

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, will receive preference.



- APPLICATIONS** : may be forwarded to: **Head Office:** 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.
Bloemfontein Regional Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D Manus.
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 Nguyuza.
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
Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile
- CLOSING DATE** : 21 May 2021 at 16H00
- NOTE** : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Kindly take note that with effect from 01 January 2021 DPSA approved the new Z83 application form, your are all requested to use it and failure to use the new application form your application will be disqualified, obtainable from any Public Service department and must be accompanied by a comprehensive CV, recently certified (within 6 months) copies of qualifications (matric certificate, certificates of qualifications), a valid Driver's License (where required) and an Identification Document. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. People with disabilities are encouraged to apply. Should you not have heard from us within the next months, please regard your application as unsuccessful.
ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 14 dated 23 April 2021 (1) Senior Admin Officer: Transport Ref No: 2012/112, Centre Durban Regional Office, have been advertised with the incorrect reference number of 2012/112 and without the address, the correct reference number and address are as follows: 2021/112 at DURBAN REGIONAL APPLICATIONS: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr PixleyKasem and Samora Machel Streets Durban. For Attention: Ms. NS Nxumalo, (2) Groundsman Ref No: 2021/115, have been advertised without enquiry, the correct enquiry is as follows: Enquiries: Mr. T Moloi, Tel No: 012 406 2099.

OTHER POSTS

- POST 16/13** : **CHIEF ENGINEER: CIVIL REF NO: 2021/122 (X2 POSTS)**
(Re-Advertisement) (People who previously applied are encouraged to re-apply)
- SALARY** : R1 042 827 per annum, (All Inclusive OSD salary package). This appointment will be made on the minimum notch of the salary range, however, a higher notch within the salary range of Grade A will be considered in accordance with the provisions of the Public Service Regulation, 2016.
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A BSc or BEng in Civil Engineering (Postgraduate qualification will be an added advantage). Compulsory registration as a Professional Engineer (Pr Eng.) with the Engineering Council of South Africa. A minimum of 6 years post qualification experience. Extensive experience in various fields of civil engineering which include but not limited to: (i) geotechnical investigations and designs; (ii) water engineering (design and construction of: bulk water services, connector infrastructures, reticulation systems, water reservoirs, waste water and water treatment works); and (iii) construction materials. Experience in traffic and transportation engineering will be an added advantage. Exposure to the four main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity and the standard professional services contract. Knowledge of the Infrastructure Delivery Management System (IDMS) and Standard for Infrastructure Delivery and Procurement Management (SIPDM). Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability 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 engineers, technicians, technologist and engineering 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 consultants and contractors during the execution phase of projects. Assist project managers in resolving technical disputes arising at different stages of projects. 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 detail design, documentation and implementation of minor projects. Engage with client departments and stakeholders on technical matters. Provide mentorship and supervision to candidate engineers, technologists and technicians.
- ENQUIRIES** : Mr. M Ramushu Tel No: (012) 406 2109
- POST 16/14** : **CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A)**
- SALARY** : R1 042 827 per annum, (All inclusive package) (OSD)
- CENTRE** : Johannesburg Regional Office Ref No: 2021/123 A (X3 Posts)
Mmabatho Regional Office Ref No: 2021/123 B (X2 Posts)
Nelspruit Regional Office Ref No: 2021/123 C (X4 Posts)
- REQUIREMENTS** : Relevant B Degree or equivalent qualification in a technical field/built environment with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP, Valid driver's licence, Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of 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.

<u>DUTIES</u>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large-scale capital projects to maintenance projects and service contracts. Ensure that the needs of clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management processes. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with Government's commitment to pay invoices timeously. Prepare and submit project information to be filed to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture of good working relationships with fellow colleagues within the Department. Adhere to conditions of Occupational Health and Safety. Conduct research on new best practices of materials, techniques and methods. Ensure delivery of projects within parameters of time and cost Establish and promote effective relationships with clients. Provide expert advice to the Department.
<u>ENQUIRIES</u>	:	Adv. JM Monare Tel No: (011) 713 6051 Mr. R Matlala Tel No: (012) 406 2194 Mr. P Mashiane Tel No: (013) 753 6308
<u>POST 16/15</u>	:	<u>CHIEF QUANTITY SURVEYOR – GRADE A REF NO: 2021/124</u>
<u>SALARY</u>	:	R898 569 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying qualification and compulsory registration with the SACQSP as a Professional Quantity Surveyor. A minimum of 6 years post qualification experience, extensive experience in quantity surveying, a valid driver's license. Clearly demonstrating a high level of understanding and competence in all facets of the practices, construction methods and techniques and the systems applied in the full spectrum of the Quantity Surveying field. Knowledge of contract and building law to the extent applied in the profession. Quantity surveying aspects of the building and construction environment.
<u>DUTIES</u>	:	Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management services on all building related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Do estimates on building projects or design changes. Prepare reports on building costs for clients. Visit building sites to monitor progress and perform financial control. Administration and budget control in terms of Government acts and regulations.
<u>ENQUIRIES</u>	:	Mr. R Matlala Tel No: (012) 406 2194
<u>POST 16/16</u>	:	<u>DEPUTY DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2021/125</u>
<u>SALARY</u>	:	R733 0257 per annum, All inclusive salary package. (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Financial Management with Accounting as one of the major subjects. Extensive work experience in budget management and junior management or equivalent level. Knowledge: Working knowledge of estimating, budgeting, cash flow management and policy, procedure and processes regarding budget management in the public service. In-depth knowledge of and ability to prepare and conduct effective decision briefs and presentations. A thorough working knowledge of the financial processes of the

public service. Proficient in financial regulatory frameworks in the public sector, augmented with sound working knowledge of acquisition/procurement policies, process and procedures. Best practice budget management skills, including the drafting and submission of decisions briefs, estimates of expenditure and revenue, cash flow plans, presentations to and for clients, and providing sound financial advice to clients to ensure informed decisions. Abilities: Able to understand and interpret financial prescripts of the Public Service. Able to write and effectively apply budget policy. Ability to apply forecasting models. Ability to both lead a team and work as part of a team. Accuracy and an eye for detail. Capability: Demonstrate capability to interpret higher order budget guidelines and convert to programme guidelines, negotiation skills, project management skills and computer literacy. Ensure, enhance and apply the departmental system of financial management and internal control inclusive of budget preparation, budget control, reporting and financial misconduct management. Excellent analytical and numerical abilities, particularly regarding the financial management of multi-year acquisition projects, adjudication of project submissions and forecasting models.

DUTIES : Create, implement and monitor processes and procedures around the creation of monthly forecasts. Provide periodic financial statements, budgets, cash flows, variance analysis and commentaries. Inform key strategic decisions and formulating business strategies. Implement corporate governance procedures, risk management and internal controls. Assist in facilitating MTEF budget planning and monitoring processes. Contribute to medium and long-term business planning. Advise on the financial implications and consequences of business decisions. Offer professional judgment on financial matters and advising on ways of improving business performance. Interpret and communicate financial data to non-financial managers. Evaluate the internal control systems with regard to financial governance risks and compliance. Management of the financial delegations. Coordinate the Auditor General South Africa (AGSA) and internal audit process related to financial management. Providing the relevant financial management considerations into the decision making process. Supervise subordinates.

ENQUIRIES : Mr. AL Mazibuko Tel No: (012) 406 1412

POST 16/17 : **ADMINISTRATION OFFICER: SECURITY MANAGEMENT REF NO: 2021/126**

SALARY : R257 508 per annum
CENTRE : Nelspruit Regional Office

REQUIREMENTS : A three year tertiary qualification in Security & Risk Management or equivalent qualification, intensive and relevant working experience in Security Management. The following will be advantage; Security Advisors/Managers Course; Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy. Knowledge of PFMA and Occupational Health and Safety Act [OHS]. A valid driver's license (Code 8) and be willing to travel and even work after hours. The applicant must be willing to undergo the process of security clearance.

DUTIES : Assist with the management of the security service unit at the Regional Office and all the state properties falling within the jurisdiction of the Regional Office. Conduct physical, personnel, document, communication and IT security appraisals and security investigation. Conduct screening of personnel and other stakeholders. Assist in development and monitoring of sound security policy, strategy and implementation thereof. Assist in the preparation of reports submission to top management and relevant stake holders. Liaise with SSA, SAPS, and other stake holder in the field of security. Conduct security awareness. Render advice on security matters and keep track of development in the security field for the purpose of reviewing security measures in the unit. Assist in any other general duties assigned by your supervisor.

ENQUIRIES : Mr. SS Mashego Tel No: (013) 753 6386

POST 16/18 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING AND REPORTING REF NO: 2021/127**

SALARY : R257 508 per annum
CENTRE : Nelspruit Regional Office

- REQUIREMENTS** : A three year tertiary qualification in Accounting or equivalent. Relevant experience in financial accounting. Knowledge of financial systems. Knowledge of Public Financial Management Act (PFMA), Treasury Regulations and policies. Computer literacy. Ability to follow proactive and creative approach. Be able to work under pressure. Sound administrative, managerial accounts and numerical skills. Analytical thinker. Good planning and organising skills. Ability to work under pressure. Be creative, innovative and communicate at all levels.
- DUTIES** : Capture all salaries related transactions on Persal. Capture BAS and SAGE sundry payments. Capture journals on BAS and SAGE. Clear suspense accounts and Perform reconciliation of suspense accounts on monthly basis. Maintain and safeguard all salaries documents. Effectively manage petty cash. Record and issue receipt for funds received. Bank funds received on daily basis. Allocate client deposits received in the bank. Reconcile accounts on monthly basis. Liaise with clients to confirm amounts received. Respond to all audit queries and gather information to resolve audit queries.
- ENQUIRIES** : Mr. P Cossa Tel No: (013) 753 6390
- POST 16/19** : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS REF NO: 2021/128**
- SALARY** : R275 508 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification in Public Management/Property Management/Real Estate Management or equivalent qualifications with appropriate experience in leasing and administrations. Computer literate. Excellent verbal and written communication skills. Knowledge and understanding of government procurement procedures and regulations, PFMA and PPPFA/SCM, Understanding of property market and its trends. Valid driver's license.
- DUTIES** : Acquisition of vacant land and or land with improvement thereon and fixed property. Negotiate with owners for acquisition of land/fixed property and rights thereof for use by clients Departments. Maintain the property Information System for all leased property to ensure timeous rental payments. Prepare and compile reports required by Head of Section and supervisor. Advice supervisor and/or clients on issues related to property acquisition, carry out site inspections to ensure clients satisfaction. Drafting of lease contracts and other documents. Liaise with Clients Departments and Building owners and lease administrator to ensure clients satisfaction.
- ENQUIRIES** : Mrs. F. Kula Tel No: (051) 408 7545
- POST 16/20** : **SENIOR PROVISIONING ADMIN CLERK: PROVISIONING AND AUXILIARY SERVICES REF NO: 2021/129**
- SALARY** : R208 504 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Applicants must be in possession of a Senior/Grade 12 Certificate and related stock keeping experience or an equivalent combination of education and experience. Knowledge of MS Word, Excel. Good verbal and written communication skills. Ability to work under pressure. Knowledge of LOGIS processes and Supply Chain Management procedures.
- DUTIES** : Check and capture requests on LOGIS with regard to goods and services. Ensure that all procurement practices are in accordance with Provisioning prescripts and delegations. Complete and capture request memos and procurement advices for ordering of goods and services. Follow-up outstanding orders. Monitor delivery of goods and services. Receive and forward all types of goods and deliveries in and out of the store to the correct point of storage area. Follow all standards for issuing and receiving stock within the store's area of operation. Monitor and take inventory on regular basis to compile orders based on par levels or needs. Maintain clear and organized records to ensure all reports and invoices are filed and stored properly. Monitor Periodic Automatic Replacement levels for all good items to ensure proper levels. Responsible to verify all goods arrived as per the agreed purchase, delivery note and agreed quantity has been received. Ensure store area are clean and
- ENQUIRIES** : Ms. E Venter Tel No: (051) 408 7457

POST 16/21 : **DRIVER / MESSENGER REF NO: 2021/130**

SALARY : R145 281 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A Senior Certificate or equivalent with appropriate experience. Drivers' license. The following will serve as recommendations: Minimum Information Security Standards (MISS) Act; Technical skills; Ability to maintain integrity of confidential information; ability to prioritise; basic communication (verbal and written); basic numeracy; basic computer literacy; interpersonal relations.

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

ENQUIRIES : Ms. Venter Tel No: (051) 408 7457