

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. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



- APPLICATIONS** : May Be Forwarded To The Correct Regional Office/Centre: Applications May Be Forwarded To:
Cape Town Regional Office: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. For Attention: Ms. C Rossouw
Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Ms. S Mafanya
- CLOSING DATE** : 27 September 2021 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. 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 clearly capture the requirements for the certification to reflect that applicants must submit copies of qualifications, identity document and driver's license (where applicable) and any other relevant documents, such copies need not 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 furnish 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.

OTHER POSTS

POST 32/47 : **ASSISTANT DIRECTOR: DISPOSAL PROPERTY MANAGEMENT REF NO: 2021/301**
(Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R470 040 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (Nin 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. Knowledge: 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, Government Budget procedures. Computer Literacy, Negotiation skills, Report writing skills, Effective communication. Ability to work under pressure. Willing to adapt work schedule in accordance with professional requirements. Willing to travel. A valid driver's licence.

DUTIES : Administer the disposal process for land reform and restitution. Participate in the liaison process with the Department of Rural Development and Land Reform on transfer of properties for land reform purposes. Provide administrative support with the property disposal process. Conduct research to obtain information for the disposal of property and the compilation of reports. Assist with the letting-out of the state redundant immovable assets. Assist with the preparation of information to be presented at the PSLDVC to support the vesting and disposal of the properties. Assist with the preparation of monthly budget reports and other general management functions within the office. Manage financial processes on the disposal of land- assist in the valuation of land to be disposed; manage the compilation of budget inputs; assist with compilation and presentation of 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.

ENQUIRIES : Ms N. Gqomo Tel No: (041) 408 2078

POST 32/48 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2021/297**
(24 Months Contract)

SALARY : R376 596 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification in Economics, Finance and Accounting or related. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Supervisory experience. Computer literacy. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of accounts. Report writing and good communication skills, verbal and written. Organising and problem solving abilities. Good financial, interpersonal, analytical and budgeting skills. Ability to manage stakeholders' i.e. municipalities, clients department, landlords and private individuals. Ability to work under pressure.

DUTIES : Responsible to supervise the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorized expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES : Mr. Berends Tel No: (021) 402 2309

POST 32/49 : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2021/298 (X3 POSTS)**
(24 Months Contract)

SALARY : R316 791 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Accounting. Appropriate experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS; knowledge of property industry and knowledge of procurement and tender regulations. Good verbal and written communication skills.

DUTIES : Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Write monthly reports. Assist in capturing of batches and general administration of the section.

ENQUIRIES : Mr. Berends Tel No: (021) 402 2309

POST 32/50 : **SENIOR ADMINISTRATIVE OFFICER: UTILISATION & CONTRACT ADMINISTRATION REF NO: 2021/302**
(Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R316 791 per annum
CENTRE : Port Elizabeth Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Real Estate or Property Management, Public Administration, Public Management, Law, Town and Regional Planning or related field. Appropriate working experience in a Property/Real Estate Management or related field. Knowledge of the management and maintenance of an Immovable Asset Register. Knowledge of Government procurement processes, contractual policies and procedures, as well as Debtors Management. Knowledge of property-related legislation. A Valid driver's license. Willingness to travel extensively and work long and irregular hours. Negotiation skills. Computer literacy.

DUTIES : Physical verification of state properties against available data. Ensure the optimal utilisation of State properties. Liaise with User Departments to determine their property requirements and allocate appropriate state property where available. Assist with the maintenance and updating of the Property Management Information System and Fixed Asset Register. Handle administrative processes pertaining to property-related contracts and perform land administration duties. Investigate illegal or unlawful occupations of State property. Debtor's management. Supervise staff.

ENQUIRIES : Mr. R Taai Tel No: (041) 408 2080

POST 32/51 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2021/300 (X6 POSTS)**
(24 Months Contract)
(Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R257 508 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in the Finance/Accounting field. Appropriate experience in property payments. Experience in the accounts payments section will be an added advantage. Basic understanding of the Public Finance Management Act, and other property related legislations. Must be able to resolve problems efficiently and work well under pressure. Computer literacy, good communication and interpersonal skills. Good written, analytical and financial management skills. A valid driver's license.

DUTIES : Payment of accounts received from Municipalities, landlords and service providers in respect of municipal services and rates and taxes for state owned assets and leased accommodation. Handling of enquiries from municipalities. Analyse and verify the correct billing of invoices from municipalities and service

providers. Perform reconciliation of accounts payable. Preparing monthly, quarterly and any other reports as may be required. Perform any other property payments related functions when necessary. Monitor and follow-up on balances on relevant accounts. Capture payments and rentals. Manage all accounts on the portfolio and ensure all accounts are paid within 30 days and in line with documented procures and internal controls.

ENQUIRIES

: Mr. Berends, Tel No: (021) 402 2309

POST 32/52

: **ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS-REAL ESTATE MANAGEMENT SYSTEMS REF NO: 2021/303**

SALARY CENTRE REQUIREMENTS

: R257 508 per annum
: Port Elizabeth Regional Office
: 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 of property (expropriation, common law and prescriptions etc.) negotiation skills. A valid driver's license is a must have. Willingness to travel extensively.

DUTIES

: 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.

ENQUIRIES

: Ms. R Jacobs Tel No: (041) 408 2302