

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 : 03 June 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 17 dated 13 May 2022, Deputy Director: Facilities Management with Ref No: 2022/184, Centre: Durban Regional Office, have been withdrawn.

OTHER POSTS

POST 18/199 : **DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2022/188**

SALARY : R744 255 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service).

CENTRE : Bloemfontein Regional Office

REQUIREMENTS

: A three year tertiary qualification (NQF Level 6) in the Security Management field/discipline or equivalent qualification. Extensive experience in security management. NIA Security Advisory Training. Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. Security clearance. Knowledge: 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. 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). Security environment (State Security Agency), South African Policy Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organising. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.

DUTIES

: Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security 40 measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendation. Recommend interventions/improvements/disciplinary measures where appropriate. Conduct After-hours inspection. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service provider. Develop and implement service level agreement for security service providers. Conduct periodic inspection to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the Regional staff. Liaise and interact with Head of Vetting and Screening. Coordinate screening of recommended candidates for employment. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.

ENQUIRIES APPLICATIONS

: Ms T Zulu Tel No: 051 408 7306
: Bloemfontein Regional 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 Manus

POST 18/200

: **ASSISTANT DIRECTOR: UTILIZATION AND CONTRACTS ADMINISTRATION REF NO: 2022/189**

SALARY CENTRE REQUIREMENTS

: R477 090 per annum
: Polokwane Regional Office
: A three year tertiary qualification (NQF Level 6) in Real Estate / Property Science/ Urban and Regional Planning/ Built Environment or Law. Appropriate

<u>DUTIES</u>	:	working experience in Property Management with exposure to physical verification of fixed assets and letting out of fixed properties ; Knowledge of property related legislation; A valid driver's licence and willingness to travel extensively; Computer literacy, good communication and interpersonal skills.
	:	Conduct physical verification to ensure that state owned properties are utilized efficiently and optimally. Ensure that Property Management Information System is able to reflect all relevant property related information. Keep track of developments with regard to property management trends. Liaise with all relevant stake holders and units to ensure that property information is captured correctly and in good time. Assist in the preparation of reports to top management and all relevant stake holders. Liaise with client departments to ensure optimal utilization of state owned properties. Comply with the requirements of the PFMA. Supervision of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr Y.T. Siweya Tel No: (015) 291 6415
	:	Polokwane Regional Office 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.
<u>FOR ATTENTION</u>	:	Mr. NJ Khotsa
<u>POST 18/201</u>	:	<u>ADMINISTRATION OFFICER: ACQUISITION-SCM REF NO: 2022/190</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R261 372 per annum Bloemfontein Regional Office A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Business Management/Finance/Public Administration/ Public Management/Administration. 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.
<u>DUTIES</u>	:	Execute, facilitate, support, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analysing 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 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 BBBEE/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 APPLICATIONS : Mr. M Mnyaka Tel No: (051) 408 7369

: Bloemfontein Regional 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 Manus

POST 18/202 : **ADMIN OFFICER: DEMAND MANAGEMENT REF NO: 2022/191**

SALARY : R261 372 per annum

CENTRE : Mmabatho Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistic or relevant qualification with appropriate experience in Procurement/ Supply Chain Management. Knowledge of PPPFA, SCM Policy, PFMA and Treasury Regulations, BBBEE Policy, Computer Skills and Financial reconciliation skills. Good communication skills, written and verbal. Knowledge of Government procurement systems. Understanding of advertising process. Suppliers Database Management, scheduling of the Bid Committees and committee secretarial functions and reporting at regional level. Drivers license.

DUTIES : Compile reports, Conduct internal procurement research and provide advisory support to Project Managers., Works Managers and Project Leaders on procurement processes on Built Environment (Capital and Maintenance), Serve as Scribe and advice in the Regional Bid Specification and Evaluation Committees. Open tenders. Record tenders on the registers. Screening of tender documents for compliance. Submit bid documents to the Project Leaders. Capture adverts and awards on the Government Bulletin. Knowledge of CIDB prescripts and Departmental Website. Gather information to resolve audit queries. Nominate Contractors on the Database. Compile tender documents, issue tender documents to Contractors. Record the receipts number for tenders issued, attending site briefing, compile and submit monthly and Quarterly reports. Act as custodian for all records of awards approved by Supply Chain Management Committee.

ENQUIRIES APPLICATIONS : Mr. A. Matseke Tel No: (018) 386 5268

: Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION NOTE : Mr T. Oagile

: People with disabilities are encouraged to apply

POST 18/203 : **PHOTOCOPIER OPERATOR: REGISTRY REF NO: 2022/192**

SALARY : R124 434 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : Senior certificate/Grade 12 with relevant working experience in central Registry. Knowledge of Operation of machinery and tools. Departments procurement processes and the Occupational health and safety Act. Knowledge of records/ documents and invoice management. Operation of heavy duty photocopying machine. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Customer care and Client orientation skills. Computer literacy. Liaison skills, Interpersonal Skills. Telephone etiquette. Operation of heavy duty photocopying machine. Safety conscious, hardworking, trustworthy, punctuality, accuracy.

DUTIES : The successful candidate will be responsible for the provision of management support service with regards to document request of heavy duty bulk photocopying and binding, shredding and laminating documents as requested. Ensure that all documents have been neatly bonded, stamped accordingly. Provide bulk shredding and messenger services. Perform any other administrative tasks as per instruction of the supervisor.

ENQUIRIES APPLICATIONS : N Ntunja Tel No: (021) 402 2095

: 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