

## 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** : 03 March 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) Control Works Manager: Electrical Ref No: 2023/02 Centre: Cape Town (2) Chief Works Managers: Building Ref No: 2023/04, Centre: Kimberly. Circular 2 dated 20 January 2023. (1) Chief Works Manager: Electrical Ref No: 2023/22, Centre: Cape Town Regional Office, please take note that an erratum to withdraw all mentioned post was published on Circular 04 dated 03 February 2023 closing 17 February 2023. Circular 2 dated 20 January 2023. (1) Office Manager: Office of the Regional Manager Ref no: 2023/21, Centre: Kimber Regional office, Please take note that an erratum to withdraw these post was published

on Circular 02 dated 20 January 2023 closing 10 February 2023. Further take note that all above erratum's are lifted or removed, therefore the positions will run as advertised per each circular. We apologise for any inconveniences that may arise as due to the amendments.

#### OTHER POSTS

- POST 06/161** : **PPD: PRODUCTION ARCHITECT GRADE A REF NO: 2023/62**  
(Re-advert all applicants who previously applied are encourage re-applying).
- SALARY** : R646 854 per annum, (OSD salary package)  
**CENTRE** : Head-Office (Pretoria)  
**REQUIREMENTS** : B degree in Architecture or relevant qualification. Three (03) years post qualification architectural experience required. Valid driver's license. Compulsory registration with SACAP as professional Architect. Experience in various facets of architecture. Registration as Professional Architect with South African Council for the Architectural Profession (SACAP) is compulsory. Well-developed project management, analytical, planning, legal compliance, computer literacy, interpersonal, communication, report writing and presentation skills. Valid driver's license. Effective use of CAD, as well as other software required to successfully complete duties. A proper developed knowledge and understanding of inter-related macro/micro design aspects pertinent to national government's responsibility to improve access to government services, the revitalisation and development of urban centers for improved inner city (CBD) economics, urban design, implementation of urban master planning guidelines, collaboration with local authorities regarding inner city precinct planning and maximization of state properties within urban centers for optimum socio-economic benefit.
- DUTIES** : Analyse master plans and reduce same to further levels of design and project packages, taking into account the inter relationship of sites and client needs within precinct parameters. Prepare value for money, performance oriented, efficient and effective development plans compliant with legislative requirements, town planning schemes and governmental corporate image and customs. Preparation of drawings, reports, development proposals and presentations. Effectively translate client requirements into an accommodation brief and translating into concept designs and development proposals for feasibility studies. Prepare guidelines, objectives and specifications in documentation format for further detail design and development of specific projects/properties within precincts. Function as a team member and interact with appointed experts, consultants/contractors, local authorities, clients and management.
- ENQUIRIES** : Mr T Rachidi Tel No: (012) 337 2326  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 06/162** : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2023/63**
- SALARY** : R491 403 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education and Behavioural Sciences. 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 (Code B – Old Code 8) 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.

**ENQUIRES APPLICATIONS** : Ms C Makunike Tel No: (012) 492 3075  
 : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 06/163** : **ASSISTANT DIRECTOR: INTERNAL CONTROL (PAYMENTS COMPLIANCE) REF NO: 2023/64**

**SALARY CENTRE REQUIREMENTS** : R393 711 per annum  
 : Head Office (Pretoria)  
 : A three year tertiary qualification (NQF Level 6) in Finance / Internal Audit with appropriate working experience in internal control environment within finance or supply chain management or internal audit. Appropriate working experience at a supervisory level. Extensive working experience in the environment of Internal Control or Auditing or equivalent. Knowledge: Financial prescripts (GAAP and GRAP). International standards and property industry. Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS). Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework. Tender Solutions Suites. ICT Procurement. Skills: Communication skills both written and verbal. Interpersonal skills. Administrative skills. Report writing. Problem solving skills and decision-making skills. Numerical, analytical and financial skills. Ability to work under pressure and meet deadlines. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels. Assertiveness, accuracy and attention to detail. Dedicated. Hardworking. Ability to work under stressful conditions. Team player. People and client orientated. Goal and solution orientated. Trustworthy. Leadership. Valid driver's license. Willingness to travel and work irregular hours.

**DUTIES** : The effective implementation of internal controls within Finance, Supply Chain Management and Legal Contract performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental Finance and SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts. Identify cases of non-compliance in the Department by performing pre-audit and post-audit of payments and SCM processes. Coordinating internal compliance review and monitoring activities. Review and provide inputs for the updating of SCM standard operating procedure manual, delegations document and policy for the Department. Advise management on new and updated SCM practice notes, policies and prescripts from the National Treasury. Provide reports on non-compliance, irregularities and financial misconduct to senior management on a regular basis. Reporting non-compliant/irregularities to National treasury monthly. Compile report on Non-compliance for condonation for purpose of financial statements. Make recommendations to management for cases of financial misconduct to be condoned, investigated or recovered from liable parties. Make follow up on cases of financial misconduct referred to investigations. Adopt systematic approach to prevent risk. Coordinate the audit process between the Department and the Auditor-General and/or Internal Audit. Serve as Secretariat to the Audit Steering Committee as and when required. Supervise, mentor and manage staff.

**ENQUIRIES APPOICATIONS** : Ms N Sayed Tel No: (012) 406 1804  
 : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 06/164** : **SENIOR INTERNAL AUDITOR (COMPUTER AUDITS) REF NO: 2023/65**

**SALARY CENTRE REQUIREMENTS** : R331 188 per annum  
 : Head Office (Pretoria)  
 : A three year tertiary qualification (NQF Level 6) in Auditing or Accounting. Appropriate relevant experience in Auditing Information systems. Applicant must be a member of Institute of Internal Auditors. Internal Audit Technician

(IAT) and Professional Internal Auditor (PIA) programmes and studying towards a relevant professional certification (CISA) or (CIA) will be added advantage. Knowledge of Application and General IT control reviews. Knowledge of the following: Teammate, CAAT's, IT security, network communications and client server environment. Ability to perform technical Information System audits. Sound knowledge of the Public Finance Management Act, Treasury Regulations, Control Objectives for Information and Related Technology (COBIT) and Generally Accepted Accounting Principles. Good understanding of ISACA Standards and Institute of Internal Auditors International Standards for the Professional Practice of Internal Auditing. Good interpersonal, written and verbal communication skills and analytical skills. Ability to work independently and under pressure and willingness to travel as and when required. Valid driver's licence. Skills in the application of audit methodology and execution of audit procedures in accordance with the approved audit programme – ability to identify and analyse risks during the execution of the audit. Problem solving skills.

**DUTIES** : Conduct the information technology audit plan and also ad hoc requests. Perform Audit projects including system development reviews. Change control management, contingency planning/disaster recovery reviews, operating systems reviews, applications reviews and general controls. Identifying and assessing technology and business risks, developing effective audit programs to address risks, executing appropriate test of controls, presenting result and recommendations to management developing effective audit report. Participating in special projects to improve information system controls and management information. Partnering with management to develop practical and cost-effective solutions to IT internal control issues. Serving as a department subject matter expert on technology controls and practices and providing audit teams with appropriate inputs on related audit coverage. Establishing strong relations with technology business management to stay at breast of business issues and changes to the risk profile of the department. Staying current on changes in information technology audit, financial services, and regulatory compliance. Demonstrating a commitment to continuous improvement of IT audit process and practices. Ensuring that Audits are performed in line with the Institute of Internal Auditors (IIA) standards, ISACA standards and DPW internal audit methodology. Compile and submit weekly time sheets. Assist with supervising Interns. Provide secretariat services during the audits. Willing to travel.

**ENQUIRIES** : Mr L Gayiya Tel No: (012) 406 1402  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 06/165** : **SENIOR FORENSIC INVESTIGATOR: GOVERNANCE, RISK AND COMPLIANCE BRANCH REF NO: 2023/66 (X2 POSTS)**

**SALARY** : R331 188 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Good interpersonal, organisational and communication skills are also required. Valid Driver's licence.

**DUTIES** : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To plan and implement forensic investigations, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, and develop summary of findings report on investigations completed with clear findings, conclusions and recommendations.

**ENQUIRIES** : Mr M. Mabotja Tel No: (012) 406 1328  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 06/166** : **ADMINISTRATION OFFICER: FRAUD AWARENESS REF NO: 2023/67**  
(Re-advert all applicants who previously applied are encourage to re-apply).

**SALARY** : R269 214 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Office Administration, with appropriate experience as an Office assistant/secretary. Computer Literacy (MS Word, MS PowerPoint, Excel, Intranet and Internet, as well as typing skills). Knowledge of LOGIS and BAS will be an added advantage. Good interpersonal, organisational and communication skills are also required. Good record keeping skills. Knowledge and understanding of office/admin environment will be an added advantage.

**DUTIES** : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To manage all telephone calls [screening incoming and outgoing calls in the office]. Responding to telephonic queries as and when required ensuring the efficient flow of information in and out of the office. Record incoming mail, distribute to relevant managers and assist with tracking of documentation. Maintain a good filing system; complete transport and subsistence claims; make reservations for local travels and following up on arrangements for unit staff. Manage inventory and other resources in the unit. Assist with the unit's commitment register, i.e. development and maintenance. Assist in preparing for meetings and presentations, preparing agendas and minutes and assist with the compilation of minutes & reports. Render administrative and secretarial support to the director, i.e. typing, co-ordination of daily activities, management of diary (electronic & manual), proper preparation and recording of all meetings and appointments

**ENQUIRIES** : Mr M Mabotja Tel No: (012) 406 1328  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau