

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** : 24 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. 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 were advertised in Public Service Vacancy Circular 04 dated 03 February 2023. (1) Administrative Officer: Property Payments Ref No: 2023/43, Centre: Pretoria Regional Office, please note that the post has been re advertised, all applicants who previously applied are encourage to re-apply, closing date will be extended until 24 February 2023. (2) Production Engineer: Structural (Grade A) Ref No: 2023/32, Centre: Head Office (Pretoria), the position was advertised with incorrect inquiry, the correct inquiry is as follows: Mr T Mathabatha, Tel No: 012 406 5916, closing date will be extended until 24 February 2023.

OTHER POSTS

- POST 05/140** : **DEPUTY DIRECTOR: EPWP LARGE PROJECTS REF NO: 2023/57**
(Re-advert all applicants who previously applied are encourage re-applying).
- 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. Appropriate relevant working experience in the construction industry at junior management level. 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 Hand deliver to CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 05/141** : **DEPUTY DIRECTOR: (EPWP) (ENVIRONMENT & CULTURE SECTOR) REF NO: 2023/58**
- SALARY** : R908 502 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Middle Management Service).
- CENTRE** : Port Elizabeth
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Environmental Sciences or relevant qualification, Appropriate Relevant working experience at an Assistant Director level. Valid driver's license, Knowledge of Environmental related legislations, policies and regulations. People Management and empowerment skills, Sound analytical, problem identification and solving skills, Analytical thinking, Language proficiency, Report writing skills, Numeracy, Research skills, Organizing and planning, Computer literacy, Advanced interpersonal and diplomacy skills, Decision Making and Project making skills. An innovative, creative, resourceful, energetic, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines, ability to work long hours, exposed to natural and adverse weather conditions, people orientated, trustworthy, assertive, hardworking, highly motivated, ability to work independently.
- DUTIES** : The effective management of the Environmental and Culture sector and implementation of waste management initiatives, Establish effective intervention to maximize implementation of EPWP projects in the Environment and Culture sector. Facilitates successful implementation of the Waste management initiatives in the municipalities, Facilitates identification of expansion areas and best practices, Sound and effective intervention for the Environment and Culture sector, Provide reports to managing bodies and relevant stakeholders, Facilitates the development of the provincial sector plans and implementation plans, Comprehensive sector and implementation plans developed in provinces, Work closely with lead provincial departments

and member departments to improve activities of the Environment and Culture sector Extent of support stakeholder –related support programs. Extent and effectiveness of administrative related matters.

<u>ENQUIRIES</u>	:	Mr M Ntsele Tel No: (041) 408 2029
<u>APPLICATIONS</u>	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works Private Bag X3913, North End, Port Elizabeth 6056.
<u>FOR ATTENTION</u>	:	Ms SZ Mafanya
<u>POST 05/142</u>	:	<u>DEPUTY DIRECTOR: PUBLIC ENTITIES REF NO: 2023/59</u>
<u>SALARY</u>	:	R766 584 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Middle Management Service).
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Corporate Governance, Intergovernmental Relations, Public Administration, Legal or equivalent qualification. State Owned Entities oversight experience will be an added advantage. Appropriate relevant years' experience (i.e. legal, budgeting, corporate governance monitoring, intergovernmental relations) at a management level. Knowledge: Relevant Public Service legislation such as, but not limited to, Intergovernmental Framework Act, Public Finance Management Act and Treasury Regulations, King Report II, III and IV, Division of Revenue Act, Municipal Finance Management Act, Municipal Systems Act, Municipal Property Rates Act, etc.; Knowledge and understanding of public/state-owned entities oversight policy frameworks and regulations, Exposure to and knowledge of governance matters including planning processes, budgeting and expenditure management as well as board appointment processes, Experience must include stakeholder management. Skills: Sound analytical skills, Interpersonal skills, with communication skills both written and verbal, Strategic capability and leadership, Programme and project management, Information and Knowledge management, People Management and empowerment, Problem solving and change management, Policy analysis and development, Client orientation and customer focus, Service delivery innovation, Computer literacy, Planning and coordination, Presentation and facilitation, Quality management. Personal Attributes: Good interpersonal relations, Ability to work under pressure, Innovation and creation, Ability to work in a team and independently, Adaptability, Independent thinker, Cost consciousness, Honesty and Integrity, Influencing and Go-getter Other: Willing to adapt work schedule in accordance with office requirements and work abnormal hours. Required to travel extensively.
<u>DUTIES</u>	:	Facilitate approval of entities Strategic Plans & Annual Performance Plans process including the signing of Shareholder's Compacts. Facilitate approval of public entities' annual reports. Ensure providing of departmental budgetary inputs. Facilitate transfer of payments to the entities as planned. Facilitate the Board/Council appointments process and filling of Board/Council vacancies. Facilitate performance review of the public entities (ensure quarterly reviews). Effective monitoring of compliance with the set policies, legislations, norms and guidelines impacting on built environment. Verify the establishment of public entity governance structures. Process stakeholder and parliamentary queries with regard to governance related matters of public entities. Ensure tabling of financial reports in Parliament. The effective management of the component resources (personal and financial). Determine and develop strategic intervention mechanisms where there are problems/challenges to implement efficient, effective and uniform procedures and policies. Ensure that the budget framework is in line with Medium Term Expenditure Framework.
<u>ENQUIRIES</u>	:	Mr M. Mashaba Tel No: (012) 406 1671
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver to CGO Building, Cnr Bosman and Madiba Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 05/143</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2023/60</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)

- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Human Resources Management or Public Administration. Appropriate experience in Human Resources Management with emphasis on HR Administration (Condition of Services and pensions). Knowledge of standards, practices, processes and procedures. Good Knowledge of PERSAL, CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Data analysis techniques, ability to undertake basic research and gather information, Computer utilization, good communication and report writing abilities, Analytical skills, interpersonal relations, diplomacy, negotiation skills, conflict management and the ability to perform under pressure. Driver's License will be an added advantage.
- DUTIES** : Administration of condition of services and benefits. Processing of appointments and service terminations. Administration of pension benefits. Assist in the maintenance of policies related to condition of services. Assist in the maintenance of database and management of reports on conditions of service and service benefits. Assist in the research processes on the best practises of service benefits. Assist in sourcing information needed to compile annual report on the management of service benefits and on Audit findings. Providing an advisory function to DPWI staff on Human Resources policies. Ensure that relevant stakeholders are involved on policy making processes.
- ENQUIRIES** : Mr. M Booysen Tel No: (012) 406 1766
- APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver to CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 05/144** : **SENIOR ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT (OFFICE OF THE CHIEF DIRECTOR) REF NO: 2023/61**
- SALARY** : R331 188 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Public Administration/ Management/ Business Administration or related qualification. Extensive experience in Administration. Knowledge: Wide range of office management and administrative tasks, Demonstrative computer literacy, , Conflict management, Project management; Skills: Communication (written and verbal), Planning and organizing, People management, Financial management, Problem Solving, Stakeholder and client liaison, Monitoring; Excellent inter-personal skills: People orientated, Creative, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently, Ability to work under pressure.
- DUTIES** : The provision of effective and efficient Office Management –management of the work flow of the component; Co-ordinate high-level meetings in all aspects; take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the Chief Director and other Departments and organisations; Compile briefing notes as well as other documentation to adequately prepare the Chief Director for such meetings; Represent the Chief Director at meetings as and when required; attend certain branch meetings; liaise with relevant stakeholders regarding outstanding information and issues; co-ordinate meetings/ workshops (venues, travel, catering etc.); manage due dates of correspondence; prepare documentation for meetings, presentations and reports; undertake research and develop appropriate policies, strategies programmes to be used to promote the Branch. Coordinate projects in the office of the Chief Director. To render effective and efficient administrative support services – Consolidate all Director's reports to produce a monthly and quarterly Chief Director's report; Ensure efficient records management; administer office correspondence, documents and reports; co-ordinate and organise office activities; draft and type correspondence/ documents; manage communication and flow of information in the office; manage the processing of S&T claims, payments and invoices relevant to the office; Manage budget in the Chief Director's office. Interpret and implement all organisational circulars, policy and other communications that impact on the operation of the business unit. Management of human resources (financial, physical and human)-management of section performance within the chief directorate; Report on the performance of the unit against the operational plan, business requirements and targets; Manage the implementation of compliant performance management; Manage compliance of the unit against finance, asset

management, supply chain and procurement regulations and policy requirements; Manage the financial resources of programmes and projects in charge of in accordance to the PFMA.

ENQUIRIES
APPLICATIONS

- : Mr I Tlhasedi, Tel No: (012) 406 1805
- : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver to CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- : Ms NP Mudau

FOR ATTENTION