

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** : 11 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 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 post was advertised in Public Service Vacancy Circular 40 dated 21 October 2022, Assistant Director: Labour Relations: Collective Bargaining, Centre: Head Office (Pretoria) Ref No: 2022/404, was advertised with incorrect inquiry person, the correct inquiry person is Mr V Ngcuka Tel No: (012) 406 1194.

OTHER POSTS

- POST 41/129** : **CHIEF ENGINEER: MECHANICAL (GRADE A) REF NO: 2022/407**
- SALARY** : R1 058 469 per annum, (OSD salary package)

<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria) : Engineering degree (B Eng/BSc Eng) or relevant qualification; a minimum of 6 years' post qualification relevant experience. Compulsory registration with the ECSA as a professional Engineer (Pr. Eng). A valid driver's license; Prepared to travel; willing to adapt to a working schedule in accordance with office requirements Mechanical engineering best practice and integration of other engineering services in the built environment; Project Management; Extensive knowledge of all mechanical engineering aspects in the built environment; Public Finance Management Act; Occupational Health and Safety Act; Supply Chain Management; Understanding of different types of contracts used in the built environment and implementation thereof. Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS). Ability to undertake critical review/analysis and apply engineering skills in projects ; Ability to maintain integrity of confidential information; Financial administration; Effective verbal communication; Advanced technical report writing; Computer literacy; Planning and Organising; Relationship management; Engineering Computer Aided Software's; Programme and project management; Interpersonal and diplomacy skills; Problem solving; Decision making; Motivational skills; Conflict resolution; Negotiation skills. Analytical thinking; Innovative; Creative; Solution orientated; Ability to work under stressful situations; Ability to communicate at all levels; People oriented; Trustworthy; Assertive; Hardworking; Ability to work independently.
<u>DUTIES</u>	: Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards and specifications; Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives; Develop and maintain professional best practice parameters and quality control measures; Technical evaluation of professional service providers and contractors bids. Review and acceptance of the professional service provider's concept and detailed designs. Assist in compilation of tender documentation. Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request. Conduct quality control over the work of the consultant and the contractor during the project. Assist project managers in all mechanical engineering related matters at all stages of the project. Review and audit final professional mechanical engineering accounts and construction contract final accounts. Undertake detail design, documentation and implementation of projects. Ensuring the completion of as built drawings is completed as per engineering best practices. Provide mentorship and supervision to candidate engineers, technologists and technicians.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. M Tladi Tel No: (012) 492 3247 : 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 41/130</u>	: <u>DEPUTY DIRECTOR: FINANCE REF NO: 2022/408</u>
<u>SALARY</u>	: R744 255 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE REQUIREMENTS</u>	: Mmabatho Regional Office : A three year tertiary qualification (NQF level 6) in Accounting/Financial Management or equivalent qualification Extensive work experience in Finance or relevant field. Financial Management, Financial Accounting, Change Management, Essentials of budget formulation, Willingness to adapt to a work schedule in accordance with office requirements. Knowledge: Public Finance Management Act, Public Service Regulations, National Treasury regulations, guidelines and directives (MTEF, ENE), Preferential procurement policy, Government supply chain management framework, Government Budget systems and procedures, Government Financial Systems (PERSAL, PMIS, WCS, LOGIS, BAS, SAGE), Financial prescripts (GAAP and GRAP). Skills: Planning and organising, Problem solving, Analytical thinking, Interpersonal relations and diplomacy, Ability to conduct research and gather information, Report writing, Management skills, Numeric, Advanced computer skills. Personal Attributes: Creative, Dedicated, Approachable, Hard-working, Trustworthy. Other: Ability to work within specific time-frames. Ability to communicate at all levels.

DUTIES

: Manage the implementation and monitoring of financial guidelines, processes, standards and strategies: Make recommendations for changes and improvements to existing financial guidelines, standards, policies and procedures. Manage the implementation of financial guidelines, standards, policies, procedures and strategies and related treasury prescripts. Ensure the development and implementation of support tools. Provide advice and guidance at various fora in relation to the Financial guidelines. Monitor, evaluate and report on the implementation progress. Manage financial accounting and reporting. Manage accounts receivable and accounts payable. Prepare financial statements. Manage bookkeeping and financial accounting services. Manage and coordinate client billing and collection of revenue. Manage, monitor and report on clients' billing system. Manage the budget and planning function for the region. Manage the collection and collation of budget inputs for budget planning and control. Undertake detailed researches on matters pertaining to budget management. Analyse inputs related to the Medium Term Expenditure Framework. Monitor fund transfers from National Treasury. Oversee allocation of budgets according to components and financial years. Undertake quarterly reviews on the management of budget allocated to components. Ensure that Regional expenditure is in accordance with its budget allocations. Ensure that operational plans are aligned to the budget and strategic objectives. Manage and regularly report on budget and cash flow. Identify financial trends and opportunities for businesses processes improvement. Ensure month-end procedures are performed within required deadlines, including clearing of suspense accounts, submission of compliance certificates and 30 day payments reports. Ensure timeous financial reporting. Maintain sound financial governance and processes: Prevent and detect irregular, fruitless, wasteful and unauthorised expenditure. Ensure that sound internal controls and reporting systems are in place. Provide secretariat support to the Technical Advisory Committee. Update the register for all reported cases of irregular, fruitless and unauthorised expenditure as well as lost, stolen and damaged assets. Ensure compliance to the Public Finance Management Act through audit plans and spot-checks. Monitor adherence to all internal policies and practices. Regularly interact with role-players on an individual basis to emphasise compliance. Ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts, etc. and accounting standards before any transaction can be effected, either manually or online. Effective management of the Directorate. Manage all resources allocated to the Directorate. Develop and maintain continuous communication with stakeholders. Ensure good performance through performance reviews. Ensure that staff are fully trained to achieve good performance. Ensure timeous responses to client needs/requests/queries. Design, implement and maintain the Directorate's strategic plan. Develop detailed strategic action plans. Establish, implement and maintain performance measures.

**ENQUIRIES
APPLICATIONS**

: Mr. M Sithole Tel No: (012) 406 1723
: 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 41/131

: **CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2022/409**

**SALARY
CENTRE
REQUIREMENTS**

: R477 090 per annum
: Mthatha Regional Office
: A three year tertiary qualification (NQF level 6) in Electrical or N3 in electrical plus Trade Certificate with related technical experience. 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.

DUTIES

: 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 OHS Act and all relevant construction regulations and specifications. Compile technical and monthly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. L Mpukane 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.
<u>FOR ATTENTION</u>	:	Ms N Mzalisi
<u>POST 41/132</u>	:	<u>CHIEF WORKS MANAGER: MECHANICAL REF NO: 2022/410</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Durban Regional Office
	:	A National diploma (T/N/S Streams) in Mechanical Engineering with three (3) years relevant experience or N3 and a passed trade test in the built environment Mechanical field Millwright, Fitter, Boiler Maker, Air-conditioning, Refrigeration, Pumps, and Automation, with five (5) Years relevant experience. Broad based buildings maintenance experience and ability to implement proactive/preventative maintenance system. A valid driver's license is compulsory. Knowledge And Skills: Good management and interpersonal skills. Computer literacy. Understanding of Occupational Health and Safety Act (OHS) Act. Conflict management skills. Client orientation and customer focus skills. Self-management. Report writing skills Knowledge of Building regulations. Knowledge of quality control and relevant South African Bureau of Standard standards. Quality control of all Construction Works. Management of people, risk, change and the promotion of teamwork.
<u>DUTIES</u>	:	Manage day-to-day breakdowns, site inspections, conditioning assessments, report writing, costing, manage and compilation of term contracts, financial reporting and administrative duties related to facilities management. Manage the process for the identification of needs, new services and requirements for minor new work and repairs to existing work by ensuring that customer complaints are investigated and follow up. Ensure that the outputs are aligned to departmental strategic goals and objective and satisfy client's needs. Maintain policy for standard construction, maintenance operation specifications for all buildings services rendered on behalf of the department and client departments. Evaluate installation activities to ensure that the designs and specifications are executed and performed to acceptable standards. Monitor the performance and management of building inspectorate in terms of time, cost, quality and socio-economic objectives. Design and develop documentation for in-house projects as and when required. Travel and visit construction sites on a regular basis for control inspections. Monitor building programmes and report to management on a regular basis for control inspections. Be prepared to travel and overnight within the KZN as and required in the course of duty. Supervise the performance and conduct of subordinates through inter alia: Enter into agreements with sub-ordinates in terms of the PMDS policy. Identify skills development needs and provide training and development opportunities of subordinates. Provide advice and guidance on the interpretation and application of legislation, policies and procedures.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SP Nxumalo Tel No: (031) 314 7311
	:	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.
<u>FOR ATTENTION</u>	:	Mrs NS Nxumalo
<u>POST 41/133</u>	:	<u>CHIEF WORKS MANAGER MECHANICAL: FACILITIES MANAGEMENT REF NO: 2022/411</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R321 543 per annum
	:	Mthatha Regional Office
	:	A three year tertiary qualification (NQF Level 6) in the Mechanical Engineering, or N3 in mechanical engineering plus trade test. Relevant experience in the technical field i.e. mechanical. Extensive knowledge of the Mechanical Regulations, Occupational Health and Safety Act, Public Finance Management Act, Driver's license, Registration with a professional body in the built environment would be an advantage. Good verbal and written communication

skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills.

DUTIES : Manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, Ensure compliance with OHSA, Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPW clients.

ENQUIRIES APPLICATIONS : Mr. B Mjindi 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 41/134 : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2022/412**

SALARY CENTRE REQUIREMENTS : R321 543 per annum
: Cape Town Regional Office
: A three year tertiary qualification (NQF Level 6) in Human Resources Management/ labour law/ labour relations. Relevant experience in Labour Relations. A Valid driver's license. Knowledge: Knowledge of standards, practises, processes and procedures related to Labour relations & collective bargaining structures, Employment Equity Act, Constitution of the RSA, Public Service Act and Regulations, Basic Conditions of Employment Act, Labour Relation Act, Collective Agreements, Code of Remuneration and the Public Finance Management Act. Skills: Basic numeracy; Interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer literacy; financial administration; change/diversity management, objectivity; analytical thinking; problem solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills; communication and report writing abilities. Personal Attributes: Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hardworking; self-motivated; ability to work independently; must be prepared to travel; willing to adapt to work schedule in accordance with office requirements.

DUTIES : Implement and maintain policies, procedures related to Labour relations; provide advice regarding Labour relations issues in the workplace; support formal processes with organised labour; assess and make recommendations regarding the effectiveness and status of operational labour relations. Administer and support disciplinary matters; assess and recommend whether conduct warrants formal investigations. Receive complaints and liaise with relevant stakeholders; act as designated officer to resolve grievances; act as departmental representative in conciliations, mediations and arbitrations. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums; liaise with organised labour on matters of mutual interest; represent the Department in various bargaining structures as appointment by the Regional Manager. Advise management and staff on issues related to Labour relations; liaise and interact with internal and external stakeholders; ensure compliance of Human Resources policies and practices with labour law and collective agreements; conduct training and awareness on employee/labour relations; promote sound labour relations, equity and diversity.

ENQUIRIES APPLICATIONS : Ms. L Mzimba Tel No: (021) 402 2132
: 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.

FOR ATTENTION : Ms. C Rossouw

POST 41/135 : **ARTISAN PRODUCTION GRADE C: MECHANICAL REF NO: 2022/413**

SALARY : R266 109 per annum, (OSD salary package)

CENTRE : Durban Regional Officer

REQUIREMENTS : A completed Apprenticeship and proof of passing a trade test in terms of the Provisions of Section 13 (2)(h) of the Manpower Training Act, 1981, as amended or a certificate issued under the provision of the repealed section 27 of the Act. Knowledge of the OHS Act. Minimum two years' experience in the mechanical trade. A valid driver's license.

DUTIES : Maintenance including new work to the building infrastructure works. Maintain tools. Compile material quantities per project. Supervise assistants.

ENQUIRIES : Mr MM Zuma Tel No: 072 406 5212

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 : Mrs NS Nxumalo

POST 41/136 : **ADMIN OFFICER: DEMAND MANAGEMENT REF NO: 2022/414**

SALARY : R261 372 per annum

CENTRE : Durban Regional Office

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

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

ENQUIRIES : Mr SP Nxumalo Tel No: (031) 314 7311

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 : Mrs NS Nxumalo