

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** : 10 February 2023 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. Candidates will only consider recognition of prior learning on submission of proof. 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 01 dated 13 January 2023. (1) Administration Officer: Internal Control Ref No: 2023/10 (X2 Posts) Centre: Cape Town Regional Office, (2) Driver: Horticultural Services Facilities Management Ref No: 2023/17 Cape Town Regional Office, (3) Groundsman: Horticultural Services Facilities Management Ref No: 2023/18 Centre: Cape Town Regional Office, the posts are withdrawn. Kindly note that the following posts were advertised in Public Service Vacancy Circular 02 dated 20 January 2023, (1) Office Manager: Office of the Regional Manager Ref No: 2023/21 is withdrawn.

OTHER POSTS

- POST 03/132** : **DEPUTY DIRECTOR: EPWP LARGE PROJECTS REF NO: 2023/25**
(24Month Contract)
- SALARY** : R908 502 per annum, (all-inclusive 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 Civil engineering or equivalent. Knowledge of the working of government, the Expanded Public Works Programme/ Employment Intensive Programme. Knowledge of different forms of contracts, including their application to government contracts. Knowledge of labour-intensive construction methods. At least five years' experience in the construction industry. At least three years of managerial experience. Knowledge of Management Information Systems. Financial management and knowledge of the PFMA and DORA. Advanced technical, report writing and presentation skills. Analytical and innovative thinking skills. Project Management skills. Driving licence. The position requires extensive travelling, and the candidate must be able and willing to travel. Advanced qualifications and more experience than specified will be an added advantage.
- DUTIES** : Assist public bodies with identifying opportunities for structuring and implementing large projects to optimise job creation through the EPWP Large Projects Programme. Support public bodies on planning, design and implementation of large EPWP projects. Liaise with all relevant stakeholders to ensure their buy-in and participation in the Large Projects programme. Facilitate labour-intensive capacity-building workshops. Support SMME participation on large projects. Carry out labour-intensity analysis of different infrastructure projects. Develop concept documents on areas of expansion for the programme. Compile progress reports on the Large Projects programme. Facilitate reporting of work opportunities created on the EPWP reporting system. Assist in managing the component's budget, including compiling budget reports.
- ENQUIRIES** : Nontyatyambo Manyisane Tel No: (012) 492 1433
- 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 03/133** : **DEPUTY DIRECTOR: FINANCIAL REPORTING REF NO: 2023/26**
- 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** : Pretoria Regional Office
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Financial Accounting or equivalent qualification. Extensive relevant finance experience with GRAP or accrual accounting practical experience. Audit articles will be advantage. Shortlisted candidates will be subjected to an assessment. Willingness to travel with a valid driver's license. Knowledge: A candidate must have public sector experience, extensive applied knowledge of the PMFA, GRAP and modified cash accounting frameworks. SAGE Financial Systems experience will be advantages. Skills: Strong analytical and communication skills (both written and verbal), computer literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline. Strong negotiation skills.
- DUTIES** : Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the region in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt.

Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end 41 procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.

ENQUIRIES : Mr M. Legotlo Tel No: (012) 492 3189
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 M Masubelele

POST 03/134 : **CHIEF HORTICULTURIST HORTICULTURAL SERVICES REF NO: 2023/27**
 (Re-advert all applicants who previously applied are encourage to re-apply).

SALARY : R331 188 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Horticulture or equivalent qualification and relevant experience; Knowledge of departmental guidelines and policies; A valid driver's license; Appropriate supervisory experience; Computer literacy; Good communication, reporting and interpersonal skills; Knowledge of pest control management and irrigation installation will be an added advantage.

DUTIES : Plan and develop horticultural activities (landscaping, gardening and plot plant maintenance, floral arrangements, special events), Supervise contractors, Maintain and control equipment and stock, procure goods and services, Conduct site meetings, as well as develop progress reports and authorize invoices, Assist on training developmental plan/strategies on departmental staff and contractors, Carry out general office administration.

ENQUIRIES : Mr. L. Mntanywa Tel No: (018) 386 2311
APPLICATIONS : 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
NOTE : The position is ring-fenced for people with disabilities.

POST 03/135 : **SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS MANAGEMENT REF NO: 2023/28**

SALARY : R331 188 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Social Sciences, Human Resources Management, Labour Law, or equivalent qualification. Relevant working experience. A generalist with in-depth knowledge of related legislations such as the Public Service Act, Public Service Regulations, Collective Agreements, Labour Relations collective Act, BCEA, PFMA, Skills Development Act, etc. Proven exposure /experience in collective bargaining processes and handling of individual and collective disputes / grievances. Good verbal and written communication skills, Facilitation and presentation skills, Mediation and conflict management skills, Basic knowledge of the PERSAL system. A valid driver's license and willingness to travel. Computer literacy.

DUTIES : Implementation of Labour Legislation. Advice and pro-actively manage departmental database. Co-ordinate labour relations reports and advice Regional Office on current trends and decided cases on misconducts. Implement and maintain all labour relations programmes, policies, and interventions for the Regional Office. Prepare and provide relevant reports to the Head of Labour Relations. Record Labour Relations statics on PERSAL.

ENQUIRIES : Mr EK Nguyuza Tel No: (013) 753 6319
APPLICATIONS : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuza

POST 03/136 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE PLANNING AND RECRUITMENT REF NO: 2023/29**

SALARY : R331 188 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENT : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Public Management, Behavioural Science, Social Science or Management Science, Appropriate working experience in Human Resource Recruitment Management. Knowledge: Standards, practices, process 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: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skill. Communication and report writing abilities. Personal Attributes: creative Ability to work under Stressful situation. Ability to communication at all Levels. People orientated. Punctuality. Hard-working. Self-motivation. Ability to work independent.

DUTIES : Facilitate 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. Ensure approval of advert. Arrange placement booking with advertisements agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received application. Ensure development of applicant's profiles. Facilitate the invitation of short listed applicants. Represent human resource in interviews of the short listed. Communication with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employment 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 : Mr EK Nguyuza Tel No: (013) 7536319
APPLICATIONS : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuza

POST 03/137 : **ADMINISTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: 2023/30**

SALARY : R269 214 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Commerce , Supply Chain Management, Business Management ,Public Management, with relevant experience in Supply Chain Management. Good verbal and written communication skills, Good organization and interpersonal skills, Computer literacy, Knowledge of Government procurement processes and procedures. Thorough knowledge of PFMA, PPPFA, MISS Act, Treasury Regulations and Supply Chain Framework. Basic Knowledge of CSD, Eportal, CIDB, and Tender bullet and Reapatala system. A valid driver's license will be added to advantage.

DUTIES : Compile bid documents for requiring goods and services. Determine the advertisement, closing and validity dates for bids. Allocate bid numbers. Process request for the invitations in the bids and quotations. Advertise bid invitations in Government Bulletin. Issue bid documents to the bidders. Assist in the opening of bids. Ensure that procurement of goods and services compiles with the relevant SCM policy, delegations, prescripts, business processes, regulation and legislation. Co-ordinate different bid committees. Issuing of orders, ensure that invoices are processed within the prescribed period.

ENQUIRIES : Ms PL Khoza Tel No: (013) 753 6384
APPLICATIONS : Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuzza

POST 03/138 : **SENIOR SECURITY OFFICER REF NO: 2023/31**

SALARY : R181 599 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A Grade 12 certificate/Senior Certificate (NQF Level 4). Security Certificate, Grade B PSIRA Certificate and understanding of PSIRA Security on Private Security level or Public Service. Relevant security services experience. Knowledge of access control procedures, measures for the control and movement of equipment and stores, prescribed security procedures (e.g. MISS, NIA, Protection of Information Act, Criminal Procedures Act, etc.) and the authority of security officers under these documents, relevant emergency procedure. Effective communication, analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving, motivational skills, ability to operate equipment and machines. Analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working and willing to work shifts. A valid Drivers License.

DUTIES : Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies: Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorized entry in buildings and other premises. Authorisation of the equipment, documents and stores into or out of the building or premises, Inspect and report all non functioning of security measures (e.g. XRay machines, Walk-through metal detectors, security lights and etc.).Check incidents/occurrence books/registers. Monitor and provide support in case of emergencies. Render administrative and related functions, Determine rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officers. Monitor and respond to alarm system. Report faulty equipment/systems. Ensure systems are functioning optimally through scheduled services. Conduct preliminary incident investigations and submit reports. Administer all control room operations to safeguard the department's assets, Supervise all control room activities. Report all incidents and any identified non-compliance relating to security prescripts. Review of footages upon request through proper procedure. Update all registers for the incidents observed.

ENQUIRIES : Mr. V. Monnapula Tel No: (018) 386 5233
APPLICATIONS : 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