

## DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

*The Department of Public Works and Infrastructure 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 (specifically persons with disabilities and women), 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** : 25 August 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 fully completed signed and initialled when submitted as failure to do so may 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 overcrowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please note that applicants are not required to submit certified 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. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Applications must be submitted as a single document to the email addresses specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel

will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

**MANAGEMENT ECHELON**

- POST 28/69** : **HEAD OF INFRASTRUCTURE OF SOUTH AFRICA REF NO: 2023/301**  
(Five (5) Year Contract)  
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
- SALARY** : R2 158 533 per annum (Level 16), (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) and a post-graduate (NQF level 08) qualification in or related to Business Management, Built Environment, Finance, Development Finance, Public Administration, Economics or Law. 8 to 10 years' experience at Senior Management Level, of which three (3) years must have been as a member of Senior Management Services in an organ of the state.
- DUTIES** : Provide leadership and strategic direction to the Infrastructure South Africa's (ISA) Team and ensure adherence to governance systems and processes and manage risks. Manage the implementation of SA's Infrastructure Investment Plan, inclusive of coordinating the development, assessment, management, project preparation, implementation and monitoring of the comprehensive infrastructure pipeline. Manage infrastructure investment and funding through the mobilisation of the public and private sector (national and international), financial community, MDBs and DFIs. Manage the property, land and buildings portfolio to maximize public land value. Ensure that ISA enables the intent of the Infrastructure Development Act (IDA), supports the structures within the IDA and executes the infrastructure investment, development and implementation provisions of the IDA. Key Expectations: Liaise and engage on issues related to Cabinet, Parliament, Clusters, and other internal and external entities. Liaise, engage and undertake the administrative functions related to the Presidential Infrastructure Coordinating Commission Council, Management Committee and Secretariat. Liaise, engage and undertake the administrative functions related to the securing of infrastructure investment. Liaise and interact on issues related to the Office and provide or acquire information as and when required. Articulate and support issues of strategic significance. Liaise and interact with role players in the infrastructure delivery management value chain to fulfil the ISA's infrastructure coordination and management mandate. Chairing of and participation in relevant forums/committees and meetings, with specific reference to the SIP Steering Committee.
- ENQUIRIES** : Mrs TB Hlatshwayo Tel No: (012) 406 1990
- APPLICATIONS** : All applications for this position must be submitted only via email to [Recruitment23-56@dpw.gov.za](mailto:Recruitment23-56@dpw.gov.za)
- NOTE** : The successful candidate will have to enter into a five (5) year employment contract, an annual performance agreement and annually disclose his/her financial interests.
- POST 28/70** : **SUPPLY CHAIN MANAGEMENT EXECUTIVE: PMTE (DEPUTY DIRECTOR-GENERAL LEVEL) REF NO: 2023/302**  
(This is a re-advertisement, applicants who applied previously are encouraged to re-apply)
- SALARY** : R1 663 581 per annum, (Total package to be structured in accordance with the rules of the Senior Management Services)
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : An undergraduate qualification (NQF level 07) in Supply Chain Management, Logistics, Finance, Public Administration and Management Economic Management Sciences or any of the Built Environment qualifications and a postgraduate qualification (NQF Level 8) as recognised by SAQA plus 8-10 years' experience at senior managerial level. Extensive experience in supply chain management of large scale acquisitions in property, facilities management as well as construction related projects in complex environments with multiplicity of procurement transactions. Knowledge: SCM systems,

processes and controls, Public Finance Management Act, Public Service Regulations, Treasury Regulations. SKILLS: Leadership and management skills, Good customer relations, Advanced report writing, Advanced communication, Language proficiency, Computer utilisation, Analytical thinking, Strategic planning, Conflict management, Sound analytical and problem identification and solving skills, Organising and planning, Policy formulation, Decision making skills, Motivational skills, Numeracy, Advanced interpersonal and diplomacy skills. Personal Attributes: Ability to interact with clients and stakeholders in professional and assertive manner, High ethical standards, Able to conduct business with integrity and in a fair and reasonable manner, Ability to promote mutual trust and respect, Innovative, Creative, Solution orientated, ability to design ideas without direction, People orientated, Hardworking, Highly motivated, Ability to work effectively and efficiently under sustained pressure, Ability to meet tight deadlines whilst delivering excellent results.

**DUTIES** : Undertake research on latest SCM trends; collate all relevant information and infuse them in SCM strategic policy; source SCM policies, guidelines and directives from the National Treasury; advice and monitor the implementation of National Treasury policies and guidelines. Evaluate and monitor compliance to Medium Term Expenditure Framework. Ensure that the department's strategic objectives are aligned to regulations; undertake the effective monitoring and evaluation of department's SCM policies. Implement and oversee an efficient and logistics functions that are compliant with policies, procedures and applicable legislation. Develop, manage and oversee the implementation of the procurement plan, movable asset management plans and disposal plan. Develop and manage contract management systems including the strategic management of supplier relationships. Manage and control the acquisition of goods and services, infrastructure, property and facilities management. Render demand management services. Manage the development, implementation and maintenance of corporate governance policy and ensure complies with all statutory frameworks established within the public service and the department. Provide advice to the Accounting Officer on procurement related matters and report any breach or failure to comply with SCM processes guidelines and frameworks.

**ENQUIRIES** : Mrs TB Hlatshwayo Tel No: (012) 406 1990  
**APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-57@dpw.gov.za

**NOTE** : The successful candidate will have to enter into an annual performance agreement and annually disclose his/her financial interests

**POST 28/71** : **CHIEF DIRECTOR: INTERGOVERNMENTAL RELATIONS CO-ORDINATION (CONCURRENT) REF NO: 2023/303**  
 (This is a re-advertisement, applicants who applied previously are encouraged to re-apply)

**SALARY** : R1 317 558 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Service)

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 07) in Political Sciences, Corporate Governance, Development Studies, Public Management/ Administration, International Relations or equivalent qualification as recognized by SAQA, plus at least five (5) years' experience in a Senior Management position. A relevant Master's degree will be an added advantage. Extensive experience in stakeholder management and sector co-ordination. Good understanding of the Public works and infrastructure sector. Understanding of applicable Intergovernmental Relations legislation, Public finance Management Act (Act 1 of 1999) and Treasury regulations, Knowledge of Risk Management and combined assurance, Professional writing, mentoring/coaching, influencing and networking skills. Policy development and diplomacy. Willingness to travel.

**DUTIES** : Provide strategic direction and promote good governance for internal and sector governance structures. Strengthen sector co-ordination and sector contributions to the DDM model. Oversee and support the development and regular review of sector governance structures. Oversee, Monitor and Report on the programmes of sector governance structures. Co-ordinate Parliamentary Questions, Select and Portfolio Committee engagements as well as facilitation of Cabinet matters. Promote sound Intergovernmental relations and provide strategic guidance on the Department's efforts to resolve

disputes with other spheres of government. Build and maintain relationships with IGR partners, including sector entities, local government and NEDLAC. Negotiate protocol agreements with IGR partners as well as monitoring performance on agreed programmes. Render protocol services to the Executive and ensure effective execution of the Department's public participation programmes. Monitor and report on the Chief Directorate's financial and non-financial performance information. Manage the chief directorate's resources (human and financial).

**ENQUIRIES** : Mr A Mthombeni Tel No: (012) 406 1100  
**APPLICATIONS** : All applications for this position must be submitted only via email to: Recruitment23-58@dpw.gov.za

**POST 28/72** : **CHIEF DIRECTOR: EPWP MONITORING & EVALUATION REF NO: 2023/304**

**SALARY** : R1 371 558 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management service)

**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : Bachelor's Degree (NQF 7) in the relevant field. 5 years senior management experience in the relevant field. Monitoring and evaluation theory, methodology and systems. Public work programmes. Knowledge: Monitoring and evaluation theory and methodology. Monitoring and evaluation systems. Statistics. Data bases. Goals of public works programmes. Skills: Working with databases (programming queries). Statistical skills. Strategic management. Senior management skills. Financial management. Tender processes. Effective communication (verbal and written). Numeracy. Relationship management. Programme and project management. Interpersonal and diplomacy skills. Problem solving skills. Decision making skills. Motivational skills. Negotiation skills. Personal Attributes: Analytical thinking. Innovative. Creative. Solution orientated – ability to design ideas without direction. Ability to work under stressful situations. Ability to communicate at all levels, including political office bearers. People orientated. Hard-working. Highly motivate. Driver's license. Extensive travelling.

**DUTIES** : Oversee the development and the implementation of legislations, strategies, and policies for EPWP Monitoring & Evaluation:- undertake researches on latest trends; ensure the development and implementation of effective and efficient acts, strategies and policies; ensure that all EPWP Monitoring & Evaluation policies contribute to the departments` strategic objectives; determine and develop strategic intervention mechanisms where there are problems/ challenges to implement efficient, effective and uniform procedures and policies; ensure that the budget framework is in line with Medium Term Expenditure Framework; Oversee the development, implementation and maintenance of an effective monitoring and evaluation framework:- ensure that quarterly monitoring reports on the implementation of EPWP are compiled; oversee the management of data analysis collected nationally, provincially and at municipal level; oversee the management of budgetary functions related to monitoring, development and implementation of the reporting system; commission evaluation studies in line with the Monitoring and evaluation framework. Over the design and management of a risk management plan with regard to the quality of monitoring data:- oversee promotion of data quality in all sectors within the EPWP. Oversee manage the risk plan for data quality. conduct research to inform optimal budget allocation in support of the EPWP and all other departmental programme, Manage the spatial analysis capacity in support of the EPWP and all other departmental programmes:- oversee the promotion of spatial analysis in all sectors of the EPWP; manage the process to map progress of the EPWP; oversee the establishment and maintenance of fundamental geographic data to support the EPWP and other programmes; oversee the development and maintenance of web based GIS to publish data and facilitate the location of projects. Effective management of the Chief Directorate -: manage the co-ordination and administration of the component; manage the employment related processes the administration and development of staff; oversee the implementation and maintenance of financial control systems; manage the budget and expenditures of the component; ensure that all financial transactions comply with Treasury Regulations; Report and breach or failure to comply with any financial and cooperate governance guideline and frameworks.

**ENQUIRIES** : Ms. C.J. Abrahams Tel No: (012) 492 3080

**APPLICATIONS** : All applications, for this position must be submitted only via email to:  
[Recruitment23-59@dpw.gov.za](mailto:Recruitment23-59@dpw.gov.za)

**POST 28/73** : **DIRECTOR: PRESTIGE PROPERTY MANAGEMENT REF NO: 2023/305**

**SALARY** : R1 162 200 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Senior Management Services)

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : An undergraduate qualification (NQF level 7) in Property Management, Management Science, Legal and Built environment, Extensive experience in the property and built environment of which 5 years should be at middle management level. Knowledge: Public Finance Management Act, Property Economics, Government Budget procedures/time frames, MTEF, Construction regulations, Business, accounting and financial systems, Financial administration processes and systems, Work Control System (WCS), Basic Accounting System (BAS). SKILLS: Effective communication, Advanced report-writing, Computer literacy, Planning and organising, Policy analysis and development, Problem-solving, Presentation, Advanced numeracy, Budgeting. Personal Attributes: Innovative, Creative, Hardworking, Self-motivated, The ability to work under pressure. The ability to communicate at all levels, Analytical thinking, Trustworthy, Willingness to adapt work schedule in accordance with professional requirements.

**DUTIES** : Strategic leadership: Management of maintenance and capital work at residential and office accommodation of Members of the Executive, and other categories of people including Union Building. Manage client request regarding maintenance, interior décor and other benefits as stipulated in the Ministerial Handbook. Providing strategic leadership on matters related to residential and office accommodation of Members of the Executive and certain selected categories of people. Facilities Management Develop appropriate facilities management strategies for the Portfolio in conjunction with the Facilities Management branch. Ensure that proactive and reactive maintenance is done in all Prestige properties in conjunction with Facilities Management branch. Ensure effective and efficient supervision of the water and electricity usage in the Portfolio in conjunction with the Real Estate Management branch. Investigate client needs in conjunction with Real Estate Management Investment branch and provide options and solutions. Register capital and maintenance projects. Request for funding through PMBC and IBC and allocation of funding to projects as requested by Project Managers. Issuing of Procurement Instruction to Construction and Project Management branch for execution. Management of Prestige budget. Events Management: Provide support in all events in respect of maintenance and other related activities as instructed by Chief Director or requested by the events management section. Client Relations: Management of client requests. Ensure that an acknowledgment letter is forwarded to the client informing them of the Portfolio Manager assigned to the request. Provide a report to clients on progress regarding the request, maintenance performance and projects in execution and provide time frames. Interact with clients on regular basis. Schedule meetings with all internal role-players, Coordinate meetings with executing units and service providers within DPW. Liaise with Finance and Provisioning for issuing of orders and payments to service providers. Liaise with ECDP for contractors on the Prestige database. Optimise Prestige helpdesk as a central point of lodging complaints. Ensure accurate updated Prestige Asset register and Spreadsheet for projects. Use appropriate procurement committees to expedite procurement of good and services. Manage, coach and monitor performance of subordinates. Arrange bilateral meetings with Prestige clients.

**ENQUIRIES** : Mr M. Sazona Tel No: (012) 406 1963/ 1322

**APPLICATIONS** : All applications for this position must be submitted only via email to:  
[Recruitment23-60@dpw.gov.za](mailto:Recruitment23-60@dpw.gov.za)

#### **OTHER POSTS**

**POST 28/74** : **CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/306**

**SALARY** : R1 146 540 per annum, (all-inclusive OSD salary package)

**CENTRE** : Cape Town Regional Office

<b><u>REQUIREMENTS</u></b>	:	A National Higher Diploma (Built Environment Field)/ B-Tech (Built Environment Field)/ Honours Degree in any Built environment field with a minimum of six (6) years post qualification experience. A valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of programme and project management, project design and analysis, legal and operational compliance, as well as the creation of high performance culture. Communication, problem solving, analytical, decision making and conflict management skills also critical.
<b><u>DUTIES</u></b>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with the project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive relevant specifications and details to contracts. Adjudicate all applications of variation orders and extensions of time, and make recommendations to the approving authority within the Department. Process all interim monthly payments as per conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filled appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<b><u>ENQUIRIES</u></b>	:	Ms. T Kolele Tel No: (021) 402 2063
<b><u>APPLICATIONS</u></b>	:	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.
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 28/75</u></b>	:	<b><u>CHIEF CONSTRUCTION PROJECT MANAGER GRADE A REF NO: 2023/307</u></b>
<b><u>SALARY</u></b>	:	R1 146 540. per annum
<b><u>CENTRE</u></b>	:	Port Elizabeth Regional Office
<b><u>REQUIREMENTS</u></b>	:	A National Higher Diploma (Built Environment Field) / B-Tech (Built Environment Field)/ Honours Degree in any Built Environment field with a minimum of six (6) years post-qualification experience, must be registered as a Professional Construction Project Manager with the SACPCMP. A valid driver's licence. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.
<b><u>DUTIES</u></b>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay

invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

**ENQUIRIES  
APPLICATIONS**

: Mr. S. L. Jikeka Tel No: (041) 408 2074  
 : Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.

**FOR ATTENTION**

: Ms S Mafanya

**POST 28/76**

: **DEPUTY DIRECTOR: EPWP VUK'UPHILE PROGRAMMES REF NO: 2023/308**

**SALARY**

: R958 824 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the Middle Management Service)

**CENTRE  
REQUIREMENTS**

: Cape Town Regional Office  
 : A three year tertiary qualification (NQF Level 6) in Civil Engineering and or Construction Project Management or related field. Relevant experience at Assistant Director level. Knowledge: Expanded Public Works Programme, Programme and Project Management, Construction Industry, Contractor Development Programmes, Structure and functioning of the Department and Government, Labour-intensive construction methods, Programme Design, Stakeholder Management, PFMA, Treasury Regulations, Public Service Act, Public Service Regulations and the Minimum Information Security Standards (MISS) Act and other Government prescripts. Structure and functioning of the Department, Departmental standards and regulations. Skills: Research, Analytical thinking, Computer literacy, Effective communication (verbal and written), Relationship management, Project Management, Programme and project management, Design skills, Interpersonal and diplomacy skills, Problem solving skills, Decision making skills, Motivational skills. Valid driver's license. Willing to adapt work schedule in accordance with professional requirements.

**DUTIES**

: Coordinate the implementation of the Vuk'uphile Programme: Develop and formulate strategy on the efficient management of Vuk'uphile programme. Assist in identifying areas that need improvement. Identify and recruit potential public bodies that can contribute in the Vuk'uphile programme. Ensure the provision of effective mentorship to the participants in the Vuk'uphile programme. Establish and maintain relations with external stakeholders, especially Construction Education Training Authority (CETA), public Bodies and Mentors. Ensure that work is carried out according to EPWP Policies and Guidelines. Compile and submit updated reports on progress and management of Vuk'uphile learnership programme. Administrate the budget of the Vuk'uphile Learnership programme: Brief stakeholders on well-defined needs and project scope in terms of Mentorship and Training budgets. Perform project planning activities for different contracted service providers for training and mentorship. Monitor project budget and expenditure. Perform cost management for different mentorship and training contracts. Generate progress reports in terms of expenditure for the different mentorship and training budgets. Monitor and evaluate on the implementation of Vuk'uphile Learnership Programme: Facilitate and manage implementation of the programme. Develop and implement innovative funding and quality assurance models for the Vuk'uphile programme. Monitor and report on the Vuk'uphile programme. Continuously monitor the development of the projects. Compile feedback reports on the Vuk'uphile programme. Ensure improved performance of staff on the current projects. Manage the Sub-Directorate: Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Serve on transverse task teams as required. Monitor the budget and expenditures on revenue and debt management Sub-directorate.

**ENQUIRIES  
APPLICATIONS**

: Mr M Gusha Tel No: (021) 402 2164  
 : 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.

**FOR ATTENTION** : Ms. C Rossouw

**POST 28/77** : **CONSTRUCTION PROJECT MANAGER: PROJECTS PROJECT MANAGER: PROJECTS GRADE A REF NO: 2023/309**

**SALARY CENTRE REQUIREMENTS** : R795 147 per annum, (OSD Salary package)  
: Cape Town Regional Office  
: A National Higher Diploma/ BTech in the Built Environment field and a minimum of 4 years' and six months experience in the Built Environment/Honours degree in Built Environment filed with a minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager and/ furnish a proof that you have applied to register with the professional council and paid the prescribed application and registration fees. A valid driver's license. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.

**DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the Acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

**ENQUIRIES APPLICATIONS** : Ms T Kolele Tel No: (021) 402 2063  
: 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.

**FOR ATTENTION** : Ms. C Rossouw

**POST 28/78** : **CONSTRUCTION PROJECT MANAGER (PRODUCTION) (GRADE A) REF NO: 2023/310**

**SALARY CENTRE REQUIREMENTS** : R795 147 per annum, (OSD salary package)  
: Mmabatho Regional Office  
: A National Higher Diploma with a minimum of 4 years and six months certified experience/BTech degree with 4 years certified experience/Honours degree with 3 years certified experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A valid driver's licence. Computer literacy. knowledge and understanding of the following acts: The Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills. Knowledge and understanding of the NEC, JBCC and GCC form of contract.

**DUTIES** : Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in



implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high quality projects are delivered within time, cost and quality framework.

**ENQUIRIES** : Mr. K Nel Tel No: (018) 386 5291  
**APPLICATIONS** : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho.

**FOR ATTENTION** : Mr. T Oagile  
**NOTE** : This position has been ring-fenced for people with disabilities.

**POST 28/79** : **ASSISTANT DIRECTOR: AUDIO – VISUAL REF NO: 2023/311**

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Video/digital Technology/Film and Television Production or any other relevant equivalent qualification coupled with relevant experience in a Communication, television production, audio visual journalism, advanced computer literacy. A valid driver's license. Knowledge & Skills Knowledge of the Public Service Act and Public Service Regulations, research and analytical skills, knowledge of key government initiatives and programmes, ability to work independently and in a team environment, Project Management Skills, ability to conceptualize projects, good planning and organizing skills, decision making and problem solving skills, People management skills, excellent administration skills, high level of professionalism and good office etiquette, good communication skills (both written and verbal), good interpersonal relations and conflict management skills, organizational skills, ability to observe and maintain confidentiality of official documents, good business writing skills, good record keeping skills and good telephone etiquette.

**DUTIES** : Provide video communication service. Co-ordinate and manage video productions. Develop video content in line with the vision of the department. Provide proper care of the video equipment and its accessories to ensure its longevity. Manage resources of the component. Supply media houses with video content as and when is necessary. Develop a video archiving system of all departmental projects.

**ENQUIRIES** : Mr M.L. Mabaso Tel No: (012) 406 1831  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 28/80** : **ASSISTANT DIRECTOR: DEBT MANAGEMENT REF NO: 2023/312**

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Financial Accounting or Financial Management/Auditing with Accounting as a Major. Extensive experience in Revenue and Debtors. Skills: Planning and organizing, problem solving, interpersonal and diplomacy, ability to work under pressure and over-time, report writing, management skills, numeric skills. Knowledge: Public Finance Management Act, treasury regulations, guidelines and directive, financial prescripts (GAAP/ GRAP), working knowledge of transversal systems and knowledge of SAGE X3 is an advantage. Personal Attributes: Creative, dedicated, hard-working, trustworthy, ability to communicate at all levels, analytical thinking.

**DUTIES** : Implementation of departmental debt management policies. Cost and compile invoices for clients department. Ensure sound recording of financial transactions. Ensure that debt claims are recovered within prescribed timeframes. Compile Write/Off submissions when necessary. Ensure that balances are confirmed with client department. Keep an accurate Debtor's control-account and a healthy Age Analysis. Liaise and interact with relevant

stakeholders to resolve disputes. Investigate and clear related suspense accounts. Maintain monthly inter-systems reconciliations. Assist with preparation of working papers of Annual Financial statements. Assist with audit information request and queries and ensure timeous reporting and effective management of the sub-directorate.

**ENQUIRIES** : Mrs E Tseuoa Tel No: (012) 406 1875  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.  
**FOR ATTENTION** : Ms NP Mudau

**POST 28/81** : **ASSISTANT DIRECTOR: EPWP SYSTEM ADMINISTRATOR REF NO: 2023/313**

**SALARY** : R424 104 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Information Systems or relevant qualification as recognised by SAQA. Appropriate working experience in the related field. Willingness to adapt to a working schedule in accordance with office requirements. A valid driver's license and must be willing to travel for work purposes. Knowledge: Expanded Public Works Programme; Helpdesk management; EPWP reporting requirements; Prescripts governing the EPWP. Skills: Report writing; Microsoft Office and its packages; Good communication (verbal and written); Presentation and training skills. Personal Attribute: Ability to work under extreme pressure, Proactive approach to meeting deadlines and delivering results with limited supervision. Team player.

**DUTIES** : Provide helpdesk support service to the EPWP information management system users. Develop and implement Standard Operating Procedures for the EPWP helpdesk. Ensure optimized utilization of the EPWP information management system. Provide system user access management and control. Provide capacity building and technical support to system users. Implement all relevant organizational circulars, policies and other communication that impact on the operation of the unit. Facilitate audits of the EPWP Reporting System.

**ENQUIRIES** : Ms. T Maluleke Tel No: (012) 492 1465  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 28/82** : **ASSISTANT DIRECTOR: SCM CONTRACT MANAGEMENT REF NO: 2023/314**  
(Re-advert, people who previously applied are encouraged to re-apply)

**SALARY** : R424 104 per annum  
**CENTRE** : Mmabatho Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Supply Chain Management, Procurement, Logistics, Financial Management, Cost Management with appropriate relevant experience in supply chain management and procurement management, knowledge of contract management; SCM processes and systems at supervisory level. Driver's License; prepared to travel; willing to adapt work schedule in accordance with office requirements. Knowledge: Public finance management Act; Office administration Procurement and provisioning policies and procedures; Financial administration processes; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard working; self-motivated and ability to work independently.

**DUTIES** : Facilitate, monitor, analyse and determine actions to ensure proper contract administration, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, products place, conditions, quality and price according to the contract. Monitor suppliers' performance according to the contract and service level agreement, and supervise employees to ensure an effective service delivery.

**ENQUIRIES** : Mr. A T Matseke Tel No: (018) 386 5268

**APPLICATIONS** : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho.

**FOR ATTENTION NOTE** : Mr. T Oagile  
: This position has been ring-fenced for people with disabilities.

**POST 28/83** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT (SCM) REF NO: 2023/315**  
(36 Months Contract)

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Cape Town Regional Office  
: A three year tertiary qualification (NQF Level 6) in Supply Chain Management, Public Management, Public Administration; Procurement. Relevant experience in supply chain management at a Supervisory level. Knowledge and understating of government procurement systems and relevant legislation, supply chain management; management of databases; Public Financial Management Act (PFMA), built environment industry, monitoring and evaluation theory and methodology, monitoring and evaluation systems. Good verbal and written communication skills; Basic numeracy. Advanced Interpersonal and diplomacy skills, Problem solving and Decision making skills, Numeracy, Statistical skills, Adaptability and flexibility. Willing to adapt work schedule in accordance with office requirements. Minimum of four years Supply Chain Management experience and at least two years must be at supervisor level. A valid Driver's license. Candidates will be expected to undergo through competency test.

**DUTIES** : Coordinate (synergise), review, research, analyse and plan the procurement needs of the department. Research the relevant identified needs. (In line with the Supply Chain strategy). Analyse requirements, undertake research, determine and develop proposals for implementation. Asses the results of the research on the market, interprets and develop proposals for procurement Methodology. Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate, review, collect and collate information for the annual procurement plan. Collect information from the relevant role players according to prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objective. Manage and Coordinate Bid Specification Committees. Ensure full administration of Bid Specification Committee. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required. Determine whether a specification for the relevant commodity exists if not oversee the collection and collation of information and the compilation of specifications/term of reference. Compile and publish request for proposals as requested. Develop, implement and maintain the supplier's database. Perform general quality assurance of information in the supplier database (check and verify supporting documents). General supervision of employees. Ensure site briefings are properly coordinated. Allocate duties and perform quality control on work delivered by supervisee's. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

**ENQUIRIES APPLICATIONS** : Mr. M. Sozombile Tel No: (021) 402 2250  
: 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.

**FOR ATTENTION NOTE** : Ms. C Rossouw  
: People with disabilities are encouraged to apply.

**POST 28/84** : **ASSISTANT DIRECTOR: SCM ACQUISITION MANAGEMENT REF NO: 2023/316**

**SALARY CENTRE REQUIREMENTS** : R424 104 per annum  
: Cape Town Regional Office  
: A three year tertiary qualification (NQF Level 6) in Supply Chain Management, Finance, Public Administration or Public Management. Extensive Knowledge of Supply Chain Management. A valid Driver's license. Legislative Requirements: Practical knowledge and experience on implementation of

Broad Based Black Economic Empowerment, Public Service Act, Public Finance Management Act, National Treasury Regulations, Preferential Procurement Policy Framework Skills, knowledge of PPPFA 2022 and NDPWI social goals. Good Knowledge of public sector procurement experience, Knowledge of strategic planning and budgeting, ability to develop, interpret and apply policies, strategies and legislation. Understanding of Government budgeting processes, experience in working with service providers/consultants. Knowledge of Public Service financial legislative frameworks, Understanding of Financial management; Risk Management; Knowledge and understanding of Supply Chain Management, Infrastructure Procurement, Contraction industry Development (CIDB) and Leases. Key Skills: Negotiation Skills and Technical Proficiency, Business Writing Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Planning and Organising Problem solving and decision making, Team Leadership; Computer literate (especially with regard to MS Word, Excel, Projects and Power point), Basic Numeric skills and Excellent Presentation Skills.

**DUTIES** : Coordinate (synergise), review and execute the bidding process. Ensure that Supply Chain Management bids, quotations and processes are complied with in line with the procurement strategy and relevant Prescripts. Provide secretariat services to the Bid Specification, Bid Evaluation and Bid Adjudication Committee. Compile bid documents and publish tenders on relevant Media Platforms. Manage receiving and opening of bid documents. Render advice during the tender/bid briefing sessions. Checking of the prohibition of status of the recommended company and its directors with National Treasury. Compile terms of reference to invite service providers for an expression of interest. Receive, evaluate and adjudicate the expressions of interest. Ensure Procurement Plan, Quotation Register and Contract Register are updated and reported to Head Office on monthly basis. Coordinate review of tenders and quotations through all stages of tendering process and source quotations from database according to the threshold values determined by the National Treasury. Ensure smooth submission of tender documents to internal auditors and external auditors. Manage and supervise employees to ensure and effective acquisitions management service and undertake all administrative functions required with regard to financial and HR administration. Ensure unauthorized expenditure, irregular expenditure and fruitless and wasteful expenditure are prevented.

**ENQUIRIES** : Mr. M. Sozombile Tel No: (021) 402 2250  
**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.

**FOR ATTENTION** : Ms. C Rossouw  
**NOTE** : People with disabilities are encouraged to apply.

**POST 28/85** : **SENIOR PERSONNEL PRACTITIONER: HR RECRUITMENT AND PLANNING**  
**REF NO: 2023/317**  
 (36 Monts Contract)

**SALARY** : R359 517 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Human Resource Management, Behavioural Science, Social Science or Management Sciences. Appropriate working experience in Human Resource Recruitment Management. Knowledge: Standards, practices, processes and procedures related to HR Recruitment Structure and functioning of the Department Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Basic Conditions of Employment Act. Codes of Remuneration. Public Finance Management Act. Conflict management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organisational skills. Computer utilisation. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Punctuality. Assertive. Hard-working. Self-motivated. Ability to work independent.

- DUTIES** : Facilitate and implement advertising processes. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Obtain quotes for placement of advertisements. Ensure approval of adverts. Arrange placement bookings with advertisement agencies. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicants' profiles. Facilitate the invitation of short listed applicants. Represent human resource in interviews of short listed applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personnel planning requirements. Compile, maintain and communicate the Human Resource Plan. Undertake human resource assessments as prescribed. Promote the achievement of employment equity and support the Employment Equity Plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advise 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.
- ENQUIRIES** : Ms. MM Magane Tel No: (012) 406 1552
- APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau
- POST 28/86** : **SENIOR ADMINISTRATION OFFICER: ACQUISITION (SCM) REF NO: 2023/318**
- SALARY** : R359 517 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A three year tertiary Qualification (NQF level 6) in Supply Chain Management/ Procurement/ Public Administration or Public Management. Relevant Experience in Supply chain. Knowledge: of Supply Chain policies and procedures. Knowledge of Treasury Regulations, BBBEE, PFMA and PPPFA. SKILLS: ability to work under pressure, high level of ethics, integrity, maintain confidentiality. Understanding of government procurement systems and processes. Good verbal and written good communication skills, problem solving skills, decision making skills and computer literacy are critical competency areas within the Supply environment. The ability to work and deliver under pressure and within tight time frames. A valid Driver's license and candidates will be expected to undergo through a competency test.
- DUTIES** : Provide admin support in the coordination and execution of the bidding and Quotations processes. Attend bid committee as a member and ensure that SCM prescripts and processes are complied with. Render advice during the tender/bid briefing sessions. Prepare and maintain register for bidders. Assist in opening of bid documents and checking the responsiveness and non-responsiveness of documents. Coordinate Procurement Strategies for all Line Functions timeously. Arrange bid committee meetings (bid adjudication/evaluation/sub-bid). Organize logistics and prepare all the relevant documentation for the bid committee meetings (including attendance register, declaration of interest and signature documents). Review quotations and bids prior to ensure compliance with relevant prescripts. Collate and review bid documents prior submission to internal and external auditors. Provide general administrative related functions. Maintain good record keeping of all minutes, approved submissions and other relevant documentation. Communicate SCM circulars with relevant stakeholders. Advise and guide the specification and evaluations committees. Ensure unauthorised expenditure, irregular expenditure, fruitless and wasteful expenditure is prevented at SCM. Compile letters for the approval of the delegated authority to communicate of the outcome of the BAC or with successful and unsuccessful bidders in line with the established policy. Attend to queries related to acquisition management. Ensure that the tender documentation is in line with applicable SCM prescripts and processes. Review the scope of the terms of reference and integrate the compliance requirements into the tender documentation as required. Distribute the draft tender advert template to the line manager for

verification. Submit advert for placement in the tender National Treasury e-tender Portal and departmental website for the required time period. Ensure the supervision of staff in the working environment.

**ENQUIRIES** : Mr. M. Sozombie Tel No: (021) 402 2250  
**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.

**FOR ATTENTION** : Ms. C Rossouw

**POST 28/87** : **SENIOR ADMIN OFFICER: TRANSPORT REF NO: 2023/319**

**SALARY** : R359 517 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics Management/ Transport Management/ Public Management, Business Management, Finance Management. Relevant working experience in Transport/ Fleet management Environment. Knowledge: Sound knowledge of administrative delegations. Comprehensive knowledge of Treasury prescripts. Excellent knowledge of applicable financial business systems. Excellent verbal and written communication skills. Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems. Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. Personal Attributes: 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. A valid driver's license.

**DUTIES** : Management of Transport Unit. Day to day management, maintenance of fleet and other transport matters. Manage utilisation of subsidized vehicles. Ensure optimum use of fleet vehicles. Ensure proper completion and reconciliation of logbooks. Ensure timely processing of invoices and reconciliation of accounts. Ensure timely processing of excess invoices and clearing of suspense account. Ensure timely approval and processing of Subsistence and Transport claims. Effective budget management. Ensure proper budget monitoring. Updating of invoices' status on Reapatala tracking system. Assist with preparation of quarterly and annual financial statement. Ensure effective control measures are implemented and adhered to. Ensure effectiveness of the control and flow of files and records. Management of human resource related issues, supervision of personnel.

**ENQUIRIES** : Ms K Moko Tel No: (021) 402 2296  
**APPLICATIONS** : Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town.

**FOR ATTENTION** : Ms. C Rossouw

**POST 28/88** : **ADMIN OFFICER: IAR GIS (GIS SUPPORT) REF NO: 2023/320**

**SALARY** : R294 321 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Geographical Information Systems, Geo-Informatics, Geography, Science or Asset Management with relevant experience in GIS, Asset and Property Management. Experience in State Land administration and verification of immovable assets (land and buildings) will be an added advantage. Computer literacy. Technical GIS and IT skills are mandatory. Attention to detail. Team Player. Excellent interpersonal and Communication skills. Good verbal and written communication skills. Ability to work under pressure and deadline driven.

**DUTIES** : Geographical referencing of administrative geographical data: Analysis, geocoding and editing of land and buildings information. Maintain GIS databases and use GIS software to analyse the spatial and non-spatial information. Investigate, localize and spatially link the cadastral data to the IAR. Digitise building foot prints, measure extents, create virtual sites and merge properties using Quantum Geographic Information Systems (QGIS) to support the physical verification process. Convert various formats of data into GIS database format, such as text or spreadsheet files with latitude and longitude coordinates, aerial or satellite imagery and manual digitising of map images. Research and document suitable GIS concepts to assist in enhanced

workflows. Support field workers with physical verification queries and challenges for field work purposes.

**ENQUIRIES APPLICATIONS** : Mr. M.T. Chauke Tel No: (012) 406 1144  
 : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 28/89** : **STATE ACCOUNTANT: EPWP FINACE REF NO: 2023/321 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum  
 : Head Office (Head Office)  
 : A three year tertiary qualification (NQF 6) in Financial Accounting or Management Accounting or related finance qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Division of Revenue Act (DoRA), Public Finance Management Act (PFMA), Treasury Regulations, Government budgeting procedures, MS – Word, Excel and PowerPoint.

**DUTIES** : Prepare sundry payments for the EPWP conditional grants allocation. Assist in monitoring compliance with the DoRA and applicable EPWP grant framework(s). Send formal communication to relevant provincial treasury, provincial departments and municipalities on all non-compliance matters and disbursement of funds. Prepare the EPWP grant(s) payment schedule. Prepare the monthly reconciliation report for all the EPWP grant allocations. Inspect the supporting documentation for the National Skills Fund (NSF) report and confirm the accuracy of the monthly reported data. Issue formal communication to relevant provincial treasury, provincial departments and municipalities on all allocations paid. Compile and/or review the general journal for correction of misallocations Receive monthly in-Year monitoring reports from provinces and municipalities and consolidate the expenditure reported. Request BAS expenditure report from Directorate: Management Accounting for distribution to the EPWP Branch and compilation of EPWP Branch monthly expenditure report. Collect and verify the budget inputs from line managers. Maintain proper filling system.

**ENQUIRIES APPLICATIONS** : Mr. K Lesoetsa Tel No: (012) 406 1413  
 : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 28/90** : **ADMINISTRATIVE OFFICER SCM: CONTRACT MANAGEMENT REF NO: 2023/322 (X3 POSTS)**  
 (36 Months Contract)

**SALARY CENTRE REQUIREMENTS** : R294 321 per annum  
 : Cape Town Regional Office  
 : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/Procurement/Public Administration/ Public Management. Relevant working experience in Contract Management. Sound knowledge and understanding of Public Finance Act, Office Administration, Procurement and provisioning policies and procedures. Financial Administration processes and LOGIS and BAS systems, Contract Management, Contractual policies and procedures and Treasury Regulations, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Excellent verbal and -written communication skills, problem solving, Basic numeracy and Computer literacy. An ability to handle confidential information. 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. Candidates will be expected to undergo through a competency test.

**DUTIES** : Assist with the administration of various contracts and participate in the examination of price adjustment requests. Maintain and review bid documents and resolve discrepancies identified. Render admin support in amendments and cancelations and development of proposals for approval. Assist with the implementation of corrective action whenever significant or unacceptable

deviations against the original agreement occurs. Escalate all contract disputes to the management and legal offices. Check if the contract has been signed and recorded in accordance with the bid adjudication resolution. Assist with the verification of contracts compliance with relevant procedures. Assist with the preparation of reports on the current status of existing agreements. Assist with the verification of goods and services to determine if they are delivered according to the quality, quantity, objectives, timeframes and manner specified within the contract and verify invoices to ensure that they accurately reflect services rendered or goods delivered. Assist with conducting audits to ensure that contractors are complying with the terms of their contracts. Prepare reports on non-performing service providers. Maintain the contract register for tenders and quotations through updating register with all contract changes. Inform stakeholders about expiring contracts. Request copies of relevant documents upon expiry of contracts and to respond to queries regarding contracts. Ensure good record and safe keeping of contract documents for easy access. Arrange meetings with stakeholders and prepare necessary logistics. Take minutes during meetings and make follow-up on the resolutions taken during the meetings. Provide secretariat duties for bid committees. Report and assist in identifying all contract management risks.

- ENQUIRIES APPLICATIONS** : Mr. M. Sozombie Tel No: (021) 402 2250
- FOR ATTENTION** : 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.  
Ms. C Rossouw
- POST 28/91** : **ARTISAN BRICKLAYER: WORKSHOP REF NO: 2023/323**  
(People with disabilities are encouraged to apply)
- SALARY CENTRE REQUIREMENTS** : R220 533 per annum, (OSD Salary package)  
: Cape Town Regional Office  
: The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings. A Trade Test in Electrical in terms of the provision of Section 13(2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act with relevant three years or more experience after qualifying as an Artisan. A Valid Code 8/C1 Driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
- DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island.
- ENQUIRIES APPLICATIONS** : Mr. M Stephens Tel No: (021) 402 2334
- FOR ATTENTION** : 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.  
Ms. C Rossouw
- POST 28/92** : **SCM CLERK: ACQUISITION GOODS AND SERVICES REF NO: 2023/324 (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 Supply Management/ Acquisition Management. Computer skills including Excel, and Treasury Regulations, Multi-skilled in the procurement administration environment and operational.
- DUTIES** : Publishing of Tender received/advert and Awards. Compiling of registry documents and filing. Compiling of Tender documents. Bid administration and ensuring compliance to all Supply Chain Management process. Procurement of Goods for the Directorate.



**ENQUIRIES APPLICATIONS** : Ms. K Segole Tel No: (012) 406 1362  
Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 28/93** : **HR CLERK: HR RECRUITMENT REF NO: 2023/325 (X3 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum  
Head Office (Pretoria)  
A Senior Certificate/ Grade 12 with appropriate experience in HR planning and recruitment. (A National Diploma in Human Resources Management/Public Management/Public Administration/Management Science will be an added advantage). Knowledge of standard practices, processes and procedures related to HR recruitment and planning. Practical knowledge of PERSAL. An understanding of Minimum Information Security Standards (MISS) Act, Public Service Act and Regulations, Employment Equity Act, Collective Agreements, 52 Codes of Remuneration. Computer literacy (MS Word, Excell, PowerPoint). Basic numeracy, interpersonal and diplomacy skills. Ability to analyse and interpret HR policies and prescripts. Interpersonal skills. Planning and organizing skills. Ability to work under pressure. Ability to cope with a high workload. Communication and reporting abilities. The ability to work in stressful situations. People orientated, trustworthy, assertive, hardworking and self-motivated. The ability to work in a team. Willingness to participate in all HRM related activities as required by the manager.

**DUTIES** : Provide administrative support to recruitment and selection processes. Ensure that adverts and staff requisitions are duly completed and submitted to Head Office. Recording and scheduling of applications, facilitate shortlisting process; facilitate interview invites and related logistical arrangements; serve as human resources scribe during shortlisting and interviews; communicate with successful applicants, ensure that verification of screening results, certificates and qualifications are done. Prepare appointment submission for approval and offer of employment letters. Ensure the safekeeping of recruitment and selection documents.

**ENQUIRIES APPLICATIONS** : Ms. MM Magane Tel No: (012) 406 1552  
Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria.

**FOR ATTENTION** : Ms NP Mudau

**POST 28/94** : **REGISTRY CLERKS: PROVISIONING AND LOGISTICS (SCM) REF NO: 2023/326 (X4 POSTS)**  
(36 Months Contract)

**SALARY CENTRE REQUIREMENTS** : R202 233 per annum  
Cape Town Regional Office  
Application must be in possession of a Senior Certificate/equivalent qualifications with working experience in Registry environment. Knowledge and understanding of records / documents management, mail and courier service procedures. Knowledge of National Archives Act 43 of 1996, Records Service Act (NARSA) and Promotion to Access Information Act (PAIA). Computer literacy is also recommended. Customer care and client orientation skills. Ability to work under pressure and take initiatives. Proven communication, organizing and interpersonal skills.

**DUTIES** : The successful candidate will be required to maintain the filing system and records. Manage the flow of files and records, track and traces files and manage sensitive documentation. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and register invoices on Reapatata System. Drawing or downloading of Reapatata reports and filing thereof (electronically and manually) Uploading of documents on Archibus system. Postage and mailing of departmental documents to various destinations and render Courier service. Perform any other related tasks as per Supervisor's instructions including office duties.

**ENQUIRIES** : L Mgwadleka Tel No: (021) 402 2032

**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.

**FOR ATTENTION** : Ms. C Rossouw

**POST 28/95** : **SWITCHBOARD OPERATOR: PROVISIONING AND LOGISTICS REF NO: 2023/327**

**SALARY CENTRE REQUIREMENTS** : R171 537 per annum  
: Cape Town Regional Office  
: Senior Certificate or equivalent qualifications. Appropriate experience in Switchboard/Telecommunication services. Good customer etiquette and listening skills, writing skills, friendliness, good communication and interpersonal skills. Computer literacy (MS Packages): Microsoft Word, Excel, Access, Outlook and internet. Ability to work under pressure. Knowledge of switchboard (telephone Management) systems would be an added advantage. Serve internal as well as external clients. Computer literate.

**DUTIES** : The successful candidate will manage the switchboard by facilitating incoming and outgoing calls. Assist technicians with the movement of telephone and fax line (e.g. escort technicians through the building). Certifying job done by technicians when called in for services. Open new telephone lines. Checking of faulty line and telephone handset before logging a call to telephone companies. Ensure that all invoices for services rendered by the technicians are timeously paid. Arrange telephone instruments for new employees. Capturing monthly telephone information/ data on excel. Download monthly telephone bill for DPW & PMTE officials, monthly printout. Distribution or sending of telephone bills to staff. Ensure that all telecommunication accounts are up to date. Open individual file for staff. Report faults to information services appointed service provider. Perform any other work schedule in accordance with various requirements of the unit.

**ENQUIRIES APPLICATIONS** : Ms. P Mandela Tel No: (021) 402 2170  
: 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.

**FOR ATTENTION** : Ms. C Rossouw

**POST 28/96** : **SUPERVISOR: CLEANING SERVICES REF NO: 2023/328 (X2 POSTS)**

**SALARY CENTRE REQUIREMENTS** : R171 537 per annum  
: Cape Town Regional Office (X1 Post)  
: Oudtshoorn (X1 Post)  
: Applicant must have a Standard 8/ Grade 10 or equivalent qualification and relevant experience. Good interpersonal, effective communication and numeracy skills. Ability to perform routine tasks and to work with staff at various levels. Knowledge on usage of cleaning materials and equipment will be added advantage. Willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Manage and supervise cleaning staff and assist with the day-to-day cleaning. Manage and control equipment and materials. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services. Perform administration functions associated to housekeeping & cleaning services. Monitor compliance in that all instructions relating to the utilization and storage of materials and equipment is upheld. Perform physical inspection of cleaned areas. Review employees' performance. Monitor the condition and availability of equipment. Ensure the inspection of logistics and physical environment to ensure clean maintained environment in adherence to Occupational Health & Safety (OHS).

**ENQUIRIES APPLICATIONS** : Mr. Dorian Lewin Tel No: (021) 402 2140  
: 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.

**FOR ATTENTION** : Ms. C Rossouw

**POST 28/97** : **TRADESMAN AID: WORKSHOP REF NO: 2023/329**

**SALARY CENTRE** : R147 036 per annum  
: Cape Town Regional Office

- REQUIREMENTS** : Must have a Grade 10/ Standard 8 qualification. Relevant workshop experience in Electrical/ Carpentry or Building. Knowledge: Operation of equipment, workshop tools and machinery. Must have good communication skills and must be able to report effectively. Knowledge of Occupational Health and Safety Act 85 of 1993. A valid driver's license will be considered as an added advantage.
- DUTIES** : Assist Artisans with regards to repair and maintained work in Government Buildings including Other Islands (Marion, Gough & ANTARCTICA). Taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off-loading of tools as well as material, check faults for repairs and maintenance required and housekeeping of workshop and plant rooms to ensure compliance with regards to Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.
- ENQUIRIES** : Mr. T. Mudau Tel No: (021) 402 2333/Mr.M.G. Stephens Tel No: (021) 402 2334/ Mr. M. Porta Nova Tel No: (021) 402 2348
- 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.
- FOR ATTENTION** : Ms. C Rossouw
- POST 28/98** : **MESSENGER: WORKSHOP REF NO: 2023/330**
- SALARY** : R125 373 per annum
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A Senior Certificate/ Grade 12 with relevant messenger experience. A valid Driver's License with PDP. Effective communication (verbal and written). Time management skills. Planning of work processes. The ability to establish and maintain harmonious working relationship with co-workers, staff and external clients, and work effectively in a professional team environment. Must be familiar with Occupational Health and Safety Act (OHSA) 85 of 1993.
- DUTIES** : The successful candidate will be responsible for collect, distribute circulars, correspondence, packages, files and documents. Collect and deliver mail to and from Post Office. Collect, sort and distribute mail to line functionaries and relevant officials within the Department and to external clients. Collect, distribute mail to and from other Departments/ External clients and receive signatures from recipients. Ensure all mails/ documents/ parcels are collected from Registry as per schedule. It will be expected of the incumbent to do a lot of walking. The incumbent should be reliable, self-discipline and must have sense of ownership. Attend to admin duties as requested by the supervisor.
- ENQUIRIES** : Mr. M Stephens Tel No: (021) 402 2334/ Mr M Gazi Tel No: (021) 402 2185
- 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.
- FOR ATTENTION** : Ms. C Rossouw