

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
NOTE

- : 19 December 2022 at 16H00
- : 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 posts were advertised in Public Service Vacancy Circular 45 dated 25 November 2022. (1) Receptionist Ref No: 2022/461, Centre: Head Office (Pretoria), has been advertised without the Directorate and incorrect Duties, The correct job title with Directorate and Duties are as follows: Job Title: Receptionist: Office of the Director-General and DUTIES: Render reception services to the Office of the Director-General. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Director-General. Support the security profile of the Office. Arrange and provide refreshments for visitors

/clients as directed. Provide general administrative support services to the office of the Director-General. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationary. File/ store, trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Director-General. Provide general secretarial services to the office of the Director-General. Assist with arrangement of meetings. Organise logistics for the meeting. Assist with preparation of documentation for the meetings. Execute all claims for travel, accommodation and rental cars. Assist with effective flow of information and documents: Direct received submission to relevant managers within the office of the Director-General. Ensure the safekeeping documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required and the closing date will be extended to the 19 December 2022. Kindly take note that (1) Deputy Director: Administration Ref No: 2022/455, (2) Deputy Director: Cabinet Support Ref No: 2022/456, (3) Assistant Director: Cabinet Support Ref No: 2022/457, (4) Assistant Director: FOSAD Co-ordination Ref No: 2022/458, (5) Assistant Director: Administrative Support Ref no: 2022/459 are all in the Office of the Director-General.

OTHER POSTS

<u>POST 46/268</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A</u>
<u>SALARY CENTRE</u>	:	R1 090 224 per annum, (OSD salary package)
<u>REQUIREMENTS</u>	:	Port Elizabeth Regional Office Ref No: 2022/466A (X1 Post) Durban Regional Office Ref No: 2022/467B (X1 Post) A National higher diploma (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/ Valid driver's license, Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.
<u>DUTIES</u>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES</u>	:	Mr. S. L. Jikeka Tel No: (041) 408 2074 Mr KB Mbhele Tel No: (031) 314 7163

- APPLICATIONS** : **Port Elizabeth Regional Office Applications** : The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. For attention: Ms S Mafanya.
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 46/269** : **DEPUTY DIRECTOR: RECRUITMENT SPECIALIST REF NO: 2022/469 (X2 POSTS)**
(36 Months Contract)
- SALARY** : R766 584 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 Human Resource Management, Public Management, Public Administration, Management Science or Social Sciences or in the related field. Relevant years of experience in HR Recruitment at supervisory/ management level (ASD level). Valid driver's licence. Knowledge of Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, PERSAL, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management. Skills: Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation and Analytical thinking. Communication and report writing abilities.
- DUTIES** : Develop and manage the implementation of recruitment strategies and policies; Keep abreast with the latest developments in the field of recruitment and selection; Develop and maintain all recruitment policies and procedures in line with relevant prescripts; Compile recruitment strategy that is aligned to the employment equity plan on a continual basis; Compile a QA checklist to audit Regions on following the correct policies and procedures; Ensure that all policies are implemented; Ensure compliance of all recruitment policies. Manage, coordinate and implement advertising processes: Communicate recruitment plan to the relevant managers; Implement recruitment plan based on organisational structure changes and new vacancies; Ensure that proper staff requisition processes are implemented before advertisement of positions; Receive and implement staff requisitions forms and motivation for posts to be advertised; Coordinate the process of drafting advertisements; Obtain quotes for placement of advertisements; Ensure approval of adverts; Facilitation of placement bookings with advertisement agencies. Manage, coordinate and implement selection processes: Oversee sorting of received applications; Oversee the arrangements for interviews such as dates, venues, and invitations to candidates. Ensure that all the required documents for the interviews are prepared on time; Represent human resource in interviews of short listed applicants; Ensure candidates attend all tests (competency assessments, reference checks) as prescribed in the Departmental Recruitment and Selection Policy and DPSA prescripts; Ensure communication with successful applicants; Oversee verification of results, certificates and qualifications; Oversee the compilation of appointment letters; Report on progress on the filling of positions; provide professional support and advice on recruitment to line managers; Manage the Sub-directorate: Ensure maintenance of discipline; Manage performance and development; 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 for the sub-directorate; Plan and allocate work; Quality control of work delivered by employees.
- ENQUIRIES** : Mr. C Zaba Tel No: (012) 406 1548
- 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 46/270** : **CONSTRUCTION PROJECT MANAGER REF NO: 2022/468 (X2 POSTS)**
- SALARY** : R750 693 per annum, (OSD salary package)

CENTRE REQUIREMENTS : Durban Regional Office
: A National Higher Diploma/ B-Tech in the Built Environment field and minimum of 4 years' and six months experience in the Built Environment/ /Honours degree in Built Environment filed with a minimum of 3years' 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.

ENQUIRIES APPLICATIONS : Mr KB Mbhele Tel No: (031) 314 7163
: 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 46/271 : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2022/470**

SALARY CENTRE REQUIREMENTS : R491 403 per annum
: Kimberly Regional Office
: A Three year tertiary (NQF Level 6) Human Resource Development or equivalent qualification. Relevant years of experience in Training and Skills Development Coordination field. Willingness to travel and work irregular hours and be in possession of a valid driver's licence. Computer literacy, planning and organising, Social facilitation, conflict management, training and presentation skills, training quality assurance, stakeholder management, budget management, contract management, record keeping, claims support, procurement procedures and reporting are also key requirements for this job.

DUTIES : Coordinate the training for EPWP participants. Collect and capture data for reporting training interventions. Facilitate as a trainer on EPWP training interventions. Provide support in the process of developing and maintaining training programs. Coordinate capacity building programmes for EPWP Officials. Provide support to Training Providers during training and claims processes.

ENQUIRIES APPLICATIONS : Ms C Makunike Tel No: (012) 492 3075
: Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms NJL Hlongwane

POST 46/272 : **ASSISTANT DIRECTOR: KEY ACCOUNT MANAGER/ USER DEMAND MANAGEMENT (DEPARTMENT OF JUSTICE, CONSTITUTIONAL DEVELOPMENT & CORRECTIONAL SERVICES) REF NO: 2022/471 (X2 POSTS)**

SALARY CENTRE : R491 403 per annum
: Cape Town Regional Office

- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in the Built Environment, Real Estate Management, Marketing, Commerce or equivalent in Administration field with extensive appropriate experience in client relations and/or the property industry. The ideal candidate should have strong strategic planning, programme management and client relations skills. An understanding of the different facets of the built environment and property industry is essential. Ability to follow a hands on proactive and creative problem solving approach and be team-orientated. Sound budgeting, project management and financial management skills. Knowledge of Works Control System, Public Finance Management Act and Government Immovable Asset Management Act. Computer literacy. Ability to work under pressure, think analytically, innovative and self-motivated. Good verbal communication and report-writing skills. A valid driver's license.
- DUTIES** : The incumbent will be responsible for the Key Account Management as a contact point between the National Department of Public Works & Infrastructure and assigned client departments. Assist with the consolidation and compilation of accommodation related information in reporting to the client. Ensure monitoring and implementation programmes for leased accommodation, capital works and planned maintenance services. Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset plans and budget. Ensure efficient turnaround times on strategic initiatives and programme related reports. Facilitate and minute regular forum meetings with client departments. Advice, interact and sourced information from client departments and departmental service providers. Assist with the implementation of Service Level Agreements. Give inputs towards the compilation and implementation of annual business plans for the Directorate. This post will require official travelling, working of overtime and the incumbent must be willing and able to travel as and when required.
- ENQUIRIES** : Ms P Penxa Tel No: (021) 402 2028
- APPLICATIONS** : 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 46/273** : **ASSISTANT DIRECTOR: RECRUITMENT REF NO: 2022/472 (X2 POSTS)**
(36 Month Contract)
- SALARY** : R393 711 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Public Management, Public Administration, Management Sciences, Social Sciences or related field. Plus relevant years of experience in Human Resource Recruitment. Knowledge of Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management, Project management. Skills: Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation and Analytical thinking. Communication and report writing abilities.
- DUTIES** : Maintain and implement recruitment strategies and policies: Contribute in conducting research on latest developments in the field of recruitment and selection; Participate in the development and review of recruitment and selection policy & strategy in line with applicable prescripts; Implement recruitment plan based on organisational structure changes and new vacancies; Advise line managers on recruitment best practices. Coordinate and implement advertising processes- Receive and implement staff requisitions forms and motivation for posts to be advertised; Facilitate the drafting of advertisements; obtain quotes for placement of advertisements; facilitate approval of adverts; Arrange placement bookings with advertisement agencies. Provide professional support and advice on recruitment to line managers; Ensure approval of adverts; Facilitation of placement bookings with advertisement agencies. Manage, coordinate and implement selection processes: Facilitate and implement selection processes: Facilitate sorting of received applications; Coordinate the shortlisting of suitable candidates;

Oversee all administrative arrangements relating to selection process such as; Arrangement of venues, Preparing interview packs, Arrangement of tests (such as pre-employment checks) and criminal checks, Providing suitable arrangements for applicants with special needs etc. Participate in the selection panels; Prepare submissions for appointments. Facilitate the compilation of appointment letters. Compile and maintain reports on Recruitment and Selection related issues. Supervise employees to ensure an effective service delivery: 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.

ENQUIRIES : Ms NP Mudau Tel No: (012) 406 1548
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 46/274 : **ASSISTANT DIRECTOR: MOVABLE ASSETS MANAGEMENT REF NO: 2022/473**

SALARY : R393 711 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Asset Management, Property management, Supply Chain Management or related equivalent qualifications as recognised by SAQA with appropriate relevant experience in asset management. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and LOGIS and BAS systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.

DUTIES : Manage safekeeping of movable asset inventory register, bar code new assets and update on LOGIS, track movements of movable assets on LOGIS, take stock of existing assets, maintain the movable assets register on LOGIS, file the supporting documents of assets moved, keep records of redundant unserviceable and broken assets. Managing the repair process of movable assets, maintain the maintenance of schedule of movable assets, register maintenance information on LOGIS, engage with parts suppliers, interact with Chief users with regards to assets repairs, manage the repair processes. Administer financial reporting processes on movable assets, obtain relevant report from BAS and LOGIS, Identify problem areas and submit journal to rectify, compile reconciled reports for finance department, and compile annual balance sheets of movable assets.

ENQUIRIES : V Msimango Tel No: (011) 713 6251
APPLICATIONS : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 46/275 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: 2022/474**

SALARY : R331 188 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : Tertiary qualification (NQF 6) in Human Resource Management/ Behavioural Sciences or equivalent qualification. Appropriate experience in Human Resource environment. Knowledge: Knowledge of HR related standards, practices, processes and procedures, Structure and functioning of the Department, Business functions and processes of the Department, Change Management, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, collective agreements.

DUTIES : The provision of support to the management of service benefits-assist in the research processes on best practices of service benefits, analyse research findings and make recommendations assist in sourcing information on matters related to service benefits, provide support to line managers on processes of service benefits, assist in providing materials needed for training on service benefits, assist in the implementation processes of service benefits, assist in monitor the implementation processes of service benefits, assist in sourcing information needed to compile annual reports on the management of service benefits. The provision of assistance in the maintenance of policies-assist in the policy reviews related to condition of services, assist in the maintenance of conditions of services, assist in analyses on policies and make recommendations, ensure that relevant stakeholders are involved on policy-making processes. The maintenance of database and management of reports on conditions of service-assist in the management of the registry section, administrate the process of conditions of service in the unit, assist in financial and procurement processes of the unit, assist in providing budget inputs of the component.

ENQUIRES APPLICATIONS : Mr M Muda Tel No: (011) 713 6024
: Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 46/276 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE RECRUITMENT AND PLANNING REF NO: 2022/475**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Johannesburg Regional Office
: A three tertiary qualification (NQF 6) Human Resources Management /Equivalent. Appropriate experience within Human Resource Management
Knowledge: Knowledge of standards, practices, processes and procedures related to recruitment, appointment, career progression and HR planning, Structure and functioning of the Department, Employment Equity Plan of the Department, Functioning of PERSAL, Vulindlela and personnel information systems, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act.

DUTIES : Manage, facilitate, co-ordinate and provide advice regarding all aspects related to recruitment, selections, appointments. The provision of management of personnel planning requirements-compile, maintain and communicate the Regional Human Resource Plan, undertake human resource assessments as prescribed, promote the achievement of employment equity and support the Employment Equity Plan, keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. The facilitation of post profiling and grading processes-ensure that job descriptions exist for all posts in the Region, evaluate posts as required and make recommendations with regard to the grading thereof. The administration of organisational and establishment related matters -ensure adjustments to personnel restructuring issues both manually and on related systems, monitor transactions on information systems, monitor the extent of, and reasons for vacancies and mobility of personnel in the Region, monitor levels of representivity in the Region.

ENQUIRES APPLICATIONS : Mr M Mudau Tel No: (011) 713 6024
: Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 46/277 : **SENIOR ADMINISTRATIVE OFFICER: TRANSPORT REF NO: 2022/476**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Durban Regional Office
: A Three year recognised tertiary (NQF level 6) qualification in Management, Public Management, Business Management with relevant experience in the Logistical and Transport environment. At least 3 years relevant experience. A valid driver's license. Skills and Competencies: Knowledge of Transport and Travel policies Administrative delegations and prescripts. Leadership skills; Analytical skills; Good Financial Management; Computer literacy (Ms Office);

Communication skills (written and verbal); Report writing skills; Problem solving skills; Planning and organising skills. Application and interpretation of legislation. Ability to work under pressure.

DUTIES : Provide day to day management of vehicles in terms of usage and maintenance. Ensure log sheets are controlled and completed for all trips. Keep maintenance schedules and coordinate maintenance requirements. Check, verify Subsistence and Transport claims, and process fuel claims for subsidized vehicles. Compile accidents reports and make follow ups. Manage travel and accommodation arrangements. Handle queries and liaise with Fleet and Travel Management Companies on fleet vehicles and travel related issues. Ensure verification of travel documents and issuing of order numbers. Manage processing of payments timeously. Verify the authenticity, accuracy and correctness of invoices of services rendered. Supervision of transport officers and subordinates; Ensure traffic fines are processed. Manage the budget and administrative related services of the section. Monitor compliance to Transport and Travel Policies and advise accordingly.

ENQUIRIES : Ms NN Gumede Tel No: (031) 314 7049

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 46/278 : **ADMINISTRATION OFFICER: MOVABLE ASSET MANAGEMENT (SCM)**
REF NO: 2022/477
(Re-advert, people who previously applied are encouraged to re-apply)

SALARY : R269 214 per annum

CENTRE : Cape Town Regional Office

REQUIREMENTS : A three year tertiary qualification in Supply Chain Management/ Logistics/Public Administration/ Public Management/Equivalent tertiary qualification with relevant experience. Sound knowledge and understanding of pertinent policies related to Movable Asset Management, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

DUTIES : Bar-code new assets and update on Logis System. Track and authorize movements of movable assets and make sure that it is captured on Logis. Conduct the quarterly and annual verification of movable assets and other Sate Lite Offices. Maintenance and updating of the movable Assets Register on Logis. Manage disposals of assets and keep records of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Coordinate inputs for all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with asset controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are used when procuring assets. Perform Monthly reconciliation of Assets between BAS and LOGIS. Compile a reconciled Annual Financial Statement for Movable Assets Management.

ENQUIRIES : Ms. N Poswa Tel No: (021) 402 2198

APPLICATIONS : 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 46/279 : **ADMINISTRATION OFFICER: REGISTRY REF NO: 2022/478**

SALARY : R269 214 per annum

CENTRE : Cape Town Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Accounting, Financial Management, Public Administration or Public Management. A candidate must have an extensive experience in working in financial systems (Reapatala, BAS, LOGIS, SAGE/ Archibus) plus working experience in Record Management environment. Knowledge of electronic document and records management system (EDRMS), Records Service Act (NARSA), PFMA, National Treasury Regulations. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills: Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills.
<u>DUTIES</u>	:	Supervise the following: Ensure all received invoices are captured within the required timeframe on Reapatala and routed to various line managers and or units for verification, certification and approval before submission to Finance to effect payment. Ensure all invoices has the required stamps. Ensure all captured invoices are registered on the Invoice Register. Provide weekly/monthly statistics and reports on the capturing of invoices. Upload day to day invoices on Archibus system. Attend to clients enquiries. Ensure that the Registry accounts are paid on time. Ensure Reconciliation of accounts are done and prepare Interim/Annual Financials statement and submit to the supervisor for verification. File Management, retrieve files on-site and off-site storage. Control movement and access to files. Scanning, capturing of files on the system. Register supply of files to officials and maintain register. Issue file reference number according to the approved File Plan. Facilitate disposal of files. Safe custody of all DPW records. Manage and supervision of staff. Perform any other administrative tasks as per instruction of the supervisor.
<u>ENQUIRIES</u>	:	Mr S Tyhomfa Tel No: (021) 402-2083
<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 46/280</u>	:	<u>ADMINISTRATIVE CLERK: PROVISIONING AND LOGISTICS REF NO: 2022/479</u>
<u>SALARY</u>	:	R181 599 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	Senior Certificate/Grade 12 or equivalent qualification. Appropriate experience in Supply Chain Management required. Knowledge: Demonstrative computer literacy (word processing, spreadsheets, presentations).Wide range of office management and administration tasks. SCM Prescripts. Logis. Skills: Basic numeracy, computer literacy, ability to gather information, analytical thinking, problem solving skills, communication and report writing abilities, organising and time management, ability to perform routine tasks, interpersonal relations, problem solving, ability to work with sensitive information. Personal Attributes: Resourceful, creative, ability to work under stressful situations, ability to communicate at all levels, people orientated, trustworthy, assertive, hard-working, self-motivate, ability to work independently.
<u>DUTIES</u>	:	Render clerical support in the requisition process of goods and services, Record received request for goods from end users. Liaise with internal and external stakeholders in relation to procurement of goods and services, generate orders on LOGIS, follow up on outstanding orders, compile generic reports in respect of order transactions. Provide support in the process of receiving and distribution of stock as well as stock control, verify received goods received from suppliers, identify damaged or wrong items and record them, liaise with the supplier to return damaged or wrong items, capture goods on relevant registers, ensure safekeeping of goods, administer paper work for distribution of goods, administrate department cell phone contracts, capture invoices from suppliers, assist on sport checks of stores. Render clerical support to transport and travel services. Receive and process PW21s forms, update the order book and submit bookings to the travel agent, capture travel and accommodation arrangements, maintain relevant transport forms and registers, check correctness of subsistence and travel claims of officials and submit to manager for approval, update all compliant invoices on the system for further processing. Render general clerical support services. Maintain good record keeping, control stocks and stationary as chief user clerk, provide logistical support for meetings, support the security profile of the office, support

administrative activities, control and maintain equipment and inventory, capture office requisitions.

ENQUIRIES APPLICATIONS : Mr. VG Msimango Tel No: (011) 713 6251

: Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x3 Braamfontein, 2017 or hand deliver to No 78 Cnr De Beer and Korte, Braamfontein, 2017.

FOR ATTENTION : Mr M Mudau

POST 46/281 : **SCM CLERK: PROVISIONING AND LOGISTICS REF NO: 2022/480**

SALARY CENTRE REQUIREMENTS : R181 599 per annum

: Kimberley Regional Office

: Applicant must be in possession of Senior Certificate/Grade 12 or equivalent qualification. Relevant experience in Provisioning Administration/ Supply Chain Management environment/ Logistics/ Purchasing Management. Knowledge of electronic administration of procurement system. Multi-skilled in operational understanding of financial systems (LOGIS, BAS & other related systems). Understanding and ability to work on invoice tracking system. Computer literacy is a must with an ability to apply Microsoft outlook applications. Knowledge and understanding of PFMA and Treasury Regulations. Excellent client relations and communication skills. Ability to work in a pressured environment. Organising, planning, report writing and problem solving skills. General office management.

DUTIES : The successful candidate will be required to provide the following services: Capture request for goods and services on the procurement system. Issuing and management of purchase orders on procurement systems. Assist with execution of various functions in relation to procurement of goods and services. Receipt and verify procurement file for compliance checks before issuing of purchase orders. Ensures effective and timely capturing of invoice payments on the procurement systems. Ability to work on applicable invoice tracking system. Assist with management of commitment register and monthly reconciliation of accounts. Receive and verify travel request before issuing an order. Assist with provision of inputs for quarterly and annual financial statements. Perform transit duties and other related tasks as per supervisor's instructions. Oversee procurement and issue process with regard to stock; capture requests for goods and services. Obtain quotations, place orders with suppliers, monitor stock levels, maintain supplier database, address general enquiries on the procurement system administrative support with regard to the resolution of audit queries, and gather information to resolve audit queries. Perform transit duties and other related tasks as per supervisor's instructions.

ENQUIRIES APPLICATIONS : Ms M Gopane Tel No: 053 838 5293

: Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley.

FOR ATTENTION : Ms NJL Hlongwane

POST 46/282 : **TRADESMAN AID: WORKSHOP REF NO: 2022/481**

SALARY CENTRE REQUIREMENTS : R128 166 per annum

: Cape Town Regional Office

: The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings. Must have a Grade 10/ Standard 8 qualification. Relevant workshop experience in Electrical / Carpentry or Building. Knowledge: Operation of equipment, workshop tools and machinery. Must have good communication skills and must be able to report effectively. Knowledge of Occupational Health and Safety Act 85 of 1993. A valid driver's license will be considered as an added advantage.

DUTIES : Assist Artisans with regards to repair and maintained work in Government Buildings including Other Islands (Marion, Gough & ANTARCTICA). Taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off- loading of tools as well as material, check faults for repairs and maintenance required and housekeeping of workshop and plant rooms to insure compliance with regards to Occupational Health and Safety Act 85 of 1993.

ENQUIRIES : Mr. MP Nova, Tel No: (021) 402 2348, Mr. M Stephens, Tel No: (021) 402 2334, Mr. T Mudau, Tel No: (021) 402 2333

APPLICATIONS : 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 46/283 : **CLEANER REF NO: 2022**

SALARY : R107 196 per annum

CENTRE : Durban Regional Office
Durban Regional Office Main Office Ref No: 2022/482A (X1 Post)
Dundee Ref No: 2022/483B (X2 Posts)
Phoenix Ref No: 2022/484C (X1 Post)
Mtubatuba Ref No: 2022/485D (X1 Post)
Hlabisa Ref No: 2022/486E (X1 Post)
Msane Ref No: 2022/487F (X2 Posts)

REQUIREMENTS : A Junior Certificate/Standard 8/Grade 10 or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning Courts & cells, cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

ENQUIRIES : Mr S Ngcobo Tel No: (031) 3147176

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