

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 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, and applicants will not be disqualified if they only signed page 2. 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 over-crowding 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 06 dated 17 February 2023. (1) Assistant Director: EPWP Training Coordinator Ref No: 2023/63, Centre: Head Office (Pretoria) please note that the position is withdrawn.

OTHER POSTS

POST 07/146 : **PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A REF NO: 2023/68**

SALARY : R646 845 per annum, (OSD salary package)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : B degree in Urban/Town and Regional Planning or relevant qualification and Three years post qualification Town and Regional Planning experience required. Extensive relevant working experience in various facets of town & regional planning and related built environment legislations / policies. Valid driver's license, -Willing to travel extensively. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Knowledge and Skills: -Conversant with Built Environment related legislations / policies. -In-depth understanding of all town and regional planning processes. -Well-developed Project Management. -Knowledge of PFMA, -Treasury regulations and other related government prescripts. -Understanding of property development. -Stakeholder management skills. -Problem solving; Decision making; Communication; Interpersonal, Report writing, Presentation Computer literacy; and Negotiation skills. Personal Attributes: Ability to work under pressure; Ability to communicate at all levels; People orientated; Innovative; Flexibility and ability to adapt to change; Analytical thinking; Hardworking and highly motivated.

DUTIES : Leading a team of professionals from different fields and technical staff from Dept. of Public Works and private company to marshal and implement property development; Provide professional town and regional planning advice and services in terms of professional qualifications and experience; rapid and punctual delivery of land for the construction of new accommodation for national departments in line with Site Delivery Programme linked to land acquisition and disposal; conduct research with regards to international best practice; process and guideline development; verify and interpret client department needs, preferences and space norms, community involvement and stakeholder support; Project manage the location, audit/analysis, approval and preparation and clearance of sites for development; applying quality control, verifying timely site delivery and proactively remove constraints that restrain site clearance progress; reviewing and formulating SLAs and MoUs with other state organs/parastatals and other SOSs; providing professional and technical support to implementation teams at head office or regional level; provide general and financial management, allocation of budget, payment of consultants, expenditure and human resources; facilitating and co-ordinating projects for site delivery best practice, coaching and managing private consultants, officials regarding governmental, and SOSs/NGOs ; Developing, implementing and maintaining the Strategic development plans ; Implementation of relevant government policies, legislations, Acts and Regulatory Laws in property development; retrospectively evaluate projects and verify compliance with legal and development conditions; timely progress reporting and effective briefing of client; understanding the needs of the clients; prepare terms of reference, brief consultants, scrutinise development conditioned; executing land availability negotiations and entering into service-level agreements with service providers; namely, Ingonyama Trust Board, Communal and Traditional land owners, parastatal and etc. Resolve environmental impact, traffic engineering, heritage impact, land use, site demarcation and site development plan issues; Resolve economic development and planning -related matters that affect the South African Provinces; provide comprehensive reports and conduct public participation processes with all the stakeholders.

ENQUIRIES : Mr M Ganiso Tel No: (012) 406 1035
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 07/147 : **DEPUTY DIRECTOR: EPWP TECHNICAL SUPPORT REF NO: 2023/69**

SALARY : R908 502 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Service)
CENTRE : Polokwane Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Civil Engineering. The candidate must have Knowledge of construction Industry and project management, Appropriate experience in Labour-intensive methods of construction; Knowledge of the structure and functioning of the department and government; Ability to communicate at all levels; Ability to meet tight deadlines whilst delivering excellent results; Ability to work independently and Valid driver's license. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Provision of technical support to municipalities in the Limpopo Province to ensure implementation of the Expanded Public Works Programme (EPWP) projects in the Infrastructure Sector by providing assistance in the following: selection of suitable projects, design of projects promoting the use of labour-intensive methods, setting of targets, alignment of EPWP municipal policies. Liaison with various stakeholders like Provincial Department of Cooperative Governance, South African Local Government Association (SALGA), and the Municipal Infrastructure Support Agent (MISA) to ensure that adequate technical support is provided to municipalities in the implementation of EPWP. Provide assistance to Municipalities in terms of reporting progress in the EPWP reporting system. Provide assistance on the implementation of the EPWP Integrated Grants. Compilation of Provincial technical support reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P. Muvhali Tel No: (012) 492 -3007
<u>FOR ATTENTION</u>	:	Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Mr. NJ Khotsa
<u>POST 07/148</u>	:	<u>DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2023/70</u>
<u>SALARY</u>	:	R908 502 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Durban Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) in Commerce, Property Management, Built Environment, Asset Management, Business Administration, Public Administration or equivalent. Extensive relevant experience in managing projects. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority .Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<u>DUTIES</u>	:	Effectively manage the life-cycle of immovable assets under the custodianship of DPW through physical verification and condition assessment of these assets. Assist the Director to develop, review and implement Immovable Asset Register (IAR) policies, frameworks and guidelines in collaboration with other National and Provincial custodians of immovable assets. Coordinate physical verification logistics and activities to provide status information around the existence of all immovable assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Ensure that the surveying of DPW land parcels including State Domestic Facilities is completed. Manage the vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Provide appropriate support to other projects within the Asset Registry Unit. Manage, coach and monitor performance of subordinates.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. S Sokhela Tel No: (012) 406 2043
<u>FOR ATTENTION</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. Ms NS Nxumalo

POST 07/149 : **DEPUTY DIRECTOR: PERFORMANCE MANAGEMENT SYSTEMS REF NO: 2023/71**

SALARY : R766 584 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Senior 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, Social Sciences. Appropriate experience at an Assistant Director Level in Performance Management and Development Systems (PMDS); Strategic understanding and knowledge of the application of PMDS and Bursaries policies, processes and procedures. Knowledge: PMDS PERSAL related functions; Public Service Act; Public Service Regulations; Public Finance Management Act; Treasury Instructions; PSCBC Resolutions; GPSSBC Resolutions; Thorough understanding of the public service regulatory framework related to HRD processes and procedures; Knowledge of all Human Resources policies and procedures. Skills: Advisory skills; Knowledge and experience in Microsoft Office Suite (Microsoft Word, Excel and PowerPoint); Ability to develop sound policies; Advanced numeracy and personnel budgeting; Demonstrable written and verbal communication; Advanced report writing abilities; Excellent interpersonal and stakeholder liaison skills; Presentation skills to various audience; Conflict management; Project management; Advanced interpersonal and diplomacy skills; Ability to meet tight deadlines whilst delivering excellent results; Ability to communicate at all levels including the Executive Authority office; Ability to work independently and in a team; Ability to work with confidential information; Supervisory and organisational skills; Self-motivated, resourceful and punctuality; Ability to work under stressful situations; Driver's licence.

DUTIES : Effective and efficient development and implementation of PMDS strategies in line with the relevant prescripts; Facilitate the continuous development and maintenance of PMDS in line with mandatory requirements and best practices; Provide technical advice and support to the department on matters pertaining to PMDS; Evaluate the application of PMDS in the Department and provide a well-researched implementation practice; Oversee the annual implementation of the training process on PMDS policy in the Department; Conduct PMDS audits in the department to ensure compliance with the applicable prescripts; Facilitate the implementation of Personal Development Plans in collaborations with the Training and Development Sub-Directorate; Manage the Sub-directorate and provide strategic direction to Regional Offices regarding PMDS and Bursary matters; Effective management of the bursary programme for the Department; Oversee the implementation of bursary programmes to support bursary holders in line with the approved policy; Monitor and evaluate the effectiveness of the bursary programme in the Department; Monitor the bursary expenditure according to allocated budget; Effective management of bursary files to avoid debt prescription, Ensure timeous payment of bursary fees; Develop and manage the operational plan of the sub-directorate and report on progress as required; Identify potential operational risks and facilitate the mitigation thereof; Allocate duties and perform quality control on the work delivered by supervisees; Ensure maintenance of discipline and promotion of teamwork in the Sub-Directorate.

INQUIRIES : Adv. SM Mwanza Tel No: (012) 406 1300

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 07/150 : **ASSISTANT DIRECTOR: SITE DELIVERY PROGRAMME REF NO: 2023/72**

SALARY : R491 403 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Town and Regional Planning and extensive relevant working experience in various facets of town & regional planning and related built environment legislations / policies. Valid Registration as Professional Planner with the South African Council for Planners (SACPLAN) is compulsory. Valid driver's licence. Willing to travel extensively. Knowledge and Skills: Applicable legislation, Standards and guidelines related to town and regional planning, Technical issues related to town and regional

planning, Site layout, Feasibility investigations regarding property development, Policy research, analysis and development, Procurement processes and procedures, Built environment. Management of service level agreements, Effective communication, Technical report writing, Numeracy, Computer literacy. Organisation and planning, Relationship management, Programme and project management. Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Motivational skills, Conflict resolution, Negotiation skills, Analytical thinking, Innovative, Creative, Solution orientated. Personal Attributes: Willing to adapt work schedule in accordance with office requirements. Ability to work under pressure; Ability to communicate at all levels; People orientated; Innovative; Flexibility and ability to adapt to change; Analytical thinking; Hardworking and highly motivated.

DUTIES : Monitor the implementation of town and regional planning principles on fixed asset development –manage Site Delivery Programme in line with town and regional planning principles applicable in fixed asset development and as per set timeframes and budgets; compile and maintain departmental town planning policy documents, records and files to enhance Site Identification delivery services; formulate policies and guidelines based on related best practices; verify compliance with legislation and conditions by relevant authorities. Provide site identification delivery services:- develop, negotiate and manage the Site Delivery Programme; verify Pre-Design Information Requests; negotiate Project Execution Plans; facilitate the identification and determination of the feasibility of potential sites; issue Service Delivery Agreements to service providers; facilitate site clearance in terms of Project Execution Plans; manage site clearance standards as agreed with Project Managers; identifying blockages and required interventions; provide helpdesk and stakeholder liaison services on National Site Identification progress; Attend to site related queries. Develop and manage framework for the development of state assets -ensure the involvement of all related stakeholders; facilitate the development of the framework; co-ordinate and monitor the implementation thereof in compliance with applicable legislation and town and regional planning standards and guidelines; evaluate the impact of private developments on adjoining state assets.

INQUIRIES : Mr M Ganiso Tel No: (012) 406 1035
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 07/151 : **ASSISTANT DIRECTOR: MANAGEMENT ACCOUNTING REF NO: 2023/73**

SALARY : R393 711 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance with Accounting as one of the major subjects. Appropriate experience in budget management, as a Senior State Accountant or equivalent level in budget management. Knowledge: Working knowledge of estimating, budgeting, cash flow management and policy, procedure and processes regarding budget management in the public service. Working knowledge of Government Financial Systems (e.g. PERSAL, BAS, Vulindlela). Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines). 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. Trustworthy.

DUTIES : Coordinate and review financial supporting documents required for strategic and annual performance planning process. Coordinate the preparation and consultation for MTEF budget process. Analyse, interpret and implement the Treasury guideline for the MTEF, Estimates of National Expenditure (ENE), AENE and Roll-Over. Develop templates for coordination and consolidation of budget inputs from line functions. Coordinate and compile cash flow projections as prescribed by Treasury. Compile monthly financial performance report and

submit IYM report to Treasury. Ensure recording of all approved virement, shifting of funds and reconcile approved budget on BAS. Compile inputs for interim and annual financial statements. Evaluate information on monthly reports and engage stakeholders on spending variance. Assist in evaluating the internal control systems with regard to financial governance risks and compliance. Provide response for audit and expenditure queries. Monitor performance of subordinates and determine training needs.

ENQUIRIES : Ms F Motlhasedi Tel No: (012) 406 1541
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 07/152 : **ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2023/74**

SALARY : R393 711 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 06) in Accounting or Finance. Appropriate supervisory experience in Financial Accounting field. Knowledge of transversal systems (BAS, SAGE, PERSAL, LOGIS, WCS and PMIS) applicable to the public service will be an added advantage. Knowledge and experience in auditing procedures applicable to the public service. The ability to implement systems and exercise control to ensure sound financial administration and management. Sound analytical and financial skills. Strong verbal and written communication skills. An understanding of the PFMA, as well as relevant Government regulations and policies. Computer literacy. A valid driver's license.

DUTIES : Support of the Head of Finance and other officials in the execution of their business activities. Prepare various financial statements and reports for management and submit to the Auditor-General. Undertake monthly reporting on reconciliation of all suspense accounts, maintain accounts payable (creditors), accounts received (debtors) and payroll. Ensure validity of all transactions on the Basic Accounting Systems (BAS). Supervise all staff in the component. Ensure effective utilization of the Department's resources. Ensure implementation of audit recommendations. Provide support and financial advice to Line Managers.

ENQUIRIES : Mr M.L Serepo Tel No: (015) 293 8003
APPLICATIONS : Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 07/153 : **SENIOR STATE ACCOUNTANT: MANAGEMENT ACCOUNTING REF NO: 2023/75**

SALARY : R331 188 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Accounting, Management Accounting or Finance. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.

DUTIES : Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure for misallocations purpose. Compile draft interim and final appropriation statement. Compile monthly expenditure reports and liaise with branches on budget and expenditure management. Draft budget allocation letters to branches as per approved allocation. Verify BAS linking codes on PERSAL expenditure reports. Assist in coordinating inputs for cash flow projections and budget submissions. Coordinate reasons for spending variance and draft monthly In-Year Monitoring report. Supervise sub-ordinates, allocate duties and perform quality control on task assigned to sub-ordinates.

ENQUIRIES : Ms M Mphahlele Tel No: (012) 406 1710
APPLICATIONS : Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
FOR ATTENTION : Ms NP Mudau

<u>POST 07/154</u>	:	<u>CHIEF WORKS MANAGERS: BUILDING REF NO: 2023/76</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Building, Quantity Surveyor or Civil Engineering or N3 certificate plus complete appropriate trade test with extensive technical experience in the built environment. A valid driver's license is compulsory. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, national building regulations, the environmental conservation act and the government procurement system. Willingness to travel and work irregular hours. Sound analytical and good communication (verbal and written) skills. Ability to work under pressure.
<u>DUTIES</u>	:	Manage minor projects, unplanned & planned maintenance, site inspections, technical report writing and administrative duties related to facilities management. Manage the process for the identification of needs, new services and requirement for minor new works and repairs to existing works by ensuring that customer complaints are investigated and followed up. Ensure that the outputs are aligned to departmental strategic goals and objectives and satisfy client's needs. Develop specification, estimates and tender documents for in-house projects. Inspect and report on leased buildings. Inspect and report on optimum use of building equipment and installation. Preparation of procurement documentation. Verify and certify invoices from contractors. Ensure effective and efficient management of the building management functions.
<u>ENQUIRIES</u>	:	Mr. L. Dingindlela Tel No: (047) 521 7006
<u>APPLICATIONS</u>	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
<u>FOR ATTENTION</u>	:	Ms N Mzalisi
<u>NOTE</u>	:	Persons with disability are encouraged to apply
<u>POST 07/155</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2023/77</u>
<u>SALARY</u>	:	R331 188 per annum
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Social Work or Psychology. Registration with professional bodies such as; SACSSP or HPCSA. Relevant working experience in field. Willing to adapt work schedule in accordance with professional requirements Knowledge of Employee health and wellness, knowledge and understanding of HIV as a Developmental issue, specialised knowledge of counselling, people management and empowerment, client orientation and customer focus, Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organisational skills, interpretation of policies, ability to undertake research/gather information, ability to work independently. A valid driver's license and willingness to travel are essential.
<u>DUTIES</u>	:	HIV/AIDS and TB management: Mainstream HIV/AIDS and TB into the core functions of the department; Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of condoms and information material. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops; Support the department on the incapacity cases. Organise Mental Health information sessions and distribution of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on safety behaviour and provide information related to Injury on duty. Wellness management: Promote Work life Balance for employees. Provide support to Individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed on hazardous environment.
<u>ENQUIRIES</u>	:	Ms A Ntsie Tel No: (012) 406 1747

APPLICATIONS : 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 N Hlongwane

POST 07/156 : **SENIOR ADMIN OFFICER: UTILISATION & CONTRACT ADMINISTRATION REF NO: 2023/78**

SALARY : R331 188 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 06) in Real Estate /Property Studies /Commercial Practice and Public Administration. An appropriate relevant experience in property management. Knowledge and understanding of the Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), and Property related Act, Property Laws and Local Regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.

DUTIES : Updating the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance with GIAMA. Carry out regular inspections on State property to ensure maximization of property utilization and prepare Inspection Reports. Identify unimproved land, unutilised or illegally, redundant / superfluous State properties which are no longer used by National clients. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Letting out of State-owned property. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance with PFMA, Treasury Regulations, and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property related matters. Carry out all property-related matters, rental collections, administration, lease renewals and extensions, maintenance, etc. Administrate duties as requested by the Property Manager. General supervision of employees.

ENQUIRIES : Ms N. Malindi Tel No: (047) 502 7000
APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 07/157 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/79**

SALARY : R269 214 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance /Auditing/ Supply Chain Management, Financial Management/ Accounting. Appropriate Supply Chain Management experience. Knowledge: Financial prescripts and international standards, Working Knowledge of Government Financial systems (BAS, PERSAL, PMIS & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework. Skills And Personal Attributes: Good communication skills both written and verbal, Trustworthy, Ability to work under pressure and meet deadlines, Willingness to work irregular hours.

DUTIES : The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support international best practice. Implement SCM practice notes, policies and inform about new prescripts from National Treasury. Identify non-compliance issues by doing the pre- audit and post audit. Compile report on Non-compliance for coordination for purposes of financial statements. Review and updating SCM Standard operating Procedure manual, Delegations document and Policy for the Department. Update the risk register in SCM Reporting on regular basis to Senior Management and National Treasury on

the performance of SCM. The effective administrative support on contract management. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Ensuring the administration of the signing of contracts and agreements. Verify by scrutinizing the contract documents for compliance. Handle contract related enquiries.

ENQUIRIES APPLICATIONS : Mr A Ngqongqo Tel No: (047) 502 7000
: Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
FOR ATTENTION : Ms N Mzalisi

POST 07/158 : **ADMINISTRATION OFFICER: PROPERTY ACQUISITIONS & LEASE MANAGEMENT REF NO: 2023/80**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Bloemfontein Regional Office
: A three year tertiary qualification (NQF Level 6) in Property Management, Real Estate or Property Law. Appropriate experience in Property Acquisitions & Lease Management. Rights in fixed property and property administration will serve as an advantage. Valid driver's license. Computer Literacy. Knowledge and understanding of government procurement processes, Contractual policies and procedures. Understanding of property acquisition and its trends. Understanding of derivative forms of acquisition of property (expropriation, common law and prescriptions, etc.) Negotiation skills.

DUTIES : Procure list of properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Conduct physical verification of leased properties. Attend Client forum meetings and report back to the Head of unit. Draft lease agreement, Submissions and other documentation resulting from negotiations. Advice Client Departments on issues related to property acquisition. Perform administrative related duties within the office.

ENQUIRIES APPLICATIONS : Ms M Lekoeneh, Tel No: (051) 4087531
: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

FOR ATTENTION : Mr D Manus

POST 07/159 : **ADMIN CLERK: REAL ESTATE MANAGEMENT SERVICES REF NO: 2023/81**

SALARY CENTRE REQUIREMENTS : R181 599 per annum
: Umtata Regional Office
: A Senior Certificate / Grade 12 with relevant experience in clerical services and filing system for the component. Tertiary qualifications will be an added advantage. Basic understanding of the PFMA of 1999 and other property related legislation. Numerical skills, good verbal and communication skills. Good interpersonal relations. Computer literate.

DUTIES : Record, organize, store, capture and retrieve correspondence and data. Update register and statistics also handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents / packages to various stakeholders as required. Type basic letters or other correspondence when required, maintain leave register for the component, personnel records, attendance register in the component. Arrange travelling and accommodation, capture, update expenditure in the component. Check correctness of the travel claims of officials and submit to the manger for approval and handle telephone accounts and petty cash for the component.

ENQUIRIES APPLICATIONS : Mr. N Ndabeni Tel No: (047) 502 7000
: Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi

POST 07/160 : **ADMIN CLERK: HELPDESK AND COMPLAINTS REF NO: 2023/82 (X2 POSTS)**

SALARY : R181 599 per annum

- CENTRE REQUIREMENTS** : Umtata Regional Office
 : A Grade 12 / Senior Certificate or equivalent qualification with appropriate administration experience in User Demand Management or Key Accounts Management. Must have computer Literacy certificate or course. Knowledge Needed: Office Administration, Public Finance Management Act (PFMA), Treasury Regulations, Data Base Management, Property Management and Built Environment related regulations. Skills Needed: communication, ability to follow a pro-active and creative problem solving approach, organising, advanced numeracy, professionalism, and diplomacy and inter-personal skills. Knowledge of Works Control System (WCS), Archibus, Client Relations, Client service oriented and three year qualification (NQF Level 6) in Office / Business and Public Management qualification as recognised by SAQA will serve as an advantage.
- DUTIES** : Liaise with National Departments and Internal departmental Components through management of a query tracking register for the Component. Follow up on outstanding client day to day maintenance complaints logged in Archibus or Worx4u system. Facilitate and coordinate meetings with internal and external clients by issuing invites, arranging logistics, taking and distribution of minutes. Follow up on resolutions of meetings. Update and maintain electronic and physical records for procurement instruction. Type basic memorandums and other correspondence when required. Acquire stationery for the Component. Procure goods and services e.g equipment, material, catering, refreshments, etc. for the Component. Arrange travelling and accommodation for the Component. Maintain Leave Register. Assist and timely submit subsistence and travelling allowance (S & T) documents of the Component. Make copies and manage distribution register for outgoing and incoming documents of the Component. Capture and update expenditure of the component as per Finance Unit requirements. Manage and Maintain proper filing system. Plan and manage diary of the unit. Act in supervisory capacity as and when required.
- ENQUIRIES APPLICATIONS** : Ms A Poyo Tel No: (047) 502 7067
 : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
- FOR ATTENTION** : Ms N Mzalisi
- POST 07/161** : **ADMIN CLERK: PRODUCTION LEVEL CLERK (PROVISIONING& LOGISTICS) REF NO: 2023/83**
- SALARY CENTRE REQUIREMENTS** : R181 599 per annum
 : Mthatha Regional Office
 : A Grade 12 / National Senior Certificate with appropriate experience in Payments (An appropriate National Diploma will be an added advantage) Record keeping skills, communication skills and good interpersonal skills Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).
- DUTIES** : Receive original invoices and copy of delivery note from the supplier and transit to capture on LOGIS Capture and re-authorise all payments to be made to the supplier Capture any credit notes received from suppliers on the system and authorisation of it Capture any disallowances on invoices received from suppliers on the system Capture any memo received from Treasury for backdated price increases and the pre-authorisations Forward the relevant documents to financial delegate for final authorisation of payments Ensuring that relevant approvals are obtained before any advanced payments are made to suppliers Make enquiries on invoices, credit notes, disallowances, back dated price increases and payments sent through to the financial system and re-submit transactions.
- ENQUIRIES APPLICATIONS** : Ms. T Bomela Tel No: (047) 702 7046
 : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.
- FOR ATTENTION** : Ms N Mzalisi
- POST 07/162** : **ADMIN CLERK: UDM: SAPS & IPID REF NO: 2023/84**
 (Re-advert all applicants who previously applied are encourage to re-apply).
- SALARY** : R181 599 per annum

<u>CENTRE REQUIREMENTS</u>	: Head Office (Pretoria) : A Grade 12 / National Senior Certificate with relevant experience in User Demand Management (UDM)/ Key Account Management (KAM). Willing to adapt work schedule in accordance with office requirements. Knowledge: Office administration, Works Control System (WCS), Public Finance Management Act (PFMA), Treasury Regulations, Financial management and administration, State budgetary systems, Financial systems, Logis. Skills: Numeracy, Accounting, Organising, Interpersonal skills, Diplomacy, Ability to follow a pro-active and creative problem, Solving approach, Communication, Computer literacy. Personal Attributes: Patience, Trustworthy, Team player, Reliable, Resourceful, Ability to work under stressful situations, People orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.
<u>DUTIES</u>	: Attend to client's complaints and queries: Maintain an active query register for the unit. Address enquiries or refer them to the necessary manager. Follow up on outstanding complaints and queries. Ensure resolutions of meetings are addressed within established timeframes. Render general clerical support services: Update and maintain electronic and physical records for procurement instructions. Furnish information for reports to internal and external stakeholders. Record, organise, store, capture, update and retrieve correspondence and data. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Provide personnel and financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation. Distribute personnel pay slips and ensure that a payroll certificate has been signed and submitted to HR. Maintain a leave register for the component. Provide a meeting management service to the sub-directorate: Plan the diary for the sub-directorate. Book a meeting venue. Arrange meetings and confirm attendance with stakeholders. Take minutes and distribute to meeting attendees. Assist with procurement of a service provider for catering where required.
<u>ENQUIRIES APPLICATIONS</u>	: Mr P Chabalala Tel No: (012) 406 1393 : 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.
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 07/163</u>	: <u>ADMIN CLERK: IMMOVABLE ASSET REGISTER REF NO: 2023/85</u> (24 Months Contract)
<u>SALARY CENTRE REQUIREMENTS</u>	: R181 599 per annum : Port Elizabeth Regional Office (Gqeberha) : A Grade 12 / National Senior Certificate with appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	: Assist in physical verification of NDPWI assets. Perform support function. To ASD and DD Physical Verification. Perform desktop planning and Confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist

with property information to other units. Perform physical verification of sites and condition assessment.

ENQUIRIES : Mr. ZDL Twala Tel No: (041) 408 2072

APPLICATIONS : 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.

FOR ATTENTION : Ms S Mafanya

POST 07/164 : **SENIOR FOREMAN: SUPERVISOR GROUNDS SERVICES REF NO: 2023/86**
(Re-advert all applicants who previously applied are encourage re-applying).

SALARY : R151 884 per annum

CENTRE : Cape Town Regional Office (Groote Schuur Estate, Rondebosch)

REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent with relevant experience as a supervisor in the field of horticulture. Have exposure in dealing with people of high profile such as: Ministers, Magistrate Judges etc. Be able to handle a large staff component. Valid driver's license with PDP and be prepared to travel when requested.

DUTIES : The Supervision of personnel and horticulture services. Special request for long distances garden maintenance, plot clearing and firebreaks. Delegation and implementation of landscaping and garden maintenance duties. Notification of problem areas to Horticulturist. Oversee plot maintenance, fire break clearing and maintain therefore. Site inspection of various vacant state properties. Handling of Special arranging Ministerial duties as well arranging of plant decorations and flower display as and when requested. Able to manage the maintenance of plant nursery.

ENQUIRIES : Mr M Jantjies Tel No: (021) 689 5741

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 Rossou

POST 07/165 : **PHOTOCOPIER OPERATOR REF NO: 2023/87**

SALARY : R107 196 per annum

CENTRE : Kimberley Regional Office

REQUIREMENTS : A Grade 10 or equivalent. Knowledge of document reproduction processes and logistics. Knowledge of Operation of machinery and tools, Departments procurement processes and the Occupational health and safety act. Effective communication skills (verbal and written), a good interpersonal relations. Planning of work processes, time management, operation of heavy duty photocopying machine. Safety conscious, hardworking, trustworthy, punctuality, accuracy, polite and helpful. Operation of machinery and tools.

DUTIES : Operate the photocopier machine receive and document requests for heavy duty photocopying and shredding of documents; control the usage of heavy duty photocopying machines; lock and keep keys of the workshop; report breaches and defects; bond and staple all copied documents; inform clients that documents have been bonded and are complete for collection; lubricate and attend to minor defects; perform daily meter reading and maintain register thereof.

ENQUIRIES : Mr R Oliver Tel No: (053) 838 5302

APPLICATIONS : 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 07/166 : **CLEANERS: CLEANING SERVICES REF NO: 2023/88 (X3 POSTS)**

SALARY : R107 196 per annum

CENTRE : Moutse L.C. (X1 Post)
Thabazimbi L.C. (X1 Post)
Sibasa Regional Court (X1 Post)

REQUIREMENTS : ABET level 3 or Grade 10 certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Appropriate cleaning experience in a corporate/ office environment. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning

materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES : Mr M.P. Morudu Tel No: (015) 291 6386
APPLICATIONS : Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr. NJ Khotsa

POST 07/167 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2023/89**

SALARY : R107 196 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A Grade 10 and appropriate cleaning experience in an office environment. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Cleaning or Hygiene certificates will be an added advantage.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES : Ms N Nakumba Tel No: (012) 492 3173
APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha.

FOR ATTENTION : Ms N Mzalisi