

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 : 07 October 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 only. 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.

OTHER POSTS

POST 36/79 : **DEPUTY DIRECTOR: PROPERTY PERFORMANCE MANAGEMENT DISPOSALS REF NO: 2022/359**

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 the Built Environment or related equivalent with relevant experience in Property Management preferably in Property Disposals. An appropriate management experience at Assistant Director Level. Knowledge of State Land Disposal Act, Broad Based Black Economic Empowerment Act, Government Immovable Asset Management Act, Public Financial Management Act, Treasury Regulations, Supply Chain

Management framework, Preferential Procurement Policy Framework, Procurement directives and procedures, administration skills, decision making skills, problem solving, writing skills, ability to operate under pressure, highly motivated, good understanding of asset management, valid driver's licence, excellent interpersonal, presentation and communication 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; driver's license; willing to adapt work schedule.

DUTIES : The incumbent will be responsible for assisting the Director in facilitating disposal of immovable assets for Government socio economic objectives and those identified as superfluous to the needs of the State with the following key result area: Manage the disposal process of State land- co-ordinate and facilitate the process of disposing immovable assets requested for Government's key strategic objectives; co-ordinate and facilitate the process of identifying superfluous land to be disposed; manage the prioritisation of land to be disposed; develop and implement strategies to guide the disposal of State land; ensure that all land disposal do not infringe with the National Land Reform Programme; manage the transfer of ownership of land disposed; ensure compliance to departmental policies on disposals of immovable assets.

ENQUIRIES APPLICATIONS : Mr M Cele Tel No: (012) 406 1204
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 36/80 : **DEPUTY DIRECTOR: INTERNAL AUDIT (REGIONAL AUDITS) REF NO: 2022/360**

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 REQUIREMENTS : Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Auditing/Accounting. Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) or Certified Internal Auditor (CIA) or CA (SA). Practising Internal Auditor with appropriate experience. Professional Registration with the Institute for Internal Auditors (IIA) or South African Institute of Chartered Accountants (SAICA). Driver's License. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem solving approach. Ability to work under pressure and meet deadlines. Prepared to be subjected to security clearance.

DUTIES : Assist the Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Review the Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for approval to the Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; Provide technical and administration support to the regional offices Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.

ENQUIRIES APPLICATIONS : Mr. L Gayiya Tel No: (012) 406 1402
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 36/81 : **SENIOR ADMIN OFFICER: IAR GIS REF NO: 2022/361**
(24 Months Contract)

SALARY : R321 543 per annum

CENTRE REQUIREMENTS : Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Geographic Information Systems; Geo-informatics, Geography, Science. Registration with the South African Geo-informatics Council (SAGC) as a GISc Technician will be an added advantage. A relevant experience in Geographic Information Systems, Asset Management and State land administration. Verification of immovable assets and supervisory experience will be an added advantage. A valid driver's licence. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : Geographical referencing of administrative geographical data: Analysis, geo-coding and editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist the Assistant Director in defining and controlling spatial data on the Immovable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support field workers with physical verification queries.

ENQUIRIES APPLICATIONS : Mr. M Chauke Tel No: (012) 406 1144
: Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 36/82 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2022/362**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Umtata Regional Office
: A three year tertiary qualification (NQF Level 6) in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting and relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.

ENQUIRIES APPLICATIONS : Ms N Cikolo Tel No: (047) 502 7000
: Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 36/83 : **STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT REF NO: 2022/363**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Financial Management, Accounting or equivalent qualification. Relevant experience in property budgeting and planning. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; property budgeting.

Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.

DUTIES : Assist in requesting and consolidation of property budget inputs from regions and Head Office; Assist with the monthly property budget review meetings, assist with the allocation of funds to executing units, administer property budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the monthly reconciliation of the expenditure from WCS and SAGE systems and with the verification/analysis of the Day to Day Maintenance services on PMIS.

ENQUIRIES APPLICATIONS : Ms. F Makhubela Tel No: (012) 406 2071
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 36/84 : **ADMINISTRATION OFFICER: ACQUISITION – PROPERTY AND FACILITIES MANAGEMENT REF NO: 2022/364**

SALARY CENTRE REQUIREMENTS : R261 372 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF level 6) in Supply Chain Management/ Logistics/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration/ Administration / Management Sciences. Appropriate relevant experience in Procurement/ Supply Chain Management. Experience in SCM Bid Administration in Leasing will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act and Preferential Procurement Regulations. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy and computer literacy are all advantageous. Must be prepared to travel and willing to adapt to a work schedule in accordance with operational requirements.

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 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 : Ms. D Seshotli Tel No: (012) 406 1953, Ms J Khosa Tel No: (012) 406 1801
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 36/85 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2022/365**

SALARY : R104 073 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A 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
APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi