

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.
Nelspruit Regional Office 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
Mthatha Regional Office Applications: Umtata Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructures Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructures, 96 Sutherland Street Prd li Building, 5 Th Floor Mthatha 5099
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
 13 May 2022 at 16H00

CLOSING DATE**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 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 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

OTHER POSTS

- POST 14/77** : **DEPUTY DIRECTOR: RECRUITMENT REF NO: 2022/152 (X2 POSTS)**
(12 Month Contract)
- SALARY** : R882 042 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 (NQF Level 6) in Human Resource Management, Public Management, Public Administration, Management Science or Social Sciences or related field. Relevant years of experience in HR Recruitment at supervisory/management level (ASD Level). Knowledge of Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management. Skills: Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation and Analytical thinking. Communication and report writing abilities.
- DUTIES** : Develop and manage the implementation of recruitment strategies and policies:- Keep abreast with the latest developments in the field of recruitment and selection; Develop and maintain all recruitment policies and procedures in line with relevant prescripts; Compile recruitment strategy that is aligned to the employment equity plan on a continual basis; Compile a QA checklist to audit Regions on following the correct policies and procedures; Ensure that all policies are implemented; Ensure compliance of all recruitment policies. Manage, coordinate and implement advertising processes:- Communicate recruitment plan to the relevant managers; Implement recruitment plan based on organisational structure changes and new vacancies; Ensure that proper staff requisition processes are implemented before advertisement of positions; Receive and implement staff requisitions forms and motivation for posts to be advertised; Coordinate the process of drafting advertisements; Obtain quotes for placement of advertisements; Ensure approval of all adverts; Facilitation of placement bookings with advertisement agencies. Manage, coordinate and implement selection processes: Oversee sorting of received applications; Oversee the arrangements for interviews such as dates, venues, and invitations to candidates. Ensure that all the required documents for the interviews are prepared on time; Represent human resource in interviews of short listed applicants; Ensure candidates attend all tests (competency assessments, reference checks) as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts; Ensure communication with successful applicants; Oversee verification of results, certificates and qualifications; Oversee the compilation of appointment letters; Report on progress on the filling of positions; provide professional support and advice on recruitment to line managers; 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; Plan and allocate work; Quality control of work delivered by employees.
- ENQUIRIES** : Mr C Zaba Tel No: 012 406 1548
- POST 14/78** : **ASSISTANT DIRECTOR: RECRUITMENT REF NO: 2022/153 (X2 POSTS)**
(12 Month Contract)
- SALARY** : R477 090 per annum
- CENTRE** : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Public Management, Public Administration, Management Sciences, Social Sciences or related field. Plus relevant years of experience in Human Resource Recruitment. Knowledge of Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management. Skills: Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation and Analytical thinking. Communication and report writing abilities.

DUTIES : Maintain and implement recruitment strategies and policies:- Contribute in conducting research on latest developments in the field of recruitment and selection; Participate in the development and review of recruitment and selection policy & strategy in line with applicable prescripts; Implement recruitment plan based on organisational structure changes and new vacancies; Advise line managers on recruitment best practices. Coordinate and implement advertising processes - Receive and implement staff requisitions forms and motivation for posts to be advertised; Facilitate the drafting of advertisements; obtain quotes for placement of advertisements; facilitate approval of adverts; Arrange placement bookings with advertisement agencies. Provide professional support and advice on recruitment to line managers; Ensure approval of adverts; Facilitation of placement bookings with advertisement agencies. Manage, coordinate and implement selection processes: Facilitate and implement selection processes: Facilitate sorting of received applications; Coordinate the shortlisting of suitable candidates; Oversee all administrative arrangements relating to selection process such as; Arrangement of venues, Preparing interview packs, Arrangement of tests (such as pre-employment checks) and criminal checks, Providing suitable arrangements for applicants with special needs etc. Participate in the selection panels; Prepare submissions for appointments. Facilitate the compilation of appointment letters. Compile and maintain reports on Recruitment and Selection related issues. Supervise employees to ensure an effective service delivery: General supervision of employees; Allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms NP Mudau Tel No: 012 406 1548

POST 14/79 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2022/154**

SALARY : R321 543 per annum
CENTRE : Nelspruit Regional office

REQUIREMENTS : National Diploma in Mechanical Engineering (S/T/N Stream) with minimum 3 years' experience or N3 plus Trade Test in Mechanical Engineering with minimum 5 years' experience. Extensive knowledge of Mechanical regulations, Occupational Health and Safety act and Public Finance Management act. A driver's licence. Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Management and planning skills. Knowledge and understanding of the government procurement system.

DUTIES : Manage day-to-day of mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time in the existing state accommodation. Manage project cost estimates and budgets. Conduct site inspection to ensure compliance with specification set out by the department. Ensure compliance with OHSA and regulations. Assist in the development of building programmes and conditional surveys and report regularly to management on the progress thereof. Manage the budget. Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients. Regularly updating of asset register.

ENQUIRIES : Mr S Khumalo, Tel: 013 101 0130

POST 14/80 : **PERSONAL ASSISTANT TO THE CHIEF DIRECTOR (LEASING & ACQUISITIONS) REF NO: 2022/155**

SALARY : R261 372 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary (NQF level 6) qualification in Management Assistant/Public Management/Administration/ 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 added advantage.

DUTIES : Manage the traffic in the office of the Chief Director, efficient and effective Human Resources, Financial administrative support. Perform the duties of the Chief Director User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the Chief Director. Provision stationery and supplies, Maintaining an electronic post register for the Chief Directorate, management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Directorate, Assist with the preparation and development of Chief Director's presentations, reports and minutes of meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Directorate and organise training facilities, Responsible for procurement processes within the Chief Directorate and manage the petty cash, Assist in the development of the MTEF budget for the Chief Directorate and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office of the Chief Director

ENQUIRIES : Mr. Morris Mabinja Tel No: 012 406 2066

POST 14/81 : **ADMIN OFFICER: CLEANING SERVICES REF NO: 2022/156 (X2 POSTS)**
Facilities Management: Cleaning Services

SALARY : R261 372 per annum
CENTRE : Cape Town
REQUIREMENTS : A three year tertiary qualification in Public Administration or related qualification with appropriate experience, understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. A good understanding of project management. Valid driver's license. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal skills, proven problem-solving approach, proven financial skills, strong verbal and written communication skills. Knowledge and understanding of the Occupational Health and Safety Act, Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspections. Willingness to travel.

DUTIES : Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budgets and financial planning. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Manage multi-disciplinary consultant teams. Administrative procedures for cleaning maintenance. Manage performance-based contracts. Knowledge of the management of Human Resources (Work plans, Training, Career developments etc.). Events Management.

ENQUIRIES : Ms W Botes Tel No: 021 402 2240

POST 14/82 : **HR CLERK: HR PLANNING AND RECRUITMENT REF NO: 2022/157**

SALARY : R176 310 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Senior certificate with appropriate experience in HR planning and recruitment. (A National Diploma in Human Resources Management will be an added advantage). Valid driver's license. Knowledge of standard practices,

processes and procedures related to HR recruitment and planning. Practical knowledge of Persal. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration. Computer literacy (MS Word, Excell, PowerPoint). Basic numeracy, interpersonal and diplomacy skills. Ability to analyse and interpret HR policies and prescripts. Interpersonal skills. Planning and organizing skills. Ability to work under pressure. Ability to cope with a high workload. Communication and reporting abilities. The ability to work in stressful situations. People orientated, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Willingness to participate in all HRM related activities as required by the manager.

DUTIES : Handle the administrative processes with regard to recruitment, selection and placement, which entail: Advertising vacancies, processing of applications, attending interviews, writing submissions for appointments and appointment letters, prepare and provide employment statistics to the Head of Human resources. Ensure adherence to effective implementation of policies regulations and Acts with regard to HR. Process appointments, transfers, promotions, relocations. Maintain and provide related statistical information. Management of learners or interns within the unit.

ENQUIRIES : Ms C Rossouw Tel No: (021) 402 2014

POST 14/83 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2022/158 (X1 POST)**

SALARY : R104 073 per annum
CENTRE : Umtata Regional Office

REQUIREMENTS : Grade 10 and appropriate cleaning experience in an office environment. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Cleaning or Hygiene certificates 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 : Ms N Nakumba Tel No: (012) 492 3173