

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
NOTE

- : 11 April 2023 at 16H00
- : 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 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 months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the following post were advertised in Public Service Vacancy Circular 09 dated 10 March 2023 (1) General Foreman: Cleaning Services Ref No: 2023/111, Centre: Mmabatho Regional Office has been advertised with incorrect centre, the correct centre is as follows, General Foreman: Cleaning Services, Centre: Mmabatho Regional Office (Brits Magistrate Court.) the Closing date will be extended to 03 April 2023. (2) The posts that were advertised on Public

Service Vacancy Circular 10 dated 17 March 2023 was advertised with an incorrect closing date, the correct closing date will be as follows 03 April 2023.

OTHER POSTS

- POST 11/83** : **DEPUTY DIRECTOR: LEASED PROPERTY MANAGEMENT REF NO: 2023/126**
- SALARY** : R908 502 per annum (all-inclusive salary package), (total package to be structured in accordance with the rules of the middle management service)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Real Estate Management/Property Management with appropriate relevant experience on Junior Management level within Real estate and Facilities management. Knowledge: Public Finance Management Act; Financial administration; Procurement directives and procedures; Programme and Project management; Property market research. Skills: Advanced report writing skills; Computer literacy; Presentation skills; Ability to work under pressure; Ability to communicate at all levels; Team player; Analytical thinking; Must be prepared to travel; A valid driver's license; Willing to adapt to work schedule in accordance with professional requirements.
- DUTIES** : Effective management of Departments leased property portfolio; Provide guidelines and inputs on drafting plans regarding leased properties; Ensure that lease property rentals are aligned to market trends; Management and administration of leased property portfolio – Ensure effective maintenance of leased properties; Ensure effective administration and performance of buildings to meet clients service delivery objectives; Ensure that leased buildings are user-friendly and accessible; Ensure quality of reports, lease contracts and responses to oversight bodies; Manage and improve relationships with key stakeholders; Manage disputes related to rentals; Preparation of reports on status of leased property; Ensure completeness of contractual documentation; Monitor and ensure regions observe and attend to local regulations and laws in procurement of leased property space; Ensure that deadlines are met and quality of reports meet the requirements of senior management of the branch; Availability beyond the normal working hours and ensure that delivery of services happen effectively and efficiently; Guide, lead and mentor subordinates; Ensure efficient co-ordination between regions and head office.
- ENQUIRIES APPLICATIONS** : Mr. M Mabinja Tel No: (012) 406 2066
: 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 11/84** : **DEPUTY DIRECTOR: PMG AND RECONCILIATIONS REF NO: 2023/127**
- SALARY** : R766 584 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management service).
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Financial Accounting, Finance, Management or Financial related field plus extensive appropriate experience in finance, and appropriate junior management working experience. A candidate must have knowledge of the GRAP accrual accounting, PFMA and Treasury Regulations, ERP systems, Government transversal systems (PMG, Safety Net, PMIS, WCS, PERSAL and Logis) which are desirable and not a prerequisite and/or financial accounting. A candidate must be knowledgeable in financial policies, procedures, circulars and directives. The candidate must possess the following skills; problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and proficiency with computers. A candidate must possess a driver's licence and be willing to work irregular hours and go the extra mile.
- DUTIES** : Setting the Paymaster general (PMG) sub-directorate business plan and facilitating the achievement of set objectives. Oversee the management and financial accounting guidance of the PMG sub-directorate, internal controls, reconciliation of

suspense and general ledger accounts and the approval of related journals. Manage the entity's bank account – inflow and outflow of funds, monitor, track and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Review and authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts timeously. Ensure that period closure is timeous and complete with no open transactions for any given period. Develop policies and enhance ongoing improvements to business processes within the sub-directorate. Identify policy gaps and key areas for further development to improve efficiency of financial systems and innovative technology, including narratives and flow charts. Attend to ad hoc requests by management. Ensure effective document control of all journals and related documents. Review and sign off all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP. Interact with internal and external auditors (AGSA) to ensure accuracy and resolution of audit findings and related matters. Build and maintain good working relations with employees, clients and all stakeholders to produce solutions to issues.

ENQUIRIES : Mr KTE Seletela Tel No: (012) 406 1222
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 11/85 : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND RECRUITMENT REF NO: 2023/128**

SALARY : R393 711 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resource Management\Public Management / Social sciences with extensive appropriate experience in Recruitment & HR Administration and supervisory on level 8 or equivalent level. Valid driver's Licence. Knowledge of PERSAL, Public service Act, Public Service Regulation, Financial Manual, Treasury Regulations and Prescript from the Department of Public Services and Administration. Skills: Analytical thinking, language, proficiency Writing skills, Numeracy, Research skills, Organising and Planning, Computer literacy, Advanced, interpersonal, Diplomacy and decision making skills, Ability to work effectively and efficiently under, Ability to meet tight deadlines, Ability to Communicate at all levels, Ability to work independently.

DUTIES : The effective and efficient Human Resource Administration and Provision of Human Resource advice-verify, approve all Disapprove transactions on PERSAL: attend to queries and clarify matters pertaining to Human Resource Administration: provide guidelines and advice on Human Resource policies, procedures and processes: conduct Information sessions on Human Resources Administration and Recruitment matters. Ensure proper management of all Service benefits in terms of all types of leave, state guarantees, Housing allowance, IOD. Ensure implementation of approved HRA policies administration of appointments and services Terminations-including payment of pension. The provision of Effective human resource recruitment –ensure an objective and fair recruitment selection and appointment process: Facilitate the internal and external transfer of staff: Manage the structure of the Region. Implement JE results Compile EE reports per component to management of the Region the effective and efficient management of the Human Resource Registry-ensure a safe environment for files and other documents: put convenient registry system in place for Easy reference; ensure the documents are well filed. The Effective and effective management and development of Staff, conduct employee orientation; conduct knowledge Management and assist employee in career development.

ENQUIRIES : Mr. D Manus Tel No: (051) 408 7397
APPLICATIONS : 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 11/86 : **OFFICE MANAGER OF THE REGIONAL MANAGER REF NO: 2023/129**

SALARY : R393 711 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Management Assistant, Secretariat, Office Management or equivalent. 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 processes and how to apply them. Knowledge of Government Procurement processes will be an advantage.

DUTIES : Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, including operating the LOGIS and BAS financial systems, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organize training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget 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 : Mr NN Vilakazi Tel No: (031) 314 7150
APPLICATIONS : 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.

FOR ATTENTION : Ms NS Nxumalo

POST 11/87 : **ASSISTANT DIRECTOR: INTERNAL CONTROL (INSPECTORATE AND COMPLIANCE) REF NO: 2023/130**

SALARY : R393 711 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Management/Supply Chain Management/Auditing with appropriate working experience in finance and/or supply chain management; Relevant Management experience; 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 And Personal Attributes: 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). 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 compliance impacting on 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 SCM processes are aligned with those standards that support international best practice and National Treasury's prescripts; Ensure that the reduction of regional economic disparities is promoted; 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 and 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 the risk; Identify the possible risks in SCM and update the risk register, Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties; The effective administrative support on contract management, Ensuring the administration of the signing of contracts and agreements, Verify by scrutinizing the contract documents for compliance, Handle contract related enquiries, Reporting non-compliant/irregularities to National treasury monthly, Supervise staff and employment-related processes.

ENQUIRIES : Ms. BV Ngubane Tel No: (031) 314 7063
APPLICATIONS : 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.

FOR ATTENTION : Ms NS Nxumalo

POST 11/88 : **SENIOR STATE ACCOUNTANT REF NO: 2023/131**

SALARY : R331 188 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance or Accounting/ Business Management with appropriate relevant working experience in a Finance Unit or equivalent level. The following will serve as a recommendation: Knowledge of PFMA and Treasury Regulations. Experience of working on systems such as SAGE, WCS, PMIS, and Archibus and be computer literate, especially regarding Excel. Be prepared to work under pressure and perform overtime duties if required. A driver's licence will be an added advantage.

DUTIES : To supervise the expenditure section, including leasing and projects payments. To authorise \approve the payment and journal transactions on transversal system, such as SAGE, BAS, LOGIS, PMIS, WCS, Archibus and any other prevailing system. To ensure the reconciliation and clearance of suspense accounts, including the Creditors and Debtors accounts. Ensure the consolidation and submission of interim\annual Financial Statement inputs to Head Office. Ensure compliance and adherence to the different business processes related to Finance. Ensure the attendance of queries, including the audit queries. To train and develop subordinates under his/her supervision. To attend to other related duties as delegated by management.

ENQUIRIES : Mr M Mokoena Tel No: (051) 408 7376
APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

FOR ATTENTION : Mr D Manus

POST 11/89 : **ADMINISTRATION OFFICER (CHEMICAL/WATER CARE & HYDROLOGY) REF NO: 2023/132**

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

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Office Administration, Office Management or related with appropriate experience in Office assistant/secretary. Computer Literacy (MS Word, MS PowerPoint, Excel, Intranet and Internet, as well as typing skills). Knowledge of LOGIS CLIQIT and BAS will be an added advantage. Good understanding and knowledge of Supply Chain Management processes 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. Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. Ability to work under pressure; Flexibility and ability to adapt to change; Hardworking and highly motivated. Valid Driver's License although not required but will be an added advantage as travelling between Head Office and our office is required on an on-going basis.
<u>DUTIES</u>	:	Ensure effective operation of Water Services Unit on administration matters, compliance with applicable in relation to procurement of goods and services, travel and accommodation management. Tracking and monitoring of Directorate's budget. Ensure application and implementation of effective internal control measures and adherence to applicable departmental policies. Ensure proper reconciliation of budget on monthly basis. Registry Services and personnel; arrange travelling and accommodation, capture, update expenditure in the component. Check correctness of the travel claims of officials and submit to the manager for approval and handle telephone accounts and petty cash for the component Process, training requests from staff and assist in organising training of common interest. Administrate leave arrangements and telephone accounts. Coordinate common submissions and compliance requirements of staff such as performance agreements and assessments. Assist in compiling, processing and tracking of submissions. Printing, photocopy and bind documentation folders. Handle procurement of goods from suppliers through supply chain processes.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Moloi Tel No: (012) 406 2099
<u>FOR ATTENTION</u>	:	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. Ms NP Mudau
<u>POST 11/90</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2023/133</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R269 214 per annum Bloemfontein Regional Office
<u>DUTIES</u>	:	A three year tertiary qualification (NQF Level 6) in Human Resource Management/ Human Resource Development/ Public Management and extensive appropriate experience in training & development practices and bursary administration. Recommendations: Knowledge of PERSAL system, Public Service Act and Public Service Regulations, Skills Development Act, Computer literacy, excellent Communication, Analytical skills, Interpersonal relations and the ability to perform under pressure are recommended qualities. Valid driver's license. Develop\ compile, implement and evaluate training plans and reports. Compile data on training statistics; assist in compilation of annual training report and compile WSP. Serve as contact person for training and development administrative functions. Provide secretarial support to the Regional Training and Development Committee. Provide support and advice to line functions where possible on administration of Bursary Scheme and Performance Management in general and particularly during performance reviews, appraisals and processing of pay progressions. Analyze trends on Performance Management including data \ statistics on gender, race, disability, salary levels etc.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Manus Tel No: (051) 408 7397
<u>FOR ATTENTION</u>	:	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. Mr D Manus

POST 11/91 : **ADMINISTRATIVE OFFICER: TRANSPORT, PROVISIONING AND LOGISTICS (SCM) REF NO: 2023/134**
Preference will be given to male applicants. (African Male/ White Male/ Coloured Male / Indian Male and people with disability)

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Bloemfontein Regional Office
: A three year tertiary qualification (NQF Level 6) in Logistics/ Transport Management/ Public Administration/ Public Management. Appropriate working experience in Transport Management. Sound knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS or SAGE). Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. A valid driver's license. Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

DUTIES : Ensuring day-to-day management and maintenance of fleet vehicles. Verify monthly kilometers travelled before approval for payment. Authorize trip itineraries. Receive and certify invoices for processing of monthly payments. Verify and process Subsistence and Transport claims. Ensure safe parking of fleet. Maintain records of driver's licenses, trip authorization files, etc. Ensure service maintenance of vehicles. Redirect traffic fines. Prevent misuse of fleet. Inspection of subsidized vehicle and processing of new applications. Ensure compliance with the transport policies, procedures and processes. Perform other related tasks as per supervisor's instructions and willingness to adapt to work schedule in accordance with office requirements. Assist with preparation of Interim and Annual Financial Statements. Ensure effective management of Fleet and Subsidised vehicle. Ensure adherence to prescripts/ policies and provide advice to all Units with regards to provisioning of goods and services as well as logistical services.

ENQUIRIES APPLICATIONS : Mrs. L Mashamaite Tel No: (051) 408 7408
: 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 11/92 : **ADMIN OFFICER: REGISTRY REF NO: 2023/135**

SALARY CENTRE REQUIREMENTS : R269 214 per annum
: Bloemfontein Regional Office
: Appropriate three year tertiary qualifications (NQF Level 06) in Office Management / Public Management with appropriate experience in Registry and supervision experience in Registry. Experience in registry mailing procedures and filing systems. Computer literacy in Ms Word and Excel. Knowledge of the National Archives procedures and standards and ability to implement, manage and monitor the document management policies of NDPW&I. Must be able to demonstrate knowledge and understanding of MISS act. Experience in and knowledge of file plan, disposal of records, involves, tracking systems, report writing and supervisory skills. Ability to work under pressure and function as a team leader.

DUTIES : Manage the Registry section in the Regional Office, Implement provisions of the National Archive Act. Implement the approved file plan and duties as set out in the plan. Be responsible for supervision, control over and training of sub-ordinates in Registry and the photocopier office. Manage postal services, filing, photocopiers, franking machine and messenger services. Rendering auxiliary services to office personnel. Manage the Invoice tracking system. Be responsible for personnel evaluation function and performance reviews. Handle enquiries of a more advanced nature. Record and dispatch outgoing correspondence. Sort and post documents. Maintain an effective pending system, draw and route files. Receipt

and opening of mail, priority mail and registered mail. Manage telephone accounts in the regional office. Draw and distribute telephone accounts and update register.

ENQUIRIES APPLICATIONS : Ms. E Venter Tel No: (051) 408 7457

: 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 11/93 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/136**

SALARY : R269 214 per annum

CENTRE : Durban Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance, Supply Chain Management, Financial Management/Auditing, Accounting. 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 And Personal Attributes: 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). 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 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 : Ms. BV Ngubane Tel No: (031) 314 7063

: 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.

FOR ATTENTION : Ms NS Nxumalo

POST 11/94 : **ADMINISTRATION CLERK: IMMOVABLE ASSET REGISTER (VERIFICATION) REF NO: 2023/137**
(24 Months Contract)

SALARY : R181 599 per annum

CENTRE : Mthatha Regional Office

REQUIREMENTS : A Senior Certificate/Grade 12 or equivalent qualification and relevant working experience in office administration duties. Driver's license required. Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy. Experience in verification of immovable assets (land and buildings), interpretation of CSG diagrams and Deeds information will be an added advantage. 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.

DUTIES : 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 : Ms. N. Cikolo Tel No: (012) 492 3096

APPLICATIONS : Mthatha Regional Office Applications: The Regional Manager Department Of Public Works & Infrastructure Private Bag X 5007 Sutherland Street Mthatha, 5099, Hand Delivery / Physical Address: Department Of Public Works & Infrastructure, 96 Sutherland Street Prd II Building, 5th Floor Mthatha, 5099.

FOR ATTENTION : Ms. N Mzalisi

POST 11/95 : **GROUNDSMAN REF NO: 2023/138 (X4 POSTS)**

SALARY : R107 196 per annum

CENTRE : Bloemfontein Regional Office:
Harrismith Magistrate Court (X1 Post)
Bloemfontein (Nursery X3 Posts)

REQUIREMENTS : Grade 10 or NCV level 2. Nursery/Gardening experience will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of garden materials and equipments will be an added advantage.

DUTIES : Mowing of lawn areas, both developed and veld grass areas. Watering of plants and avoiding plants dying of malpractice. Keep flower and shrub beds weed free cultivated and well maintained; Pruning dead flower heads of plants in beds, Fertilizing lawn and plant beds; Planting of new mother stock material in the area; Assisting in plant propagation area; Sweep and rake hard surfaces in responsibility area; Upholding good conduct at all times; Cleaning of restrooms allocated to DPW as per schedule.

ENQUIRIES : Ms. N Nkentsha Tel No: (051) 408 7345

APPLICATIONS : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300.

FOR ATTENTION : Mr D Manus