

## 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 The Correct Regional Office/Centre:  
**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  
**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  
**Polokwane Regional Applications:** The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa  
**Nelspruit Regional Applications:** The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr. E Nguyuzza

**CLOSING DATE**

- : 10 September 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 form 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.

**ERRATUM** Kindly note that the following posts was advertised in Public Service Vacancy Circular 26 dated 16 July 2021, (1) Cleaner: Facilities Management Ref No: 2021/236 (X4 posts), was advertised without the placement centres, the positions will be withdrawn and re-advertised with the correct placement centres. Kindly note that the following posts was advertised in Public Service Vacancy Circular 28 dated 13 August 2021, (2) Assistant Director: Occupational Health and Safety Officer: Electrical/Building/Mechanical Ref No: 2021/259, was advertised with different disciplines for only (one) 1 position, The correct discipline is as follows: Electrical. (3) Senior Admin Officer: Logistics (Travel Contract Management) Logistical Services Ref no: 2021/264, have been withdrawn. (4) Admin Officer: Immovable Asset Register (36 Months Contract) Ref No: 2021/268-Ref no: 2021/276 A-E, was advertised with mixed reference numbers mentioned above, the positions will be withdrawn and re-advertised with the correct reference numbers.

#### OTHER POSTS

<b><u>POST 30/138</u></b>	:	<b><u>DEPUTY DIRECTOR: IAR ACCOUNTING REF NO: 2021/279</u></b> (36 Months Contract)
<b><u>SALARY</u></b>	:	R869 007 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three tertiary qualification (NQF level 6) in Financial Accounting, Asset Management and Business Administration as recognized by SAQA, Appropriate relevant working experience in Asset Management, financial reporting and project management. Experience in financial reporting for immovable assets in line with the relevant GRAP standards will be an added advantage. Willingness to travel. Valid unendorsed drivers license, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<b><u>DUTIES</u></b>	:	Perform regular review and assessments of Immovable Asset Register Management policies and procedures to ensure that they are aligned to the GRAP standards, GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance. Identify completed projects for capitalisation. Design and manage a plan for physical verification of completed projects. Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers. Apply deemed cost on properties (transfer, additions etc.). Perform monthly reconciliations for itemised billing, Assets Under Construction, municipal rates & taxes and other customer transactions. Perform reconciliations between Deeds and the IAR bi-annually. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements. Analyse audit reports and develop audit remediation plans. Implement audit plans and respond to audit queries. Manage, coach and monitor performance of subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr. S Sokhela Tel No: (012) 406 1143
<b><u>POST 30/139</u></b>	:	<b><u>DEPUTY DIRECTOR: SECURITY MANAGEMENT REF NO: 2021/280</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE</u></b>	:	Pretoria Regional Office

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Security Management field discipline. Appropriate minimum relevant supervisory and management experience in the field of Security. SSA Security Management/Advisor course. Valid code B or C1 driver's license. Knowledge of: relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. National and Regional Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Understanding of the Security cluster environment State Security Agency (SSA), South African Police Service (SAPS). Security breaches and investigations. Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organizing. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance.
<b><u>DUTIES</u></b>	:	Manage the Total Security Function Including; access control and physical security measures. Ensure the development and implementation of information strategy for the department. Management of contracted private security service providers. Co-ordination of vetting and screening. Investigation of security breaches. Manage performance, maintain discipline, and ensure training and development of the security staff.
<b><u>ENQUIRIES</u></b>	:	Ms. T Phiri Tel No: (012) 406 1116
<b><u>POST 30/140</u></b>	:	<b><u>DEPUTY DIRECTOR: INTERNAL AUDIT REGIONS REF NO: 2021/281</u></b>
<b><u>SALARY</u></b>	:	R733 257 per annum, (All-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Internal Auditing /Accounting or equivalent. Chartered Accountant (CA) / Professional Internal Auditor (PIA) /Certified Internal Auditor (CIA) and a practicing Internal Auditor with appropriate relevant experience. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Membership of IIA. Knowledge of Teammate and driver's license will be an added advantage. Prepared to be subjected to security clearance.
<b><u>DUTIES</u></b>	:	Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program in the Internal Audit to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as identified.
<b><u>ENQUIRIES</u></b>	:	Mr. B Modise Tel No: (012) 406 1472
<b><u>POST 30/141</u></b>	:	<b><u>ASSISTANT DIRECTOR: DISPOSAL PROPERTY MANAGEMENT REF NO: 2021/282</u></b>
<b><u>SALARY</u></b>	:	R470 040 per annum
<b><u>CENTRE</u></b>	:	Port Elizabeth Regional Office

<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Public Management and/or any Property-related qualification, Relevant experience in the property industry, Professional registration will be an advantage, Knowledge or understanding of the PFMA, Property Act, Expropriation Act and other property-related legislation, Understanding of Government land reform policies and programmes, Knowledge or understanding of the procurement system of Government, Analytical ability, Strong communication skills, both written and verbal, Good interpersonal skills, Computer literacy.
<b><u>DUTIES</u></b>	:	As part of the Accommodation Delivery Unit in the Region, the Unit is responsible for property asset acquisition and disposal in the form expropriations, prescriptions, donations and exchanges, including the vesting of all State properties. Manage the Expropriations, Donations & Property Vesting (Acquisition & Disposal) Unit in the Region. Represent the Department in the Provincial State Land Disposal Committee. Ensure that all State properties acquired via methods other than construction, leasing and buying are vested in the name of the State. Attend to all property transfers, registrations and expropriations. Develop and implement a property asset disposal plan with financial forecasts included where applicable. Ensure that property asset disposals support the financial and governmental socio-economic objectives, especially land reform and land restitution. Develop and implement an integrated system to record and monitor all acquisition and disposal transactions. Manage property rights. Coach and develop personnel falling under the Unit.
<b><u>ENQUIRIES</u></b>	:	Ms. N Gqomo Tel No: (041) 408 2078
<b><u>POST 30/142</u></b>	:	<b><u>ASSISTANT DIRECTOR: CLEANING SERVICES (FACILITIES MANAGEMENT) REF NO: 2021/283</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R470 040 per annum Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Public Administration or related qualifications with appropriate experience. Understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid drivers' license. Computer literacy. Knowledge or understanding of the Government. Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal skills; proven problem-solving skills. Proven financial, strong verbal and written communication skills. Negotiation skills. Knowledge and understanding of the Occupational Health and Safety Act and its regulations. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspection. Willingness to travel and to participate on the Covid-19 committee/s.
<b><u>DUTIES</u></b>	:	Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budget and financial planning. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Formulate policies and administrative procedures for cleaning maintenance. Manage performance based contracts. Appoint relief cleaners. Management of Human Resources (work plans, training, career development etc). Events Management.
<b><u>ENQUIRIES</u></b>	:	Mr. N Malitsha Tel No: (015) 291 6447
<b><u>POST 30/143</u></b>	:	<b><u>ASSISTANT DIRECTOR: IAR REPORTING REF NO: 2021/284</u></b> (36 Months Contract)
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R470 040 per annum Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Accounting or equivalent qualification and relevant appropriate experience in Asset Management, financial reporting or project management. Willingness to travel. Valid unendorsed drivers license, excellent inter-personal Skills, Programme and Project management skills and Planning and coordination Skills. Presentation and facilitation skills and Financial Management Skills. Ability to work under pressure and dead line driven. Advanced Computer literacy and Policy analysis and development skills. Prioritizing and managing workflow to be outcome orientated. Ability to work independently and handle confidential information. People Management Skills, Strategic capability and Quality management

		skills. Good Verbal and written communication Skills. Understanding the Business functions and processes of the Department, GRAP requirements for immovable assets, National Treasury Regulations and Public Finance Management Act.
<b><u>DUTIES</u></b>	:	Ensure that all business tasks are executed in accordance with the adopted policies and procedure. Perform monthly reconciliations between IAR and sub-ledgers. Investigate reconciling items and prepare necessary adjustments. Maintain the AUC register. Ensure that the IAR is updated timely. Engage with various stakeholders to ensure that the IAR is aligned to their requirements. Engage with relevant stakeholders to ensure the IAR is updated timely and contains accurate information. Assist with the preparation of the immovable asset note to the Annual Financial Statements. Prepare and maintain an updated audit file. Assist with the year-end close process. Engage with relevant stakeholders. Analyse itemised billing register and lease register and confirm ownership. Investigate discrepancies and report on results.
<b><u>ENQUIRIES</u></b>	:	Mr. S Sokhela Tel No: (012) 406 2043
<b><u>POST 30/144</u></b>	:	<b><u>ASSISTANT DIRECTOR: SCM ACQUISITION REF NO: 2021/285</u></b> (Re-Advertisement: People who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Finance/ Procurement or related field plus relevant supervisory level experience in Supply Chain Management and Procurement Management. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Manage and supervise the Procurement Office. Co-ordinate the procurement and processing of bids. Scrutinise specifications. Co-ordinate the compilation agenda for the Bid and Sub-bid Committees. Compile accurate minutes of the proceedings of the bid and sub-bid committees. Advise the Bid and Sub-bid Committees on procurement processes and prescripts. Assist the Head of SCM on all on all Procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decisions made by sub-bid committees. Ensure monthly distribution of minutes to members of the Bid and Sub-bid Committees of all decisions taken. Maintain records for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinising bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM. Manage and supervise subordinates.
<b><u>ENQUIRIES</u></b>	:	Mr. M Ntshani Tel No: (015) 291 6444
<b><u>POST 30/145</u></b>	:	<b><u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 2021/286</u></b>
<b><u>SALARY</u></b>	:	R376 596 per annum
<b><u>CENTRE</u></b>	:	Nelspruit Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Finance, Supply Chain Management, Public Management and Logistics Management or equivalent qualification, in the relevant field plus substantial and Administrative and appropriate experience in Supply Chain Management. Experience and knowledge of PFMA, National Treasury Regulations, PPPFA, BBBEE etc. Good communication skill (verbal and written) and computer literacy. Should be able to work in teams and independent. Willing to go an extra mile to ensure delivery of services within the required period. Person is expected to work under pressure at all time when need arise.
<b><u>DUTIES</u></b>	:	Manage the supply chain management (procurement) functions or responsibilities. Ensure implementation of policies. Procurement directives or delegations provide advice on supply chain management, bid committees and employees. Assist with the development and implementation of the

		Procurement Plan of the Regional office. Develop and maintain data base on all service providers, including the establishment of Panels. Provide advisory and secretarial services (Check quality of submissions to the bid committees. Ensure that the agenda for Bid is prepared and distributed in time). Monitors operational planning and work organization for the unit. Manage the sectional budget. Coordinate and administer the bid and quotation processes. Manage the staff of the unit. Check the correctness of the minutes. Update reports on deviations, quotations, and bids on a monthly basis. Prepare weekly and monthly reports. Update SCM systems for reporting purposes.
<b><u>ENQUIRIES</u></b>	:	Mr. MV Mbukushe Tel No: (013) 753 6399
<b><u>POST 30/146</u></b>	:	<b><u>CHIEF WORKS MANAGER (MECHANICAL): WORKS MANAGEMENT REF NO: 2021/287</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Port Elizabeth Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Mechanical Engineering, or N3 plus trade test in one of the following: Boiler Making, HVAC, Refrigeration and Lift Mechanic. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, A valid Driver`s license. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.
<b><u>DUTIES</u></b>	:	Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients.
<b><u>ENQUIRIES</u></b>	:	Mr. M Ntshona Tel No: (041) 408 2307
<b><u>POST 30/147</u></b>	:	<b><u>SENIOR ADMINISTRATIVE OFFICER: UTILISATION &amp; CONTRACTS ADMINISTRATION REF NO: 2021/288</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Port Elizabeth Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF level 6) in Real Estate or Property Management, Public Administration, Public Management. Experience in property management and immovable assets register. Knowledge of Government procurement processes, contractual policies and procedures. Debtor`s Management. Knowledge of property-related legislation. Valid driver`s license. Willingness to travel extensively and to work irregular hours. Negotiation skills. Computer literacy.
<b><u>DUTIES</u></b>	:	Physically verification of state properties. Ensure the optimal utilisation of State properties. Supervise, maintain and update the Property Management Information, System and fixed asset register. Liaise with clients to determine their property requirements. Handle administration processes pertaining to property-related contracts and agreements. Investigate illegal or unlawful occupations of State property. Vesting. Debtor`s management. Supervise staff.
<b><u>ENQUIRIES</u></b>	:	Mr. R Taai Tel No: (041) 408 2080
<b><u>POST 30/148</u></b>	:	<b><u>SENIOR ADMINISTRATION OFFICER: ACQUISITION (SCM) REF NO: 2021/299</u></b>
<b><u>SALARY</u></b>	:	R316 791 per annum
<b><u>CENTRE</u></b>	:	Polokwane Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Procurement / Purchasing Management or Logistics with relevant extensive experience in Procurement/ Acquisition Management. Knowledge of supplier database. Proven knowledge of Government procurement procedures and

regulations. Knowledge of procurement systems such as tender procedures, Supply Chain Management practice notes, PFMA, PPPFA, Treasury Regulations, and procurement delegations. High level of computer literacy; interpersonal, co-ordinating and organising skills; confidentiality and reliability; ability to work under tight deadlines and pressure. Good communication skills (verbal and written).

**DUTIES** : Facilitate all tender/quotations administration transactions. Compile accurate minutes of the proceedings of Bid Committees meetings. Ensure advertising of bids on the Government Tender Bulletin and other media. Monitor the validity of bids until award stage. Advise and guide the specification and evaluations committees. Prepare scoring model/ tender recommendations. Ensure that tender/quotation documents comply with standard operating procedures. Evaluate bids and prepare evaluation reports. Attend to queries on tender administration phase. Receive and check all submissions to SCM committees. Check compliance on submissions to SCM committees. Communicate queries on submissions discussed by SCM committees. Keep correct records on SCM committee decisions. Advise and guide specification and evaluation committees. Provide information for quarterly and annual reports. Provide information on Audit queries. Supervise Admin Officer/s within the Unit. Assist Head of the Unit with all Procurement related functions and also perform any other duties in relation to the implementation of SCM.

**ENQUIRIES** : Mr. M.L Serepo Tel No: (015) 293 8003

**POST 30/149** : **ADMINISTRATIVE OFFICER: SCREENING SERVICES REF NO: 2021/290**

**SALARY** : R257 508 per annum  
**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Management or Administration. Appropriate relevant experience in Security, screening duties, valid driver's license. Knowledge: National security environment and security policies, Relevant legislation related to public security including the Minimum Information Security Standards (MISS) Act, Procurement processes and systems, Financial administration, Risk management, Screening techniques, Interviewing techniques. Skills: Computer literacy, Report writing and presentation skills, Interpersonal and diplomacy skills, Problem solving skills, Effective communication, Organization and planning, Decision making skills, Conflict resolution, analytical Skill. Personal Attributes: Solution orientated, People orientated, Innovative, Creative, Hard-working. Willingness to successfully attend prescribed training courses, prepared to work irregular and long hours, Security clearance, willing to adapt work schedule in accordance with professional requirements. Must be prepared to travel, Driver's license.

**DUTIES** : Analyse and evaluate security screening reports, Conduct quality control of the screening reports, planning and management of screening projects, manage pre-employment screening of prospective employees and service providers and provide relevant managers with quality and reliable screening reports, assist in developing screening policy, strategy and standard operating procedures, conduct security screening awareness programmes within the department. Co-ordinate screening compliance with Regional Offices, provide quality screening reports to supervisors, manage the contracted screening database service provider, verification of payment invoices, keeping records, manage screening databases, supervise subordinate and performance management, assist with procurement and financial management, co-ordinate and liaise with SSA, SAPS and relevant stakeholders.

**ENQUIRIES** : Mr. T Nolusu Tel No: (012) 406 1631

**POST 30/150** : **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS-REAL ESTATE MANAGEMENT SYSTEMS REF NO: 2021/291**

**SALARY** : R257 508 per annum  
**CENTRE** : Port Elizabeth Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Property Management, Real Estate, Property Law, Financial Management or B.Com Economics. Appropriate experience in Real Estate or Property Acquisition. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives of forms of acquisition

<b><u>DUTIES</u></b>	: of property (expropriation, common law and prescriptions etc) negotiation skills. A valid driver's license is a must have. Willingness to travel extensively. Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.
<b><u>ENQUIRIES</u></b>	: Ms. R Jacobs Tel No: (041) 408 2302
<b><u>POST 30/151</u></b>	: <b><u>ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2021/292</u></b>
<b><u>SALARY</u></b>	: R257 508 per annum
<b><u>CENTRE</u></b>	: Nelspruit Regional Office
<b><u>REQUIREMENTS</u></b>	: A three year tertiary qualification (NQF level 6) in Logistic, Transport Management, Public Administration, Public Management or equivalent qualification. Appropriate working experience in Transport Management. Sound Knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulations, PFMA, SCM Policy, PPPFA Act and Regulations, and Code of Conduct. Thorough knowledge and understanding of standard charts of Account (SCOA) and applicable financial business system (LOGIS and BAS or SAGE). Excellent verbal and written communication skills, problem solving, Analytical skills and Computer Literacy. An ability to handle confidential information. A Valid Driver's License. Clientele/ customer relation's skills, good interpersonal skills, decision making skills, presentations skills (including report writing) hard working and highly motivated. Ability to work effectively and efficiently under pressure, willing to adapt to work schedule in accordance with directorate's requirements.
<b><u>DUTIES</u></b>	: Ensuring day to day Management and maintenance of Fleet vehicles. Verify monthly kilometres travelled before approval for payment. Authorize trip itineraries. Receive and certify invoices for processing of monthly payments. Verify and process subsistence and transport claims. Ensure safe parking of fleet. Maintain records of drivers license, trip authorisation files, etc. ensure service maintenance of vehicles. Redirect traffic fines. Prevent misuse of fleet. Inspection of subsidized vehicle and processing of new applications. Ensure compliance with the transport policies, procedures and processes. Perform other related tasks as per supervisor's instructions and willingness to adapt.
<b><u>ENQUIRIES</u></b>	: Mr. J Mtsweni Tel No: (013) 753 6344
<b><u>POST 30/152</u></b>	: <b><u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER</u></b> (36 Months Contract) (Re-Advertisement: people who previously applied are encouraged to re-apply)
<b><u>SALARY</u></b>	: R257 508 per annum
<b><u>CENTRE</u></b>	: Head Office (Pretoria) Ref No: 2021/293 A (X1 Post) Pretoria Regional Office Ref No: 2021/293 B (X1 Post) Mmabatho Regional Office Ref No: 2021/293 C (X1 Post) Polokwane Regional Office Ref No: 2021/293 D (X1 Post) Bloemfontein Regional Office Ref No: 2021/293 E (X1 Post)
<b><u>REQUIREMENTS</u></b>	: A three year tertiary qualification (NQF level 6) in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<b><u>DUTIES</u></b>	: General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable



Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

**ENQUIRIES** : Mr. S Sokhela Tel No: (012) 406 1143/2043  
**APPLICATIONS** : for these posts should be forwarded to: 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

**POST 30/153** : **TRADESMAN AID: PLUMBER REF NO: 2021/294 (X3 POSTS)**

**SALARY** : R122 595 per annum  
**CENTRE** : Polokwane Regional Office (Hoedspruit Workshop)  
**REQUIREMENTS** : A Junior certificate, ABET level 3 or equivalent qualification. (N3/ NCV 4 in Engineering Studies will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment will be an added advantage.

**DUTIES** : Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Operate water purification and waste water treatment plants. Maintain good housekeeping of the workshop and plant rooms.

**ENQUIRIES** : Mr. A Radebe Tel No: (015) 291 6300

**POST 30/154** : **CLEANER: CLEANING SERVICES (PEDDIE) REF NO: 2021/295**

**SALARY** : R102 534 per annum  
**CENTRE** : Port Elizabeth Regional Office  
**REQUIREMENTS** : Grade 10 or standard 8, ABET level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage.

**DUTIES** : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture Cleaning windows, doors and walls, vacuuming offices and stripping floors.

**ENQUIRIES** : Mr. Z. Nqana Tel No: (041) 408 2356