

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 : 04 November 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 and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. 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 overcrowding 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 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 40/83 : **CHIEF CONSTRUCTION PROJECT MANAGER: GRADE A (PROGRAMME MANAGEMENT OFFICE) REF NO: 2022/397**
(24 Months Contract)

SALARY : R1 058 469 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)

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| <u>REQUIREMENTS</u> | : | A National Higher Diploma in Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP/ BTech (Built Environment field) with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP/ Honours degree in any Built Environment field with a minimum of 6 years' experience as a registered Professional Construction Project Manager with the SACPCMP. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Valid driver's license with the exception of applicants with disabilities. Competencies: Strategic Capability and Leadership. People Management and Empowerment. Strong Programme and Project Management. Financial Management. Change Management. Knowledge Management. Service Delivery Innovation. Problem solving and Analysis. Client Orientation and Customer focus. Communication. Project Management Skills. Principles and Methodologies. Project and Professional Judgment. Computer-aided Engineering and Project applications. Project design and analysis knowledge. Project operational communication. Process Knowledge and Skills. Maintenance Skills and Knowledge. Mobile equipment operating Skills. Legal and Operational Skill. Legal and Operational Compliance. Research and Development. Creating High Performance Culture. Technical Consulting. |
| <u>DUTIES</u> | : | Manage and co-ordinate all the aspects of a project from inception to close-out. Strong understanding of programme and project management methodologies and processes. Extensive knowledge in bulk and internal engineering services, specifically civil and electrical. Ability to develop and implement Standard Operating Procedures. Working with the project stakeholders to successfully implement and complete the project. At all times seek to maximise value to the Department and clients through expertise, knowledge and best practice. Understand and apply project life cycle development of ECSA guidelines. Contract administration with both internal and external stakeholders. Ability to provide community liaison and social facilitation support to projects. Create and execute project work plans and revise as appropriate to meet changing needs and requirements of the project. Compile risk logs (databases) and manages significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of project related matters to minimise possible project risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual developments plans, operational requirements and return on investment. Provide effective project accounting and financial management in relation to the various projects. Manage project budget and resources. Report on expenditure, service delivery, job creation and SMME empowerment through constant monitoring and reporting. Set project standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. |
| <u>ENQUIRIES APPLICATIONS</u> | : | Mr N Kubeka Tel No: 012 406 1504 |
| | : | Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. |
| <u>FOR ATTENTION</u> | : | Ms NP Mudau |
| <u>POST 40/84</u> | : | <u>CHIEF LANDSCAPE ARCHITECT (GRADE A) REF NO: 2022/398</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : | R912 048 per annum, (OSD salary package) |
| | : | Head Office (Pretoria) |
| | : | An appropriate degree in Landscape Architecture. Professional registration with the South African Council for the Landscape Architectural Profession (SACLAP) as a Professional Landscape Architect with at least six (6) years relevant professional experience in the landscape architectural field. A valid Code B driver's license. Experience in conducting Real Estate Investment analyses/ feasibility studies will serve as an advantage. Knowledge of the following: Landscape Architectural design and analysis; Good understanding of legislation and operational compliance norms; Construction industry contracts; Landscape Architectural operational communication; and Process skills. Maintenance skills and knowledge. Computer-aided drawing applications. Environmental best practice and its requirements and systems as it relates to landscape architectural designs. Research and development. Technical consulting. Programme and Project Management. Cost estimation |

and financial management. Knowledge of the real estate industry, project formulation, land use planning and urban design will serve as an advantage. Strategic capability and leadership. Problem solving and analysis. Customer focus and responsiveness. Excellent communication (verbal and written) skills. Presentation skills. Executive report writing skills. Computer literacy in MS Office software (Word, Excel, PowerPoint and Project). People management in a team environment. Planning and organizing, leading and controlling. Conflict management. Negotiation skills. Change management. Well-developed financial and budgetary skills.

DUTIES

: Review and evaluate existing and proposed open space infrastructure. Consultant's designs, drawings and details against best practice norms as applicable to new construction, rehabilitation, refurbishment, upgrades and/ or maintenance contracts as well as ensure compliance with Departmental requirements and legislation. Assess standards of construction, operations, maintenance and records, understand user or client needs/ requirements and translate into options, development layouts or open space solutions which may include development of conceptual designs, using sketching and presentation techniques to conceptualise client needs into built/ landscape form. Provide technical hands-on specialized support and technical reports so as to inform feasibility studies of small, medium and mega projects, in the evaluation of the effectiveness and efficiency of existing and proposed landscape architectural designs and open space/ landscape infrastructure. Determine open space typologies, spatial qualities, space programming and space analysis in relation to client needs. Determine the cost efficiency of projects and develop life cycle models and costs of different landscape typologies and time implications in collaboration with a multidisciplinary team. Provide expert professional advice on the economic life of existing open spaces/ landscapes. Provide specialised advice in ecological design and sustainability whilst integrating latest technology that includes energy/ water efficiency best practices from landscape architectural perspective. Visit potential development land and building sites to assess and develop technical reports. Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames which may be of small, medium or mega size and complexity as prescribed by National Treasury guidelines. Develop tender documentation and manage the appointment of consultant's. Scrutinize and approve fee accounts of consultants. Mentoring of Candidates/ Interns through facilitating real time work experience. Provide professional landscape architectural support to regions, the development and expansion of the profession internally within the DPWI and externally within the public sector and academic sphere. Standards generation/ revision as well as policy and guideline/ landscape manual development.

**ENQUIRIES
APPLICATIONS**

: Mr T Rachidi Tel No: (012) 406 1885
: 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 40/85

: **DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2022/399**
(24 Months 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
REQUIREMENTS**

: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Information Technology and Asset Management. Appropriate experience in the property management, IT environment, or Systems and Data Management. Willingness to travel. Valid unendorsed drivers licence. Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143/2043
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 40/86 : **DEPUTY DIRECTOR: IAR SYSTEMS & DATA MANAGEMENT REF NO: 2022/400**

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 relevant three year tertiary qualification in Information Technology and Asset Management, Appropriate experience in the property management, IT environment, or Systems and Data Management. Willingness to travel. Valid unendorsed drivers licence. Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.

DUTIES : Manage IAR data policies and processes for the efficient management of the branch, liaise with the colleagues for needs analysis in terms of IT infrastructure and systems, liaise with DPW ICT to implement and manage effective IT solutions for the branch. Assist in the development of processes for the alignment and management of IAR data for the DPW family. Standardise data and upload into a common platform for analysis, reporting and a single point of truth and implement IAR policies, frameworks and guidelines. Provide appropriate support, advice and guidance to stakeholders in relation to IAR verification processes. Manage, coach and monitor performance of subordinates.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143/2043
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 40/87 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2022/401**

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 : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 06) in Public Administration/ Estate Management or equivalent qualification in the relevant field. Appropriate management experience as an Assistant Director. Experience in client liaison key account management will be an added advantage. A valid Driver's license. Knowledge of the Works Control System (WCS), SAGE & 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, financial administration processes and systems, maintenance of databases, procurement processes and systems. Advanced numeracy skills, organizing, interpersonal skills, diplomacy, ability to follow a pro-active and creative problem; solving approach, communication,

advanced computer literacy. Innovative, creative, trustworthy, hardworking, self-motivated, ability to work under pressure, analytical thinking, facilitation, research. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Develop, review and maintain user demand management policies and procedures. Undertake research on current best practices in relation to property management; project management; facilities 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 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. 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. Plan and allocate work.

ENQUIRIES : Ms. T Phiri Tel No: (012) 310-5954
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 K. Tlhapane/ Ms C. Lekganyane

POST 40/88 : **PRODUCTION ENGINEER: CIVIL (GRADE A) REF NO: 2022/402**
 (Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R728 829 per annum, (OSD salary package)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : At least a BSc or BEng in Civil Engineering. A minimum of 3 years relevant experience in the applicable field of civil engineering post qualification. Compulsory registration as a Professional Engineer with the Engineering Council of South Africa (Professional Engineering Technologist will not be considered). Experience in various fields of wet services particularly building wet services. Exposure to the main contracts used in the civil engineering industry. Good understanding of the CIDB standard for uniformity. Knowledge of the NDPWI design development and review processes. A good understanding of the NDPWI manuals applicable to the field of civil engineering. Good communication skills. Excellent technical report writing and presentation skills are required. Innovative problem solving ability and ability to work independently. Applied knowledge of all relevant Built Environment legislative/regulatory requirements of National and International standards. A valid driver's license (minimum code B) and the ability/willingness to travel are essential.

DUTIES : Technical evaluation of professional service providers' and contractors' bids. Review and acceptance of the professional service provider's concept and detail designs. Assist in compilation of tender documentation. Conduct technical inspections and integrity surveys on various civil engineering assets. Conduct quality control over the work of the consultant and the contractor during the execution phase of the project. Conduct minor traffic studies under supervision of a chief engineer. Assist project managers in resolving technical

disputes arising at different stages of the project. Review and audit final professional civil engineering and construction contract final accounts. Accept responsibility for the development, implementation, review and regular updating of standardised civil engineering practice manuals for the Department. Undertake in-house designs, documentation and implementation on selected projects.

ENQUIRIES : Mr M Ramushu Tel No: (012) 406 2109
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 40/89 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OFFICER: MECHANICAL REF NO: 2022/403**

SALARY : R477 090 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Mechanical Engineering. Appropriate relevant experience in Construction or Built environment, Project Management, Facilities Maintenance Management, Safety Management. Valid driver's License. Added advantage: SAMTRAC qualification. Knowledge: Occupational Health and Safety Act and its regulations, National Building Regulations and Building standards Act, BCEA, PFMA, GIAMA, COIDA other relevant SANS, Acts and Regulations. Skills: Computer Literacy, report writing, planning and organizing, Presentation, Conflict management and decision making skills. Prepared to travel and willing to adopt to working schedule in accordance with office requirements.

DUTIES : Ensure and facilitate Occupational Health and Safety compliance at work places: Evaluate the workplaces (State and Leased buildings). Ensure Boilers, Incinerators, Lifts, HVAC systems, Fire Fighting and Fire Protection Equipment, railway lines, Waste Water Treatment Plants and Water purification plants etc. are safe and without risk. Conduct incident investigations and make recommendations. Participate in the Bid Specification Committees and Bid Evaluation Committees. Check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractor's H&S Plan is maintained on construction site. Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise and prepare incident report. Monitor utilization and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings .Consolidate and submit monthly and quarterly inspection reports with findings and recommendations.

ENQUIRIES : Mr N Malitsha Tel No: (015) 291 6447
APPLICATIONS : 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

POST 40/90 : **ASSISTANT DIRECTOR: LABOUR RELATIONS: COLLECTIVE BARGAINING REF NO: 2022/404**

SALARY : R382 245 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resources Management/ Labour Relations or in the related field. Appropriate working experience in Labour Relations or in the relevant field. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations, Collective bargaining structures and processes;, Structure and functioning of the Department, Employment Equity Plan of the Department, Diversity management, Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, PSCBC Resolutions, GPSSBC Resolutions, CCMA Rules, GPSSBC Rules. Skills: Basic numeracy, Interpersonal skills, General administration and organisational skills, Interpretation of policies, Ability to

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| <u>DUTIES</u> | : undertake basic research/gather information, Computer literacy, Analytical thinking, Problem solving skills, Motivational skills, Conflict management, Presentation skills, Negotiation skills, Communication and report writing abilities, Cross examination skills. Personal Attributes: Innovative, Creative, Resourceful, Objectivity, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently. Drivers' license. |
| <u>DUTIES</u> | : Coordinate grievances and misconduct processes: Assess and recommend whether the grievance or conduct warrants a formal investigations, act as presiding officer and initiator during disciplinary enquiries, attend to grievance cases and ensure that they are dealt with within stated timeframes, monitor implementation and adherence to prescripts governing grievances and misconduct processes, provide effective advice towards the resolution of grievance cases., ensure prompt referral of grievances to the management and PSC when necessary, coordinate and facilitate appointment of external service providers in complex misconduct cases, accompany and assist appointed external Legal representative in disciplinary matters, monitor and ensure implementation of outcomes on grievance and disciplinary cases. Facilitate the resolution of Labour Disputes and litigation cases: Represent the Department in conciliation and arbitration processes. prepare submissions to request mandates and to settle disputes in conciliation and arbitration, present and prepare witnesses for arbitration cases, advise and assist management and staff on dispute resolution procedures and multi-lateral forums, coordinate litigation cases referred to the higher courts e.g. Labour Court, provide relevant documents/files for the cases to Litigation unit, liaise with the Labour Court as and when required. Facilitate collective bargaining processes e.g DBC and other activities: Prepare for DBC meeting, compile DBC minutes and collective agreements, ensure adherence to GPSSBC rules and constitution, ensure communication of policies, guidelines and collective agreement to all stakeholders, promote and enforce cordial relationship with shop stewards, attend to any industrial unrest that occurs. Supervise employees to ensure an effective service and undertake all administrative functions: 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, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, effective and efficient administration and coordination of accurate records/database of labour relation cases. |
| <u>ENQUIRIES APPLICATIONS</u> | : Mr. R Zitha Tel No: 012 406 1587 |
| <u>FOR ATTENTION</u> | : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria. |
| <u>POST 40/91</u> | : Ms NP Mudau |
| <u>SALARY CENTRE REQUIREMENTS</u> | : <u>SENIOR ADMINISTRATIVE OFFICER: PROVISIONING AND LOGISTICAL SERVICES REF NO: 2022/405</u> |
| <u>SALARY CENTRE REQUIREMENTS</u> | : R321 543 per annum |
| <u>SALARY CENTRE REQUIREMENTS</u> | : Pretoria Regional Office |
| <u>SALARY CENTRE REQUIREMENTS</u> | : A three year tertiary qualification (NQF Level 6) in Public Management or Administration, Supply Chain Management or Logistics with appropriate experience in Provisioning. A thorough knowledge of Treasury Regulations, SCM and the procurement delegations and procedures, Public Finance Management Act (PFMA), Financial and budget administration processes and systems, BAS, Logis and General office administrative. Skills required: Communication skills, Report writing, planning and organizing, analytical thinking and client liaison. Ability to work under pressure and ability to communicate at all levels. |
| <u>DUTIES</u> | : Implementation of sound procurement systems in Compliance with Government Legislations, Guidelines and Policies. Maintenance of an approved database for suppliers for all goods and services. Ensure pro-active tracking of requisitions, orders and invoices to ensure effective service to the Region as well as suppliers. Ensure procurement and provision of goods and services to the Region. Ensure timeous processing of payments to service providers. Verification of payments. Warehouses/stores management. Manage |

switchboard. Act as a Logis systems controller. Monitor transversal controls approved by Treasury.

ENQUIRIES : Mr. M. Raphesu Tel No: (012) 310 5161
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 K. Tlhapane/ Ms C. Lekganyane

POST 40/92 : **SWITCHBOARD OPERATOR REF NO: 2022/406**

SALARY : R147 459 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification with relevant experience as Telecom Operator. Computer literacy, good verbal and written communication skills. Ability to work under pressure.

DUTIES : The successful candidate will be responsible for the following duties: Answering and transferring calls to rightful recipients, Reporting faulty communication, updating of internal telephone list, Provide pin codes to users, Monitoring codes barring as well as call loggings, Administering and distributing telephone accounts, arranging activation of new lines, and keeping all records of telephone accounts as well as extensions.

ENQUIRIES : Ms C Shikwambana Tel No: (012) 492 3039
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 K. Tlhapane/ Ms C. Lekganyane