

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 : 28 July 2023 at 16H00

NOTE : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 23 dated 07 July (1) Office Manager: Office of the Regional Manager with Ref No: 2023/201, Centre: Durban. (2) Senior Administration Officer: Interior Design (Prestige) with Ref No: 2023/206, Centre: Cape Town, (3) Artisan Production Grade C: Electrical (Workshop) with Ref No: 2023/211, Centre: Cape Town. (4) Artisan Production Grade C: Painting (Workshop) Ref No: 2023/211, Centre: Cape Town. (5) SCM Clerk: Movable Asset Management with Ref No: 2023/226, Centre: Cape Town. All positions mentioned above have been withdrawn. (6) HR Clerk: HR Recruitment with Ref No: 2023/224, Centre: Head Office (Pretoria), was advertised without an address, please note that the correct address is as follows: 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, Closing date for HR Clerk: HR Recruitment will be extended to 28 July 2023.

OTHER POSTS

- POST 24/87** : **DEPUTY DIRECTOR: EMPLOYEE HEALTH AND WELLNESS REF NO: 2023/232**
- SALARY** : R811 560 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF level 6) in Psychology /Behavioural Science or equivalent qualification in Social Sciences, registration with Social Workers Council or SAMCD; Registration with South African Council for Social Professional (SACSSP) as Social Worker. Sound knowledge of Mental Health Care Act and other Social work-related legislation. Membership with EAPA will be an added advantage; Management experience and at least 3 years in social programs such as drug and alcohol counselling, basic financial management, retirement counselling, and general counselling for social problems; Skills Interpersonal skills; Report writing; problem solving skills; Good networking skills; Excellent planning, organizing and coordinating skills; Good writing skills; Project Management and basic financial skills; Computer literacy. Added advantage: Honours degree in Social Worker and qualified as a Psychologist.
- DUTIES** : Review, implement and maintain the department's Employee Health and Wellness policy and strategy. Develop operational plan; Provide professional pre-and post-test counselling, therapy and referrals; Ensure referral to other professionals, health institutions and make follow-ups thereof; Health and productivity management; Observance of health awareness calendar e.g. World cancer day, WAD, World blood donor day etc; Manage sports and recreation entities within the department; Maintain functional Wellness Committee; Attend and participate in IDC, EAPA and HPCSA fora; Feedback to managers on progress of referrals; Monitoring and evaluation of implementation EHWP Ensure intervention on crisis debriefing sessions. Provide preventative services e.g alcohol & substance abuse, preparation for retirement sessions etc; Develop partnerships and networking with health and social services stakeholders; Liaise with government sector, internal stakeholders and NGO's; Manage service providers.
- ENQUIRIES** : Mr. SC Zaba Tel No: (012) 406 1544
- 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 24/88** : **DEPUTY DIRECTOR: SERVICE DELIVERY IMPROVEMENT PROGRAMME REF NO: 2023/233**
- SALARY** : R811 560 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Public Administration/ Public Management/ Human Resource Management. An extensive experience in a Service Delivery Improvement/ Batho Pele environment within the public service. Knowledge of the Public Financial Management Act (PFMA), DPSA Operations Management Framework, Service Delivery Model and other policies of government. A valid driver's license. The ability to travel extensively. Drivers licence. Skills and Competencies: People Management, Financial management skills, Strategic leadership capability, Communication skills (verbal and written), Computer literacy, Project Management, Research and Development expertise, Strategic change and Risk management, Presentation and Facilitation skills, Ability to work in a team and engage with all levels of officials. People oriented.
- DUTIES** : Facilitate, coordinate and development the Service Delivery Improvement Plan in the Department, Monitor and report on the Service Delivery Improvement Plan, Review and update Service Delivery Improvement Plan annually to ensure alignment to the strategic intent of the Department, Develop,

coordinate, monitor and review the Operational Management Framework (including Business Process Mapping, Standard Operating Procedures, Service Delivery Standards and Service Delivery Charters) in the department, Develop and review the Service Delivery Model(s) for the Department aligned to the mandate, Establish appropriate systems to manage institutional performance on service delivery matters, Implement service delivery improvement programmes/projects and complaints mechanism; Carry- out service delivery inspections to monitor compliance of the set service standards at all service points in the Department and agreement/service commitment charter. Promote awareness of the department's Batho Pele principles, service standards and charters in the Department, Develop and monitor internal service delivery policies and strategy as well as ensure alignment to the Operations Management Framework, Host the Batho Pele Change Management Engagement Programme training sessions at all regional offices and head office, Provide the necessary organizational support and guidance in culture, behaviour system and climate assessments in relation to the service delivery improvement plan; Manage customer relations and frontline improvement services at all offices. Monitor publication and distribution of service standards and charter; Conduct Stakeholder engagements on the development of the SDIP. Develop and manage the operational plan and business plans of the unit and report on progress as required.

- ENQUIRIES** : Ms. K. Sebati Tel No: (012) 406 1351
- 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 24/89** : **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 2023/234**
- SALARY** : R811 560 per annum, (all-inclusive package), (total package to be structured in accordance with the rules of the Middle Management Service)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Risk Management or related field. A Valid driver's License. Competencies/Knowledge: Extensive experience in risk management field. Knowledge of Public Sector Risk Management Framework and relevant Risk Management Prescripts including IRMSA Standards, COSO Framework, ISO31000, King Report IV etc. Knowledge and exposure to Public Sector environment, knowledge of Public Finance Management Act and Treasury Regulations. Skills: Strategic capability and Leadership skills, Good Communication (written and verbal) and Liaison skills, Facilitation and Presentation skills, Interpersonal relationships, Planning and Organizing skills, Analytical skills, Monitoring and Evaluation skills, Advocate of team work, Research and analytical skills, Interpersonal skills, Negotiation skills, Investigation skills. Assertiveness, Ability to work independently, Compliance, Diplomacy, Flexibility, and Ability to work under pressure, Decisiveness, Adaptability, Confident, Accuracy, Integrity and Trustworthy.
- DUTIES** : Coordinate and Facilitate implementation of the following: Risk Management Framework, Policy, Strategy and the Risk Management Committee Charter and Business Continuity Framework. Development, implementation of Risk Management Policies and Procedures and ensure adherence. Facilitate the implementation of the risk management processes by conducting risk identification, assessment, monitoring and review. Ensure alignment of risks with strategic outcomes/objectives, Operational and Business Plans. Develop Risk profiles for the Department. Facilitate identification of emerging risks and update of risk registers. Prepare complete, relevant, reliable and timely Risk Management information for reporting to Management and other Governance structures including Risk Management Committee and Audit Committee. Report on the status for implementation of risk treatment plans. Compile periodic risk management reports for submission to the oversight structures. Formulation and implementation of an effective Risk Management Strategy. Facilitate the development and roll out the risk awareness programmes. Facilitate the development and implementation of the Risk Management Plan to integrate risk management into day-to-day activities of the Department. Perform secretarial functions of the Risk Management Committee and ensure the Committee is functional. Continual improvements of the risk management process through the coordination of Internal Audit and Auditor General Findings. Input into the formulation and implementation of Directorate's plans,

budget, cash flow estimates and other resource requirements. Determine the effective implementation process within the Department. Internal and External liaison with Stakeholders. Contribute to the Annual Report. Attend variety of meetings and fulfil various responsibilities on an assortment of committees and other bodies. Provide Technical advice and support to staff and the Department. Evaluate the overall effectiveness of other ad-hoc and administrative activities as may be delegated by the Chief Risk Officer to ensure effective implementation of Risk Management plan.

ENQUIRIES : Ms K. Sebati Tel No: (012) 406 1351
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
NOTE : It will be expected of the candidate to sign a performance agreement and be subjected to security clearance.

POST 24/90 : **ASSISTANT DIRECTOR: LABOUR RELATIONS: COLLECTIVE BARGAINING REF NO: 2023/235**

SALARY : R424 104 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Human Resources Management/ Labour Relations or in the related field. A minimum of 6 years' working experience at a supervisory level in Labour Relations or in the relevant field. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations, Collective bargaining structures and processes;, Structure and functioning of the Department, Employment Equity Plan of the Department, Diversity management, Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, PSCBC Resolutions, GPSSBC Resolutions, CCMA Rules, GPSSBC Rules, PERSAL. Skills: Basic numeracy, Interpersonal skills, General administration and organisational skills, Interpretation of policies, Ability to undertake basic research/gather information, Computer literacy, Analytical thinking, Problem solving skills, Motivational skills, Conflict management, Presentation skills, Negotiation skills, Communication and report writing abilities, Cross examination skills. Personal Attributes: Innovative, Creative, Resourceful, Objectivity, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently. Drivers' license.

DUTIES : Coordinate grievances, disputes and misconduct processes. Assess and recommend whether the grievance or conduct warrants a formal investigations, act as presiding officer and initiator during disciplinary enquiries, attend to grievance cases and ensure that they are dealt with within stated timeframes, monitor implementation and adherence to prescripts governing grievances and misconduct processes, provide effective advice towards the resolution of grievance cases., ensure prompt referral of grievances to the management and PSC when necessary, coordinate and facilitate appointment of external service providers in complex misconduct cases, accompany and assist appointed external Legal representative in disciplinary matters, monitor and ensure implementation of outcomes on grievance and disciplinary cases. Facilitate the resolution of Labour Disputes and litigation cases: Represent the Department in conciliation and arbitration processes. prepare submissions to request mandates and to settle disputes in conciliation and arbitration, present and prepare witnesses for arbitration cases, advise and assist management and staff on dispute resolution procedures and multi-lateral forums, coordinate litigation cases referred to the higher courts e.g. Labour Court, provide relevant documents/files for the cases to Litigation unit, liaise with the Labour Court as and when required. Facilitate collective bargaining processes e.g. DBC and other activities: Prepare for DBC meeting, compile DBC minutes and collective agreements, ensure adherence to GPSSBC rules and constitution, ensure communication of policies, guidelines and collective agreement to all stakeholders, promote and enforce cordial relationship with shop stewards, attend to any industrial unrest that occurs. Supervise employees to ensure an effective service and undertake all administrative functions: General supervision of employees, allocate duties and perform quality control on the

work delivered by supervisees, advice and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, effective and efficient administration and coordination of accurate records/database of labour relation cases.

ENQUIRIES : Mr G.P Makhubela Tel No: (012) 406 1189
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

POST 24/91 : **ASSISTANT DIRECTOR: ACCOUNTS RECEIVABLE REF NO: 2023/236**

SALARY : R424 104 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Accounting with an appropriate supervisory experience in Financial Accounting field. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognized Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations. Good communication skills, verbal and writing, interpersonal, sound administrative and numeric skills. Working knowledge of transversal systems (BAS and PERSAL). Experience in authorizing debt BAS transactions. Assertiveness, accuracy and attention to detail. Dedicated and hardworking. Analytical thinking and good planning and organizing skills. Ability to work under pressure, be creative, innovative and communicate at all levels.

DUTIES : Compile monthly revenue reconciliation. Ensure annual revenue accrual is paid to National Treasury. Verify and authorize journals. Supervise timeous collection of debt. Authorize debt transactions captured on the system. Review debt age analysis schedule for debtors' book monthly. Review and ensure debts are followed up on a regular basis. Control and review the writing of submissions for write off approvals. Compile management schedules and AFS schedules. Review transactions on suspense accounts. Respond to audit queries regarding Accounts Receivable. Authorize transactions to clear debt suspense account.

ENQUIRIES : Ms N Maimela Tel No: (012) 406 1703
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 24/92 : **ADMIN OFFICER: PHYSICAL SECURITY REF NO: 2023/ 237**

SALARY : R294 321 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Safety/Security Management with relevant experience in security or related field. NIA Security Advisory Training. Driver's License. Security clearance (Secret). Knowledge: Relevant legislation related to public security. Including the Minimum Information Security Standards Act (MISS). Disciplinary procedure and what constitute unprofessional conduct. Regional Business Processes. National Information Security Policy. Risk and Threats management. Safety and Security Management and Administration, including (security Audit, physical security measures, contingency, planning, occupational health and safety, personnel security, document security, surveillance, information technology security fire regulation and fire protection and communication security). Security Environment (national Intelligence Agency, South African Policy Service (NPA). Security Breaches and investigation. Skills: Leadership and management skill, Effective communication at all levels, Report writing, Presentation Skills, Interpersonal and diplomacy skills, Computer literacy, Detecting skills, Problem solving skills and Conflict Management.

DUTIES : Attend to and resolve physical security incidents. Monitor security systems and equipment and ensure that they are always functional. Monitor access control and key control procedure. Participate in disaster management plans. Monitor the movement of movable assets entering and exiting the building. Inspect all security registers, irregularities and make an entry in the occurrence book and

report to supervisor. Report all breaches or alleged breaches of security, or behaviour posing a security risk. Provides administrative and technical support to enhance parking operations. Allocate parking bays to employees. Administer payments for parking bays. Keep updated waiting list for officials whose applications could not be considered. Ensure compliance with all parking regulations. Responds to correspondence, phone requests and complaints about parking operations and programs. Maintain parking database.

ENQUIRIES : Ms L Phahladira Tel No: (012) 406 1648
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 24/93 : **STATE ACCOUNTANT REF NO: 2023/238**

SALARY : R294 321 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Accounting or Auditing or Financial Management and related work experience. Knowledge of BAS, PERSAL and any other accounting systems. Knowledge of WCS, PMIS and SAGE will be an added advantage. Knowledge of PFMA, National Treasury Regulations, procurement policies & MTEF. Knowledge & experience in budgeting will be an added advantage. Knowledge and experience in auditing will be an added advantage. Good verbal and written communication skills. Organizational ability and good decision making skills. Have the ability to work under pressure. Computer skills with proficiency in MS packages.

DUTIES : Control, manage and execute timely payment of all invoices/statements in compliance to PFMA & National Treasury Regulations. Safe keeping of all accounting documents/files/reports. Prepare monthly reconciliation of Business Systems (PMIS/SAGE/PERSAL/SAGE/LOGIS/BAS). Render support and assist in controlling and maintaining suspense accounts on a monthly basis. Prepare and analyse reports. Budget preparation and support. Manage and control payroll for the Regional Office. Compilation of workbooks for financial statements inputs in accordance in GRAP.

ENQUIRIES : Ms D Mngoma Tel No: (031) 314 7018/ 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 or Hand deliver at Corner Pixley Kasem and Samora Machel Street, Durban.

FOR ATTENTION : Ms. NS Nxumalo

POST 24/94 : **STATE ACCOUNTANT: BUDGETS REF NO: 2023 /239**

SALARY : R294 321 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Management/ Business Management/ Internal Audit or Accounting plus appropriate experience in a financial environment. Knowledge systems such as BAS and SAGE and experience in Government Budget process will added advantage. Knowledge of PFMA and Treasury Regulation. Competent in excel and word. Skills and Competencies: Ability to manage Accounting and Administration functions effectively; Able to analyse expenditure reports; Computer literacy and able work under pressure; Good communication skills (written and verbal); Ability to work with stakeholders in a profession and empathetic manner; Good interpersonal relations; Accuracy and attention to detail; Problem solving skills.

DUTIES : Assist with compilation of various budgets, i.e. Adjusted Estimates National Expenditure (AENE) Estimates of National Expenditure (ENE) and Medium-term Expenditure Framework (MTEF) and other request in budget cycle. Coordinate the Rollover requests and Virement submissions including request for additional funding. Administer the consolidation of budget inputs from line managers. Capture the budget in the financial system (BAS) and Ensure balance as per ENE allocation letter. Contribute in the department's budget and notify responsibility managers on possible over/under spending. Prepare and provide responsibility managers with management reports (cash flow statements) on monthly basis. Develop templates for the collection of budget information from line functionaries, implement shifting of funds when required and capture on financial system. Request monthly /weekly expenditure report on BAS and SAGE to detect any misallocation allocation and ensure journals

are processed for rectification. Liaise with programme managers regarding with monthly expenditure reports analysis and advise accordingly in terms of PFMA.

ENQUIRIES APPLICATIONS : Mr. M Mokoena Tel No: (051) 408 7376
: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X20605, Public Works Building 18 President Brand Street; Bloemfontein, 9300

POST 24/95 : **ADMINISTRATIVE OFFICER: PROGRAMME MANAGEMENT OFFICE REF NO: 2023/240**
(36 Months Contract)
(Re-Advertisement Applicant who previously applied are encouraged to reapply)

SALARY CENTRE REQUIREMENTS : R294 321 per annum
: Head Office (Pretoria)
: A three year tertiary qualification (NQF Level 6) in Office Management/ Management Assistant /Office Administration / Public Administration. Appropriate experience in clerical support and office Administration, knowledge of Public Finance Management Act, wide range of administration tasks skills, Effective communication, Report writing, demonstrative computer literacy, General office administration and organizational skills, ability to work under stressful situations, ability to communicate at all levels, ability to work independently willing to adapt work schedule in accordance with office requirements. Skills: Strategic capabilities and leadership skills, programme and project management, information and knowledge management, high level of computer literacy, stakeholder management, quality management, planning and coordination. Ability to work independently, willingness to adapt to a tight schedule in accordance with professional requirements, required to travel extensively, working abnormal hours.

DUTIES : Render administrative/office support services. Provide administrative and personal functional support to the DDG. Prepare submissions and correspondences. Process subsistence and travel claims. Administer post incoming and outgoing. Provide secretariat services. Update the database, take minutes during meetings, Provide provisioning and logistical services. Render logistics for workshop, meetings and seminars. Provide goods and services. Maintain supply of stationery, furniture and office equipment. Make travel and accommodation arrangements. Provide assistance with personnel performance management system administration. Control personnel performance management system. Maintain record management. Maintain records keeping and filing systems. Administer leave registry. Record flow of correspondence. Make photocopies and faxing.

ENQUIRIES APPLICATIONS : Mr N Kubeka Tel No: (012) 406 1504
: 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 24/96 : **SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2023/241**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Head Office (Pretoria)
: A Senior Certificate/Grade 12. Private Security Industry Regulatory Authority (PSIRA) Grade B Certificate with relevant security supervision experience. A valid 08 driver's licence. Knowledge of physical security. Knowledge of the access control procedures and control of assets movement. Knowledge of the control room procedure (closed-circuit television (CCTV) surveillance systems). Knowledge of key control procedure. Knowledge of key management and control procedures. Knowledge of the Control of Access to Public Premises and Vehicle Control Act 53 of 1985, The Protection of Information Act 82 of 1984, Protection of Personal Information Act 4 of 2013, Minimum Information Security Standards of 1996 (MISS) and The Minimum Physical Security Standards of 2019. Knowledge of the relevant OHS and emergency procedures. Skills: Supervisory skills, Interpersonal skills, decision making and problem solving skills, Communication skills (verbal and written), Computer literacy and Investigation skills. Willingness to work shifts and irregular hours.

DUTIES : Effective supervision of security personnel. Implement physical security policy and procedures. Ensure compliance to physical security measures. Implement efficient and effective access control. Allocate duties to security officers. Conduct regular inspection of security posts. Check security registers to ensure completeness. Conduct parades amongst security officers to ensure that they are fit and proper when reporting on duty. Ensure keys are controlled effectively. Inspect and report all non-functional electronic security systems (e.g. X-Ray machines, Walk-through metal detectors, security lights, etc). Report adverse security incidents and breaches. Provide support in case of emergencies. Perform security administrative functions including posting security officers according to duty roster, determining development and training needs of security officers. Manage leaves, overtime and performance of security offices. Implement discipline amongst security officers in line with prescripts.

ENQUIRIES APPLICATIONS : Ms L Phahladira Tel No: (012) 406 1646
: 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 24/97 : **SCM CLERK: LOGIS REF NO: 2023/242**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Head Office (Pretoria)
: Applicant must be in possession of a Senior Certificate with relevant experience Provisioning Administration/ Purchasing Management plus electronic administration of a procurement system Computer skills including Excel, and Treasury Regulations, Multi-skilled in the procurement administration environment and operational understanding of LOGIS.

DUTIES : The successful candidate will be required to provide the following services: Assist with the issuing of orders on LOGIS, provide various functions on LOGIS, capturing of requests on LOGIS, capturing of the Procurement Advice on LOGIS, Transit, payments and System Administration.

ENQUIRIES APPLICATIONS : Mr. V Masinge Tel No: (012) 492 2078
: 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 24/98 : **SCM CLERK: LOGIS POSTING REF NO: 2023/243 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R202 233 per annum
: Head Office (Pretoria)
: Applicant must be in possession of a Senior Certificate with relevant experience in Provisioning Administration/ Purchasing Management plus electronic administration of a procurement system Computer skills including Excel, and Treasury Regulations, Multi-skilled in the procurement administration environment and operational understanding of LOGIS.

DUTIES : The successful candidate will be required to provide the following services: Assist with the issuing of orders on LOGIS, provide various functions on LOGIS, capturing of requests on LOGIS, capturing of the Procurement Advice on LOGIS, Transit, payments and System Administration.

ENQUIRIES APPLICATIONS : Ms. Q Tom Tel No: (012) 406 2046
: 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 24/99 : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2023/ 244 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R147 036 per annum
: Head Office (Pretoria)
: Grade 10/ ABET level 3 plus Grade C (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Relevant experience. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHS&A & First Aid,

Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts. A driver's license will be an added advantage.

DUTIES

: To provide physical security services at all Head office buildings. To protect the lives, property/ assets and interest of department at the Head Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.

ENQUIRIES

: Ms L Phahladira Tel No: (012) 4061646

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