie. Electrical/Mechanica/Building. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system.

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

ENQUIRIES : Mr. P Singh, Tel No: (031) 314 7157

POST 22/137 : **ARTISAN FOREMAN GRADE A (BUILDING) REF NO: 2021/146**

SALARY : R304 263 per annum (OSD)
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 (TN 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 22/138 : **ARTISAN FOREMAN GRADE A (PAINTING) REF NO: 2021/147**

SALARY : R304 263 per annum (OSD)
CENTRE : Durban Regional Office

REQUIREMENTS : A completed Apprenticeship as Painting 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 (TVN 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 use of 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 22/139 : **ADMINISTRATIVE OFFICER: FACILITIES (CLEANING SERVICES) REF NO: 2021/148**

SALARY : R257 508 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Management, Public Administration, Facilities Management, Project Management and Management. Valid driver's license. Knowledge and understanding of administration of contracts, good written and verbal communication skills, understanding of relevant government regulations and policies. Good interpersonal relations, computer literate, ability to manage people, knowledge LOGIS.

DUTIES : Manage and control cleaning services. Manage and review contracts on cleaning and services. Administrate tendering process for cleaning services. Supervision of cleaners and manage their performance according to the PMS. Ensure timeous submission of invoices for payments regarding cleaning services rendered by contractors. Visit magistrate offices and other sites where the Department rendered a cleaning service.

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

POST 22/140 : **ADMINISTRATIVE OFFICER: PROJECTS REF NO: 2021/149**

SALARY : R257 508 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Management/Administration/Office Management, 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. At least two years 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. P Zweni, Tel No: (051) 408 7348

POST 22/141 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2021/150**

SALARY : R257 508. per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification Property Management qualification/ Town & Regional Planning/ Building (Quantity Surveying)/Real Estate/ Property Valuation and/or any tertiary qualification with Immovable Asset Management as major subjects; with relevant experience in Property and Management of Immovable Asset Register Management. Appropriate relevant experience in State land

administration and verification of immovable assets (land and buildings) will be an added advantage. Candidate must have the following: Valid driver's Licence, Computer literate, Decision making skills, Negotiation skills. Excellent inter-personal skills and Communication skills. Must also have good written communication and report writing skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immoveable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immoveable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immoveable 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 : Ms. A Segone, Tel No: (051) 408 7341

POST 22/142 : **ADMIN OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2021/151**

SALARY : R257 508 per annum
CENTRE : Mmabatho 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/ Immoveable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's Licence. 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: Immoveable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immoveable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immoveable 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 the deeds under the custodianship of DPW. Verify documents of information from numerous sources (Deeds Office, Surveyor-General, Municipalities etc). Perform such other duties, appropriate to the role, as may be secured by the deputy director.

ENQUIRIES : Mr Z Bhengu Tel No: (018) 386 5320/ (063) 684 5526

POST 22/143 : **WORKS MANAGER: MECHANICAL REF NO: 2021/152**

SALARY : R208 584 per annum
CENTRE : Johannesburg Regional Office

REQUIREMENTS : A three year tertiary qualification in Mechanical Engineering field/equivalent qualifications or N3 and passed trade test (Manpower Training Act, 1981) in the Building environment, accompanied by basic knowledge of technical background. A valid Driver's license, computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body would be an advantage.

DUTIES : Oversee the work of contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process of variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of

reports on problems emanating from projects. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work.

ENQUIRIES : Mr KC Muthivheli, Tel No: (011) 713 6097

POST 22/144 : **ASSISTANT ADMIN OFFICER: WORKS MANAGEMENT REF NO: 2021/153**

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

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

ENQUIRIES : Mr KC Muthivheli, Tel No: (011) 713 6097

POST 22/145 : **ARTISAN PRODUCTION GRADE A (ELECTRICAL) REF NO: 2021/154**

SALARY : R190 653 per annum (OSD)
CENTRE : Polokwane Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate and two years post qualification experience. Knowledge of the Occupational Health and Safety Act and Regulations. It is expected of the successful candidate to have a general knowledge of their respective trade. A valid driver's license.

DUTIES : The successful candidate must be able to compile material quantities per project; will be required to maintain all Government Buildings including new work to buildings. Must be willing to work overtime if and when required; compile progress reports and monitor Artisan Assistants and Learners.

ENQUIRIES : Mr. A Radebe, Tel No: (015) 291 6300

POST 22/146 : **ARTISAN: PLUMBER REF NO: 2021/155 (X3 POSTS)**

SALARY : R190 653 per annum
CENTRE : Polokwane Regional Office (Hoedspruit AFB Workshop)
REQUIREMENTS : A Junior certificate, ABET level 3 or equivalent qualification. (N3/ NCV 4 in Engineering Studies will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.

DUTIES : Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Operate water purification and waste water treatment plants. Maintain good housekeeping of the workshop and plant rooms.

ENQUIRIES : Mr. A Radebe, Tel No: (015) 291 6300

POST 22/147 : **SCM CLERK: PROVISIONING PAYMENTS REF NO: 2021/156**

SALARY : R173 703. per annum
CENTRE : Polokwane Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification. Appropriate experience in Provisioning Administration/ Supply Chain Management environment. Knowledge of electronic administration of procurement systems. Multi-skilled in operational understanding of financial systems (LOGIS, BAS and other related systems). Record keeping skills, Computer Skills, Communication skills and good interpersonal skills. Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA). DUTIES: Receive original invoices and copy of delivery note from the supplier and transit to capture on LOGIS. Capture invoice payments on LOGIS, BAS and SAGE systems. Work on applicable invoice tracking system; Assist with execution of various LOGIS functions in relation to procurement of goods and services. Assist with management of commitment register and monthly reconciliation of accounts; Forward the relevant documents to financial delegate for final authorisation of payments. Ensuring that relevant approvals are obtained before any advanced payments are made to suppliers. Make enquiries on invoices, credit notes, disallowances, back dated price increases and payments sent through to the financial system and re-submit transactions. Perform transit duties and other related tasks as per supervisor's instructions.

ENQUIRIES : Mr. PP Mothiba, Tel No: (015) 291 6342

POST 22/148 : **SENIOR SECURITY OFFICER REF NO: 2021/157**

SALARY : R173 703. per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification and Grade 'B' PSIRA accredited certificate, relevant experience within security industry, Be prepared to work extensive rotational hours. Knowledge of Occupational Health and Safety Act. Control of Access to Public Premises and Vehicles Act. Criminal Procedures Act. Private Security Regulatory Authority Act. National Key Point Act. Knowledge of Computer literacy, willingness to travel on a regular basis and valid driver's license is essential, communication and interpersonal skills, planning, negotiation and conflict resolution.

ENQUIRIES : Mr. TE Phungula, Tel No: (031) 314 7028

POST 22/149 : **SENIOR ADMIN CLERK: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2021/158**

SALARY : R173 703. per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate or equivalent. Relevant working experience in office / clerical administration, Knowledge of WCS. Knowledge of PFMA, Financial Administration, Budgetary and procurement processes, financial systems, Good verbal and written communication skills, good report writing, basic numeracy, office administrative and organizational 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 : Effectively and efficiently manage the office to relieve the manager of various administrative and clerical tasks, Liaise and interact with other managers, staff and stakeholders and provide support, gain or provide information as and when required, Liaise and interact to gain or provide information. Facilitate access to information or referral to appropriate persons, processing of WCS payments for Consultants and Contractors/suppliers. Effectiveness of transport, travel and accommodation arrangements.

ENQUIRIES : Mr.SL Jikeka, Tel No: (041) 408 2074

POST 22/150 : **EPWP DATA CAPTURER REF NO: 2021/159**

SALARY : R173 703 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or Equivalent Qualification/Certificate/Diploma or Degree in Information Technology/Office Administration and related qualification will be an added advantage. Sufficient relevant experience in Data capturing and

Office Administration. Knowledge: A range of work procedures such as data capturing, Administration procedures relating to working environment including norms and standards, Batho Pele Principles. Skills administration and reporting procedures. Basic gathering of information. Computer literacy (MS Suit). Ability to handle stressful environment. Office Organisational Skills. General filing including electronic filing skills. Conflict management and people skills. Ability to perform routine tasks. Basic interpersonal relationship. Problem solving. Strong computer literacy.

DUTIES : To capture information from hard copies as submitted by the different EPWP Public Bodies to electronic system, i.e word excel and basic computer network systems ensuring that the information captured is accurate and in good standards Transcript data from source documents into the EPWP Reporting System.

ENQUIRIES : Ms. X Letsapa, Tel No: (018) 386 5390

POST 22/151 : **RECEPTIONIST REF NO: 2021/160**

SALARY : R145 281 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 Certificate, extensive relevant working experience in Office Administration and Clerical Services. Willingness to adapt work schedule in accordance with office requirements. Knowledge: Customer service principles and practices, Understanding of legislation, policies and procedures of DPWI, Office management and administrative tasks. Skills: Advanced communication (verbal and written), Computer literacy, Interpersonal skills, Customer service oriented, Planning and organising, Stress management skill. Personal Attributes: People orientated, Hardworking, Resourceful, Professional personal presentation, Initiative, Self-motivated, respectful, honesty, trust worthy and Creative.

DUTIES : Receive visitors and or clients; Assist and direct visitors and clients to their destination; Re-direct calls as appropriate and take adequate messages when required; Handling visitor's inquiries whenever possible; Keeping a logbook of each day's visitors; Ensure a clean reception area; Provide a high level of internal customer service, Extent of support to the effective management of work flow and administration of office functions, Nature and efficiency of liaison, Number and extent of meetings co-ordinated, Number and accuracy of reports collated, Effective management of visits in the office, Number and quality of documents and reports prepared.

ENQUIRIES : Ms. NA Morgan, Tel No: (015) 291 6445

POST 22/152 : **SWITCH BOARD OPERATOR REF NO: 2021/161**

SALARY : R145 281 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Senior Certificate/Grade 12 or equivalent with relevant experience, general administrative procedures, knowledge of telephone systems, electronic media, Language proficiency, clear and well-articulated voice, effective verbal communication, and clients centered service delivery, computer literacy, numeracy, interpersonal relations. Hard working, tact and diplomacy and willing to adapt work schedule in accordance with office requirements, computer literacy, knowledge of telephone systems, Good interpersonal skills, language proficiency, basic communication and literacy. Ability to perform cleaning routine tasks .Knowledge of usage of cleaning materials and equipment and will be added advantage.

DUTIES : Operate switch switchboard, Handling incoming and outgoing calls, respond to all internal and external telephone calls, direct/connect telephone calls as required. Update the switchboard system, attend to faulty barring lines on the system, assist in swapping of extensions, create profile for new users and configuration of the phone, upgrading of call manager i.e. adding or deleting of users, Set up of call conference, call grouping-able to pick up call from other extensions, barring and unbarring of telephones lines. Manage the payment of Monthly telephone bills of users in line with Departmental telephone directive.

ENQUIRIES : Mr. CJ Maloka Tel No: (011) 713 6243

POST 22/153 : **SENIOR FOREMAN: HORTICULTURE REF NO: 2021/162**

SALARY : R145 281 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Applicants must have a Junior Certificate, ABET or equivalent qualification and relevant supervisory experience in gardening or a horticultural environment; Knowledge of types and purposes of gardening services and operating tools and equipment; Good understanding of the OHS Act I Able to manage a large staff complement; Have effective verbal and written communication skills; Computer literacy in MS Office; Valid driver's licence and willingness to travel to all sites throughout KwaZulu-Natal.

DUTIES : Control and supervise gardening staff at various sites; Offer training on usage of gardening tools and equipment to gardeners; Record and report any maintenance problems daily and follow-up thereof; Liaise with seniors timeously with regard to problem situations that may arise; Control and manage leave for the gardening personnel under his/her supervision; Manage staff performance in terms of PMDS; Execute daily inspection of the gardens within the surrounding areas; Draft the gardening programme for gardening services throughout KZN

ENQUIRIES : Mr. S Ngcobo, Tel No: (031) 314 7176

POST 22/154 : **DRIVER / OPERATOR: WORKSHOP REF NO: 2021/163**

SALARY : R122 595 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Senior Certificate or equivalent with appropriate experience. Valid Drivers' license. The following will serve as recommendations: Minimum Information Security Standards (MISS) Act; Technical skills; Ability to maintain integrity of confidential information and professionalism; ability to prioritise; basic communication (verbal and written); basic numeracy; basic computer literacy; interpersonal relations.

DUTIES : Perform driver/operator-related services - drive departmental officials, clients and visitors as may be requested; transport mail and documents for distribution; complete transport schedule regarding trips travelled. Render auxiliary administrative support as required - supports the security profile of the office; support registry related activities; support operator related activities. Perform general messenger and delivery services - collect post, parcels and documentation and deliver to specified persons/destinations; ensure proper control over the movement of documents and face value documents; make copies of documents; fax documents; collect office consumables. Perform driver-related services - drive departmental officials, clients and visitors as may be requested; transport mail and documents for distribution; complete transport schedule regarding trips travelled.

ENQUIRIES : Mr. ST Ngcobo, Tel No: (031) 314 7176

POST 22/155 : **GENERAL WORKER: WORKSHOP REF NO: 2021/164**

SALARY : R102 534. per annum
CENTRE : Durban Regional Office
REQUIREMENTS : Applicants must have a Junior Certificate, ABET Level 3 or equivalent qualification and 2 to 5 years relevant working experience. Good understanding of the OHS Act, and technical maintenances. Basic communication skills.

DUTIES : Ensure the effective delivery of technical maintenance. Assist with checking and reporting faults. Assist Artisans with obtaining quotations related to equipment and materials required. Cut grass and clean surrounding environments at sewerage plants, fish ponds and boiler houses. Assist with movement of furniture around buildings. Collect stationery for the section. Remove rubbish \ refuse around buildings.

ENQUIRIES : Mr MM Zuma, Tel No: (031) 3056438

POST 22/156 : **CLEANER REF NO: 2021/165 (7 POSTS)**

SALARY : R102 534 per annum
CENTRE : Durban Regional Office

REQUIREMENTS : A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

ENQUIRIES : Mr. S Ngcobo, Tel No: (031) 314 7176

POST 22/157 : **CLEANER REF NO: 2021/166**

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

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

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

POST 22/158 : **CLEANER: FACILITIES REF NO: 2021/167(X5 POSTS)**

SALARY : R102 534.per annum
CENTRE : Nelspruit Regional Office
Nelspruit (X2 Posts)
Middleburg (X1 Post)
Amersfort (X1 Post)
Volkrust (X1 Post)

REQUIREMENTS : Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.

DUTIES : Cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

ENQUIRIES : Mr. EJ Mkhari, Tel No: (013) 753 6347