

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

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

**APPLICATIONS**

- : May be forwarded to:
- Head Office Applications:** Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
- Pretoria Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms. M Masubelele
- Johannesburg Regional Applications:** The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017. For Attention: Mr. M Mudau
- Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms. N Hlongwane
- Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5007, Umtata, 5099. For Attention: Ms. N Mzalisi
- Mmabatho Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr. T. Oagile
- Durban Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms. NS Nxumalo
- Port Elizabeth Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Mr. SS Mdlaka

CLOSING DATE

- : 30 July 2021 at 16H00

NOTE

- : An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply. Kindly take note that with effect from 01 January 2021 DPSA approved the new Z83 application form, you are all requested to use it and failure to use the new application form your application will be disqualified, obtainable from any Public Service department. The Z83 form must be signed when submitted, however for purpose of certification of documents HODs are referred to circular 35 of 2019 and circular 10 of 2020. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must be clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity documents, and driver's license (Where applicable) and any other relevant documents, such copies need not to be certified when applying for the post. The communication from the HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to be furnished additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the

documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed, e-mailed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & 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/trainingcourse/sms-pre-entryprogramme/>.

ERRATUM: Kindly note that the following 2 posts were advertised in Public Service Vacancy Circular 24 dated 02 July 2021 (1) Chief Artisan: Workshop (X4 Posts): X1 Carpentry, X1 Plumbing, X1 Electrical & X1 Mechanical Ref no: 2021/172, Salary: R386 487.00 per annum (OSD Package). (2) Legal Admin Officer: Legal and Contracts Administration (M5): Legal Services Ref No: 2021/177, was wrongfully advertised with a ranging salary of R373 389 - R912 504 per annum (All-inclusive salary package) (OSD), the correct salary is as follows: R373 389 per annum (OSD Package). (3) Engineering Technologist Production, Grade A Ref no: 2021/178, was wrongfully advertised with a ranging salary of R363 894 - R392 283.per annum (OSD Package), the correct salary is as follows: R363 894 per annum (OSD Package). (4) Artisan Foreman: Painter Workshop Ref no: 2021/183, Salary: R304 263.00 per annum (OSD Package). (5) Artisan: Workshop Carpenters (X2 Posts) Ref no: 2021/187, Salary: R190 653.00 per annum (OSD Package).

MANAGEMENT ECHELON

<u>POST 25/52</u>	:	<u>DIRECTOR: ACQUISITION MANAGEMENT (PROPERTY AND FACILITIES MANAGEMENT) (SCM) REF NO: 2021/201</u>
<u>SALARY</u>	:	R1 057 326 per annum, (All Inclusive salary Package) (Total package to be structured in accordance with the rules of the Senior Management service).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) An Undergraduate qualification (NQF level 7) in either Supply Chain Management, Public Administration, Economic Management Sciences or related Property and Facilities Management and five (5) years' experience at Middle/Senior management level in Supply Chain Management. Knowledge: Thorough knowledge and understanding of procurement-related legislation, including; 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: Strategic management, Programme and project management, Senior management skills, Sound analytical and problem identification and solving skills, Computer literacy, Numeracy, Relationship management, Interpersonal and diplomacy skills, Decision making skills, Motivational skills, Presentation skills, Negotiation skills, Advanced communication skills (including report writing); 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, Solution 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. Drivers' license; willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	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; Oversee the utilisation of the Central supplier Database in quotation processes; manage procurement processes related to:-Built Environment (Capital and Maintenance);Asset Management (Leasing, Acquisition and Disposal); and 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, related training and development; communicate with industry suppliers regarding the procurement model; liaise and interact with other state institutions regarding the procurement. Lead and Manage the Directorate - manage office administration services; manage human resource, equipment and finances; manage employment-related processes. Design and implement measures to eliminate fraud and corruption within SCM processes. Manage and respond to audit findings and develop Audit Action Plans.
<u>ENQUIRIES</u>	:	Mr. R Naidoo Tel No: (012) 406 1191
<u>POST 25/53</u>	:	<u>DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT: (DEPARTMENT OF DEFENCE AND SOCIAL SERVICES) REF NO: 2021/202</u>
<u>SALARY</u>	:	R1 057 326 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 7) in the Built Environment, Finance. A minimum of five (5) years' experience at MMS/SMS in Immovable Asset/Property Management. A minimum of five (5) years' proven experience in strategic management of immovable asset portfolios. Excellent knowledge of property investment, property financing, property law, property developments and refurbishments, maintenance, property management and property valuation. Knowledge: Immovable Asset Management, Property Management, Government Immovable Asset Management Act, 2007, Public Finance Management Act, 1999, Treasury regulations, Property related legislations, Project management. Skills: Problem solving, Planning and organizing, Strategic planning, Time management, Computer literacy, Facilitation skills, Report writing, Feasibility analysis, Analytical thinking, Good communication skills, Interpersonal skills. Personal Attributes: Goal and solution orientated, Assertiveness, People and client orientated, Team player, Innovative, Ability to adapt work schedule in response to operational requirements. Willingness to travel and driver's license.
<u>DUTIES</u>	:	The incumbent will be responsible for immovable asset management functions within the Department with the following key result areas in accordance with approved Strategic Plan, Annual Performance Plan and Business Plan: Oversee the development and review of property strategies. Develop and review of Custodian Asset (immovable) Management Plans. Develop Implementation Programmes to address user departments and custodian's accommodation requirements. Programme Management. Facilitate the assessment of the performance of Assets (immovable). Prioritise investment solutions in line with life cycle asset (immovable) management principles. Ensure that the budget framework is in line with Medium Term Expenditure Framework. Exercise custodial activities on assets (immovable). Develop

		Asset (immovable) Management policies, strategies and guidelines. Manage the identification, evaluation, management and implementation control of risks. Manage Asset Performance Reports Ensure optimal utilisation and performance of assets. Provide management support to the unit/ section.
<u>ENQUIRIES</u>	:	Ms. M Tshabalala Tel No: (012) 406 1915
<u>POST 25/54</u>	:	<u>DIRECTOR: ARCHITECTURAL SERVICES (TECHNICAL SERVICES) REF NO: 2021/203</u>
<u>SALARY</u>	:	R1 057 326 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) An undergraduate qualification (NQF level 7) in Architecture. A minimum of five (5) years' experience in MMS/SMS level and registered with SACAP as a professional architect. Valid Drivers' license, prepared to travel. A Master's degree in Architecture will serve as an added advantage. Knowledge: Architectural design within the infrastructure planning, construction and procurement systems, Architectural legislations, Architectural norms and standards, Occupational and health standards, Contract management, Technical knowledge of the general built environment. Skills And Experience: Co-ordinate design and integrate across disciplines, Utilisation of Industry standard Architectural related Computer Packages, Programme and Project Management skills, Effective communication, Computer literacy, Organisation and planning, Problem solving skills and solutions orientated, Decision making skills, Mentoring ability, Financial and Budget Management skills.
<u>DUTIES</u>	:	Develop Architectural concepts and designs Develop Architectural and Urban Design Guidelines compliant to legislative and green building standards. Alignment to IDMS for planning improvements. Development of Norms and Standards to support Government Infrastructure delivery. Perform review and approvals of designs and technical proposals. Commission the preparation of proto-type designs for a variety of building categories. Formulate policy on design to support planning for construction and input into specifications. Provide technical support in the development of accommodation solutions. Contribute to the development of architectural related policies, methods and best practices. Support Project Managers on matters relating to developed concepts and designs. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and monitoring of Directorates Business plans, for improved service delivery. Ensure Mentoring and development of Young Professionals. Assist with architectural inputs on preparation of tender documents. Evaluate building designs. Liaise and interact with service providers. Ensure and facilitate skills transfer.
<u>ENQUIRIES</u>	:	Ms. S Subban Tel No: (012) 406 1790
<u>POST 25/55</u>	:	<u>DIRECTOR: QUANTITY SURVEYING: TECHNICAL SERVICES REF NO: 2021/204</u>
<u>SALARY</u>	:	R1 057 326 per annum. (Total package to be structured in accordance with the rules of the Senior Management Services)
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) An undergraduate qualification (NQF level 7) in Quantity Surveying. A minimum of five (5) years' experience in MMS/SMS level and registered with the professional body (SACQSP) – The South African Council for the Quantity Surveying Profession. A valid Driver's license. Must be able to travel. Knowledge: Quantity surveying legislation policies and standards and indices, Technical knowledge of the general built environment, Contract management, Quantity surveying methods and practices, Public Financial Management Act, Cost management, Risk management. Skills And Experience: Advanced communication, Programme and project management, Utilisation of industry standard, Quantity Surveying packages and programmes, Computer literacy, Organisation and planning, Problem solving skills, Solutions orientated, Decision making skills, Mentoring ability, Financial and Budgeting Management skills.
<u>DUTIES</u>	:	Develop, manage and maintain quantity surveying related policies, aligned to best practice methods and standards – develop and maintain building cost database in alignment to the industry norms. Assist with the development of building cost and space norms and quantification thereof; including costing of

accommodation solution towards as MTEC budget framework requirements and project proposals. Prepare reports on projected costs for feasibility of projects. Develop financial models for various implementation methods towards cost effective accommodation solutions. Advise and support project managers on Quantity surveying related matters. Verify building cost estimates; prepare cost estimates on designs and design changes. Financial management of the Directorate's budget. Management of the Human Resources of the Directorate, including development and management of Directorate's business plans for improved service deliver, ensure mentoring and development of your Quantity Surveying Professionals and facilitate skills transfer.

ENQUIRIES : Ms. S Subban Tel No: (012) 406 1790

OTHER POSTS

POST 25/56 : **CHIEF ENGINEER GRADE A REF NO: 2021/205**

SALARY : R1 042 827.per annum, (All-inclusive OSD salary package)
CENTRE : Durban Regional Office
 Civil (X1 Post)
 Structural (X1 Post)

REQUIREMENTS : An Engineering degree (BEng/ BSC (Eng). Six (6) years' post qualification experience. Compulsory Registration with ECSA as Professional Engineer. A valid Driver's License. Knowledge: Civil/Structural Engineering best practice, Project Management, Extensive knowledge of all mechanical engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Ability to undertake critical review/analysis and provide technical advice, Ability to maintain integrity of confidential information, Financial administration, Advanced technical report writing, Computer Literacy, Planning and Organising, Programme and project management, Interpersonal and diplomacy skills, Prepared to travel, Willing to adapt to working schedule in accordance with office requirements.

DUTIES : Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory, Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Governance allocation, control, monitor and report on all resources. Compile risk logs and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. Short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management - Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programs and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management - Manage the development, motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organisational needs and requirements. Manage subordinates' key performance areas by

		setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
<u>ENQUIRIES</u>	:	Mr. KB Mbhele Tel No: (031) 314 7163
<u>POST 25/57</u>	:	<u>CHIEF CIVIL ENGINEER (GRADE A): (DIRECTORATE: INVESTMENT ANALYSIS) REF NO: 2021/206</u>
<u>SALARY</u>	:	R1 042 827 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	BSC Eng Degree in Civil Engineering or equivalent Registration as a Professional Civil Engineer with the Engineering Council of South Africa (ECSA) is compulsory with a minimum of six (6) years' post-qualification experience as a registered Civil Engineer. Be in possession of a valid driver's license (Code 08). Knowledge: Various facets of Civil Engineering practice, including knowledge of construction methods, techniques and system applied in full spectrum of the Civil Engineering profession, Knowledge of contract building law to the extent applied in the profession, All aspects of the building Engineering design and analysis, engineering operational communication, process knowledge maintenance knowledge, to extent applied in the profession, Technical consulting, A good understanding and competence in the context of the built environment, Legislative and legal aspects of built environment developments and informed decision-making, Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies, Knowledge of the real estate industry and asset management is advantageous, Experience in conducting Feasibility Studies would be advantageous as well as knowledge in the real estate industry and asset management. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literacy, Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use professional judgment in decision making and be able to work under pressure.
<u>DUTIES</u>	:	Review, analyse and evaluate state owned facilities, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance projects. Evaluate facilities / buildings to determine if they conform to industry acceptable norms, standards and specifications. Identify the risks associated with different types / categories of buildings and the construction thereof. Provide technical input, guidance and interpretation of feasibility studies on various projects. Advise and identify innovative alternative solutions to promote sustainability and cost effectiveness in buildings. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Assess the financial and socio-economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Identify technical and functionality solutions and market trends and risk for specified portfolio and project solutions. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.
<u>ENQUIRIES</u>	:	Mr. V Bedesi Tel No: (012) 406 2047 or Tel No: (072) 561 9731
<u>POST 25/58</u>	:	<u>CHIEF QUANTITY SURVEYOR - GRADE A REF NO: 2021/207 (X3 POSTS)</u>
<u>SALARY</u>	:	R898 569 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Degree in Quantity Surveying or relevant qualification and Compulsory registration with the SACQSP as a Professional Quantity Surveyor, Minimum of six (6) years' post-qualification experience. 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 and

<u>DUTIES</u>	:	planning skills and an extensive knowledge of all Quantity Surveying aspects of the building and construction environment.
	:	Advise on the development and maintenance of policy, methods, practices and standards on Quantity Surveying services. Provide a quality, cost control and value management service on all building related matters in the Department. Audit consultant's fee accounts. Audit progress claims and final accounts of building projects. Prepare 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>	:	Ms. S Subban Tel No: (012) 406 1790
<u>POST 25/59</u>	:	<u>CHIEF QUANTITY SURVEYOR (GRADE A) REF NO: 2021/208</u> Directorate: Investment
<u>SALARY CENTRE REQUIREMENTS</u>	:	R898 569 per annum, (All-inclusive OSD salary package)
	:	Head Office (Pretoria)
	:	An appropriate Bachelor's degree in Real Estate (Property valuation) or a three year tertiary qualification in Real BSC Degree in Quantity Surveying or equivalent, Registered Professional Quantity Surveyor with the South African Council of Quantity Surveying Professionals (SACQSP) is compulsory with a minimum of six (6) years' post-qualification experience as a registered Quantity Surveyor, Be in possession of a valid driver's license (Code 08). Knowledge: Experience in conducting Feasibility studies would be advantageous as well as knowledge or the real estate industry and asset management. A good understanding and competence in the context of the built environment, Developed knowledge and understanding of National Government's responsibility to improve access to Government services, Legislative and legal aspects of built environment developments and informed decision-making. Knowledge of construction contract law to the extent applied in the profession is also important. The understanding and application of various facets of the quantity surveyor practice, including knowledge of construction methods, techniques and system applied in full spectrum of the quantity survey profession. Skills: Well-developed project management, Quantity surveying, analytical, planning, legal compliance, interpersonal communication, executive report-writing and presentation skills as well as computer literacay and knowledge of MS Office Suite, Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, Be able to use Professional judgment in decision making and be able to work under pressure, Must have the ability to conduct cost estimation on small, large and mega projects as well as to project life cycle costing in support of property and projects- related feasibility studies, capital budgeting techniques and the development of capital breakdown structures.
<u>DUTIES</u>	:	Apply the policies, methods, practices and standards as well as ensure compliance with Departmental space and cost norms requirements and legislation. Using inputs from a multidisciplinary team, prepare cost estimates on building projects or existing and proposed built infrastructure, consultants' designs, drawings and details against best practice norms as applicable to new installations, rehabilitation, refurbishment, upgrades and/or maintenance contracts. Assess standards of installation, operations, maintenance and records in relation to costs. Determine the cost efficiency of projects and its life cycle costs and advise on optimising building costs and time. Advise on economic life of existing systems and built infrastructure. Provide support to inform feasibility studies in the evaluation of the effectiveness and efficiency of existing and proposed built infrastructure including cost and time implications. Visit building sites to assess and develop technical reports. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management. Assess the financial and socio-economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Provide inputs into the

		development of business processes and guidelines for making sound investment decisions. Executive report writing.
<u>ENQUIRIES</u>	:	Mr. V Bedesi, Tel No: (012) 406 2047 or Tel No: (072) 561 9731
<u>POST 25/60</u>	:	<u>CHIEF ARCHITECT GRADE A REF NO: 2021/209</u> Chief Directorate: Planning and Precinct Development
<u>SALARY</u>	:	R898 569 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate Bachelor's degree with six (6) years' post qualification experience. Experience in various facets of architecture. Master's degree in Architecture will be an added advantage. Registration as Professional Architect with South African Council for the Architectural Profession (SACAP) is compulsory. Well-developed project management, analytical planning, legal compliance, computer literacy, interpersonal communication, report writing and presentation skills. Valid driving license. Effective use of CAD (AutoCAD, ArchiCAD and/ or Revit) as well as other software required to successfully complete your duties. Experience with GIS will be an added advantage. Good knowledge and understanding of inter-related macro/micro design aspects related to national government's responsibility to improve access to government services. Revitalisation and development of urban centers for improved inner city (CBD) economics, urban design, implementation of urban master planning guidelines, collaboration with local authorities regarding inner city precinct planning and maximisation of state properties within urban and rural centers for optimum economic benefit. Programme management skills and effective communication abilities. Coordination and management of funding requirements and budgets linked to projects. Establishment of task teams and resource management. Strategic capability and leadership. Problem solving and analysis. Stakeholder management skills. Customer focus and responsiveness. Excellent communication (verbal and written) skills. Experience in the property development field on multiple levels including strategic planning, space planning, architectural design and project implementation. Experience in urban design, master planning and precinct planning will serve as an advantage. Background with Municipal Spatial Development frameworks and Urban Design Frameworks will be an added advantage. An appropriate master's degree in Urban Design will be an added advantage.
<u>DUTIES</u>	:	Manage spatial development for state accommodation solutions within the spatial development plans (frameworks)/integrated development plans (IDP) of district, local and rural municipalities to ensure integration. Ensure verification and Interpretation of Client departments' needs, preference and space norms. Analyse master plans and reduce same to further levels of design, taking into account the inter relationship of sites and client needs within precinct boundaries. Prepare balanced, proper, efficient and effective development plans and development frameworks compliant with legislative requirements, town planning schemes and governmental corporate image and customs. Preparation of drawings, reports and presentations. Prepare guidelines and objectives in documentation format for further detail design of specific sites within precincts. Function as a team member and interact with appointed experts, local authorities, clients and management. Effectively managing the spatial programme and all inter dependent and inter-reliant projects and stakeholders. Manage the programme resources and budget requirements. Effective develop and manage the programme implementation framework as well as communication thereof. Provide professional and technical support on architectural and urban design issues to the implementation teams at Head and Regional offices. Mentor Architectural Young Professionals and provide support and guidance to production Architects.
<u>ENQUIRIES</u>	:	Mr. T Rachidi Tel No: (012) 406 1885
<u>POST 25/61</u>	:	<u>CHIEF ARCHITECT REF NO: 2021/210</u>
<u>SALARY</u>	:	R898 569 per annum, (All-inclusive OSD salary package)
<u>CENTRE</u>	:	Port Elizabeth Regional Office
<u>REQUIREMENTS</u>	:	B-Degree in Architecture or equivalent qualification. Six (6) years' Architectural post qualification experience required, valid driver's license, compulsory registration with SACAP, extensive relevant experience. Appropriate and good understanding of all relevant legislation and construction industry contracts.

		Strong planning and analytical skills. Technical and innovative problem solving abilities. Computer literac. Good human relations. Good and oral written communication skills. Knowledge of project management.
<u>DUTIES</u>	:	Provide technical support to protect managers in evaluating effectiveness and/or efficiency of solutions offered by consultants. Maintenance of operational agreements between Client Departments and Department of Public Works. Provide a quality survey on all building designs. Inspect buildings in the process of construction and ensure that the required standards are being applied in the building process-report on such inspections, inspect existing buildings to ensure that the state property is sensibly utilised and not wasted. Consult with building contractors. Oversee that legal and environmental requirements are adhered to during the execution of process. Advise on the suitability of architects for registration on departmental roster of consultants.
<u>ENQUIRIES</u>	:	Mr. SL Jikeka Tel No: (041) 408 2074
<u>POST 25/62</u>	:	<u>DEPUTY DIRECTOR: EPWP ENTERPRISE DEVELOPMENT NATIONAL PROGRAMME MANAGER REF NO: 2021/213</u>
<u>SALARY</u>	:	R869 007 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service
<u>CENTRE</u>	:	Pretoria (Head Office)
<u>REQUIREMENTS</u>	:	A three year tertiary qualifications in Economics/Small Business Development or relevant qualification equivalent as recognized by SAQA. Relevant working experience and relevant experience at an ASD level in Economics/Small Business Development and/or Programme Management. Willingness to travel. Valid unendorsed driver's license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills, Strategic Capability and Leadership skills, Programme and Project Management skills, Financial Management skills, Change Management skills, Communication skills, Organising and Planning skills, Policy Development skills, Decision Making skills, Problem Solving skills, Conflict Management skills. Interpersonal Relations Ability to work under pressure and dead line driven. People Management Skills, Strategic leadership and Economic orientation. Monitoring and evaluation are also key requirements.
<u>DUTIES</u>	:	Manage and coordinate the implementation of EPWP-based Enterprise Development initiatives across all the nine (9) provinces by: Support design, formulation and implementation of the enterprise development framework, processes and strategies, Establishment and maintenance of partnerships with stakeholders and implementing agencies, Designing, development, implementation and maintenance of a EPWP Reporting System Enterprise Development Application and Manage enterprise development programme reporting and ensure compliance with applicable standards, Coordinate activities for the EPWP enterprise development programme reporting system and Audits and Manage the Sub-Directorate and effective and efficient management of allocated resources within the EPWP Enterprise Development.
<u>ENQUIRIES</u>	:	Mr. M Hadebe Tel No: (012) 492 3094
<u>POST 25/63</u>	:	<u>DEPUTY DIRECTOR: EPWP EVALUATION AND RESEARCH REF NO: 2021/214</u>
<u>SALARY</u>	:	R869 007 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 Social Sciences/Statistics or related qualification, Experience in evaluation and research, Knowledge of Local Government and Non-State entities protocol, Public Finance Management Act, EPWP strategic goals, financial management, policies and regulations, Strong research and statistical analysis, Effective communication (verbal and written) skills, Knowledge of and skills in computers and competency in statistical packages e.g. STATA, SPSS, Advanced report-writing skills, Effective management, sound analytical, problem identification and solving skills, Valid driver's license.
<u>DUTIES</u>	:	Plan and implement evaluation studies as per the M&E Framework, Commission evaluation (process, outcome and impact) studies as per the M&E framework, Oversee EPWP performance evaluations undertaken, Communicate evaluation findings to all stakeholders, Analyse EPWP quarterly data, identify trends and prepare reports per Sector and produce specific

progress reports against set targets, Analyse secondary data to determine the impact of the programme, Conduct sector-specific and cross-cutting research for the EPWP programme, Disseminate programme results through workshops and forums.

ENQUIRIES : Ms. K Zantsi Tel No: (012) 492 3014

POST 25/64 : **DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2021/215**

SALARY : R869 007 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service

CENTRE : Johannesburg regional

REQUIREMENTS : A three year tertiary qualification in Project Management, Property Management and Asset Management or Real Estate Management. Extensive appropriate experience in Building Environment, Asset Management and Property Management. Valid driver's licence. Skills: communication skills, problem solving, financial management, interpersonal skills, resource management, programme and project management, computer literacy, strategic planning, influencing skills, time management; negotiation skills, policy formulation, decision making skills, motivational skills. Knowledge: framework for Supply Chain Management, Structure and functioning of the Department, business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations.

DUTIES : Develop and monitor the implementation of IAR policies, frameworks and guidelines, processes, norms & standards and strategies:-in collaboration with National, Provincial and Local government custodians to ensure uniformity in the accounting of immovable assets for the State. Develop and implement IAR verification support tools. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Monitor the implementation and maintenance of IAR essential policies and procedures at regional level Ensure compliance with the relevant legislation in terms of the Constitution, PFMA, GIAMA, GRAP and National Treasury guidelines. Co-ordinate and ensure execution of the physical verification of immovable assets:-Conduct 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. Ensure that the surveying of DPW land parcels including SDF's is completed. Vesting of land parcels and endorsements of Title Deeds to confirm ownership of properties under the custodianship of DPW/PMTE. Provide appropriate support to the Operation Take Back (Bring Back) strategy initiative by providing required inputs and support. Verify documents or information through Deeds Search with Deeds Office, Surveyor-General and Municipalities. Manage human resources (financial, physical and human), manage section performance within the subdirectorate, and report on the performance of the unit against operational plan, business requirements and targets. Develop the work plan for the unit and ensure effective prioritization and resource planning. Agree on the training and development needs of the unit. Manage the implementation of compliant performance management, manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements. Manage the financial resources of programs and projects in charge of in accordance to the PFMA.

ENQUIRIES : Adv. JM Monare Tel No: (011) 713 6051

POST 25/65 : **DEPUTY DIRECTOR: DISPOSALS REF NO: 2021/216**

SALARY : R869 007 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service.

CENTRE : Durban Regional Office

REQUIREMENTS : A three year tertiary qualifications in Real Estate Management/Property Management / Financial Management, Property Law or equivalent qualification. Relevant work experience in the Property or Immovable Asset Management, preferably in Disposals. Relevant supervisory experience on Assistant Director Level. Knowledge of the following: State Land Disposal Act, Broad Based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, Procurement

		directives and procedures and Government Budget procedures; computer literacy, negotiation skills, report writing skills and effective communication. Ability to work under pressure. Willing to adapt work schedule in accordance with professional requirements. Willing to travel. A valid driver's license.
<u>DUTIES</u>	:	Manage the disposal process of State land; co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; establish the ownership of land to be disposed; ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposal. Manage financial processes on the disposal of land- assist in the valuation of land to be disposed; manage the compilation of budget inputs; compile and present budget review report on land disposal; manage the recovery of State funds; oversee and ensure timeous payments of consultants and related fees; prepare and present quarterly projections to the Supply Chain Management; attend to the resolution of audit queries.
<u>ENQUIRIES</u>	:	Ms. PEM Shoji Tel No: (031) 3147205
<u>POST 25/66</u>	:	<u>DEPUTY DIRECTOR: FRAUD INVESTIGATIONS REF NO: 2021/217</u>
<u>SALARY</u>	:	R733 257 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	A three year tertiary qualification in Auditing, Financial Management/ Criminology/Public Administration or equivalent qualifications, extensive experience in a relevant environment at ASD level. Drivers' license. Must be prepared to travel and be absent for prolonged periods at short notice. Must be prepared to work irregular and long hours. Expect to work overtime. Must be prepared to disclose their financial interests. Security clearance. Knowledge: Applicable legal framework. Departmental business systems and processes. Disciplinary code and procedures. Understanding of ethical values and behaviour. Good governance. Best practices in the prevention and combating of corruption and unprofessional conduct. Fraud examinations. Skills: Computer literacy. Effective communication (verbal and written). Planning and organisation. Relationship management. Programme and project management. Interpersonal and diplomacy skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Negotiation skills. Conflict management. Presentation skills. Personal Attributes: Tenacity. Dedication. Honesty. Exceptional level of integrity. Innovation. Adaptability. Solution orientated – ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels. People orientated and highly motivated.
<u>DUTIES</u>	:	Promote a culture of intolerance to fraud and corruption within the Department and among service providers. To plan and implement special forensic operations and projects, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, ensure the referral of alleged serious mismanagement of resources or unprofessional conduct to the relevant authorities, supervise, maintain and co-ordinate the forensic investigators attached to the unit. Support the risk assessment and profile of the Department. Manage the Sub-directorate: Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Manage procurement and asset management for the sub-directorate. Compile monthly, quarterly and annual performance reports. Plan and allocate work. Quality control of work delivered by employees.
<u>ENQUIRIES</u>	:	Mr L Mahlangu Tel No: (012) 406 1977
<u>POST 25/67</u>	:	<u>DEPUTY DIRECTOR: INTERNAL CONTROL REF NO: 2021/218</u>
<u>SALARY</u>	:	R733 257 per annum, (All-inclusive salary package), (Total package to be s with the rules of the Middle Management Service).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria) tructured in accordance
	:	A three year tertiary qualification in Finance / Internal Audit with appropriate working experience in internal control environment within finance or supply

chain management or internal audit. Appropriate working experience at a supervisory level. Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP), International standards and property industry, Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement. SKILLS: Communication skills both written and verbal, Interpersonal skills, Administrative skills, Report writing, Problem solving skills and decision-making skills, Numerical, analytical and financial skills, Ability to work under pressure and meet deadlines, Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels, Assertiveness, accuracy and attention to detail, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, Valid driver's license, Willingness to travel and work irregular hours.

DUTIES : Identify potential areas of compliance vulnerability and risk in finance and supply chain management environment. Compile reports on a regular basis to keep head of Directorate and management informed of the operation and progress on internal controls. Follow up on all reported cases of financial misconduct. Assess the effectiveness of the internal controls on finance and supply chain systems to identify control weakness. Handle investigation of all reported cases of financial misconduct and other SCM and Finance special projects. Coordinate internal control review and monitoring activities. Review and advise on Finance and SCM Standard Operating Procedure manuals, Delegations document and Policy for the Department. Develop an effective internal control training program for all employees and managers. Monitor and evaluate the performance of the internal controls and related activities. Coordinate the audit between the Department and the AGSA. Represent the directorate in Audit steering committee meeting. Provide support to Regional Offices in implementing and monitoring internal controls within Finance and Supply Chain Management. Support Regional Offices with the implementation of National Treasury prescripts. Manage financial and procurement processes of the section. Compile budget inputs of the component. Manage and develop staff.

ENQUIRIES : Mr. L Toona Tel No: (012) 406 2123

POST 25/68 : **EXECUTIVE OFFICE MANAGER: OFFICE OF THE DEPUTY DIRECTOR GENERAL: GRC REF NO: 2021/219**

SALARY : R733 257 per annum, (All-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service.

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification in Social Science, Administration, Building Sciences, and Financial related or related field. Extensive experience on an Assistant Director level. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, Structure and functioning of the Department, Conflict management, Project management; Skills: Communication (written and verbal) Policy analysis and development, Planning and organizing, People management, Financial management, Project coordination, Problem Solving, Computer literacy, Facilitation and presentation, Stakeholder and client liaison, Monitoring; Excellent interpersonal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.

DUTIES : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the DDG and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the DDG for such meetings; Contribute to the development and promotion of the programmes under the jurisdiction of the DDG; Undertake research and inform DDG of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent DDG at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate

meetings/ workshops (venues, travel, catering etc.); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate and manage projects in the office of the DDG. To render effective and efficient administrative support services – Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the DDG's office. Risk and compliance management-Coach and guide staff on compliance to all relevant regulatory, internal and external compliance requirements; Report on all risk and financial indicators including e.g. financial losses, overpayment, etc. according to required format; Keep up to date with compliance and regulatory requirements and liaise with all relevant stakeholders within and external to the organisation to ensure accurate implementation; Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)-management of section performance within the sub-directorate; Report on the performance of the unit against operational plan, business requirements and targets; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

- ENQUIRIES** : M Dondashe, Tel No: (012) 492 3192
- POST 25/69** : **CONSTRUCTION PROJECT MANAGER (X3 POSTS)**
- SALARY CENTRE** : R718 059 per annum, (All-inclusive OSD salary package)
: Kimberly Regional Office Ref No: 2021/211 A (X2 Posts)
: Port Elizabeth Ref No: 2021/211 B (X1 Post)
- REQUIREMENTS** : A National Higher Diploma/ BTech in the Built Environment field and a minimum of four (4) years' and six months experience in the Built Environment/Honours degree in Built Environment filed with a minimum of three (3) years' experience. Compulsory registration with the SACPCMP as a Professional Construction Manager and/ furnish a proof that you have applied to register with the professional council and paid the prescribed application and registration fees. 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, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
- 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 multi-disciplinary 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** : for Kimberley Office: Mr. T Van den Berg Tel No: (053) 838 5204
: Port Elizabeth Office: Mr. SL Jikeka Tel No: (041) 408 2074

POST 25/70 : **CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2021/212 (X3 POSTS)**

SALARY : R718 059 per annum, (All-inclusive OSD salary package)
CENTRE : Pretoria Regional Office

REQUIREMENTS : A National Higher Diploma (Built Environment Field) with a minimum of four (4) years' and six (6) months certified experience, B-Tech (Built Environment field) with a minimum of four (4) years' certified managerial experience, Honours Degree in any Built environment field with a minimum of three (3) years' experience, 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, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

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 multi-disciplinary 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. D Sewada Tel No: (012) 310 5399

POST 25/71 : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2021/220**

SALARY : R470 040 per annum
CENTRE : Kimberly Regional Office

REQUIREMENTS : A three year tertiary qualification in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education or Behavioural Sciences. Relevant working experience in Training and Skills Development Coordination field. Willingness to travel and work irregular hours and be in possession of a valid driver's licence (Code B – Old Code 8). Social facilitation, conflict management, training and presentation skills, training quality assurance, stakeholder management, budget management, record keeping, claims support, procurement procedures and reporting are also key requirements for this job.

DUTIES : Coordinate the training for EPWP participants. Collect and capture data for reporting training interventions. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Coordinate capacity building programmes for EPWP Officials. Provide support to Training Providers during training and claims processes.

ENQUIRIES : Ms. C Makunike Tel No: (012) 492 3075

POST 25/72 : **CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2021/221**

SALARY : R470 040 per annum
CENTRE : Kimberly Regional Office

REQUIREMENTS : A three year tertiary qualification (T/N/S streams) in Engineering; Built environment or equivalent or N 3 and a passed trade test in the building environment or, Registration as an Engineering Technician and more than 6 years appropriate experience. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards,

technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy.

DUTIES : Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.

ENQUIRIES : Ms. A Xentsa, Tel No: (053) 838 5345

POST 25/73 : **ASSISTANT DIRECTOR: EPWP SYSTEM ADMINISTRATOR REF NO: 2021/222**

SALARY : R376 596 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Information Technology or relevant tertiary level qualification. Appropriate working experience in the information management systems field and experience in capacity building. Willingness to adapt to a working schedule in accordance with office requirements. A valid driver's license and must be willing to travel for work purposes. Knowledge: Expanded Public Works Programme; Helpdesk management; EPWP reporting requirements; Prescripts governing the EPWP. Skills: Report writing; Microsoft Office and its packages; Good communication (verbal and written); Presentation and training skills; Team player; Client orientated.

DUTIES : Provide helpdesk support service to the EPWP information management system users. Develop and implement Standard Operating Procedures for the EPWP helpdesk. Ensure optimized utilization of the EPWP information management system. Provide capacity building and technical support to system users. Implement all relevant organizational circulars, policies and other communication that impact on the operation of the unit. Facilitate audits of the EPWP Reporting System.

ENQUIRIES : Ms. T Maluleke Tel No: (012) 492 1465

POST 25/74 : **ASSISTANT DIRECTOR: INTERNAL CONTROL REF NO: 2021/223**

SALARY : R376 596 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification in Finance / Internal Audit with appropriate working experience in internal control environment within finance or supply chain management or internal audit, Appropriate working experience at a supervisory level, Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and

GRAP), International standards and property industry, Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS), Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework, Tender Solutions Suites, ICT Procurement. Skills: Communication skills both written and verbal, Interpersonal skills, Administrative skills, Report writing, Problem solving skills and decision-making skills, Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines, Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels, Assertiveness, accuracy and attention to detail, Dedicated, Hardworking, Ability to work under stressful conditions, Team player, People and client orientated. Goal and solution orientated, Trustworthy, Leadership, Valid driver's license, Willingness to travel and work irregular hours.

DUTIES

: The effective implementation of internal controls within Finance, Supply Chain Management and Legal Contract performance, Monitor whether finance and supply chain objectives are consistent with Government's broader policy, Ensure that the Departmental Finance and SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts, Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes. Coordinating internal compliance review and monitoring activities, Review and provide inputs for the updating of SCM standard operating procedure manual, delegations document and policy for the Department. Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury. Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis. Reporting non-compliant/irregularities to National treasury monthly. Compile report on Non-compliance for condonation for purpose of financial statements. Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties. Make follow up on cases of financial misconduct referred to investigations. Adopt systematic approach to prevent risk. Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit. Serve as Secretariat to the Audit Steering Committee as and when required, Supervise, mentor and manage staff.

ENQUIRIES

: Ms. N Sayed Tel No: (012) 406 1804

POST 25/75

: **ASSISTANT DIRECTOR: PROPERTY PAYMENTS AND REVENUE REF NO: 2021/224**

Re-Advertisement: Those who applied previously are encouraged to re-apply

SALARY CENTRE REQUIREMENTS

: R376 596 per annum
 : Head Office (Pretoria)
 : three year tertiary qualification in economics, accounting, business studies or relevant qualification and relevant working experience in Property Management and / or finance, Supervisory experience, Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage, Willingness to travel, Valid unendorsed drivers licence. Knowledge: Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills, Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with service providers and clients at various levels, Organisation and planning, Relationship management, Project management, Interpersonal and diplomacy skills, Presentation skills, Analytical thinking, Problem solving skills, Decision making skills, Negotiation, Conflict resolution, Motivational skills. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hard-working and highly motivated, research.

DUTIES

: Ensure that annual financial results are compiled in accordance with policies, prescripts and directives; implementation internal control policies in compliance with departmental policies; Monitor creditor age analysis trend and provide intervention where required. Effectively manage payments by ensuring that invoices are paid within prescribed timeframes; ensure that balances are

		confirmed with suppliers; resolve tenants disputes on payments; ensure that payments are correctly recorded; Monitor payment trend analysis. Ensure compliance with related prescripts, delegations and procedures, Implement internal control measures, Effective implementation of the property expenditure management system, Manage property revenues and expenses, Liaise with clients regarding property payments and revenue and respond to audit queries. Mr. S Maruatona Tel No: (053) 838 5207
<u>ENQUIRIES</u>	:	
<u>POST 25/76</u>	:	<u>OFFICE MANAGER OF THE REGIONAL MANAGER REF NO: 2021/225</u>
<u>SALARY</u>	:	R376 596 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Management Assistant, Secretariat, Office management or equivalent. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.
<u>DUTIES</u>	:	Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, including operating the LOGIS and BAS financial systems, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager , Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
<u>ENQUIRIES</u>	:	Adv. JM Monare Tel No: (011) 713 6051
<u>POST 25/77</u>	:	<u>PAYROLL PRACTITIONER: HR ADMINISTRATION REF NO: 2021/226 (X2 POSTS)</u>
<u>SALARY</u>	:	R257 508 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification in Accounting / Finance or related. Appropriate experience in payroll administration / financial accounting. Willing to adapt work schedule in accordance with professional requirements. HR Related policies and prescripts, Salary Administration, PERSAL, BAS. A successful completion of PERSAL Introduction and PERSAL Salary administration courses. Knowledge: General knowledge of HR related standards, practices, processes and procedures, knowledge and understanding of the PFMA and Treasury Regulations, knowledge and understanding of the Basic Accounting System (BAS) , Functioning of PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Codes of Remuneration, Basic knowledge of Income Tax Act. Skills: Good communication (verbal and written) skills; computer literacy; problem-solving skills , planning and organizing skills , Basic numeracy, Interpersonal skills, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Interpretation of policies. Personal Attribute: Innovative, Resourceful, Analytical Thinking, People oriented, Trustworthy, Assertiveness, Hard-working, Self-motivated, Ability to work in a team and independently.
<u>DUTIES</u>	:	Provide assistance in processing monthly salaries: salary recalls, reversal and clearing of suspense file; payment of supplementary claims such as overtime, sessional allowances and advance payment of transfer and relocation costs of

employees; Liaise with conditions of service regarding benefits payable to employees , handle departmental salary claims, handle queries relating to earnings of personnel , assist in filing information related to salaries , handle, monitor and follow up on service termination processes, sort , distribute, record and reconcile payroll certificates, assist in monitoring the process of prompt payment to personnel , assist in acquiring information related to deductions and earnings of personnel, implement maintenance order as per court order; capture salary related transactions on PERSAL. Capture and file S&T claims. The provision of administration support of the Section-respond to salaries and audit related queries; Ensure accuracy of salary related information on the PERSAL systems.

ENQUIRES : Ms. SM Khumalo Tel No: (012) 406 1754

POST 25/78 : **STATE ACCOUNTANT: PAYROLL REF NO: 2021/227**

SALARY CENTRE REQUIREMENTS : R257 508 per annum
 : Head Office (Pretoria)
 : A three year tertiary in Financial Accounting or related. Appropriate relevant working experience. A candidate must have knowledge of Public Service Act and Regulations, Basic Conditions of Employment Act, ERP systems and Government transversal systems, payroll and financial policies and procedures. Problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and computer literacy.

DUTIES : Effective processing of manual payments - capture and process duly supported manual payments (e.g. SARS, GEPF and GEMS) on ERP system, verify manual payment to authorised signatories and banking details. Compilation and capture journals. Prepare PAYE reconciliations and suspense accounts, Monitor and clear clearing of PERSAL exceptions and errors and suspense accounts. Initiate and prepare payroll e-filing to SARS. Prepare Bi-Annuals and Annual Tax reconciliation. Effective document control of manual payment batches and journals. Make inputs to payroll policies and procedures. Provide payroll related inputs for the preparation of financial statements and respond to AGSA audit queries on related payroll matters.

ENQUIRIES : Ms. VM Senong Tel No: (012) 406 1764

POST 25/79 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2021/228**

SALARY CENTRE REQUIEREMENTS : R257 508 per annum
 : Pretoria Regional Office
 : A three year tertiary qualification in Finance/Auditing/Supply Chain Management. Financial Management/Accounting or Supply Chain Management experience. Knowledge of Financial prescripts and international standards, working knowledge of Government Financial systems (BAS, PERSAL, PMIS & LOGIS). Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework. Skills and personal attributes: Good communication skills both written and verbal. Trustworthy. Ability to work under pressure and meet deadlines. Willingness to work irregular hours.

DUTIES : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practice notes, policies and inform about new prescripts from National Treasury. Identify non-compliance by doing pre audit and post audit. Compile report on Non-compliance for coordination purposes of financial statements. Review and updating SCM standard operating Procedure manual, Delegations document and Policy for the Department. Update the risk register in SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries.

ENQUIRIES : Mr. S Sekgale Tel No: (012) 492 3047

POST 25/80 : **HORTICULTURIST: FACILITIES MANAGEMENT REF NO: 2021/229 (X2 POSTS)**

SALARY : R257 508 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS :

Three year tertiary qualification in Horticulture. Valid driver's license and be prepared for extensive travel. Relevant supervisory skill and experience. Knowledge on horticultural practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy.

DUTIES : Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements. Transporting equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Display knowledge of Environmental Legislation.

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

POST 25/81 : **ADMINISTRATION OFFICER: EPWP NYS REF NO: 2021/230**

SALARY : R257 508 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS :

A three year tertiary qualification in Public Administration, Public Management, Management, Bachelor of Administration, HRM. Appropriate relevant experience. Valid Driver's license. Skills: Project Management skills, Communication and Facilitation skills, Language Proficiency, Report Writing, Financial Administration, Computer skills, Negotiation skills and Time Management. Knowledge: project management, construction industry, construction contracting, epwp programme, structure and functioning of the department. Personal Attributes: Resourceful, energetic, flexible, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results, assertive, hard-working, highly motivated and ability to work independently.

DUTIES : The Provision of administrative support at National Department of Public Works and Infrastructure at the Regional Offices in implementing the EPWP National Youth Service programme: booking and selection of venues for briefing of potential NYS learners, preparation of application forms for potential NYS Learners, capturing details of applicants for NYS, capturing of details of NYS Learners recruited, liaison with HR section to ensure that learners details are captured on persal, compile training needs that have been identified for NYS and other infrastructure programs for submission to the EPWP training team. Provide administrative support in the implementation of the Contractor Incubator Programme (CIP) at regional level, identification and booking venues for briefing of contractors to be involved in the programme, obtaining details of CIP applicants. Prepare logistics for Capacity Building/Awareness Creation Workshops and/or Training of Stake-Holders, Provide technical support to the EPWP Reporting System Data Capturers. Provide assistance in obtaining information for the compilation of EPWP Quarterly reports.

ENQUIRIES : Mr. M Sonjica Tel No: (011) 713 6147 / (011) 713 6017

POST 25/82 : **ASSISTANT ADMINISTRATIVE OFFICER: HELP DESK AND COMPLAINTS REF NO: 2021/231**

SALARY : R208 584 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS :

A Senior Certificate/Grade 12 with appropriate experience in clerical and office administration duties. Good verbal and written communication skills. Basic knowledge Public Finance Management Act ,understanding of the built environment, financial administration processes and systems, procurement processes and systems, Effective communication, report writing, basic numeracy, computer literacy, interpersonal relations, general office administrative and organisational skills wide range of office administration

		tasks of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.
<u>DUTIES</u>	:	Prepare submissions for write-offs, clear suspense accounts, obtain required information from client departments and submit to relevant authority for approval, obtain legal advice from State Attorneys regarding the clearing of suspense accounts, send reminders to clients if required. Administrate unplanned maintenance related to the client departments, log complaints on UMMS, provide reference numbers for orders to be issued, ensure effective filing of related documentation, create, capture and maintain database of related records, monitor progress of services provided with regard to the complaint.
<u>ENQUIRIES</u>	:	Mr. KC Muthivheli Tel No: (011) 713 6097
<u>POST 25/83</u>	:	<u>ASSISTANT ADMINISTRATIVE OFFICER: GARDENING SERVICES FACILITIES MANAGEMENT REF NO: 2021/232</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R208 584 per annum
	:	Pretoria Regional Office
	:	An ABET level 4/Grade 12; valid driver's license code B and be prepared for extensive travel; relevant supervisory skill and experience. Knowledge on horticultural practices; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy.
<u>DUTIES</u>	:	Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements; transporting staff, equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports.
<u>ENQUIRIES</u>	:	Mr. HC Mambana Tel No: (012) 342 2033
<u>POST 25/84</u>	:	<u>SENIOR ADMIN CLERK: REGISTRY REF NO: 2021/233</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R173 703 per annum
	:	Mthatha Regional Office
	:	A Senior Certificate/Grade 12 with appropriate experience. Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996 and Information Act (PAIA), as amended. Knowledge of disposal of records. Computer literacy. Ability to identify and arrange different types of records. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.
<u>DUTIES</u>	:	Keep registers, eg for stamps, registered mail, certified mail and others. Keep the file index up to date and maintain files. Administer the flow of files and records, track, trace files and manage sensitive documentation. Receive, sort or prepare incoming or outgoing mail from/for Post office and internal clients. Deposit and Manage payments received. Updating of the invoice Register for both PMTE and DPW.
<u>ENQUIRIES</u>	:	Ms T Bomela Tel No: (047) 502 7046
<u>POST 25/85</u>	:	<u>EPWP DATA CAPTURER REF NO: 2021/234</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R145 281 per annum
	:	Mthatha Regional Office
	:	A Senior Certificate/Grade 12 or Equivalent Qualification/Certificate/. Diploma or Degree in Information Technology/Office Administration and related qualification will be an added advantage. A relevant working experience in Data capturing and Office Administration. Knowledge: a range of work procedures such as data capturing, Administration procedures relating to working environment including norms and standards, Batho Pele Principles. Skills administration and reporting procedures. Basic gathering of information. Computer literacy (MS Suit). Ability to handle stressful environment. Office organisational skills. General filing including electronic filing skills. Conflict

- management and people skills. Ability to perform routine tasks. Basic interpersonal relationship. Problem solving. Strong computer literacy.
- DUTIES** : To capture information from hard copies as submitted by the different EPWP Public Bodies to electronic system, i.e. word excel and basic computer network systems ensuring that the information captured is accurate and in good standards Transcript data from source documents into the EPWP Reporting System.
- ENQUIRIES** : Mr. M Ntese Tel No: (041) 408 2029
- POST 25/86** : **SWITCHBOARD OPERATOR: PROVISIONING & LOGISTICS REF NO: 2021/235**
- SALARY** : R145 281 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12 or equivalent qualifications. Appropriate experience in Switchboard. Good customer etiquette and listening skills, writing skills, friendliness, good communication and interpersonal skills. Computer literacy (MS Packages): Microsoft word, Microsoft excel, access, internet and emails. Ability to cope under pressure. Knowledge of switchboard (telephone Management) systems would be an added advantage. Serve internal as well external clients. Computer literate. Experience in switchboard procedures.
- DUTIES** : The successful candidate will manage the switchboard by facilitating incoming and outgoing calls. Assist technicians with the movement of telephone and fax line (e.g. escort technicians through the building). Certifying job done by technicians when called in for services. Open new telephone lines. Checking of faulty line and telephones handset before logging a call to telephone companies. Ensure that all invoices for services rendered by the technicians are timeously paid. Arrange telephone instruments for new employees. Capturing monthly telephone information/ data on excel. Download monthly telephone bill for DPW & PMTE officials, monthly printout, distribution or sending of telephone bills to staff. Ensure that all telecommunication accounts are up to date. Open individual file for staff. Report faults to information services appointed service provider. Perform any other work schedule in accordance with the various requirements of the Unit.
- ENQUIRIES** : Ms. N Gwatyuza Tel No: (041) 408 2070
- POST 25/87** : **CLEANER: FACILITY MANAGEMENT REF NO: 2021/236 (X4 POSTS)**
- SALARY** : R102 534 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12, ABET 2, 3, 4, Standard 8 or Grade 10 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equivalent will be an added advantage.
- DUTIES** : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices. Scrubbing, moping and polishing floor. Dust and polish furniture.
- ENQUIRIES** : Ms. M Llali Tel No: (018) 386 5379
NOTE : Preference will be given to males.

**INTERNSHIP PROGRAMME/IN-SERVICE TRAINING FOR 2021/2023
(24 MONTHS)**

- APPLICATIONS** : The Regional Manager, Department of Public Works Private Bag X3913, Port Elizabeth, 6056 or Hand delivered at, Eben Donges Building, Corner of Hancock & Robert Street, North End, Port Elizabeth, 6056.
- CLOSING DATE** : 30 July 2021
NOTE : The Programme will be for a non-renewable period of 24 months. Interested candidates should forward a completed Z83 Form obtainable from any Public Service Department, accompanied by a comprehensive CV and copies of their ID and qualifications (including Grade 12 Certificate academic record and Diploma/Degree certificate).(only shortlisted candidates will submit certified copies) No late applications will be accepted. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within one month of the closing date of this advertisement, please accept that your application was unsuccessful. The successful candidate will be required to

undergo security vetting/clearance and criminal record check. Through the Internship Programme, the Department of Public Works and Infrastructure is committed to provide opportunities for qualifying candidates to gain skills, experience and knowledge in their respective career fields. Applicants must be South African citizens who have never participated in an internship programme in any government department/Private Sector. Must not be older than 35 years of age.

OTHER POSTS

- POST 25/88** : **HUMAN RESOURCE MANAGEMENT INTERNSHIP PROGRAMME REF NO: HRD/2021/01 (1X POST)**
Directorate Human Resources Management
- STIPEND** : R6 083.70 per month
CENTRE : Port Elizabeth/Gqeberha
REQUIREMENTS : National Diploma/Degree in Human Resources Management/Industrial Psychology/ Personnel Management/Labour/Industrial Relations.
- ENQUIRIES** : Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 2106
- POST 25/89** : **FINANCIAL MANAGEMENT INTERN REF NO: HRD/2021/02 (X1 POST)**
Directorate: Finance and SCM
- STIPEND** : R6 083.70 per month
CENTRE : Port Elizabeth/Gqeberha
REQUIREMENTS : National Diploma/Degree in Financial Management/Financial Accounting/Management Accounting and Internal Audit
ENQUIRIES : Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 2106
- POST 25/90** : **SUPPLY CHAIN MANAGEMENT INTERN REF NO: HRD/2021/03 (X3 POSTS)**
Directorate: Finance and SCM
- STIPEND** : R6 083.70 per month
CENTRE : Port Elizabeth/Gqeberha
REQUIREMENTS : Diploma/Degree in Purchasing and Logistic Management/Public Administration/ Public Management/Supply Chain Management.
ENQUIRIES : Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 106
- POST 25/91** : **OFFICE MANAGEMENT AND MANAGEMENT ASSISTANT INTERNSHIP PROGRAMME/IN-SERVICE TRAINING REF NO: HRD/2021/04 (X6 POSTS)**
Directorates: REMS, CPM, EPWP, Facilities Management, RM's Office
- STIPEND** : R6 083.70 per month for graduates and R5 066.33 per month for students
CENTRE : Port Elizabeth/Gqeberha
REQUIREMENTS : N6 Certificate in Office Management/Management Assistant, National Diploma/Degree Management Assistant/Office Administration/Administrative Management.
- ENQUIRIES** : Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 2106
- NOTE** : NB: Applicants for Student Internship or Work Integrated Learning must provide a letter from the institution to undertake the Programme.
- POST 25/92** : **ICT INTERN REF NO: HRD/2021/05 (X2 POSTS)**
Directorate: RM's Office
- STIPEND** : R6 083.70 per month
CENTRE : Port Elizabeth/Gqeberha
REQUIREMENTS : National Diploma/Degree in Information Technology and IT Support, Communication Network/ Computer Science
ENQUIRIES : Ms Phoziswa Buwa Tel No: (041) 408 2344 or Ms Nolusindiso Mzwali on Tel No: (041) 408 2106