

## 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.*

**APPLICATION**

: **Head Office Applications:** The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. For Attention: Ms. NP Mudau  
**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  
**Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street Pretoria For Attention: Ms. A Mafa/ Ms K. Tihapane  
**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  
**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  
**Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007,Umtata,5099. For Attention: Ms N Mzalisi  
**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  
**Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag x 9027, Cape Town, 8000 or Hand deliver to: Customs house building, Lower Heerengracht Road, Cape Town For Attention: Ms. N Mtsulwana  
**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

**CLOSING DATE**

: 19 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:<https://www.thensg.gov.za/training-course/sms-pre->

entryprogramme/.All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance. NB: All shortlisted candidates will be subjected to a compulsory technical or competency-based exercise that intends to test the relevant technical elements of the job as part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

**ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 06 dated 19 February 2021 (1) Tradesman Aids, Pretoria workshop Ref No: 2021/49, centre Pretoria Regional Office, have been advertised with the incorrect salary level (02) R102 534 per annum and number of position (05 posts), the correct salary level and posts number are as follows: Salary level (03) R122 595 per annum and Position (X6 Posts) and following post was advertised in Public Service Vacancy Circular 05 dated 12 February 2021 (2) Administrative Officer: Disposal and Leasing Ref No: 2021/20 have been withdrawn.

### **MANAGEMENT ECHELON**

- POST 08/71** : **DIRECTOR: EPWP PROGRAMME MANAGER REF NO: 2021/51**  
This position is targeted for only women or people with disabilities
- 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** : Bloemfontein Regional office
- REQUIREMENTS** : An Undergraduate qualification (NQF level 7) in Social Studies or other related field; Certificate of entry into Senior Management Services. 5 years relevant experience on MMS/SMS level. Learning Fields: Economics; Social development; Public works programmes. Knowledge: Programme and project management; Appropriate labour intensive technologies; Government functioning; Engineering / construction industry; Civil engineering; Contracting; Design; SAQA / NQF framework; Political, social, environmental and economic context of the EPWP. Skills: Strategic management; Management skills; Financial management; Tender processes; Effective communication (verbal and written); Proficiency in the local indigenous language; Numeracy; Relationship management; Interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Motivational skills; Negotiation skills; Computer skills. Personal Attributes: Analytical thinking; Innovative; Creative; Solution orientated – ability to design ideas without direction; Ability to work under stressful situations; Ability to communicate at all levels, including political office bearers; People orientated; Hard-working; Highly motivated. Other: Driver's license; Extensive travelling.
- DUTIES** : Number of EPWP programmes and projects identified and prioritised; Number of EPWP plans developed; Number of EPWP programmes and projects initiated and implemented; Extent of involvement across all sectors and municipalities in support of EPWP programmes; Extent of technical advice, assistance and support provided to EPWP programmes across all sectors; Extent of involvement to support training programmes; Extent of support to the labour intensive contractor learnership programme; Number of DPW mentors in the learnership programme; Extent of management of consultants; Allocation of financial resources to programmes and projects; Amounts spent to programmes and projects; Extent to which progress of EPWP programmes have been assessed to ensure compliance with targets and objectives; Number and scope of recommendations / interventions made to improve the EPWP; Number and frequency of meetings held with Senior Programme Managers to obtain advice and support, and to report progress. Number of initiatives undertaken to involve departments, municipalities and other stakeholders in EPWP programmes across all sectors; Number and extent of programme implementing bodies involved to conceptualise and implement EPWP programmes and projects; Number of departments, contractor and consultant organisations, MEC's, mayors and councillors, municipalities and other stakeholders involved in EPWP programmes across all sectors. Number and extent

of guidelines provided regarding the implementation of EPWP programmes; Extent of interventions designed / undertaken to address local capacity constraints in the implementation of the EPWP; Development of a communication and marketing strategy. Number and scope of initiatives to communicate and market the EPWP; Extent of awareness of the goals, activities and successes of the EPWP.

<b><u>ENQUIRIES</u></b>	:	Ms CJ Abrahams, Tel No: (012) 492 3080
<b><u>POST 08/72</u></b>	:	<b><u>DIRECTOR: PRESTIGE PROPERTY MANAGEMENT REF NO: 2021/52</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All inclusive Salary Package): (total package to be structured in accordance with the rules of the Senior Management Service)
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	An Undergraduate qualification (NQF level 7) Real Estate, Property Management, Built Environment, Facilities Management or management sciences. Certificate of entry into Senior Management Services. Extensive experience in the property environment of which 5 years should be at middle management. A driver's license. Knowledge of: Public Finance Management Act, Property economics, Government Budget procedures/ time frames, (MTEF), Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS). Skills: Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem solving, Presentation, Advanced numeracy, Budgeting, Personal attributes: Innovative, Creative, Hardworking , Self-motivated, The ability to work under pressure, The ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.
<b><u>DUTIES</u></b>	:	Verify the client's request to make sure that it was forwarded via the Minister's office. Ensure that an acknowledgment letter is forwarded to the client informing them of the Project Manager assigned to the project, e.g. Interior, Technical. Attend client consultations to establish the need requirements for clients and guide them according to the Ministerial Handbook. Provide a report to clients on progress regarding the project in execution and provide time frames. Ensure a completion letter is forwarded to the client informing them that the project is completed. Issue procurement instruction and pre-design information to Project Managers. Interact with Project Managers regarding Prestige projects. Liaise with Interiors, Technical Maintenance and Inspector with regard to scheduling of appointments with clients. Liaise with Project Managers on progress per project. Schedule meetings with all internal role-players, clients and consultants for a briefing meeting with Project Managers. Coordinate meetings with executing units and service providers within DPW. Liaise with Finance and Provisioning for issuing of orders and payments to service providers. Liaise with ECDP for contractors on the Prestige database. Optimise Prestige helpdesk as a central point of lodging complaints. Ensure accurate updated Prestige Asset register and Spreadsheet for projects. Use Sub Bid Committee to expedite furniture purchasing. Manage, coach and monitor performance of subordinates. Arrange bilateral meetings with Prestige clients.
<b><u>ENQUIRIES</u></b>	:	Mr M Sazona Tel No: (012) 406-1963/1322
<b><u>NOTE</u></b>	:	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.
<b><u>POST 08/73</u></b>	:	<b><u>DIRECTOR: SUPPLY CHAIN MANAGEMENT (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R1 057 326 per annum (All-inclusive Salary Package) (total package to be structured in accordance with the rules of the senior management service)
<b><u>CENTRE</u></b>	:	Bloemfontein Regional Office Ref No: 2021/55 A Johannesburg Regional Office Ref No: 2021/55 B
<b><u>REQUIREMENTS</u></b>	:	An Undergraduate qualification (NQF Level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences or the Built Environment Profession. Certificate of Entry into Senior Management Services. Five (5) years' experience at Middle/Senior management level in Supply Chain Management, Movable Assets Management, Provisioning Administration, LOGIS, BAS, Procurement and GMC/CMC/SIPDM/SLLPPS. Knowledge: Thorough knowledge

and understanding of procurement-related legislation, including the Public Finance Management Act, Framework for Supply Chain Management, Framework for Minimum Training and Deployment, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations, Preferential Procurement Policy Framework Act, Broad Based Black Economic Empowerment Act, State Information Technology Act, Public Service Act, Public Service Regulations, Promotion of Access to Information Act, Government procurement systems and processes, Financial management and systems. Skills: Management skills. Analytical thinking. Language proficiency. Report writing. Numeracy. Research. Organising and planning. Computer literacy. Advanced interpersonal and diplomacy skills. Decision making. Project management. Effective communication. Report writing. Interpersonal relations. Personal attributes: 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/Reliable. Assertive. Hard working. Highly motivated, Ability to work independently. Ability to work under stressful situations.

**DUTIES**

: Manage the development and implementation of and update policies and strategies. Make recommendations for changes and improvements to existing standards, policies and procedures. Manage the implementation of approved policies and procedures. Monitor work activities to ensure compliance with established policies and procedures. Manage and control the demand function in relation to goods and services, infrastructure demand and property demand. Manage the Demand Management process. Identify preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives and Preferential Procurement Regulations. Oversee, coordinate, and advise on the process of drafting specifications/terms of reference and special conditions of contract. Compile a procurement plan. Manage and control the acquisition function in relation to goods and services, infrastructure and property. Oversee the utilization of the Central supplier Database in the bid/quotation processes. Control and oversee a compliant execution of the bid/quotation processes. Ensure that integrity of all procurement functions is maintained. Manage the establishment of the bid specification, bid evaluation and bid adjudication committees. Oversee the proper functioning of the committees. Chair the Sub-Bid Adjudication Committee meeting. Report on the performance of the committees. Manage contracts by ensuring supplier compliance and performance is monitored, managed and reported for corrective measures. Management of logistic support services. Ensure implementation in compliance with the Framework for Supply Chain Management. Manage the procurement of assets, supplies and services. Manage the vehicle fleet. Manage transport and travelling. Manage Auxiliary Services and Archives. Establish and manage service level agreements with service providers. Manage and control the movable assets and maintain an accurate and complete movable asset register. Put in place monitoring controls for movement of assets. Ensure that proper procedures are followed with the movement of assets. Implement effective systems of movable assets verification within the Region. Maintain the movable assets register on the system. Compile movable asset acquisition, disposal and maintenance plans. Ensure that maintenance information is registered on systems. Manage and monitor the warranties and guarantees of movable assets. Ensure the effective and efficient disposal of movable assets. Manage financial reporting processes on movable assets. Design and implement measures to eliminate fraud and corruption within SCM processes.

**ENQUIRIES**

: Mr R Naidoo Tel No: (012) 406 1191

**POST 08/74**

: **DIRECTOR: DEMAND AND ACQUISITION MANAGEMENT REF NO: 2021/56**

**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**

: An undergraduate qualification (NQF Level 7) Bachelor's degree in Finance or Procurement. Five (5) years' experience at Middle/Senior management level in the Built Environment (Capital and Maintenance), Asset Management (Leasing, Acquisition and Disposal), Provisioning Administration and general management administration. Certificate of Entry into Senior Management Services. Knowledge:

Thorough knowledge and understanding of procurement-related legislation, including, the Public Finance Management Act, Framework for Supply Chain Management and Built Environment Professions Acts (Council for the Built Environment Act, Architectural Professions Act, Landscape Architectural Professions Act, Engineering Professions Act, Property Valuation Professions Act, Project and Construction Management Professions Act and Quantity Surveying Professions Act). Framework for Minimum Training and Deployment. 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. Thorough knowledge and understanding of Government procurement systems and processes. Understanding of the built environment and property industries. Financial management. Financial systems. Sound knowledge of preferential and targeting strategies as well as the development programmes of the Department. SKILLS: Strategic management. Programme and project management. Senior management skills. Sound analytical and problem identification and solving skills. Computer literacy. Numeracy. Database management. Relationship management. Interpersonal and diplomacy skills. Decision making skills. Motivational skills. Presentation. Negotiation skills. Advanced communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner. High ethical standards. Able to conduct business with integrity and in a fair and reasonable manner. Ability to promote mutual trust and respect. Innovative. Creative. Solutions orientated. Ability to design ideas without direction. People orientated. Hard-working. Highly motivated. Ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results. OTHER: A valid driver's license. Willing to adapt to a work schedule in accordance with professional requirements. Willingness to travel.

**DUTIES**

: Design, implement and manage the procurement model-research and design procurement processes. Design, develop and manage the Departmental procurement model. Ensure compliance with the Framework for Supply Chain Management. Establish and manage the Supplier Register. Manage procurement processes related to: Built Environment (Capital and Maintenance). Asset Management (Leasing, Acquisition and Disposal). Provisioning Administration. Manage the Bid Committee process. Ensure adherence to prescripts of the Construction Industry Development Board in the case of a bid relating to the construction industry. Provide advice regarding the appointment of consultants according to instructions and selection methods. Provide procurement-related support and development. Develop, implement and maintain related policies and procedures. Monitor and evaluate compliance of procurement processes with relevant policies and procedures. Analyse and report on Black Economic Empowerment and development programmes. Maintain and report statistics on the procurement model. Implement and maintain a system for reporting and evaluation of procurement awards. Provide advisory support to management on the implementation of the most appropriate procurement methods, when such expertise is required. Provide operational support and related training and development. Communicate with industry suppliers regarding the procurement model. Liaise and interact with other state institutions regarding the procurement model and the implementation thereof. Manage the Directorate. Manage office administration services. Manage human resources, equipment and finances. Manage employment-related processes.

**ENQUIRIES**

: Mr R. Naidoo Tel No: (012) 406 1191

**OTHER POSTS**

**POST 08/75**

: **CHIEF CONSTRUCTION PROJECT MANAGER - GRADE A (HEAD OF PROJECT MANAGEMENT) REF NO: 2021/53**

**SALARY CENTRE REQUIREMENTS**

: R1 042 827 per annum (All-inclusive OSD salary package)  
 : Polokwane Regional Office  
 : Relevant B Degree or equivalent qualification in the construction technical field/built environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's license,

Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge and experience in Programme and Project management. Project design and analysis; legal and operational compliance, as well as the creation of a high-performance culture. Communication skills, Problem solving and analysis skills, Decision-making skills, Conflict management skills. Research and development. Strategic capability and leadership. Financial management and Computer skills; Negotiation skills.

**DUTIES** : Manage Project Management Unit in the Regional Office. Manage environmental health and safety on capital and planned maintenance construction projects. Co-ordinate and manage the planning and execution of construction and renovation or refurbishment of projects within time, cost and specification targets. Develop and monitor a planning and reporting system to effectively plan and monitor projects. Ensure compliance to professional legislation as well as procurement and Departmental policies. Procure consultants and contractors for construction projects. Make recommendations on approval and extension of contract periods. Establish and Promote effective relationships with clients. Provide expert advice to the Department. Manage communication and documentation of projects for auditing purposes. Manage contractor and client complex conflicts. Monitor and control expenditure. Manage component and project budgets. Ensure correct value for money for payments to consultants and contractors. Manage client budget allocation. Compile management reports on budget and expenditure. Maintain data integrity on WCS, etc. Manage Project Managers and administrative staff. Coach, mentor and train staff. Manage employment-related processes.

**ENQUIRIES** : Mr M. Ntshani Tel No: (015) 291 6444

**POST 08/76** : **CONTROL ENGINEERING TECHNOLOGIST: STRUCTURAL REF NO: 2021/57**

**SALARY** : R751 542 per annum (all-inclusive OSD Salary Package) (total package to be structured in accordance with the rules of the OSD)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A BTech degree in Civil Engineering. Compulsory registration as a Professional Engineering Technologist (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years post-qualification experience as a Structural Technologist. Extensive experience in the field of structural engineering, which includes, but not limited to: design and construction of concrete structures. Steel structures and masonry structures. Experience in the interpretation of geological information and data obtained from geotechnical investigations and the application thereof in the design of building foundations. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Procurement and Delivery Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills. Innovative problem solving and ability to work independently at strategic, production and execution levels. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum Code B) and the ability/willingness to travel are essential. Experience in managing and leading junior technicians, technologists and candidates.

**DUTIES** : Technical specification and evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Compilation of technical justifications to initiate new projects. Compilation of business cases to justify funds for new projects. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake detailed design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate technologists and technicians.

**ENQUIRIES** : Mr M. Ramushu Tel No: (012) 406 2109

<b><u>POST 08/77</u></b>	:	<b><u>PRODUCTION ENGINEER: CIVIL (TRAFFIC AND TRANSPORTATION ENGINEERING) REF NO: 2021/58</u></b>
<b><u>SALARY</u></b>	:	R751 542 per annum (all-inclusive OSD Salary Package)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A BSc. or BEng in Civil Engineering. A minimum of 3 years relevant post-qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various areas of traffic and transportation engineering, which includes, but not limited to: geotechnical investigations and designs. Traffic impact assessments, traffic engineering designs, operations and simulation (modelling), geometric and pavement designs. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Procurement and Delivery Management (SIPDM) will serve as an advantage. Good communication skills. Excellent technical report writing and presentation skills. Innovative problem solving ability. Ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum Code B) and the ability/willingness to travel are essential.
<b><u>DUTIES</u></b>	:	Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Assist in the compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical disputes arising at different stages of the project. Review and audit final professional civil engineering accounts and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation of minor projects.
<b><u>ENQUIRIES</u></b>	:	Mr M. Ramushu Tel No: (012) 406 2109
<b><u>POST 08/78</u></b>	:	<b><u>DEPUTY DIRECTOR – PMG AND RECONCILIATION PMTE FINANCE AND SCM REF NO: 2021/62</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum (All-inclusive salary package) (Total package to be structured in accordance with the rules of the Middle Management service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Financial Accounting, Finance, management or related field plus extensive and appropriate experience in finance, relevant and appropriate middle and/or junior management working experience. A candidate must have knowledge of PFMA and Treasury Regulations, ERP systems and Government transversal systems (Safety Net, PMIS, WCS, Persal and Logis) is desirable and not a prerequisite as well as knowledge of Post Master General (PMG) and/or financial accounting and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and proficiency with computers. A candidate must possess a driver's license and willingness to work irregular hours and go the extra mile.
<b><u>DUTIES</u></b>	:	Setting and facilitating the achievement of the sub-directorate's objectives. Oversee the management of the PMG sub-directorate, internal controls and reconciliation of suspense and general ledger accounts and approval of related journals. Manage the entity's bank account – inflow and outflow of funds, monitor and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Review and authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts timeously. Ensure that period closure is timeous and complete with no open transactions for the period. Identify opportunities and key areas for further development to improve efficiency.

Ad hoc requests by management. Develop policies and enhance ongoing improvements to business processes within the sub-directorate. Ensure effective document control of all journals. Review and sign off all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP and respond to AGSA audit queries on related matters. Build and maintain good working relations with employees, clients and all stakeholders.

**ENQUIRIES** : KTE Seletela Tel No: (012) 406 1222

**POST 08/79** : **CONSTRUCTION PROJECT MANAGER REF NO: 2021/54**

**SALARY** : R718 059 per annum (all-inclusive) (OSD)

**CENTRE** : Polokwane Regional Office

**REQUIREMENTS** : A National Higher Diploma/ B. Tech degree/ Bachelor degree/ Bsc degree (Built Environment Field) and a minimum of 4 years' and six months experience in the built environment. Compulsory registration with the SACPCMP as a Professional Construction Manager. A valid driver's license. Computer literacy. Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System. Knowledge and understanding of the JBCC and GCC form of contracts. Good planning, financial and budget skills. Sound analytical and good written and verbal communication skills.

**DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multidisciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

**ENQUIRIES** : Mr M. Ntshani Tel No: (015) 291 6444

**POST 08/80** : **ASSISTANT DIRECTOR: CLEANING SERVICES: FACILITIES MANAGEMENT REF NO: 2021/63**

**SALARY** : R470 040 per annum

**CENTRE** : Pretoria Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Public Administration or related qualification with appropriate experience, understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid driver's license. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal, proven problem-solving approach, Proven financial, strong verbal and written communication skills, Knowledge and understanding of the Occupational Health and Safety Act, Ability to implement systems and exercise control to ensure sound management of equipment and materials, Ability to perform regular inspections, Willingness to travel.

**DUTIES** : Manage service contracts and contractor's performance and quality of work for the duration of contract. Manage related budgets and financial planning. Compile specifications and handle inspections in the cleaning field. Manage people at work. Manage and control equipment and material register. Manage multidisciplinary consultant teams. Formulate policies and administrative procedures for cleaning maintenance. Manage performance-based contracts. Knowledge of the management of Human Resources (Work plans, Training, Career developments etc). Appoint relief cleaners. Events Management.



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

**POST 08/81** : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2021/64**

**SALARY** : R470 040 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Mechanical 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 5090

**POST 08/82** : **CONTROL ENGINEERING TECHNICIAN: CIVIL (DOLOMITE PROJECTS) REF NO: 2021/59**

**SALARY** : R446 202 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A 3-year Tertiary qualification in Civil Engineering (A BTech qualification in Civil Engineering will serve as an advantage). A minimum of 6 years relevant post qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineering Technician with the Engineering Council of South Africa. Experience in various fields of civil engineering, which includes, but not limited to: geotechnical investigations and designs. Water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works). Construction materials. Experience in design and construction of civil engineering infrastructure on dolomite land. Knowledge of SANS 1936 which deals with classification of dolomite-related infrastructure. Knowledge of PW 347 which deals with dolomite related projects. Management of Dolomite Projects and Service Providers. Advanced computer aided design experience within the AutoCAD environment and the ARC GIS suite of programmes. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Procurement and Delivery Management (SIPDM) will be an added advantage. Good communication skills. Excellent technical report writing and presentation skills. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum Code B) and the ability/willingness to travel are essential.

**DUTIES** : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Conduct quality control over the work of the consultant and the contractor during the execution phase of a project. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Conduct in-house designs on selected elements under the supervision of a professional engineer/technologist. Verify and confirm the consultants fee accounts and claims. Drafting of complex designs undertaken by professional engineers and technologists.

**ENQUIRIES** : Mr M. Ramushu Tel No: (012) 406 2109

**POST 08/83** : **CONTROL ENGINEERING TECHNICIAN: CIVIL REF NO: 2021/60 (X2 POSTS)**

**SALARY** : R446 202 per annum

**CENTRE REQUIREMENTS** : Head Office (Pretoria)  
: A 3-year Tertiary qualification in Civil Engineering (A BTEch qualification in Civil Engineering will serve as an advantage). A minimum of 6 years relevant post qualification experience in the field of civil engineering. Compulsory registration as a Professional Engineering Technician with the Engineering Council of South Africa. Experience in various fields of civil engineering, which includes, but not limited to: geotechnical investigations and designs. Water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works). Construction materials. Advanced computer aided design experience within the AutoCAD environment. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. A valid driver's license (minimum Code B) and the ability/willingness to travel are essential.

**DUTIES** : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detailed design. Conduct quality control over the work of the consultant and the contractor during the execution phase of a project. Attend on-site technical meetings on behalf of the department. Assist project managers in resolving technical disputes arising at different stages of the project. Conduct in-house designs on selected elements under the supervision of a professional engineer/technologist. Verify and confirm the consultants fee accounts and claims. Drafting of complex designs undertaken by professional engineers and technologists.

**ENQUIRIES** : Mr M. Ramushu Tel No: (012) 406 2109

**POST 08/84** : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: 2021/65**

**SALARY** : R376 596 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Supply Chain Management, Finance or Procurement or related equivalent qualifications as recognised by SAQA with appropriate relevant experience in supply chain management and procurement management, and relevant supply chain management, contract management. Knowledge of contract management; SCM processes and systems. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and LOGIS and BAS systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.

**DUTIES** : Supervise monitor, analyse and determine actions to ensure proper contract administration:-Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Compile all applications for deviations; Maintain the internal systems/database. Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services; Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.

**ENQUIRIES** : Mr V Msimango Tel No (011) 713 6251

**POST 08/85** : **ASSISTANT DIRECTOR: ASSET MANAGEMENT REF NO: 2021/66**

**SALARY** : R376 596 per annum  
**CENTRE** : Johannesburg Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Asset Management, Property management, Supply Chain Management or related equivalent qualifications as recognised by SAQA with appropriate relevant experience in asset management. Drivers' license;

		prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and LOGIS and BAS systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.
<b><u>DUTIES</u></b>	:	Manage safekeeping of movable asset inventory register, bar code new assets and update on LOGIS, track movements of movable assets on LOGIS, take stock of existing assets, maintain the movable assets register on LOGIS, file the supporting documents of assets moved, keep records of redundant unserviceable and broken assets. Managing the repair process of movable assets, maintain the maintenance of schedule of movable assets, register maintenance information on LOGIS, engage with parts suppliers, interact with Chief users with regards to assets repairs, manage the repair processes. Administer financial reporting processes on movable assets, obtain relevant report from BAS and LOGIS, Identify problem areas and submit journal to rectify, compile reconciled reports for finance department, and compile annual balance sheets of movable assets.
<b><u>ENQUIRIES</u></b>	:	Mr V Msimango Tel No (011) 713 6251
<b><u>POST 08/86</u></b>	:	<b><u>CHIEF WORKS MANAGER (MECHANICAL) REF NO: 2021/67</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Johannesburg Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Mechanical Engineering or equivalent, or A N 3 and a passed trade test in the Mechanical Engineering environment, or Registration as Mechanical Engineering Technician, and 3 to 5 years appropriate experience. A valid Driver's license, computer literacy, technical report writing skills, good verbal and written communication skills, programme and project management skills, relationship management skills, negotiation skills, problem solving skills, numeracy skills, financial administration skills, Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hardworking, trustworthy. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the mechanical environment, procurement process and systems, property and facilities management.
<b><u>DUTIES</u></b>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project sites. Advise and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Supervise the performance and conduct of Works Inspectors. Identify skills development needs and provide training and development opportunities for Works Inspectors. Provide advice and guidance on

the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.

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

**POST 08/87** : **CHIEF WORKS MANAGER: BUILDING COMPONENT: FACILITIES MANAGEMENT REF NO: 2021/68**

**SALARY** : R316 791 per annum  
**CENTRE** : Bloemfontein Regional Office

**REQUIREMENTS** : A three year tertiary qualification in any of the built environment disciplines (Quantity Surveying; Building, Civil Engineering) accompanied a 3 year proven extensive technical experience. Ability to plan, organize and manage resources. A valid driver's license. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Knowledge and understanding of the Occupational Health and Safety Act as well as Building Regulations. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with professional body will serve as an advantage.

**DUTIES** : Manage minor projects; unplanned maintenance; building condition surveys; asset register with reference to (Building and Mechanical). Responsible for site inspections and reports on leased buildings. Assist in site handovers; first and final deliveries including the close out reports. Facilitate negotiations with contractors. Responsible for compiling the scopes of work and preparing specifications, estimates and quotations. Ensure all work executed complies with PW 371 standard and specification, National Building Regulations and OHSA. Compile technical and monthly reports.

**ENQUIRIES** : Mr M Gwanya Tel No: (051) 408 7425

**POST 08/88** : **SENIOR ADMINISTRATION OFFICER: DISPOSALS REF NO: 2021/69**

**SALARY** : R316 791 per annum  
**CENTRE** : Johannesburg Regional Office

**REQUIREMENTS** : A three year tertiary qualification in Public Administration/Public Management/Town Planning/Real Estate Management/LAW/Property Management. Appropriate relevant working experience. Skills: Numeracy. Computer literacy. Planning and organising. Decision making skills, interpersonal and diplomacy skills, ability to follow a pro-active and creative problem solving approach, communication, report writing. Knowledge. Government Budget Procedures (MTEF), financial management, multi- year budgeting; (PFMA), procurement directives and procedures, tender procedures, business, accounting and financial systems (LOGIS, PMIS, BAS), contract administration. A valid Driver's license.

**DUTIES** : Disposal of Redundant/superfluous State Immoveable Assets. Implementation of disposal programme for the Johannesburg Region. Investigate and inspect properties identified for disposal. Prepare Investment Analysis request memos. Prepare disposal submissions to the Minister and National Treasury. Implement approved disposal submissions. Liaise with the State Attorney for registration of servitudes. Liaise with UCA and KAM with regard to land needs of user departments. Make regular follow ups with Head Office with regards to IA requests and Ministerial approval. Comply with Disposal policies and procedures. Attend to long term non-permanent disposal applications. Maintain an updated disposal schedule for the unit. Liaise with Surveyor General, Deeds, Local Authorities, Department of Rural Development and Land Reform, regional land claims commission, Gauteng Province and other stakeholders. Prepare submissions for the removal of restrictive title conditions. Attend to all property transfers and registration and maintain effective filing system. Prepare submission to Senior Management when required.

**ENQUIRIES** : Mr Z Seti Tel No: (011) 713 6133

**POST 08/89** : **SENIOR ADMINISTRATIVE OFFICER: ACQUISITION AND DISPOSAL REF NO: 2021/70**

**SALARY** : R316 791 per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Property Management/ Administration/ Finance/ Building Environment, equivalent qualifications or Legal field plus appropriate experience in property field. A sound understanding of property legislations. Knowledge of the Government Procurement Systems. Good financial and negotiation skills. Sound analytical and problem solving skills. An understanding of the PFMA. Good communication skills both verbal and written. Understanding of derivative forms of acquisition of property. Good interpersonal skills and Computer Skills. A valid driver's license will be an added advantage.

**DUTIES** : Procure fixed property leased accommodation or property rights in fixed property. Determine and analyse acquisition options to meet requirements of the clients. Negotiate and implement the most beneficial and legally acceptable forms of property acquisition in line with the requirements of the PFMA, Treasury Regulations, Supply Chain Management and other prescripts and policies of the Department. View tender or identified properties to be acquired. Prepare submissions for consideration by the National/ Sub-bid Adjudication Committee.

**ENQUIRIES** : Ms D Seleka Tel No: (012) 310 5055

**POST 08/90** : **SENIOR ADMINISTRATIVE OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2021/71**

**SALARY** : R316 791.per annum  
**CENTRE** : Pretoria Regional Office  
**REQUIREMENT** : A three year tertiary qualification in Public Management or administration, Supply Chain Management or Logistics with appropriate experience in Provisioning. Strong management and supervisory skills; relevant experience in Provisioning and Logistics management. A thorough knowledge of the PFMA, Treasury Regulations, PAS Framework for Supply Chain Management, PPPFA and other relevant legislation and ability to implement these prescripts. Knowledge of transversal systems e.g. Logis will be an added advantage. An understanding and knowledge of the department, its clients and line function business units would be an added advantage. Good leadership and communication skills, verbal and written; presentation skills, budgeting skills, computer literacy. A creative assertive, self-motivated, reliable, integrity and honest individual.

**DUTIES** : Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Verification of payments. Warehouses/stores management. Act as a Logis systems controller. Monitor transversal controls approved by Treasury.

**ENQUIRIES** : Mr MJ Raphesu Tel No: (012) 310 5161

**POST 08/91** : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2021/72**

**SALARY** : R316 791 per annum  
**CENTRE** : Nelspruit Regional Office  
**REQUIREMENTS** : A three year tertiary qualification in Transport, Management assistant, Finance and SCM with relevant experience in Transport Management. Knowledge of Government's Transport Policies. PFMA, SCM Policy and Treasury Regulations. Computer Literacy. Good Interpersonal and Communication skills. Valid Driver's License.

**DUTIES** : Management Fleet contracts and subsidized cars. Provide and maintain departmental pool cars for official purpose. Average petrol cards and maintenance. Process log sheets for all departmental pool and subsidized cars. Verify kilometres travelled and prepare monthly reconciliation reports. Prepare monthly payments. Submit inputs for quarterly and monthly reports. Gather information to resolve audit

queries. Compile and submit accident reports. Compile payment schedule and process payment on invoices, serve as scribe for loss control committee, compile and submit PMDS for the unit.

**ENQUIRIES** : Mr J Mtsweni Tel No: (013) 753 6344

**POST 08/92** : **SCIENTIFIC TECHNICIANS: WATER CARE REF NO: 2021/61 (X2 POSTS)**

**SALARY** : R311 859 per annum (All-inclusive Salary Package)  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A 3-year Tertiary qualification in Water Care or Analytical Chemistry, Chemical Engineering and a Water and Sanitation qualification with relevant exposure or experience in water and wastewater treatment. Valid motor vehicle driver's licence. Registration with SACNASP as a Certificated Natural Scientist is compulsory. Three years minimum post qualification experience demonstrating a high level of competencies in water and wastewater treatment practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and the environment. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of the treatment plants equipment (pumps, dosing, siphons, distribution arms on bio filters, aerators, mechanical screens, etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem solving abilities, reasoning and persuasion abilities. Understanding of technology with regard to drinking and wastewater treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of a great advantage. Knowledge of the applicable legislative framework, such as the Water Act, Water Service Act, National Environmental Management Act and relevant Regulations, e.g. Blue Green No Drop.

**DUTIES** : Schedule inspections on a weekly, monthly, quarterly and six monthly basis. Sampling of drinking and wastewater treatment plants, final effluent and plant components as necessary. Interpret and review Operation and Maintenance Manual and as built drawings. Operator training as necessary. Assessment of drinking and wastewater plants and the relevant processes. Evaluation of commercially available plants. Technical problem solving, and amongst others, analysis of final effluent. Perform calculations for the determination of sludge age, dosage quantities, etc. from drinking and wastewater treatment plants. Report writing on compliance/non-compliance of plants. Liaison with Chief Scientific Technician (Analytical Services) on laboratory administration. General housekeeping and care for electronic apparatus. Interpretation of analytical data and problem identification. Establishment of inspection routine schedules. Yearly visit to Antarctica for the maintenance of the water care facilities at the South African research base. Compilation of reports on final drinking water and wastewater quality. Assessment and recommendations on improvement of water quality. Forming partnerships with Project Managers in addressing challenges during Water Management related projects execution.

**ENQUIRIES** : Mr T.M. Moloi Tel No: (012) 406 2099  
**APPLICATIONS** : for the above post only must be forwarded to the Cape Town Regional Office: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand-deliver at: Customs House Building, Lower Heerengracht Road, Cape Town.

**POST 08/93** : **ADMIN OFFICER: CONCURRENT MANDATE: IMMOVABLE ASSET REGISTER REF NO: 2021/73**

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office (Pretoria)  
**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/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's license. Computer literacy. Decision making skills. Negotiation skills. Excellent

<b><u>DUTIES</u></b>	:	inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven. General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable 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.
<b><u>ENQUIRIES</u></b>	:	Mr. S Sokhela Tel No: (012) 406 1143/2043
<b><u>POST 08/94</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: ACQUISITIONS AND LEASING REF NO: 2021/74</u></b> Re-Advertisement: Those who applied previously are encouraged to re-apply
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Mthatha Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three tertiary qualification in Property Management, Real Estate Financial management or Law with sufficient relevant experience in acquisition of property rights in fixed property. A sound understanding of the Public Finance Management Act (PFMA) .Understanding of property market trends and to be able to analyse the property market. Understanding of derivative forms of acquisitions of property (e.g.) expropriation, common law prescripts and others. Understanding of financial administration processes and systems, contractual policies and procedures as well as procurement processes and systems .Effective communication skills .Good report writing skills. Computer literacy. Interpersonal skills. General office administrative and organisational skills. Resourcefulness and creative. Ability to work under pressure and communicate at all levels. A valid driver's license is compulsory and willingness to travel.
<b><u>DUTIES</u></b>	:	The official will report to the Senior Admin Officer Acquisitions and Leasing. Duties include effective management of renewal of leases, Understanding of Government procurement processes, Making sure that all leases are signed by both parties. Draft submission to the Bid Committee for renewal of the leases, Attend to site visits and be willing to travel extensively and work independently for extra hours, Make sure that leases buildings are compliant to OHS and other building regulations, Liaise with landlords and clients to make sure that buildings are compliant, Attend to reconciliation of payment of rental to leased buildings to make sure that correct rental is being paid. Attend to AG queries to avoid audit queries. Make budget projections for leases to avoid under and over expenditure. Update PMIS system and other related government systems always. Compile lease reports monthly.
<b><u>ENQUIRIES</u></b>	:	Mr L Ndabeni Tel No: (012 492 3178)
<b><u>POST 08/95</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2021/75</u></b>
<b><u>SALARY</u></b>	:	R257 508 per annum
<b><u>CENTRE</u></b>	:	Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification in Finance, Auditing with relevant qualification. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.
<b><u>DUTIES</u></b>	:	Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and

rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

**ENQUIRIES**

Ms M Vuso Tel No: (012) 310 5111

**POST 08/96**

**ADMINISTRATIVE OFFICER: LEASING/ACQUISITION REF NO: 2021/76**

**SALARY**

R257 508 per annum

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**

A three year tertiary qualification in Property Management, Real Estate Management/Public Administration or B.com. Appropriate relevant working experience. Computer literacy planning and organizing, Accounting, numeracy, computer literacy, planning and organizing, decision making skills, interpersonal and diplomacy skills, ability to follow a pro-active and creative problem solving approach, communication, report writing. Knowledge of Government Budget Procedures (MTEF), financial management, multi- year budgeting; (PFMA), procurement directives and procedures, tender procedures, business, accounting and financial systems (LOGIS, PMIS, BAS). Willing to adapt work schedule in accordance with office requirements. Driver's license will be an added advantage.

**DUTIES**

Procure fixed properties or rights in fixed properties to be utilized by client departments. Keep track of the property market and its trends. Negotiate property purchases. Liaise with KAM with regards to client needs. Do constant follow ups on property acquisitions and provide progress. Keep and update asset acquisition register. Liaise with State Attorney on property transfer and registration. Prepare acquisition submission for approval by DG. Conduct site viewings. Perform general administrative duties.

**ENQUIRIES**

Mr L Nelwamondo Tel No: (011) 713 6218

**POST 08/97**

**ASSISTANT ADMIN OFFICER: PROJECTS REF NO: 2021/77**

**SALARY**

R208 584 per annum

**CENTRE**

Pretoria Regional Office

**REQUIREMENTS**

Senior certificate/ Grade 12 or equivalent. 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. Process contractor and consultant payments accurately. Perform office administrative activities and capture requisitions on the WCS system. Administer office correspondence. Draft and type documents. Make arrangements for accommodation and travelling. Administer trip authorisation forms, S&T forms, subsidised and fuel claims and cell phone claims. Compile requisition for stationery. Tracking and record keeping invoices.

**ENQUIRIES**

Mr D Sewada Tel No: (012) 310 5030

**POST 08/98**

**FOREMAN: CLEANING SERVICES REF NO: 2021/78 (X3 POSTS)**

**SALARY**

R145 281 per annum

**CENTRE**

Johannesburg Regional Office

**REQUIREMENTS**

National Senior Certificate/ Grade 12, with relevant experience, Drivers' license; must be prepared to travel; willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials; cleaning procedures. Operating cleaning equipment; occupational health and safety; Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels; organisation and planning; relationship management; project management; interpersonal and diplomacy skills; analytical thinking; problem solving skills; decision making skills; negotiation; conflict resolution; motivational skills, Innovative; creative; resourceful; energetic; solution orientated – ability to design ideas without direction; ability to



- communicate at all levels; people orientated; hardworking; trustworthy; highly motivated; ability to work independently.
- DUTIES** : Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.
- ENQUIRIES** : Mr K Muthivheli Tel No: (011) 713 6079
- POST 08/99** : **TRADESMAN AID: WORKSHOPS REF NO: 2021/79**  
Re-Advertisement: Those who applied previously are encouraged to re-apply
- SALARY** : R122 595 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : A junior certificate, Grade 10, ABET or equivalent qualification. Ability to read and write. Good communication skills. Knowledge of maintenance in the built environment. Ability to perform routine tasks.
- DUTIES** : Assist artisans with regards to repair and maintenance work and take good care of hand tools, machines and electrical tools. Perform minor repairs and maintenance work, carry, load and unload tools as well as materials. Maintain good housekeeping of the Workshop and plant rooms.
- ENQUIRIES** : Mr Z Mashiyane Tel No: (041) 408 2194
- POST 08/100** : **TRADESMAN AID: WORKSHOP REF NO: 2020/80 (X3 POSTS)**  
Re-Advertisement: Those who applied previously are encouraged to re-apply
- SALARY** : R122 595 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A Grade 10 certificate/ABET level 3, relevant working experience and be able to read and write. Grade 12/N3-6 certificate in Technical qualification will be an added advantage with technical experience. 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 all day to day maintenance related activities. Must be willing to work overtime when a need arise (i.e. after hours and during the weekends). Manage equipment, tools and machinery generally used on site. Must periodically ensure a good housekeeping at the workshop and on site. Ensure all work is carried out in a safe manner according to the OHS ACT.
- ENQUIRIES** : Mr M Mashinini, Tel No: (051) 408-7350