

## 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. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.*



- APPLICATIONS** :
- 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.
- Cape Town Regional Office:** The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For Attention: Ms. C Rossouw
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056 For Attention: Ms. S Mafanya
- 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** :
- NOTE** :
- All short-listed candidates will be subjected to a compulsory competency-based assessment as part of the interview process. It will be expected of the successful candidate to undergo a competency assessment and sign a performance agreement and be subjected to security clearance. Application Enquiries: URS Response Handling, Tel: (012) 811 1900 Note: Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. 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 or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days and Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by accessing the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>

#### **MANAGEMENT ECHELON**

**POST 34/104** : **DIRECTOR: FINANCE (BILLING & REVENUE) PMTE: FINANCE AND SCM**  
**REF NO: 2021/316**  
 (36 Months Contract)

**SALARY** : R1 057 326 per annum. (Total package to be structured in accordance with the rules of the SMS) (All inclusive salary package)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A relevant three (3) year degree in Financial Accounting or equivalent qualification (NQF Level 7). Accounting/Financial Management or relevant qualification and 5 years' experience at middle managerial level in financial accounting and reporting CA qualification will be an advantage. Willingness to travel with a valid driver's licence. Willingness to work extended hours Ability to meet tight deadlines. Knowledge Public Finance Management Act (PFMA) Treasury Regulations. General Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP), Public Service Regulations. 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. Strong negotiation skills. Good planning and organising. Ability to work under pressure. Creativity and innovation. Ability to communicate at all levels.

**DUTIES** : Design, implement and maintain the Directorate's strategic plans. Lead and provide direction towards realising the Department's strategic plans. Develop detailed audit action plans. Ensure that sound internal controls and reporting systems are in place for the attainment of strategic goals. Effectively manage accounts receivables as well as implement and maintain debt risk management system. Ensure that all clients are timely billed. Manage the compilation of accounts receivable financial reports. Collate all sub-directorates' financial reports, including regions. Manage the compilation of financial reports and GRAP accounting of leases. Provide management support to the line manager with compilation of annual financial statements. Facilitate capacity building initiatives. Oversee timely resolution of audit queries. Compile and present reports on the functioning of the Directorate.

**ENQUIRIES** : Ms M Sibiya Tel No: (012) 406 1910

**APPLICATIONS** : All applications to be forwarded to: [dpwi36@ursonline.co.za](mailto:dpwi36@ursonline.co.za)

**POST 34/105** : **DIRECTOR: FINANCIAL REPORTING: PMTE FINANCE REF NO: 2021/317**

**SALARY** : R1 057 326.per annum, (All inclusive salary package). (Total package to be structured in accordance with the rules of the senior Management service)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A relevant undergraduate degree (NQF level 7) in Financial Accounting plus 5 years' experience at middle/senior management in financial reporting environment. Proven track record in preparation/auditing of financial statements in line with GRAP framework of accounting. Qualified CA will be an added advantage. Knowledge of SAGE/Archibus will be an added advantage. Willingness to travel with a valid driver's licence. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA and GRAP. SAGE Financial Systems will be advantages. Knowledge or experience in property and construction asset industry advantage. 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** : Design, implement and maintain the Directorate's strategic plans. Provide framework for financial risk assessments. Ensure that business processes are aligned to strategic plans and that internal controls adequately address risks. Compile and present reports on functioning of Directorate and other financial reports required by executives. Manage and coordinate the compilation of financial statements (interim and annual) in accordance to the Standards of GRAP, PFMA and other legislator requirements, based on inputs from regional offices and various line function branches. Management of internal and external financial audit, including responding to findings within deadline dates. Provide inputs to the Annual Report. Provide technical accounting support for accounting related queries from line function or finance units according to the principles of GRAP and for compiling financial statement inputs. Develop and maintain relations with stakeholders. Effective management of the financial reporting unit and entity maintenance unit. Ensure effective corporate governance processes and sound resources management. Manage the budget and expenditures of the directorate.
- ENQUIRIES** : Mr. L Toona Tel No: (012) 406 2123
- APPLICATIONS** : All applications to be forwarded to: [dpwi37@ursonline.co.za](mailto:dpwi37@ursonline.co.za)

#### OTHER POSTS

- POST 34/106** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2021/318**
- SALARY** : R869 007 per annum, (All-inclusive salary package). (Total package to be structured in accordance with the rules of the Middle Management service)
- CENTRE** : Durban Regional Office
- REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Human Resource Management, Management Sciences, Behavioural Science, Social Sciences or related. Extensive experience in the Human Resources Management environment. Knowledge of PERSAL, the Public Service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Service and administration. Management skills, analytical thinking, Language proficiency, Report writing skills, Numeracy, Research skills, Organizing and planning, Computer literacy, Advanced interpersonal and diplomacy skills, Decision Making and Project making skills. An innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines, ability to communicate at all levels, people orientated, trustworthy, assertive, hardworking, highly motivated, ability to work independently.
- DUTIES** : The effective and efficient implementation of recruitment processes in the region. Extent and effectiveness of recruitment, appointment and career progression process. Extent and effectiveness of personnel planning processes. Quality and impact of the regional human resources plan. Extent and effectiveness of post profiling and grading processes. Extent of support to employee –related support programs. Extent and accuracy of organizational and establishment related matters. Extent and effectiveness of administrative related matters. The effective management of conditions of service. Extent and effectiveness of skills development process. Extent and effectiveness of skills auditing processes. Quality and effectiveness of the implementation of the Skills Development Plan. Extent to which all employees have individual development plan. Effectiveness of performance management processes. The effective management of sound labour relations and matters of mutual interest. Effective dispute resolution processes. Extent of agreement on matters of mutual interest. Effective management of disciplinary and grievance processes.
- ENQUIRIES** : Mr NN Vilakazi Tel No: (031) 314 7149
- POST 34/107** : **ASSISTANT DIRECTOR: IAR GIS REF NO: 2021/319**  
(36 Months Contract)
- SALARY** : R643 955 per annum, (OSD Salary Package)
- CENTRE** : Head Office (Pretoria)

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Geography, Science, Information Technology and Property Management. Registration with SAGC will be an added advantage. At least 3-5 years' experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. Valid drivers 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.
<b><u>DUTIES</u></b>	:	Perform desktop GIS planning. Geographical referencing of administrative geographical data: Analysis, geo-coding, editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist Director in defining and controlling spatial data on the Immovable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support in the development of GIS Dashboards and Mobile apps for DPW and public works sector. Render in-house GIS training sessions to the staff and other business units within the Department.
<b><u>ENQUIRIES</u></b>	:	Mr. M Chauke Tel No: (012) 406 1144
<b><u>POST 34/108</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER: MR6 REF NO: 2021/320</u></b>
<b><u>SALARY</u></b>	:	R473 820 per annum, (OSD Salary Package)
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) (LLB) with or an appropriate recognized four year Legal qualification, Extensive appropriate post-qualification experience or experience as an in-house legal advisor or contract administrator, Specialized knowledge of and experience in law of Contract and/ or the general administration of contracts within an organizational set-up would be advantageous, Proven drafting and communication skills, Ability to work independently with the assistance of the Directorate: Legal Service in Head Office, conduct research and provide professional in-house legal assistance and advice, Prepared to travel on an ad hoc basis. In-depth knowledge of the Supply Chain Management Framework (Regulations in terms of the Public Finance Management Act), Code of Conduct for SCM Practitioners, Treasury Regulations, Preferential Procurement Framework Act, State Information Technology, Public Service Act, and other relevant legislation.
<b><u>DUTIES</u></b>	:	Manage departmental contracts and related legal matters (issue letters of acceptance to contractors); verify correctness of contract documentation. Manage and safeguard guarantees; Provide legal advice, guidance and opinions to the Regional Office, in conjunction with Head Office Legal Service, for court cases and other legal matters in which the Department is involved, Manage and implement court orders as instructed; Ensure safe keeping of legal records and documents (contract, guarantees, etc) Engage with Head Office Legal Service and Contract Administration as and when required and monitor the delegated powers as required by National Treasury and the PFMA, Manage and implement garnished orders on instruction of eg SARS, Sheriff, of the Court, Ensure safekeeping of documents such as contracts, guarantee, ect, Provide an advisory and supportive role to Project Managers and Regional Office, in general, on contract and related legal matters. Ensure extend and the effectiveness of legal assistance provided. Render assistance to and liaise with the Office of the State Attorney regarding litigation and arbitration in which the Department is involved.
<b><u>ENQUIRIES</u></b>	:	Ms P Penxa Tel No: (021) 402 2028
<b><u>POST 34/109</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: KEY ACCOUNT MANAGEMENT: SAPS &amp; IPID REF NO: 2021/321</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Communication and/or Public Administration, Marketing, Real Estate Management or Built environment. Relevant 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, PowerPoint, 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: SAPS & IPID. 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. C Mtombeni Tel No: (012) 406 1075

**POST 34/110** : **CHIEF WORKS MANAGER (BUILDING): FACILITIES MANAGEMENT REF NO: 2021/322**

**SALARY CENTRE REQUIREMENTS** : R316 791 per annum  
 : Port Elizabeth Regional Office  
 : A three year tertiary qualification (NQF level 6) in Building, Quantity Surveyor or Civil engineering field or N3 certificate plus a complete trade test certificate with relevant experience in the built environment. Valid driver's license. Willingness to travel and work irregular hours. Computer literacy, Applicable knowledge of the PFMA, OHS Act, National Building Regulations and Environmental Conservation Act, Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills.

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

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