

## 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.*



**CLOSING DATE** : 20 May 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 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 3 months, please regard your application as unsuccessful.

**ERRATUM:** Kindly note that the following post were advertised in Public Service Vacancy Circular 15 dated 29 April 2022 (1) Supervisor: Cleaning Services: Facility Management ref no: 2022/170, Centre: Cape Town regional Office, was advertised with incorrect Salary of R145 281 per annum, the correct Salary is R147 459 per annum, (2) Artisan Foreman ref no: 2022/166 (X3 POSTS) Mechanical/ Carpentry/ Building: Workshop Centre: Pretoria Regional Office was advertised with one incorrect disciplines, requirements and enquiries, the correct disciplines, requirements and enquiries are as follows: Mechanical/ Welding/ Building: Workshop and Enquiries: Mr I More 0828035321 Grade 10, Appropriate Trade Test Certificate; Five years post qualification experience as an Artisan in the respective trades (Mechanical (Fitter), Welding or Building). Knowledge of OHSA Act. A valid driver's license and be able to drive, closing date extended to the 27 May 2022.

## OTHER POSTS

**POST 16/100** : **ADMINISTRATION OFFICER: ACQUISITION-INFRASTRUCTURE REF NO: 2022/173**

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration/ Administration / Management Sciences. Relevant experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

**DUTIES** : Execute, facilitate, support, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting Specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to All Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

**ENQUIRIES** : Mr. B Lebetha/Mr. V Baliso Tel No: (012) 406 1753/ (012) 406 1540

**APPLICATIONS** : Head Office Applications: 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 16/101** : **ADMIN OFFICER: TRANSPORT: LOGISTICAL SERVICES REF NO: 2022/174**

**SALARY** : R261 372 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification in (NQF Level 6) Supply Chain Management, Logistics, Transport Management or equivalent with appropriate experience in Subsidized Transport Management. Must be in possession of a valid driver's

license. Knowledge of the Public Finance Management Act (PFMA), Transport related policies, Car scheme for political office bearers, Senior Manager Scheme, Middle Management Scheme and financial administration process and system. Computer literacy, Administration Skills, Organizational skills, Financial and reconciliation skills. Good communication (verbal and writing) skills and interpersonal skills, willing to adapt to work schedule in accordance with office requirements. Ability to perform under pressure.

**DUTIES** : Process new applications for subsidised vehicles to ensure that the qualification criteria are adhered to. Prepare all applications that will appear before the Departmental Transport Advisory Committee for approval. Ensure approved subsidised vehicle applications are submitted to the financial institution for processing. Ensure compliance and improve internal control. Provide quarterly and annual financial inputs that are correct and submitted as per reporting deadlines. Ensure that official and private kilometers are verified according to policy requirements and Officials are reimbursed on time. Terminate allowances on PERSAL on normal and premature withdrawal once the submission is approved. Ensure that insurance premiums are paid annually on all subsidised vehicles and process all accident claims. Liaise with Service providers and NDOT on transport related issues. Prepare submissions on areas related to the administration of the subsidised motor vehicle scheme. Must be willing to work overtime.

**ENQUIRIES** : Ms E Marren Tel No: (012) 406 1441

**APPLICATIONS** : Head Office Applications: 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 16/102** : **ADMINISTRATION OFFICER: PROJECTS REF NO: 2022/175**

**SALARY** : R261 372 per annum

**CENTRE** : Nelspruit Regional Office

**REQUIREMENTS** : A three year tertiary qualification (NQF level 6) or equivalent qualification. Admin experience in a Technical/building environment. Must be computer literate, Word/Excel. Accounting/Mathematical skills. Good interpersonal and sound analytical skills. Good written and verbal communication skills. Good financial skills and computer literacy. Knowledge of WSC and MS Projects will be an added advantage.

**DUTIES** : The incumbent will be responsible for the management and coordination of functions within the component. Manage Property Maintenance and Capital Works budget of Client Departments. Updating of Works Control System on a daily basis. Liaise with Project managers and clients. Admin support for Project Managers and Project Manager Functions. Administration of contracts in delivery of Capital Works, Planned maintenance and unplanned maintenance. Assist with the administration of day-to-day maintenance and controlling of funds.

**ENQUIRIES** : Mr J Mahloko Tel No: (013) 753 6374

**APPLICATIONS** : 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 Ngyuza