

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** : 02 December 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 43 dated 11 November 2022. (1) Administration Officer: Property Acquisitions & Leasing Ref No: 2022/450, Centre: Umtata regional Office was advertised with incorrect requirements: A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate, Public Management, Financial management or Property Law with sufficient relevant experience in acquisition of property rights in fixed property. A sound understanding of the Public Finance Management Act (PFMA). Understanding of property market trends and to be able to analyse the property market. Understanding of derivative forms of acquisitions of property (e.g.) expropriation, common law prescripts and others. Understanding of financial

administration processes and systems, contractual policies and procedures as well as procurement processes and systems .Effective communication skills. Please note that a valid driver's license will be the requirement, closing date will be extended to 02 December 2022.

OTHER POSTS

- POST 44/196** : **SENIOR INTERNAL AUDITOR: INTERNAL AUDIT REF NO: 2022/452**
- SALARY CENTRE REQUIREMENTS** : R331 188 per annum
: Pretoria Regional Office
: A three year tertiary qualification (NQF Level 6) in Auditing or Accounting. Applicant must be a member of Institute of Internal Auditors. Must have completed Internal Audit Technician (IAT) programme. Professional Internal Auditor (PIA) programme will be an added advantage. A relevant practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process .Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage.
- DUTIES** : Conduct preliminary survey procedures. Assist in development of audit program. Conduct audit field work and collect relevant, sufficient and useful audit evidence. Develop audit working papers. Develop audit findings with all elements of a finding. Assess and evaluate audit evidence. Develop conclusions on audit findings. Assist in developing draft internal audit reports. Discuss the internal audit report with Audit Supervisor. Transfer auditing skills to Internship students.
- ENQUIRIES APPLICATIONS** : Mr. S Khomo Tel No: (012) 492 3066
: 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 44/197** : **ADMINISTRATIVE CLERK: CLEANING SERVICES: FACILITY MANAGEMENT REF NO: 2022/453**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
: Mmabatho Regional Office
: A National Senior Certificate/Grade 12 or equivalent qualification, appropriate relevant working experience, Supervisory experience, computer literacy, communication skills, good interpersonal relations skills and basic numeracy, administrative skills, exposure to cleaning chemicals and hazardous working conditions, knowledge of cleaning methods, chemicals and cleaning material. Ability to write reports, willingness to travel extensively and valid driver's license.
- DUTIES** : Supervise cleaning staff and supervisors, administer attendance records for the cleaners, and ensure the inspection of logistics and physical environment to ensure hygiene and cleanliness. Compile cleaning reports, identify resource requirements and special operational needs, and monitor the condition and availability of cleaning equipment. Ensure the replenishment and distribution of cleaning material and equipment, compile cleaners and supervisors work plan, and assess performance of cleaners and supervisors. Receive, recommend and submit leave applications for the cleaners and supervisors.
- ENQUIRIES APPLICATIONS** : Mr. B. Mabale Tel No: 018 386 5303
: 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 NOTE** : Mr T. Oagile
: People with disabilities are encouraged to apply
- POST 44/198** : **PROCESS CONTROLLER: WASTE WATER TREATMENT PLANT REF NO: 2022/454**
- SALARY CENTRE** : R151 884 per annum
: Polokwane Regional Office (Hoedspruit AFB Workshop)

- REQUIREMENTS** : A National Senior Certificate/Grade 12 or NTC 3 / NCV level 4 certificate. Certificate in Chemical Plant Operation/ Process Control, Engineering Trade test certificate or Classification as Process Controller by Department of Water Affairs shall serve as an advantage. Knowledge in the field of water pumps, water purification plant and sewerage treatment plant. Ability to read and write. Good communication skills. Ability to perform routine tasks and willingness to work overtime and be on stand-by.
- DUTIES** : Operate water and waste water treatment plants. Assist artisans while conducting repair and maintenance work, cleaning of hand tools, machinery and power tools, perform minor repairs and maintenance work, report defects and machine failures, carrying, loading and unloading of tools as well as materials; house-keeping of the workshop and plant rooms. Cutting grass and cleaning surrounding environments at water and waste-water plants including on the pipeline servitude.
- ENQUIRIES** : Mr. A. Radebe Tel No: (015) 291 6440
- 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