

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** : 27 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 sign 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 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 months, please regard your application as unsuccessful.
- ERRATUM:** Kindly note that the following posts were advertised in Public Service Vacancy Circular 08 dated 03 March 2023. Please note the following three positions were advertised with incorrect salary levels, the correct salary are as follows: (1) Assistant Director: Human Capital Investment Ref no: 2023/96, Centre: Cape Town, Salary: R393 711 per annum. (2) Both Data Capture: (X4 posts) (12 months contract) Ref No: 2023/102, Centre: Mthatha, R151 884 per annum and EPWP Data Capturer Ref No: 2023/101, Centre: Mthatha, Salary: R151 884 per annum, further note that the closing date for the three positions are extended to 24 March 2023. (3) Receptionist: internal communication & mobilisation Ref no: 2023/100, Centre: Cape Town and

Administrative Officer: Programme Management Office (36 Months Contract) Ref No: 2023/99, Centre: Head Office (Pretoria) are both withdrawn. Position of Assistant Director: Site Delivery Programme Ref No: 2023/72, Centre: Head Office (Pretoria) advertised on Public Service Vacancy Circular 7 dated 24 February 2023 is withdrawn. Position of Assistant Director: EPWP Training Coordinator Ref No: 2023/97, Centre: Durban Regional Office advertised on Public Service Vacancy Circular 08 dated 03 March 2023 is a Re-advert, please note that the closing date will be extended to 24 March 2023.

OTHER POSTS

POST 09/148 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OFFICER: BUILDING REF NO: 2023/103**

SALARY : R491 403 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Building/Civil Engineering. Appropriate relevant experience in Construction or Built environment, Project Management, Facilities Maintenance Management, Safety Management. Valid driver's License. Added advantage: SAMTRAC qualification. Knowledge: Occupational Health and Safety Act and its regulations, National Building Regulations and Building Standards Act, BCEA, PFMA, GIAMA, COIDA other relevant SANS, Acts and Regulations. Skills: Computer Literacy, report writing, planning and organizing, Presentation, Conflict management and decision making skills. Prepared to travel and willingness to adapt to working schedule in accordance with office requirements.

DUTIES : Ensure and facilitate Occupational Health and Safety compliance at work places (State owned and leased buildings): Monitor evaluation of the workplaces (State and Leased buildings). Ensure that state and Leased Buildings are accessible for disabled persons. Monitor issuing of compliance certificates and record keeping at workplaces. Conduct incident investigations and make recommendations. Participate in the Bid Specification Committees and Bid Evaluation Committees. Check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractor's H&S Plan is maintained on construction sites. Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise and prepare incident report. Monitor utilization and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with findings and recommendations.

ENQUIRIES : Mr N. Malitsha Tel No: (015) 291 6447
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 09/149 : **SENIOR FORENSIC INVESTIGATOR: GOVERNANCE, RISK AND COMPLIANCE BRANCH REF NO: 2023/104 (X5 POSTS)**
 (Re-advert all applicants who previously applied are encourage to re-apply).

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. Certificate in Forensic and Investigative Auditing will be an added advantage. Appropriate relevant experience in conducting corporate forensic investigations, forensic audits or financial investigations. Job Related knowledge: Develop summary of findings Report on investigations completed with clear findings, conclusions and recommendations. 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 APPLICATIONS : Mr M. Mabotja Tel No: (012) 406 1328

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 09/150 : **SENIOR ADMINISTRATION OFFICER: INTERIOR DESIGN PRESTIGE REF NO: 2023/105**

SALARY CENTRE REQUIREMENTS : R331 188.per annum
: Cape Town Regional Office
: A three year tertiary qualification (NQF Level 6) in Interior Design or relevant qualification. Appropriate practical experience and design portfolio. Knowledge of the Government Provisioning administration system and tender administration. Computer skills. A valid driver's license.

DUTIES : Assist the Assistant Director. Execute interior design scheme presentations. Site inspections to sample board plan. Intensive client relations. Project planning and maintenance. Ensure that projects are run cost effectively without compromising quality, delivered on time as well as implementation of socioeconomic objectives of the Department. Compile and develop specification for quotations and tender documents. Quality control in both specifications and service delivery. Compile and check tender documents, supervise contractors. Supervise cash flow forecast, process contractor's payments and prepare monthly reports. Facilitate and check the payments. Keep abreast of the latest market trends, do market research on the latest product ranges and assist with sourcing service providers. Facilitate the day-to-day maintenance of the portfolio maintenance plan.

ENQUIRIES APPLICATIONS : Ms. B Manuel Tel No: (021) 402 2139
: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION : Ms. C Rossouw

POST 09/151 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2023/106**

SALARY CENTRE REQUIREMENTS : R331 188 per annum
: Nelspruit Regional Office
: A three year tertiary qualification (NQF Level 6) in electric field coupled with extensive experience in the technical field or N3 plus a trade certificate with extensive experience. Applicable knowledge of the PFMA, OSHA, national building regulations and building standards. A candidate must be in possession of a driver's licence. Willingness to travel. Computer literate. Ability to work under pressure and to solve problems. Project management skills. Property and facilities management skills. Knowledge of government procurement process and systems. Good analytical skills. Strong verbal and written communication skills.

DUTIES : Assist control works manager with the management of electrical projects, Attend to planned and unplanned maintenance requests from the clients. Inspect leased buildings, optimum use of electric equipment and installations. Inspect and certify municipal account and electricity consumption. Compile scope of work and prepare estimates as well as technical reports. Certification and verification of invoices. Prepare and compile submissions and progress reports on a monthly basis.

ENQUIRIES APPLICATIONS : Mr SR Khumalo Tel No: (013) 101 0130
: 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 09/152 : **ADMINISTRATIVE OFFICER: LEGAL SERVICES REF NO: 2023/107**

SALARY CENTRE : R269 214 per annum
: Head Office (Pretoria)

- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in administration/public administration or equivalent qualification and appropriate relevant working experience. Knowledge: Departmental processes, Office administration, Knowledge of the Framework for Supply Chain Management, Knowledge of the prescripts of the public service act and its regulations, promotion of access to information act, promotion of administrative Justice Act, public finance management Act. Skills: Communication & writing skills, Maintenance of confidentiality of information, Language proficiency, Telephone etiquette, Computer literacy, Asset control, Interpersonal skills, Diary management, organising and planning, time-management. Personal Attributes: Trustworthy, Hardworking, Assertive, Highly motivated, People orientated. Ability to work effectively and efficiently under pressure, ability to work independently, ability to communicate at all levels, ability to meet deadlines whilst delivering excellent results, ability to work effectively and efficiently under pressure.
- DUTIES** : The effective and efficient administrative support to the Sub-Directorate - maintain filing system electronically and manually; perform logis requests for stationery purposes; drafting of formal standard correspondence to State Attorney and to other Units; typing of contract agreement and correspondence for legal officers; perform and assist in office administration and management such as typing, making copies of litigation documents, provide stationery etc.; attend to copying of bulky documents required by the Directorate; perform general reception duties; make accurate travel and accommodation arrangements; ensure the management, safeguarding and maintenance of the Directorate's assets.
- ENQUIRIES** : Mr M Rakau Tel No: (012) 406 1512
- APPLICATIPNS** : 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 09/153** : **PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2023/108**
- SALARY** : R269 214 per annum
- CENTRE** : Nelspruit Regional Office
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Management Science, Behavioural Science or equivalent and relevant experience in Office Management and co-ordination. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS word, MS excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting process and how to apply them. Knowledge of Government procurement processes will be added advantage.
- DUTIES** : Manage the traffic in the office of the Regional Manager efficient and effective Human Resources, Financial administrative support, Efficient and effect, including operating the LOGIS and BAS financial systems, Perform the duties of the Regional Manager User clerk in the office of the Regional Manager, Provisioning of stationery and supplies, Maintain an electronic post register for incoming and outgoing post, Maintain a filling registry in the office of the Regional Manager, Electronic management of the Regional Manager diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparations and development of Regional Managers' presentations, reports and minutes of the meeting, Arrange official functions for the office of the Regional Manager , Assist in the identification and development of training materials for the Regional Manager and organise training facilities, Responsible for procurement within the office of the Regional Manager and manage petty cash, Assist in the development of the MTEF budgets of the Regional Manager and develop and maintain a monthly commitment register , Ensure the security profile and classification of documentation reports and information related to the office
- ENQUIRIES** : Ms VN Myanga Tel No: (013) 753 6388
- 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 Nguyuzo

POST 09/154 : **REGISTRY CLERK REF NO: 2023/110**

SALARY : R181 599 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12 with appropriate relevant working experience in the central registry environment. Completion of a Records Management course is a pre-requisite. Knowledge of records/ documents management, file plan, mail and courier service procedures. Knowledge of Information Act (PAIA) and National Archives and Records Services Act. Knowledge and understanding of Disposal process. Good communication skills (Written& verbal), Computer literacy in MS Office software as well as good telephone etiquette are essential. Customer care and client orientation skills. Ability to work in a team and independently. Ability to work under pressure.

DUTIES : Provide registry counter services: attend to client's enquiries, handle telephonic and other enquiries received. Receive all mails, sort, register and dispatch mail. Distribute notices on registry issues. Postage and Mailing of departmental documents to various destinations and render courier services. Open and close files according to record classification system. Filing/ storage, tracing (electronically/manually) and retrieval of documents and files. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and register invoices on Reapatala Sytem. Drawing or downloading of Reapatala reports and filling thereof (electronically and manually) Operate office machines in relation to the registry function: open and maintain Franking machine register, Frank post and record money and update register on a daily basis.

ENQUIRIES : Ms DB. Kgadima Tel No: (015) 291 6428
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 09/155 : **GENERAL FOREMAN: CLEANING SERVICES REF NO: 2023/111**
(Re-advert all applicants who previously applied are encourage to re-apply).
The position is ring-fenced for people with disabilities.

SALARY : R151 884 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A Senior Certificate/Grade 12, must be computer literate, must have supervisory experience. Communication and basic numeracy, interpersonal relations, administrative skills. Exposure to cleaning chemicals and chemicals and hazardous working conditions, knowledge of cleaning methods, chemicals and cleaning materials. Ability to write a report.

DUTIES : Administer attendance records for the cleaners. Inspect the physical environment to ensure hygiene and cleanliness. Monitor the condition and availability of cleaning equipment. Order, receive and issue cleaning materials. Ensure safe keeping of cleaning materials and equipment. Manage and resolve grievances of the cleaning staff. Compile attendance reports. Delegate work responsibilities. Assist in cleaning certain areas in the building. Report faults and defects that might affect daily normal operations.

ENQUIRIES : Mr. B. Mabale Tel No: (018) 386 5303
APPLICATIONS : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.

FOR ATTENTION : Mr T. Oagile

POST 09/156 : **GROUNDSMAN (GRADE 2): HORTICULTURAL SERVICES REF NO: 2023/112**

SALARY : R107 196 per annum
CENTRE : Cape Town Regional Office (GSE Rondebosch)
REQUIREMENTS : Applicant must have a Junior Certificate / Abet Level 4 Certificate with 1 year experience or Grade 8 with 2 years experiences in general garden maintenance. Basic Literacy and Numerical skills or ABET Qualification. An added advantage is that the candidate has had previous experience in chain saw work and or working with mowers.

DUTIES

: To perform general garden maintenance tasks as given by the supervisor, planting, pruning, watering, mowing, tree felling and the spraying of herbicides on pavement/ hard surfaces. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required.

ENQUIRIES

: Ms. E Bessick Tel No: (021) 402 2406

APPLICATIONS

: Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book.

FOR ATTENTION

: Ms. C Rossouw