

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, 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.



Head Office (Pretoria) 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

Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria. For attention: Ms M Masubelele

Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo

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

Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For attention: Mr E Nguyuzza

Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For attention: Mr T. Oagile

Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms S Mafanya. Ms P Buwa

Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. For Attention: Ms N Hlongwane

Polokwane Regional Office Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa

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

Mthatha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha, 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For attention: Ms N Mzalisi

CLOSING DATE

: 07 November 2025 time at 16H00

NOTE: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPISA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83

application form, such an application will be disqualified. Further, take note of the following on completion of Z83 application form: Part A and Part B must be fully completed. Part C - Part G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (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-entry-programme/>. Note: For emailed applications, please submit a single PDF document or One Attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

<u>POST 39/83</u>	:	<u>DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER GRAP ACCOUNTING REF NO: 2025/124 (X5 POSTS)</u> (12 Months Contract)
<u>SALARY</u>	:	R1 059 105 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Minimum of three year tertiary qualification (NQF Level 6) in Financial Accounting, Asset Management and Business Administration as recognized by SAQA, Relevant Experience at a Junior Management/Assistant Director level equivalence. Relevant working experience in Asset Management, financial reporting and project management will be an added advantage. Willingness to travel. Valid unendorsed drivers licence, Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<u>DUTIES</u>	:	Perform regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements, Liaise with technical and other units that inform GRAP compliance, Identify completed projects for capitalisation, Design and manage a plan for physical verification of completed projects, Ensure that the IAR is updated with acquisitions, valuations, disposals and transfers, Apply

		deemed cost on properties (transfer, additions etc.), Perform monthly reconciliations for itemised billing, leases, AUC, municipal rates & taxes and other customer transactions, Perform reconciliations between Deeds and the IAR bi-annually, Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the Interim Financial Statements and Annual Financial Statements, Perform reconciliation between properties handed over for physical verification and QA report and update IAR, Develop the risk and control matrix; and monitor compliance thereof, Analyse audit reports and develop audit remediation plans, Implement audit plans and respond to audit queries, Provide advisory support to management on asset register and GRAP Compliant.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 1143
<u>APPLICATIONS</u>	:	Email Applications to this Email Address: Recruitment25-64@dpw.gov.za
<u>POST 39/84</u>	:	<u>DEPUTY DIRECTOR: GEOGRAPHIC INFORMATION SYSTEMS (GIS) REF NO: 2025/125</u> (12 Months Contract)
<u>SALARY</u>	:	R1 059 105 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Minimum of three year tertiary qualification (NQF Level 6) in Geographic Information System as recognized by SAQA, registration with SAGC (PLATO), Relevant Experience at a Junior Management/Assistant Director level equivalence. Relevant working experience in GIS, Asset Management, Statistical analysis and project management will be an added advantage. Willingness to travel, valid unendorsed drivers' license, excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking, Ability to work under pressure and dead line driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage, Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers, Good Verbal and written communication Skills. Understanding the mandate of the Department, People Management Skills, Strategic leadership and Economic orientation.
<u>DUTIES</u>	:	Design, plan and perform advanced GIS analysis to address organizations strategic objective, Undertake spatial modelling, Facilitate the collection and capturing of spatial data from various formats and sources, Ensure the publishing of metadata, Coordinate the design, development and creation of geospatial databases, Conduct analysis and visualization of data to meet the stated requirement, Manage and implement image processes and procedures, Undertake operational and project requirements. Manage GIS Sub Directorate effectiveness, Allocate, control, monitor and report on all resources, Manage and implement knowledge sharing initiatives e.g. short-term assignments and training, continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. GIS Establishment and implementation, Undertake cost benefit analysis of GIS in the REIRS branch, Develop process model and workflows diagrams, Implement GIS policy and standards, give support in drafting the Terms of Reference for GIS projects. Research, Research, investigate and advice on new GIS technologies, Advise on research viability and feasibility, Recommend and compile appropriate plan to respond to the research problem, Develop new methods/technologies for solving spatial data problems, Research and implement new GIS standards.
<u>ENQUIRIES</u>	:	Mr. Siboniso Sokhela Tel No: (012) 406 2043
<u>APPLICATIONS</u>	:	Email Applications to this Email Address: Recruitment25-65@dpw.gov.za
<u>POST 39/85</u>	:	<u>ADMIN OFFICER: IMMOVABLE ASSET REGISTER (X10 POSTS)</u> (12 Months Contracts)
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Head Office (Pretoria) Ref No: 2025/126 (X5 Posts) Kimberly Regional Office Ref No: 2025/127 (X2 Posts) Mmabatho Regional Office Ref No: 2025/128 (X1 Post) Polokwane Regional Office Ref No: 2025/129 (X1 Post) Pretoria Regional Office Ref No: 2025/130 (X1 Post)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF level 6) in Property Management; Real Estate; Town & Regional Planning, Accounting, Commerce

	or tertiary qualification with any of the following as major subjects; Property Law / Assets Management or Accounting. Appropriate relevant experience in Property/Accounting/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's License. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.
<u>DUTIES</u>	: General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Deputy Director.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043 : Email Applications for Head Office (Pretoria) to: Recruitment25-66@dpw.gov.za Email Applications for Kimberly Regional Office to: RecruitKIM25-10@dpw.gov.za Email Applications for Mmabatho Regional Office to: RecruitMBT25-03@dpw.gov.za Email Applications for Polokwane Regional Office to: RecruitPLK25-04@dpw.gov.za Email Applications for Pretoria Regional Office to: RecruitPTA25-11@dpw.gov.za
<u>POST 39/86</u>	: <u>ADMINISTRATIVE CLERK: IMMOVABLE ASSET REGISTER (VERIFICATION) (X27 POSTS)</u> (12 Months Contract)
<u>SALARY CENTRE</u>	: R228 321 per annum : Head Office (Pretoria) Ref No: 2025/131 (X12 Posts) Pretoria Regional Office Ref No: 2025/132 (X2 Posts) Polokwane Regional Office Ref No: 2025/133 (X1 Posts) Mmabatho Regional Office Ref No: 2025/134 (X2 Posts) Bloemfontein Regional Office Ref No: 2025/135 (X1 Post) Nelspruit Regional Office Ref No: 2025/136 (X2 Posts) Durban Regional Office Ref No: 2025/137 (X2 Posts) Cape Town Regional Office Ref No: 2025/138 (X2 Posts) Mthatha Regional Office Ref No: 2025/139 (X1 Post) Port Elizabeth Regional Office Ref No: 2025/140 (X2 Posts)
<u>REQUIREMENTS</u>	: A minimum of Senior Certificate/Grade 12/equivalent qualification. Driver's license required. Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.
<u>DUTIES</u>	: Assist in physical verification of NDPWI assets. Perform support function to ASD and DD Physical Verification. Perform desktop planning and confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist with property information to other units. Perform physical verification of sites and condition assessment.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. S Sokhela Tel No: (012) 406 1143 : Email Applications for Head Office (Pretoria) to: Recruitment25-67@dpw.gov.za Email Applications for Pretoria Regional Office to: RecruitPTA25-12@dpw.gov.za Email Applications for Polokwane Regional Office to: RecruitPLK25-05@dpw.gov.za

Email Applications for Mmabatho Regional Office to: RecruitMBT25-04@dpw.gov.za
Email Applications for Bloemfontein Regional Office to: RecruitBLOEM25-05@dpw.gov.za
Email Applications for Nelspruit Regional Office to: RecruitNEL25-04@dpw.gov.za
Email Applications for Durban Regional Office to: RecruitDBN25-08@dpw.gov.za
Email Applications for Cape Town Regional Office to: RecruitCPT25-15@dpw.gov.za
Email Applications for Mthatha Regional Office to: RecruitMTH25-04@dpw.gov.za
Email Applications for Port Elizabeth Regional Office to: RecruitPE25-07@dpw.gov.za