

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**

: 01 September 2023 at 16H00

NOTE

: Kindly take note that with effect from 01 January 2021, DPISA 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 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 position was advertised in Public Service Vacancy Circular 28 dated 11 August 2023, (1) Chief Construction Project Manager Grade A with Ref No: 2023/306, Centre: Cape Town it was advertised with incorrect number of posts which was (X1), the correct number will be Chief Construction Project Manager Grade A Ref No: 2023/306, Centre: Cape Town (X4 Posts), the closing date is extended to 01 September 2023.

OTHER POSTS

- POST 29/84** : **SENIOR INTERNAL AUDITOR - INTERNAL AUDIT REF NO: 2023/331**
- SALARY** : R359 517 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Auditing or Accounting. Applicant must be a member of Institute of Internal Auditors. Internal Audit Technician (IAT) and Professional Internal Auditor (PIA) programmes will be an added advantage. A relevant practical experience in the Internal Auditing field. Good understanding and implementation of the Audit process. Good communication and supervisory skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license is a requirement. Knowledge of Teammate, Data Analytics systems such as ACL will be an added advantage.
- DUTIES** : Conduct preliminary survey procedures. Assist in development of audit program. Conduct audit field work and collect relevant, sufficient and useful audit evidence. Develop audit working papers. Develop audit findings with all elements of a finding. Assess and evaluate audit evidence. Develop conclusions on audit findings. Assist in developing draft internal audit reports. Discuss the internal audit report with Audit Supervisor. Transfer auditing skills to Internship students.
- ENQUIRIES** : Mr. S Khomo Tel No: (012) 492 3066
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 29/85** : **ADMINISTRATION OFFICER: DEMAND MANAGEMENT (SCM) REF NO: 2023/332 (X3 POSTS)**
(36 Months Contract)
- SALARY** : R294 321 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Procurement/ Public Management/Public Administration. Relevant supply chain experience. Knowledge and understanding of government procurement systems and relevant legislation: Public Finance Management Act (PFMA), Supply chain management, Management, Preferential Procurement Policy Frame Act, Treasury Regulations and Broad Based Black Economy Empowerment Acts, Monitoring and evaluation systems. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal and diplomacy skills, Analytical thinking, Decision making, Problem solving, Presentation skills, planning, organizing and Statistical skills. Basic MS Office computer literacy. Able to establish and maintain networks. Must be prepared to adapt work schedule in accordance with office requirement. Candidates will be expected to undergo through competency test.
- DUTIES** : Provide admin support in the research and needs analysis for the Department, Assist in the consultation with relevant stakeholders to determine their challenges, opportunities and risks. Provide admin support in the review of previous procurements. Identify the frequency of needs and analyse the identified needs in line with the supply chain strategy and collect data commodity analysis and checking for alternatives. Provide support in the determination and development of procurement proposals for implementation based on the results of the research. Collect and collate information for the Department Annual Procurement Plan, collect information from the relevant units according to the prescribed template. Check and analyse the submitted information, confirm availability of budget. Consolidate the information into procurement plan. Provide support in the process of drafting specifications, advice whether specifications should contain special conditions. Assist in identifying and implementation of preference points system, track all movements of specification and terms of reference submission. Provide secretariat support to the relevant Committees and general admin and supervision services to the unit. Organise committee meetings. Provide secretariat services during the meeting, check compliance on submissions to

ENQUIRIES
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SCM committee, perform quality control on the work delivered By SCM clerks, provide information on audit queries and update the relevant database.

: 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

: Ms. C Rossouw