

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:
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.
Cape Town Regional Office Applications: 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
Johannesburg Regional Office 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
Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or hand delivered to 18 President Brandt Street Bloemfontein 9300. For Attention: Mr D anus
- CLOSING DATE** : 08 April 2022 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA 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, 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 overcrowding 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 application with the following attachment (1) copies of qualifications, (2) identity document and (3) driver's licence (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 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 09 dated 11 March 2022. (1) Senior Legal Administration Officer: MR6 Senior Legal Administration Officer: Legal and Contracts Administration (MR 6) Ref No: 2022/122, Centre: Head Office, was advertised with the incorrect Job title, the correct Job title is as follows: Senior Legal Administration Officer: MR6 Senior Legal Administration Officer. (2) Registry Clerk Ref No: 2022/128, was erroneously advertised with Salary R 176 703 per annum, the correct salary: R173 310 per annum. Kindly note that the following post was advertised in Public Service Vacancy Circular 08 dated 04 March 2022. (3) Deputy Director: Employee Health and Wellness Ref no: 2022/97, was erroneously advertised with Salary R882 042 per annum, the correct salary: All inclusive salary package of R744 255 per annum.

OTHER POSTS

<u>POST 10/75</u>	:	<u>DEPUTY DIRECTOR: INTERGOVERNMENTAL RELATIONS REF NO: 2022/132 (X 2 POSTS)</u>
<u>SALARY</u>	:	R744, 255 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 (NQF Level 6) in politics, corporate governance, development studies, public administration or equivalent qualification, plus extensive proven knowledge of and experience in coordinating stakeholders around government programmes in the public service. Good understanding of strategic planning, as well as monitoring and evaluation process of Government: Excellent knowledge of the Public Finance Management Act (Act 1 of 1999) and Treasury Regulations; Good knowledge of legislation applicable to Intergovernmental Relations; Analytical thinking; Proven skills in stakeholder management and programme/ sector coordination; communication skills, professional writing skills; problem solving and interpersonal relations; Ability and willingness to work under pressure and meet tight deadlines; Strategic negotiation and dispute resolution skills; Ability to work independently and as part of a team; Maintain confidentiality of information.
<u>DUTIES</u>	:	Develop, review and implement policies to support the inter-governmental relations strategy (national, provincial & municipal). Manage the planning and coordination of high level meetings (MINTOP/ MINMEC/ EXCO/ Sector IGR forums, bilateral arrangements with IGR partners). Coordinate and support the Department's contribution to delivery through the District Development Model. Build and maintain relationships with stakeholders. Negotiate and draft protocol agreements with IGR partners as well as monitoring performance on agreed programmes. Contribute towards good governance by managing the flow of documents to relevant stakeholders and ensuring that records are safely stored. Management of resources and performance (human, and financial). Facilitate dispute resolutions on matters brought to the attention of the Deputy Director General: IGR by other spheres of government.
<u>ENQUIRIES</u>	:	Ms P Mabuda, Tel: (012) 406 1425
<u>POST 10/76</u>	:	<u>ADMINISTRATION OFFICER: PROPERTY PAYMENTS REF NO: 2022/133</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	Three year Tertiary qualification (NQF 6) in Finance or related qualification. A minimum of one year relevant experience. Knowledge of PMIS, property management processes and systems, procurement regulations, Public Finance Management Act, Treasury Regulations and Financial delegations and applicable financial management legislation. Effective communication skills. Computer literacy. Ability to work with service providers and clients at various levels.
<u>DUTIES</u>	:	Process payments of invoices. Receive invoices and statements from registry. Register all the received documents on the batch book. Ensure that all invoices are countersigned and authorized. Verify the accuracy of charges and supplier information. Capture invoices on PMIS. Update and monitor invoices on the relevant systems. Process pre-paid electricity payments. Capture Water and electricity savings payments and send to finance. Provide effective administration of accounts. Reconcile all payments with statements and invoices. Report on accounts paid within the due date. Report on late payments, unpaid accounts, outstanding invoices. Send remittance advice to service providers for all payments

made. Ensure that supplier information is updated accordingly. Attend to municipal service disruptions and report accordingly. Keep record of all written correspondence with the clients. Ensure safekeeping of invoices and records related to property payments.

ENQUIRIES : Ms. K G Matholwa, Tel: (011) 713 6163

POST 10/77 : **ARTISAN PRODUCTION GRADE A (PLUMBER) REF NO: 2022/134**

SALARY : R193 512 per annum (OSD)
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate and two years post qualification experience. Knowledge of the Occupational Health and Safety Act and Regulations. It is expected of the successful candidate to have a general knowledge of their respective trade. A valid driver's license.

DUTIES : The successful candidate must be able to compile material quantities per project; will be required to maintain all Government Buildings including new work to buildings. Must be willing to work overtime if and when required; compile progress reports and monitor Artisan Assistants and Learners.

ENQUIRIES : Mr M Mashinini: Tel: (051) 408 7350

POST 10/78 : **ADMINISTRATIVE CLERK: IMMOVABLE ASSET REGISTER (VERIFICATION) REF NO: 2022/135**
(36 Months Contract)

SALARY : R176 310 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : Senior certificate/Grade 12/equivalent qualification and appropriate working experience in office administration duties. Driver's license required. Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.

DUTIES : Assist in physical verification of NDPWI assets. Perform support function to ASD and DD Physical Verification. Perform desktop planning and confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist with property information to other units. Perform physical verification of sites and condition assessment.

ENQUIRIES : Mr J Lehoko, Tel: (012) 492 3231

POST 10/79 : **MESSENGER/DRIVER: PROVISIONING AND LOGISTICS REF NO: 2022/136 (X 2 POSTS)**

SALARY : R104 073 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Grade 10 Qualification, and relevant experience as messenger/driver. A valid driver's license. Demonstrable competency in acting Independently, Professionally, Accountable and with Credibility. Reliable and ethical individual who is able to protect and handle confidential documents. Knowledge of Registry procedures. Computer literate is essential. Excellent communication skills. Ability to work under pressure in meeting tight deadlines. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients.

DUTIES : Maintain an effective and efficient Messenger-Driver services for the Regional Office. Collect and Distribute documents, packages, Circulars to relevant Officials or Units within the Department and to external clients. Collection and sorting of Mail/Post from Post Office and distribution thereof. Filing/storage, tracing & retrieving of documents and files. Registering invoices on Reapatala system. Ensure that Registry Franking equipment is maintained and used correctly. Collect and shred waste paper for the Regional Office. Prepare packages and arrange for collection by courier services/Post Office. Perform other related tasks as per supervisor's instructions including office duties.

ENQUIRIES : Mr S. Tyhomfa, Tel: (021) 402 2083