

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 Applications: 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.
Pretoria Regional Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele
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
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
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
- CLOSING DATE** : 16 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

- POSTS 24/31** : **DEPUTY DIRECTOR: PROVISIONING AND LOGISTICS (SUPPLY CHAIN MANAGEMENT) REF NO: 2021/168**
- 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** : Pretoria Regional Office
- REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management, Logistics, Administration, Business Management or Public Management or related equivalent qualifications as recognised by SAQA with relevant experience in supply chain management, procurement and logistics management, relevant management experience at junior or middle management level. A valid driver's license. Knowledge: Thorough knowledge and understanding of procurement-

related legislation, including- Public Finance Management Act; Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Preferential Procurement Policy Framework Act; State Information Technology Act; Public Service Act; and Public Service Regulations; National Archives Act as well as thorough knowledge and understanding of government procurement systems e.g LOGIS/ SAGE and processes; understanding of the government financial systems e.g. BAS / SAGE. Skills: Financial management; programme and project management skills; sound analytical and problem identification and solving skills; computer literacy; numeracy; relationship management; interpersonal and resource management skills; decision making skills; motivational skills; presentations; advanced communication skills (verbal including report writing) at all levels. Personal Attributes: Ability to handle confidential information; Analytical thinking; Innovative; Creative; Persuasive; Resourceful; People orientated; Assertive; Hardworking; Trustworthy. Self-motivated; Ability to work independently. Ability to work for long hours.

DUTIES : Advising managers on provisioning administration and logistical issues
 Oversee LOGIS procurement processes and ensure reconciliation of all accounts. Manage turnaround times and service delivery of the unit. Ensure compliance with the NT Framework for Travel and manage procurement processes related to Travel Management. Manage Fleet and Subsidised Transport .Manage office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements to the functions in the Provisioning and Logistics environment. Manage the service levels of the transversal and term contracts. Ensure adherence to prescripts and provide advice regarding the above services to the Regional Office. Implement and maintain related policies and procedures. Monitor and evaluate compliance of processes with relevant policies and procedures. Manage the sub directorate’s office administration; manage human resource, equipment and finances as well as employment-related processes.

ENQUIRIES : Ms. T Phiri, Tel No: (012) 406 1116

POST 24/32 : **ASISSTANT DIRECTOR: CLIENT SUPPORT MANAGER REF NO: 2021/169**
 Re-advertisement applicants who previously applied are encouraged to re-apply

SALARY CENTRE REQUIREMENTS : R470 040 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification in Information Technology/Information Systems or equivalent ICT qualification (relevant working experience in an IT environment). Expert knowledge of ICT governance frameworks and an understanding of System Development Life Cycle. ICT technical professional certifications (A+, N+, Ms Proficient level) will be advantageous. Knowledge of Networks Infrastructure, IT Governance, Procurement processes, Computer systems analysis, various IT equipment, software, call logging systems and general IT troubleshooting and Public Finance Management Act. Possess strong verbal and written communication. The candidate must demonstrate high interpersonal and report writing skills. Possess tact, good ethics and high level of diplomacy. Hands-on team approach and have ability to take initiative. An exposure to ICT client / customer services environment will be an added advantage. A valid driver’s license.

DUTIES : Develop and ensure the implementation of Information Technology related Client Relations Management strategies-: Drive the delivery of high quality client services across the organisation and become the single entry point of contact for all users’ complaints. Manage the relationship between business units and ICT. Coordinate the schedules and allocation of tasks to the technicians. Enable the support team to carry the day-to-day tasks. Keep up to date with new developments in the information technology field; development of client relations management strategies; ensure that all stakeholders adhere to the developed client relations management strategies; Ensure provision of frontline ICT support for users-: manage the system for logging, monitoring and resolving ICT systems-based problems; liaise and interact with users on call logging procedures; monitor and ensure timeous resolution of all calls logged through the call centre; oversee and ensure that technicians attend to all calls logged; Identify opportunities to deliver a high level of customer experience and satisfaction-: improve the quality of support

delivered to users through the ongoing review of services provided; make sure team/unit staff understand expected goals and acknowledge success; identify resource needs and ensure goals are achieved within budget and deadlines; Undertake quality assurance testing across systems, platforms and devices and to ensure compliance with appropriate accessibility guidelines. 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 and conduct discipline supervisees and Prepare reports. Communicate Technology and systems related issues to ICT clients.
Ms. L Skhosana, Tel No: (012) 406 1286 / (012) 492 2317

ENQUIRES

POST 24/33

CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2021/170

SALARY CENTRE REQUIREMENTS

R470 040 per annum
Pretoria Regional Office
A three year tertiary qualification in Electrical or Trade Certificate plus related technical experience plus relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.

DUTIES

Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural, security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.

ENQUIRIES

Mr. M Mabala, Tel No: (012) 310 5092

POST 24/34

CHIEF ARTISAN: WORKSHOP REF NO: 2021/172 (X4 POSTS)

SALARY CENTRE REQUIREMENTS

R386 487 per annum
Pretoria Regional Office
Carpentry (1 Post)
Plumbing (1 Post)
Electrical (1 Post)
Mechanical (1 Post)

REQUIREMENTS

Proof of having passed a Trade Test and Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. Knowledge of the PFMA and the OHSA. Knowledge of Project Management, Technical design and analysis. Knowledge: Computer-aided technical applications, knowledge of legal compliance, Technical report writing, Technical consulting, production, process knowledge and skills. A valid driver's License

DUTIES

Effective supervision of day to day activities of the workshop, conduct regular site inspections and ensure that all sites comply with the relevant statutory regulations. Receive, attend to and follow up on outstanding job cards, supervise the maintenance of government properties, safeguard and oversee the maintenance of workshop equipment and vehicles, attend maintenance related meetings with client departments. Assist with financial and procurement administration process of workshops. Manage staff according to the PMDS. Compile reports on Workshop activities

ENQUIRIES

Mr. J. de Wit, Tel No: (082) 889 0283

POST 24/35

ASSISTANT DIRECTOR: COSTING, FUNDING AND BUDGET MANAGEMENT: FINANCIAL PLANNING (PMTE) REF NO: 2021/173

SALARY CENTRE REQUIREMENTS

R376 596 per annum
Head Office (Pretoria)
A three year tertiary qualification in Accounting, Financial Management or equivalent qualifications. Extensive appropriate working experience in budgeting and planning for property related expenditure and willing to adapt to

work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.

DUTIES : Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget input and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from financial systems; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments

ENQUIRIES : Mr. M Mathabatha, Tel No: (012) 406 1968

POST 24/36 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2021/174**

SALARY : R376 596 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A three year tertiary qualification in Finance or related qualification and relevant experience. Supervisory experience. Knowledge of the property industry, property management processes and systems, procurement and tender regulations, Public finance Management act, Treasury Regulations. Financial delegations and applicable financial management legislation. Effective communication skills, advanced report writing, numeracy and accounting, computer literacy. Ability to work with service providers and clients at various levels. Organising and planning, relationship management, project management skills. Interpersonal and diplomacy skills, Presentation skills, analytical skills, problem solving skills, decision making skills, negotiation, conflict resolution, and motivational skills. Innovative, creative, solution orientated-ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, people orientated, hard-working and highly motivated.

DUTIES : Responsible to supervise the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure sound property expenditure management system including minimization of accounts payable to avoid fruitless and wasteful, irregular and unauthorized expenditure. Assist in compilation of sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state owned properties. Assisting the Deputy Director with the Debt Management of suppliers. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES : Mr. L Botshobana, Tel No: (053) 838 5272

POST 24/37 : **ASSISTANT DIRECTOR: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2021/175**

SALARY : R376 596 per annum
CENTRE : Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management, Purchasing Management/ Logistics Management, Financial Management, or related qualification. Relevant experience in Procurement/Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.
<u>DUTIES</u>	:	Ensure that SCM prescripts, processes are complied with in line with the relevant legislative and regulatory frameworks. Manage, facilitate, execute, support and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analysing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the procurement plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPW. Management of resources within the unit.
<u>ENQUIRY</u>	:	Mrs. TN Khubana, Tel No: (012) 406 1153
<u>POST 24/38</u>	:	<u>ASSISTANT DIRECTOR: SCM ACQUISITIONS MANAGEMENT REF NO: 2021/176</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Supply Chain Management or related qualification as recognised by SAQA. Relevant supply chain and supervisory experience. Valid driver's licence. Thorough knowledge and understanding of government procurement systems and relevant legislation, supply chain management, management of databases, built environment industry, monitoring and evaluation theory and methodology. Monitoring and evaluation systems good verbal and written communication skills, basic numeracy, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy, statistical skills. Analytical thinking, innovative, creative, resourceful, ability to work under stressful situations, ability to communicate at all levels, people orientated, able to establish and maintain networks, trustworthy, assertive, hard-working, self-motivated, ability to work independently.
<u>DUTIES</u>	:	Coordinate (synergise), review and execute the bidding process ensure that SCM prescripts, processes are complied with in line with the procurement strategy. Provide secretariat services to the Bid Evaluation Committee and Bid

Adjudication Committee (includes obtaining approval); Compile bid documents. Publish tender invitations. Receiving and opening of bid documents. Render advice during the tender/bid briefing sessions. Keep records of all minutes and monitor validity of closed tenders. Compile monthly reports on tenders evaluated. Checking of the prohibition of status of the recommended company and its directors with National Treasury. Check company status on CSD website (trading status & ownership). Coordinate, review, and compile the list of prospective providers for Quotations. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Compile a database of approved suppliers. Coordinate review, and source quotations from database according to the threshold values determined by the National Treasury. Supervise employees to ensure an effective acquisition management service and undertake all administrative functions required with regard to financial and HR administration. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.

ENQUIRIES : Ms. W Khumalo, Tel No: (053) 838 5359

POST 24/39 : **LEGAL ADMIN OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (M5): LEGAL SERVICES REF NO: 2021/177**

SALARY CENTRE REQUIREMENTS : R373 389 - R912 504per annum (All-inclusive salary package) (OSD)
 : Pretoria Regional Office
 : LLB degree with minimum of 8 years postgraduate legal experience. Knowledge of and experience in drafting of contracts and other legal instruments. Knowledge and understanding of government supply chain management. PFMA. Treasury Regulations. PPPFA.CIDB Act and Regulations PAJA Act. Works Control System (WCS).Prescripts of the GCC 2010(Engineering and Construction works) JBCC (Principal Building Agreement) and Mandate and functions of the Department, system and operations of South Africa Courts of law. Interpretation of legislation, Magistrates Court Act and Rules as well as the Supreme Court Act and rules. Drafting and interpreting skills, communication and interpersonal Skills, maintenance of confidentiality of information. Language proficiency. Computer literacy (MS Office).

DUTIES : Assist in administering Departmental contracts. Assist in the acceptance of bids and enter into contracts on behalf of the department. Assist in safe keeping of guarantees and contractual documents. Ensure completeness of contract documents for safekeeping. Provide information and access to documents to auditors and project managers. Assist Regional Offices and Head Office in registering financial details of contractors. Facilitate the release of guarantees upon completion of construction projects. Extract information from the works control system (WCS) and interact/liaise with officials from other Department and member of the public. Prepare techno-legal opinion and peruse and comment on a variety legal documents to ensure that they are legally complaint. Obtain responses and/or clarifications from line functionaries on queries and questions raised by the State Attorney's Office. Ensure the effective administration of legal matters of the Department. Draft contracts and forward them for signature. Receive and peruse correspondence from various Offices of the State Attorney's to ensure that they are in accordance with the instructions of the Department. Receive and Peruse summonses served on the Department, consider the claims and instruct the Office of the State Attorney with clear mandate on whether to settle or defend the claims. Assist in labour relations issues by presiding over misconduct hearings and /or initiate on behalf of the Department and appear on behalf of the Department before the relevant bargaining council. Assist supervisor in the training and management of staff.

ENQUIRIES : Ms. T. Phiri, Tel No: (012) 406 1116

POST 24/40 : **ENGINEERING TECHNOLOGIST PRODUCTION, GRADE A REF NO: 2021/178**

SALARY : R363 894 - R392 283.per annum (OSD Package).
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A Bachelor of Technology in Engineering(B Tech) or relevant qualification, Three years post qualification Engineering Technologist experience required Valid divers license, Compulsory registration with ECSA as Engineering Technologist. Project Management, Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Networking, Professional judgement, Problem solving and analysis, Decision making, Team leadership, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer skills, Planning and organising, 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 optimize 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 up with new technologies and procedures. Research/literature studies on technical engineering technology to improve expertise; and to liaise with relevant boards/councils on engineering-related matters.

ENQUIRIES : Mr. V Ncube, Tel No: (011) 713 6128

POST 24/41 : **CHIEF WORKS MANAGER: MECHANICAL TECHNICAL MAINTENANCE REF NO: 2021/179**

SALARY : R316 791 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification in mechanical field couple with extensive experience in the technical field or N3 plus a trade certificate with extensive experience. Applicable knowledge of the PFMA, OHSA, national building regulations and building standards. A candidate must be in a possession of a driver's license. Willingness to travel. Computer literate. Ability to work under pressure and to solve problems. Project management skills. Property and facilities management skills. Knowledge of government procurement process and system. Good analytical skills. Strong verbal and written communication skills.

DUTIES : Prepare specifications/scope of work for unplanned, routine/planned maintenance, minor new works and the associated costs. Prepare submissions for delegation 12. Ensure that projects are approved. Prepare and monitor progress reports. Provide variance order. Arrange for first and final deliveries. Prepare, update assets register (mechanical). Compile scope of works and prepare estimates as well as technical reports. Certification and verification of invoices/quotation. Prepare and compile submissions and progress report on a monthly basis.

ENQUIRIES : Mr. J Mabala, Tel No: (012) 310 5092

POST 24/42 : **SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: DPWI PORTFOLIO REF NO: 2021/180**

SALARY : R316 791 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Financial and/or Public Administration, Marketing, Human Resources Management, Real Estate Management or Built environment. Appropriate working experience. Knowledge of Works Control System (WCS), PMIS and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), financial systems e.g. LOGIS. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. A

valid driver's licence. Communication (verbal and written), interpersonal, planning, organisational, problem solving and interpersonal relationship skills. Time and conflict management skills. Computer literacy: Word, Excel, Power Point, etc. Ability to work under pressure, meet tight deadlines and work independently and be part of the team.

DUTIES

: You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Account Management: DPWI Portfolio. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS system. Drafting of procurement instructions (PI) to executing units at Head Office and regional level. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with clients regarding lease, facilities and maintenance administration. Prepare preliminary cost analyses for leased accommodation. Obtain project cash flows and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the Units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/conferences/workshops. Ensure the effective flow of information and documentation to and from the office of the Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies.

ENQUIRIES

: Ms. M Dumane, Tel No: (012) 406 1010

POST 24/43

: **SENIOR ADMINISTRATIVE OFFICER: USER DEMAND MANAGEMENT, DCS, FINANCE AND ADMINISTRATION CLUSTER REF NO: 2021/181**

SALARY

: R316 791 per annum

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: A three year tertiary qualification in Finance and or Public Administration, Marketing, Law, Real Estate Management or the Built Environment. Relevant work experience in the field of User Demand Management/ Key Accounts Management within the Public Sector will be an added advantage. Knowledge of Government Immovable Asset Management Act (GIAMA), Works Control System (WCS), PMIS and Archibus Systems, Public Finance Management Act (PFMA), IDMS and Treasury Regulations, User Asset Management Plans (UAMP), financial systems e.g. LOGIS, Knowledge of the build environment, programme, project, property, Construction, OHS, financial administration, procurement processes, and systems, and facilities management. Specific knowledge of correctional services portfolio will be an added advantage. Must be committed to designated tasks and willing to adapt to a work schedule in accordance with office requirements. A valid driver's licence and be prepared whenever there is a need to attend progress site meetings.

DUTIES

: You will be required to apply space and cost norms for client accommodation requests for the Directorate: Key Accounts Management DCS and others. Assess and analyse requirements for correctness. Register and ensure programming of projects on the WCS System. Drafting of Procurement Instruction (PI) to executing units in Head Office and Regional level. Compilation of Pre-Design Information Requests (PDIR) for feasibility studies and site clearance process to Professional Services. Liaise with Clients regarding Lease, facilities and maintenance administration. Prepare preliminary cost analysis for lease accommodation. Obtain project cash flow and project execution plans and monitor expenditure against allocation. Compile quality client specific reports on leased accommodation, project progress and expenditure and circulate to client departments. Interfacing with internal and external stakeholders. Manage and assist with the monitoring of the units administration budget. Render administrative and office support services, manage travel and accommodation arrangements for the Director. Provide logistical and procurement support services, for the provision of goods and services. Manage petty cash, travelling and S&T arrangements. Make logistical arrangements for meetings/ conferences/ workshops. Ensure the effective flow of information and documents to and from the office of the

	:	Director. Ensure the safe keeping of all documentation in line with relevant legislations and policies.
<u>ENQUIRIES</u>	:	Mr. M Time, Tel No: (012) 406 1152
<u>POST 24/44</u>	:	<u>SENIOR ADMIN OFFICER: SCM ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2021/182</u>
<u>SALARY</u>	:	R316 791 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Logistics, SCM, Purchasing or related qualifications. Relevant experience in Procurement/Supply Chain Management. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.
<u>DUTIES</u>	:	Compile a Procurement Plan. Conduct a market and industry analysis. Co-ordinate the procurement and processing of bids. Serve as a secretariat to Bid committees. Co-ordinate the compilation agenda for the Bid and Sub Bid Committees. Compile accurate minutes of the proceedings of the Bid committees meetings and distribution of such Minutes agendas to members of the Bid committees together with the submissions for consideration. Advise the Bid committee on procurement processes and prescripts. Liaise with project managers and project leaders with respect to Bid recommendation submissions and make follow up on decision taken by the Bid committees. Check submitted bids for responsiveness criteria. Maintain record for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinizing bid recommendations. Compile bid committee reports. Ensure advertising of tenders in the Government Tender Bulletin. Compiling of tender documents and handing out of tender documents to contractors. Ensure SCM compliance in all BAC submissions. Ensure the Opening of tenders. Attend briefing session where necessary. Compile letters, memoranda, circulars & staff notices. Monitor the validity periods of all tenders until the award stage, confirmation of prices and unit rates from contractors. Manage and administer contracts. Supervise Admin Officer/s within the unit. Assist the Head of the unit on all procurement related functions and also perform any other assigned duties in relation to the implementation of the SCM.
<u>ENQUIRIES</u>	:	Mrs. TN Khubana, Tel No: (012) 406 1153
<u>POST 24/45</u>	:	<u>ARTISAN FOREMAN: PAINTER WORKSHOP REF NO: 2021/183</u>
<u>SALARY</u>	:	R304 263 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Grade 10, Appropriate Trade Test Certificate; Five years post qualification experience in painting/glazing as an Artisan. Knowledge of OHSA Act. A valid driver's license. Installation Rules.
<u>DUTIES</u>	:	Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair register is updated. Report writing. Repairs of faults.
<u>ENQUIRIES</u>	:	Mr. P Papo, Tel No: (072) 061 3240
<u>POST 24/46</u>	:	<u>ADMIN OFFICER: TRANSPORT: PROVISIONING AND LOGISTICS REF NO: 2021/184</u>
<u>SALARY</u>	:	R257 508. per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Fleet Management or equivalent qualification with relevant experience in fleet management .A valid driver's license. Strong verbal and written communication skills. Computer literacy is essential. Attributes: Understanding of PFMA and Public Service Act.

- DUTIES** : Manage fleet contract and subsidized cars. Provide and maintain departmental pool cars for official purposes. Arrange petrol cards and maintenance. Process log sheets for all departmental pool and subsidized cars. Verify kilometers travelled and prepare monthly reports.
- ENQUIRIES** : Mr. SS Mabanne, Tel No: (012) 406 2015
- POST 24/47** : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2021/185**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
: Mmabatho Regional Office
: A three year qualification in Property Management, Real Estate, Property Law, Financial Management and B.Com Economics. Appropriate experience in Real Estate or Property Acquisition. Computer Literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' licence is a must have. Willingness to travel extensively.
- DUTIES** : Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.
- EQUIRIES** : Ms. J Sethoke, Tel No: (018) 386 5223
- POST 24/48** : **ADMINISTRATIVE OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2021/186**
- SALARY CENTRE REQUIREMENTS** : R257 508 per annum
: Pretoria Regional Office
: A three year tertiary qualification in Property Management/ Built Environment and appropriate experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), and Property related Act and Property laws and local regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.
- DUTIES** : Updating of the National Fixed Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance to GIAMA. Communicate with relevant stakeholders regarding the maintenance of the National Fixed Asset Register. Carry out regular inspections on State property to ensure maximization of property utilization and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Liaise with tenants and prepare offer to lease documentation for lease applications received. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance to PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government (s) in respect of property related matters. Carry out all property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Administrate duties as requested by the Property Manager.
- ENQUIRIES** : Mr. T Tshilwane, Tel No: (012) 310 5127
- POST 24/49** : **ARTISAN: WORKSHOP CARPENTERS REF NO: 2021/187 (X2 POSTS)**
- SALARY CENTRE** : R190 653 per annum
: Pretoria Regional Office

<u>REQUIREMENTS</u>	:	Grade 10 and a completed Trade Test Certificate as Carpenter. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver`s license.
<u>DUTIES</u>	:	Maintain and repair technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, and electrical and boiler operations according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.
<u>ENQUIRIES</u>	:	Mr. F Aucamp, Tel No: (082) 317 7774
<u>POST 24/50</u>	:	<u>SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2021/188 (X2 POSTS)</u>
<u>SALARY</u>	:	R173 703. per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIEREMENTS</u>	:	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.
<u>DUTIES</u>	:	Control of access in and out of the buildings occupied by the Department of Public Works and Infrastructure, Ensure all visitors complete access control registers and furnish positive identification (ID, Driver`s License and passport), Ensure all contractors complete contractors access control registers, Confirm all visits telephonically, Scanning of all incoming and outgoing luggage`s/packages, Ensure that firearms are kept in the firearm safe and locked, Ensure all equipment (laptops, computers, cartridges, etc.) coming in and out of the building are registered, Conduct building inspections and patrols daily as per schedule, Report all security breaches to supervisors and record on the Occurrence Book, Conduct escort duties, Perform production security duties, Perform control room duties including monitoring of CCTV and key control through registers. Ensure proper security housekeeping rules are adhered to.
<u>ENQUIRIES</u>	:	Mr. T Maila, Tel No: (012) 310 5181
<u>POST 24/51</u>	:	<u>ADMIN CLERK: WORKSHOPS REF NO: 2021/189</u>
<u>SALARY</u>	:	R173 703 per annum.
<u>CENTRE</u>	:	Pretoria Regional Office.
<u>REQUIREMENTS</u>	:	A Senior Certificate/ Grade12 or equivalent with relevant experience in administration of job cards. knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act ,Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Register and file new job cards; make follow up on outstanding job cards; monitor the updating of information on job cards; circulation of information on job cards. Settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders; maintain statistical information; support effective and efficient administration of workshops; ensure continuous adherence to OHSA policies.
<u>ENQUIRIES</u>	:	Mr. J de Wit, Tel No: (012) 889 0283
<u>POST 24/52</u>	:	<u>SENIOR GENERAL FOREMAN: CLEANING SERVICES REF NO: 2021/190</u>
<u>SALARY</u>	:	R145 281 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent qualification and appropriate relevant experience. Knowledge of types and purpose of cleaning materials and operating cleaning equipment. Good understanding of Occupational Health and Safety Act (OHSA). Ability to handle large staff component. Good interpersonal skills and effective communication skills. Must be in possession of a valid driver's license and willing to travel extensively.

DUTIES : Effective monitoring of cleaning services. Inspecting physical environments to ensure hygiene and cleanliness. Monitor availability and condition of cleaning equipment. Control inventory of cleaning material and equipment in various buildings. Order, receive and issue cleaning materials. Compile cleaning reports. Draft cleaning programs for various buildings. Liaise with seniors timeously with regards to problem situations that may arise. Control and manage leave for the cleaning personnel under supervision. Monitor and manage discipline of subordinates. Manage staff according to PMDS.

ENQUIRIES : Mr. S Kutu, Tel No: (012) 310 5993

POST 24/53 : **FOREMAN GROUNDSMAN: FACILITIES MANAGEMENT REF NO: 2021/191 (X5 POSTS)**

SALARY : R145 281 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : Applicant must at least have a Junior certificate. ABET or equivalent and relevant experience. Have exposure in dealing with people of high profile. Be able to handle a large staff component. Valid driver's license and be prepared to travel.

DUTIES : The Supervision of personnel and horticultural. Special request for long distances and plot clearing and firebreaks. Delegation/ implementation of landscaping duties & garden Maintenance. Notification of problem areas to supervisors. Oversee /maintain plot and fire break clearing. Site Inspection of vacant state property. Manage plant decorations and flower arrangements as requested

ENQUIRIES : Mr. HC Mambana Tel No: (012) 342 2033

POST 24/54 : **SECONDARY DRIVER: WORKSHOP REF NO: 2021/192**

SALARY : R122 595 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients.

DUTIES : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.

ENQUIRIES : Mr. I More, Tel No: (082) 803 5321

POST 24/55 : **TRADESMAN AID: PRETORIA WORKSHOP (X10 POSTS) REF NO: 2021/193**

SALARY : R122 595.per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10 Certificate or Abet level 4 Certificate plus general experience of workshop practices and clerical services. Good communication, leadership and organizational skills. Code 8 driver's license will be an added advantage.

DUTIES : The incumbent will assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, electrical and boiler operating and cleaning of equipment. Assists Artisans with obtaining quotations related to equipments and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.

ENQUIRIES : Mr J. De Wit, Tel No: (082) 889 0283

POST 24/56 : **MESSENGER: FACILITIES MANAGEMNT REF NO: 2021/194**

SALARY : R102 5345 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : ABET/ Grade 10 and appropriate experience in messenger driving. Knowledge of Minimum Information Security Standards (MISS) Act. Skills: Effective

- communication (verbal and written). Willing to adapt work schedule in accordance with office requirements. A Valid driver's license.
- DUTIES** : Collect post, parcels and documentation and deliver to specified persons/destinations. Ensure proper control over the movement of documents and face value documents, copies of documents, fax documents, and collect office consumables. Drive departmental officials as may be requested. Transport mail and documents for distribution.
- ENQUIRIES** : Mr. HC Mambana, Tel No: (012) 342 2033
- POST 24/57** : **MESSENGER: REGISTRY REF NO: 2021/195**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum
: Pretoria Regional Office
: ABET Level 3 or equivalent qualification coupled with relevant experience. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients. Driver's license will be an advantage.
- DUTIES** : Deliver and collect post/ parcels at the post office, collect and deliver stationery/ documents, photocopy official documents, collect office consumables. Support the security profile of the office; support registry related activities; support operator related activities.
- ENQUIRIES** : Ms. S Maruma, Tel No: (012) 310 5166
- POST 24/58** : **GENERAL WORKER: WORKSHOP REF NO: 2021/196 (X3 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum
: Durban Regional Office
: 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) 305 6438
- POST 24/59** : **GROUNDSMAN: FACILITIES MANAGEMENT REF NO: 2021/197 (X5 POSTS)**
- SALARY CENTRE REQUIREMENTS** : R102 534 per annum
: Pretoria Regional Office
: A Junior Certificate or Abet level 4 certificate plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.
- DUTIES** : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.
- ENQUIRIES** : Mr. HC Mambana Tel No: (012) 342 2033
- POST 24/60** : **CLEANER: CLEANING SERVICES REF NO: 2021/198 (X16 POSTS)**
- SALAR CENTRE REQUIREMENTS** : R102 534 per annum
: Pretoria Regional Office
: Grade 10 or Standard 8, ABET Level 3 or equivalent and appropriate experience in cleaning environment. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage cleaning materials and equipment will be an added advantage.
- DUTIES** : Cleaning offices, reception area, toilets and basins and wall tiles, empty dustbins and wash floors. Sweeping passages, floors and pavements.

Scrubbing, mopping and polishing floors. Dusting and polishing furniture. Cleaning windows, doors, and walls, vacuum offices and stripping floors.
ENQUIRIES : Mr. S Kutu, Tel No: (012) 310 5993

POST 24/61 : **CLEANER: FACILITY MANAGEMENT REF NO: 2021/199(X20 POSTS)**

SALARY : R102 534 per annum
CENTRE : Mmabatho Regional Office
Magistrate Courts around North West
Pochefstroom (X05 Posts)
Klerksdorp (X05 Posts)
Wolmaranstad (X01 Post)
Rustenburg (X02 Posts)
Vryburg (X02 Posts)
Brits (X02 Posts)
Koster (X01 Post)
Itsoseng (X02 Posts)

REQUIREMENTS : Senior Certificate/ Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture. NB: Preference will be given to males.

ENQUIRIES : Ms. M Llali, Tel No: (018) 386 5379

POST 24/62 : **FOOD SERVICE AID: CLEANING SERVICES EF NO: 2021/200**

SALARY : R102 534 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10 or basic literacy ABET. Must be able to read and write.
DUTIES : The successful candidate will be responsible for washing of dishes during all tea breaks and lunch. Ensure availability of boiling water for all tea bears. Organize the trolley for conference set up. Facilitation of the serving of lunch and refreshments for the meetings. Cleaning of kitchen equipment while ensuring kitchen hygiene is maintained at all time. Provide a food service functions in the located areas

ENQUIRIES : Mr. S Kutu, Tel No: (012) 310 5993