

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, 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** : 09 September 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, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from 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 posts were advertised in Public Service Vacancy Circular 31 dated 19 August 2022. (1). Handyman: Workshop with Ref No: 2022/302, Centre: Cape Town regional office. It was advertised with the incorrect Requirements: as a Std 10/Grade 12. Trade Test in (Electrical/Carpentry/ Bricklaying/Plumbing/Building). The correct Requirements are as follows: A Grade 10 with no trade test. (2) Tradesman Aid: Workshop with Ref No: 2022/304 (X2 Posts). Centre: Cape Town regional office, was advertised with the incorrect Requirements: A Std 10/Grade 12. Trade Test in (Electrical/Carpentry/ Bricklaying/Plumbing/Building). A higher Technical qualification will be considered as an added advantage. The correct Requirements are as follows: A Grade 10 with no trade test. A valid Code EB/C1 driver's licence will be considered as an added advantage, the closing date for both is extended to 09 September 2022.

OTHER POSTS

<u>POST 32/150</u>	:	<u>DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2022/306</u>
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Public Administration/ Real Estate Management or in the relevant field. Appropriate experience at an ASD level in the relevant field. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; Financial management and administration; Technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; Financial administration processes and systems; maintenance of databases and procurement processes and systems. Skills: Advanced numeracy; organising; interpersonal skills; diplomacy; ability to follow a proactive and creative problem; solving approach; communication and advanced computer literacy. A Valid Driver's License.
<u>DUTIES</u>	:	To coordinate the accommodation portfolio for client Departments. Develop, review and maintain user demand management policies and procedures: Undertake research on current best practices in relation to property management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property user demand management policies and procedures to relevant stakeholders. Establish proper user demand governance processes and internal control measures. Coordinate the provision of accommodation to client departments: Manage the verification of accommodation particulars to determine correctness. Manage the assessment and analysis of accommodation requirements. Ensure that procurement instructions or pre-designed information requests are issued to relevant service providers. Liaise with client departments regarding leasing issues, facilities management and maintenance. Liaise and interact with service providers on regular basis. Assist client with request for funding of accommodation needs. Extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Manage the co-ordination and monitoring of the budget and expenditure levels for Client Departments -: Oversee the analysis of budget on WCS and PACE. Monitor expenditure levels. Manage the verification of funds which are deposited in client departments' suspense account. Verify if deposited funds are accounted for and allocated to the correct services. Conduct the monthly reconciliation of the suspense account. Prepare cost analyses for the development and leasing of accommodation. Align cash flows, project plans and quality reports per services on a monthly basis. Compile client specific reports of expenditure and distribute reports to client departments. Manage the sub-directorate.
<u>ENQUIRIES</u>	:	Ms. C Rossouw Tel No: (021) 402 2014
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 32/151</u>	:	<u>DEPUTY DIRECTOR: REAL ESTATE REF NO: 2022/307</u>
<u>SALARY</u>	:	R882 042 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Real Estate Management Services, Property Development and Management, Business Administration, Public Management / Administration or related qualifications and with appropriate/relevant experience in property environment, project management and management; A valid driver's license. Knowledge: Public Finance Management Act; financial administration; procurement directives and procedures; programme and project planning; market research; property economics; reporting procedures. Skills: Effective communication skills; advanced report writing skills; computer literacy; planning and organising;

numeracy; diplomacy skills; interpersonal skills; policy analysis and development problem solving; presentation skills. Personal attributes: Innovative; creative; hardworking; self-motivated; ability to work under pressure; ability to communicate at all levels; analytical thinking; conflict resolution; research; facilitation; self-starter. Must be prepared to travel; drivers license; willing to adapt work schedule in accordance with professional requirements.

DUTIES : Effective management of Departments` property- provide guidelines and inputs on drafting plans regarding immovable assets (user Assets Management plan, custodian Assets Management);ensure compliance to property legislations; ensure economic efficiency in the Departments` leasehold portfolio are in line with market trends; interact with facilities management to ensure effective cleaning, gardening and security services of Departments` property; Develop and implement Energy Efficiently Strategy; Develop and implement Waste Management Strategy. Management and Administration of all state facilities that are leased out. Management and administration of Acquisition and disposal of all state facilities. Management and administration of leased property and ensure effective maintenance and function ability of leased properties, ensure effective administration and performance of buildings for client satisfaction; ensures that buildings are user-friendly and accessible; manage and maintain client relationship; ensures that building are not illegally occupied; Develop and implement risk management strategy; Assume the role of property incubator Champion Programme ;Continuously liaise with SMU on re-engineering of Business Processes; Generate BEE statistics on a monthly and quarterly basis. Effective management of the sub-directorate- administrate employment related processes of the component; manage the budget and expenditure of the component. Co-ordinate units Monthly and Quarterly reports.

ENQUIRIES : Mr. PEM Shoji Tel No: (031) 314 7205
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 32/152 : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2022/308**
 Re-advert all applicants who previously applied are encourage to re-apply

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 Public Management/Administration, Logistics, Supply Chain Management qualification. A candidate must have extensive experience as an Assistant Director and proven years of experience in managing various elements of Supply Chain Management and Valid driver's license. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System (BAS), Logis Certificate. Understanding of procurement-related legislation, including- Public Finance Management Act (PFMA); Framework for Supply Chain Management; Code of Conduct for Supply Chain Management Practitioners; Treasury Regulations; Broad Based Black Economic Empowerment Act, Preferential Procurement Policy Framework Act (PPPFA), Construction Management and Facilities Management and Property Management Act. Skills: Financial management; sound analytical and problem identification and solving skills; computer literacy; numeracy; database management; relationship management; interpersonal skills; decision making skills; Leadership and motivational skills; presentations; communication skills (including report writing) at all levels. Personal Attributes: Ability to interact with clients and stakeholders in a professional and assertive manner; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; ability to promote mutual trust and respect; innovative; creative; solution orientated, people orientated; hard-working; highly motivated; ability to work effectively and efficiently under sustained pressure; ability to meet tight deadlines whilst delivering excellent results, willing to adapt to work schedule in accordance with professional requirements.

DUTIES : Manage the Sub-Unit Bid Administration and Acquisition Management of goods and services, Manage Movable and Asset Management, Ensure effective of Travel Logistic Management, and Manage Transport

Administration. Develop the Business Plan for Sub-Unit, Appointment of Bid Committees in line with National Treasury Guidelines. Manage the compilation of bid documents and advertisements. Ensure all bids are advertised and published in the relevant plat form in terms of pertinent policies and regulations. Ensure effective management of the secretariat support function, Manage and monitor the Procurement Strategies for all Projects. Ensure Procurement Plan for all Projects is closely monitored and updated. Manage the War Room sessions with Line Managers. Manage all relevant registers involved in Acquisition Management. Have a knowledge of developing the Expression of Interest and two stage bidding. Compile a database of approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury, Manage the administration of Tender Appeal for all prospective bidders. Manage the Pre-Audit and Post Audit of bids. Manage Provisioning and Logistics Management for all Order to be issued on BAS, Logis and Payment SAGE System. Manage travel, flight and accommodation for the Regional Office. Management and monitoring of directorate's budget. Management of procurement processes related to goods and services, and including travel and accommodation. Management and monitoring of the Sub-Unit' budget. Ensure compliance with the National Treasury Framework for travel and accommodation. Management of applicable National Treasury Service Levels Agreements and Terms of Contracts pertaining to Transversal Contracts such as (Fleet Vehicles, Mobile telecommunication devices, Labour saving devices machines- photo copiers machines, Courier Services, Furniture removals). Ensure effective management of Fleet, Subsidised vehicle. Management of office services, archives, messenger, telephone and cellular phone services. Prepare monthly, quarterly and annual Financial Statements. Manage Movable Asset Management and ensure Asset Register is in place, Monthly Reconciliation of assets. Prepare monthly, quarterly and annual Financial Statements. Manage and deal with all audit queries from Internal and External Auditors. Manage and supervision of the staff.

- ENQUIRIES** : Ms T Zulu Tel No: 051 408 7306
- APPLICATIONS** : 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 Manus
- POST 32/153** : **CONSTRUCTION PROJECT MANAGER GRADE A**
- SALARY** : R728 829 per annum, (all-inclusive), (OSD) package
- CENTRE** : Polokwane Regional Office Ref No: 2022/309A
Bloemfontein Regional Office Ref No: 2022/309B
Nelspruit Regional Office Ref No: 2022/309C (X5 Posts)
- REQUIREMENTS** : A National Higher Diploma/ BTech in the Built Environment field and a minimum of 4 years' and six months experience in the Built Environment/Honours degree in Built Environment filed with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
- DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the

		construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES</u>	:	Mr. M Ntshani Tel No: (015) 291 6444 Ms. T Zulu Tel No: (051) 408 7306 Mr. C Sekatane Tel No: (013) 753 6312
<u>APPLICATIONS</u>	:	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. For Attention: Mr. NJ Khotsa 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 Manus 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 Nguyuza
<u>POST 32/154</u>	:	<u>ASSISTANT DIRECTOR: HORTICULTURAL SERVICES REF NO: 2022/310</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum Polokwane Regional Office A three year tertiary qualification (NQF Level 6) in Horticulture with appropriate experience in the field of horticultural/gardening services. Must be computer literate. Must be in possession of a valid driver's license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Clear knowledge of SCM procedures. Must be able to liaise with clients and have a good all round communication skills. Applicant should be conversant with the requirements of the Occupational Health and Safety Act and Regulations, Agricultural Pests Act, National Veld and Forest Fire Act, Public Finance Management Act and its Regulations, PPFA and its regulations, BBBEE Act, CIDB Act, GIAMA etc.
<u>DUTIES</u>	:	Supervising the processing of horticultural tasks within Facilities Management. Report writing. Long and short term planning. Prepare and compile business plan with Deputy Director: Facilities Management. Prepare risk register for Horticultural/Gardening section. Prepare monthly/quarterly/ annual progress reports. Prepare budget for the Horticulture/Gardening section. Ensure proper commitment registers. Management of all procurement of horticultural services. Management of staff etc.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. N. Malitsha Tel No: (015) 291 6447 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 32/155</u>	:	<u>CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2022/311</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R477 090 per annum Mmabatho Regional Office A three year tertiary qualification (NQF level 6) in Electrical or Trade Certificate plus related technical experience plus relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.
<u>DUTIES</u>	:	Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural, security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant

construction regulations and specifications. Compile technical and monthly reports.

ENQUIRIES : Ms. M. Llali Tel No: (018) 386 5379
APPLICATIONS : Mmabatho Regional Office 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 : Mr. T. Oagile

POST 32/156 : **ASSISTANT DIRECTOR: REGIONAL SECURITY MANAGEMENT REF NO: 2022/312**

SALARY : R382 245 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Security Management/Social Sciences/Criminal Justice and intensive relevant work experience. SSA Security Advisors course will be an added advantage. Knowledge of the SSA environment will be an added Advantage. Familiarity with the Minimum Information Security Standards, OHS, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to Information Act, National Archives Act, IT, National Vetting Policies, Familiarity with but ideally formal training in the Practice and principles on the execution of general Security and security project management. Recommendations: The ability to work independently, Analyse problem areas and initiate corrective Measures, experience in policy development. A valid driver's license and willingness to travel on a regular basis. Good communication skills at all levels, good writing and analytical skills regarding submissions and briefing notes. The ability to make presentation on security matters. Project Management skills.

DUTIES : Assist in the management of the total security function of the region (personnel, document, communication, physical, computer security, and contingency planning and security awareness). Implement the departmental security policy and the development of procedural guidelines in the Region. Evaluate and optimise the implementation of appropriate security measures and procedures with the assistance of Head Office. Develop and implement training and awareness programmes with the assistance of Head Office. Interact with security-related and relevant authorities, ie. SSA Agency, SAPS, Comsec. Manage the capacity of Security Management with the assistance of Head Office and SSA Provincial Office.

ENQUIRIES : Mr. TE Phungula Tel No: (031) 314 7026
APPLICATIONS : Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban.

FOR ATTENTION : Ms NS Nxumalo

POST 32/157 : **SENIOR ADMIN OFFICER: MOVABLE ASSET MANAGEMENT REF NO: 2022/313**

SALARY : R321 543 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Management or equivalent qualification coupled with appropriate experience. Knowledge of LOGIS, BAS/SAGE. Treasury Regulations, PPPF, PFMA requirements, National Treasury Guidelines as well as knowledge of asset lifecycles and financial statements. Written and verbal communications skills. Leadership skills. Computer skills. Valid driver's license.

DUTIES : Manage the life cycle of movable assets. Ensure bar-coding of new assets. Tracking and movement of movable assets. Verification of existing assets. Maintaining Movable Asset Register on LOGIS. Manage the filing system of all documentation. Disposal of redundant/obsolete assets as per Treasury Regulations. Control and manage the procurement of all assets. Liaise with Prestige and other clients. Supervise subordinates.

ENQUIRIES : Ms. E Matinyane Tel No: (012) 492 3041
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. M Masubelele

POST 32/158 : **ADMINISTRATIVE OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2022/314**

SALARY : R261 372 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property Management/ Built Environment and appropriate experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), Property related Act and Property laws and local regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.

DUTIES : Updating of the National Fixed Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance to GIAMA. Communicate with relevant stakeholders regarding the maintenance of the National Fixed Asset Register. Carry out regular inspections on State property to ensure maximization of property utilization and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Liaise with tenants and prepare offer to lease documentation for lease applications received. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance to PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government (s) in respect of property related matters. Carry out all property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Administrate duties as requested by the Property Manager.

ENQUIRIES : Mr. T Tshilwane Tel No: (012) 310 5127
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. M Masubelele

POST 32/159 : **HORTICULTURIST: FACILITIES MANAGEMENT REF NO: 2022/315 (X2 POSTS)**

SALARY : R261 372 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : A three year tertiary qualification (NQF Level 6) in Horticulture. Valid driver's license and be prepared for extensive travel. Relevant supervisory skill and experience. Knowledge on horticultural practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy.

DUTIES : Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements. Transporting equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Display knowledge of Environmental Legislation.

ENQUIRIES : Mr. HC Mambana Tel No: (012) 342 2033
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. M Masubelele

<u>POST 32/160</u>	:	<u>HORTICULTURIST: HORTICULTURAL SERVICES REF NO: 2022/316</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Cape Town (Groote Schuur Estate Rondebosch)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Horticulture with appropriate experience in horticulture. Must be computer literate. Be in possession of a valid driver's license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills.
<u>DUTIES</u>	:	Horticulture performs the maintenance and upkeep of the gardens at Prestige Residences, other client departments. Effective and efficient management of the section. Delegating and supervision of personnel at various horticultural sections. Implementing horticultural programmes for garden maintenance. Landscaping of gardens for Prestige Houses & other departments as requested. Report writing and record keeping, filing of documentation etc. Procurement of goods and services. Supervision of staff. Administrative duties i.e. leave etc.
<u>ENQUIRIES</u>	:	Mrs. E Bessick Tel No: (021) 402 2407
<u>APPLICATIONS</u>	:	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.
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>NOTE</u>	:	Please specify your reference number in your application according to your preferred province/area. Please submit a separate, complete application for each post
<u>POST 32/161</u>	:	<u>ARTISAN: PLUMBING WORKSHOP GRADE A REF NO: 2022/317</u>
<u>SALARY</u>	:	R193 512 per annum, (OSD)
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	Grade 10 and a completed Trade Test Certificate as Plumber. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver's license.
<u>DUTIES</u>	:	Maintain and repair technical faults related to plumbing. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.
<u>ENQUIRIES</u>	:	Mr. TN Managa at 072 507 6860
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele
<u>POST 32/162</u>	:	<u>SUPPLY CHAIN MANAGEMENT CLERK: PROVISIONING AND LOGISTICS REF NO: 2022/318</u>
<u>SALARY</u>	:	R176 310 per annum
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12 with experience in provisioning. Understanding of Government procurement systems and relevant policies. Interpersonal, report-writing, planning, organizing, problem solving and decision –making skills. Strong written and verbal communication skills. Computer literacy, knowledge and understanding of the following will serve as recommendations: Bid procedures. PPPFA .PFMA. BEE and LOGIS. Supply chain management.
<u>DUTIES</u>	:	Capture requests for the procurement of goods and services on the LOGIS system. Provide support with the provisioning of goods and services. Maintain stock levels on the Logis system. Provide administrative support with regard to the resolution of audit queries.
<u>ENQUIRIES</u>	:	Ms. K Chworo Tel No: (012) 310 5941
<u>APPLICATIONS</u>	:	Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. M Masubelele

POST 32/163 : **ADMINISTRATIVE CLERK: WORKSHOP REF NO: 2022/319**

SALARY : R176 310 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Senior Certificate/ Grade 12 or equivalent with relevant experience in administration of job cards. knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act ,Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Register and file new job cards, make follow up on outstanding job cards, monitor the updating of information on job cards, circulation of information on job cards. Settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders, maintain statistical information, support effective and efficient administration of workshops, ensure continuous adherence to OHSA policies.

ENQUIRIES : Mr. I More at 072 321 7104
APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. M Masubelele

POST 32/164 : **ADMIN CLERK: WORKS MANAGEMENT REF NO: 2022/320**

SALARY : R176 310 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A National Senior Certificate/Grade 12 or Equivalent qualification and experience in office environment (A Degree/National Diploma will be an added advantage). Computer literacy. Basic knowledge of treasury regulations and financial management. Sound analytical and problem-solving skills, an understanding of the PFMA, ability to work under pressure. Good interpersonal relations skills and telephone etiquette.

DUTIES : Render assistance to Works Managers. Liaise with Chief Works Managers and clients (external and internal). Ensure coordination and record complaints. Administer and capture payments on the system. Administer the reports and related forms. Render general clerical support services.

ENQUIRIES : Ms. M Llali Tel No: (018) 386 5379
APPLICATIONS : Mmabatho Regional Office 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 : Mr. T Oagile

POST 32/165 : **PROCESS CONTROLLER: WATER PURIFICATION AND WASTEWATER TREATMENT PLANT OPERATOR REF NO: 2022/321 (X2 POSTS)**

SALARY : R147 459 per annum
CENTRE : Kimberley Regional Office (Kimberley workshop and De Aar Water Purification and Wastewater Treatment Plant)
REQUIREMENTS : Grade 10 (or NTC I); plus Operators Certificate in Water/Process control; or NQF level 3 qualification in Water/Process control with the core Unit Standard or Classification as Process Controller by Department of Water Affairs. Relevant experience in the field. National Water Act, Water Services Act Occupational health and safety, Basic laboratory testing. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, ability to operate equipment and machines analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working. A valid Drivers' license. Willing to work shifts.

DUTIES : Screen and strain incoming raw wastewater. Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove the grit from chambers. Properly dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing.

ENQUIRIES : Mr. B Maano at 076 904 2090
APPLICATIONS : Kimberley Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301.

FOR ATTENTION : Ms. N Hlongwane

POST 32/166 : **BOILER OPERATOR: WORKSHOP REF NO: 2022/322**

SALARY : R147 459 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Senior Certificate/ Grade 12 and an equivalent recognized national steam certificate. Operation of machinery. Interpersonal skills. Basic literacy. Technical skills. Knowledge of Boiler Operation. Occupational Health and Safety Act. Operation of equipment, tools and materials. Knowledge of general built environment.

DUTIES : Ensure correct usage and flow of chemicals-Request chemicals from stores as required. Test quality of water of softeners as well the returning flows of condensate water. Fill chemical tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitoring boiler pressure in accordance with demand Monitor the steam pressure constantly. Check the correct temperature of hot well pumps. Adjust the stoker for efficient steam delivery. Report all defects immediately. Monitoring the water/fuel level in the boiler-Check the feed water pumps-level and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemical at all times. Control the flow of fuel. Ensure adherence and compliance with occupational and health standards and the occupational health and safety act. .Ensure that the boiler environment is well maintained. To ensure the removal ash from boilers, gritt arrester and smoke box.

ENQUIRIES APPLICATIONS : Mr. P Ramoroka at (072) 108 4345
Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. M Masubelele

POST 32/167 : **GROUNDSMAN: FACILITIES MANAGEMENT REF NO: 2022/323 (X6 POSTS)**

SALARY : R104 073 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : Grade 10, ABET Level 3 certificate plus appropriate experience as a Groundsman. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.

DUTIES : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.

ENQUIRIES APPLICATIONS : Mr. HC Mambana Tel No: (012) 342 2033
Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. M Masubelele

POST 32/168 : **CLEANER: CLEANING SERVICES REF NO: 2022/324 (X12 POSTS)**

SALARY : R104 073 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Grade 10 or Standard 8, ABET Level 3 or equivalent and appropriate experience in cleaning environment. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning offices, reception area, toilets and basins and wall tiles, empty dustbins and wash floors. Sweeping passages, floors and pavements. Scrubbing, mopping and polishing floors. Dusting and polishing furniture. Cleaning windows, doors, and walls, vacuum offices and stripping floors.

ENQUIRIES : Ms. M Lamani Tel No: (012) 310 5948

APPLICATIONS : Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. M Masubelele