

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** : 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
- CLOSING DATE** : 12 March 2021 at 16H00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Applications must be submitted on a signed Form Z83, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's 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.
- ERRATUM:** Kindly note that the following 4 posts were advertised in Public Service Vacancy Circular 05 dated 12 February 2021 (1) Personnel Practitioner: Service Conditions (HR Admin) Ref no: 2021/18, centre Cape Town Regional Office, have been advertised with the incorrect requirements, the correct requirements are as follows: A three year tertiary qualification in Human Resource Management or equivalent qualification in Human Resources. Appropriate experience in Human Resource environment. General Knowledge of HR related Standards, Practices Processes and Procedures. Knowledge of personnel provisioning and utilization processes, conditions of service, service benefits and terminations of service. Structure and Functioning of the Department. Knowledge of Persal. Knowledge of PSA, PSR, EEA, BCEA, Labour Relations Act. Computer Literacy. Ability to work with confidential information. Valid Driver's license, duties read as follows: Administration of leave instead of administration of leaves and incorrect enquiries, the correct enquiries is as follows: Ms C Rossouw Tel No: (021) 402 2014 (2) HR Clerk: HR Planning and Recruitment Ref no: 2021/25, was advertised with the incorrect contact number for the enquiries, the correct contact number is as follows: Enquiries: Ms C Rossouw Tel No: (021) 402 2014, (3) Data Capture EPWP Ref no: 2021/27, was advertised with the incorrect title, the correct title is as follows: Data Capturer EPWP, (4) Groundsman Grade 2 Horticultural Services: Facilities Management Ref No: 2021/30 (X3 Posts GSE Rondebosch), was advertised with the incorrect title, the correct title is as follows: Groundsman: Horticultural Services: Facilities Management Ref No: 2021/30 (X3 Posts GSE Rondebosch), (5) Food Service Aid Ref no: 2021/29, was advertised with the incorrect requirements, the correct requirements are as follows: A junior certificate, Grade 10, ABET with relevant working experience to the post. Ability to read and write. Good communication skills and interpersonal skills. Ability to perform routine tasks. Knowledge of cleaning methods, material and equipment. Ability to work physically for long hours.

OTHER POST

<u>POST 07/62</u>	:	<u>STATE ACCOUNTANT: PAYMENTS & REVENUE FINANCIAL ACCOUNTING & BUDGETS REF NO: 2021/50</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Commerce with relevant experience in financial environment. Knowledge and understanding of payments and revenue, the PFMA, treasury regulations, financial management and administration, PERSAL, BAS and excel. Computer literacy is essential, accounting, numeracy and organizing. Good communication and report writing skills, ability to work under pressure.
<u>DUTIES</u>	:	The administration, co-ordination and execution of financial processes in respect of payments. The institution of control measures regarding revenue and petty cash. The reconciliation of BAS debtors, recon to Head Office. The administration of suspense accounts. Liaison with internal and external clients and stakeholders. Attending to audit queries.
<u>ENQUIRIES</u>	:	Mr. M Ngxangxa Tel No: (041) 408 2326