

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.



CLOSING DATE
NOTE

: 12 December 2025 time at 16H00

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA 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 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 43/107</u>	:	<u>DEPUTY DIRECTOR: CONSTRUCTION SECTOR ANALYST REF NO: 2025/144</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Real Estate/Property Management or Commercial/Policy development, built environment or in the relevant field. Working experience in formulating policies and strategies in the construction industry and experience in implementing policies, strategies as well as projects in the public sector at a Junior Management/Assistant Director level equivalence. Postgraduate qualification will be an advantage. Strong research and report writing skills. Good understanding of how the regulatory environment operates in the built environment broadly and the construction sector specifically. Proof of policy development capacity, requisite skills and experience in policy formulation in the construction industry. Skills: Research, Policy formulation and analysis. Strategic planning. Programme and project management. Problem identification and solving. Analytical thinking. Report writing. Presentation skills. Knowledge of Word, Excel, PowerPoint and Outlook. Budgeting and Financial Management. Stakeholder liaison and management. Interpersonal skills. Knowledge: Broad understanding of the construction industry in South Africa. Sustainable infrastructure development. Knowledge and implementation experience in policy and strategy development, project planning and execution; capacity building; skills and enterprise development. Understanding of government priorities. Broad knowledge of government strategies, policy and legislation. Knowledge of policies and legislation underpinning the mandate of the Department of Public Works and Infrastructure. Departmental Policies and Procedures. Planning and organizing.
<u>DUTIES</u>	:	Manage the development and review of policy frameworks, strategies, and legislation in the Sub-Directorate: Construction Sector Regulation. Undertake research on the latest developments in professional guidelines, legislation and standards. Undertake research on relevant construction industry related topics approved by the Department. Lead the development and execution of comprehensive construction industry analysis strategies. Ensure that all construction industry analysis policies, guidelines and standards are developed in line with applicable prescripts and are aligned to the Department's strategic objectives. Monitor policy implementation and ensure compliance with applicable policies and Directives. Manage the analysis of the construction sector policies. Manage the consultation process with relevant stakeholders, analyse and collate relevant information in the construction industry. Manage the integration process with other departments and DPWI entities. Ensure implementation of construction policies, facilitate policy integration with the Construction Industry Development Board (CIDB), the Independent Development Trust (IDT), and other entities. Ensure the management, regulation and transformation of the professions within the construction industry working in collaboration with the Construction Sector Charter Council, monitoring the compliance with approved policies and construction regulations. Manage the Sub-Directorate, develop and manage the operational plan of the Sub-Directorate and report on progress as required, provide all required administrative reports, manage the budget allocated to the Sub-Directorate. Provide support for the overall success of the Sub-Directorate and Policy Unit of the Department.
<u>ENQUIRIES</u>	:	Mr W Peters, Cell: (082) 749 8866
<u>APPLICATIONS</u>	:	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 or email to Recruitment25-73@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau

<u>POST 43/108</u>	:	<u>DEPUTY DIRECTOR: HUMAN CAPITAL INVESTMENT (PROFESSIONAL SERVICES BRANCH) REF NO: 2025/145</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (total package to be structured in accordance with the rules of the middle management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three year-tertiary qualification (NQF Level 06) in Public Management / Human Resources Management / Social Sciences / Education / Training and Development. Appropriate experience in Human Resources, talent development and management at a Junior Management/Assistant Director level equivalence. Must have a valid unendorsed driver's license and be willing to travel extensively. Must have experience in drafting of policies, strategies, standards and norms; and project managing of Sectoral Education Training Authority / National Skills Fund Projects / Programme Administration Knowledge: Skills Development Act, National Skills Development Plan, National HRD Strategy of South Africa, Occupation Specific Dispensation, Built and Infrastructure Sector related legislation. Registration as a Skills Development Facilitator, and or Assessor will be an added advantage Skills: Good verbal and Written Communication skills, Organizing, Planning and Time Management Skills Knowledge of Filing System Management and Financial Management Policy analysis and development, Planning and organizing, People management, Project coordination, Problem Solving, Facilitation and presentation, Stakeholder and client liaison, Monitoring and Report writing. Advanced computer literacy, MS Word and Excel Excellent interpersonal skills. Ability to work under pressure and deadline driven. Willingness to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Develop, review and monitor implementation of HCI or Capacity Building programme guidelines, processes, norms & standards and strategies through conducting research on talent acquisition programmes; Drafting, reviewing and ensuring approval of HCI or Capacity Building programme guidelines, norms & standards and strategies, Developing and implementing HCI or Capacity Building programmes support tools; Providing advice and guidance in various fora in relation to the HCI or Capacity Building programmes; Developing, implementing and maintaining related policies, procedures and guidelines. Coordinate the implementation of HCI or Capacity Building Programmes by maintaining strategic and operational agreements between Human Resources, Client Units, and Regions Ensuring alignment of programmes to Workplace Skills Plan, Succession planning, and Human Capital needs of the Department, Coordinating stakeholder meetings, Compile monthly, quarterly and progress reports on HCI or Capacity Building programmes Manage the Database pertaining to Human Capital Investment programmes beneficiaries- Manage and administer programmes beneficiaries contracts, Facilitate induction and Orientation of Interns, Develop and Manage employment contracts for capacity building beneficiaries and Mentors Coordinate training and development interventions of trainees and Mentors Facilitate exits of Young Professionals and Artisans Trainees, Provide updated beneficiaries information and statistical reports to internal and external stakeholders Conduct monitoring and evaluation of all HCI or Capacity Building programmes Source and provide funding for the implementation of HCI or Capacity Building programmes; Coordinate for preparations and submission of Professional Council requirements for beneficiaries' professional registration and manage the talent pipeline through partnerships with Voluntary Associations, BEPCs, other Departments, and Higher Education Institutions.
<u>ENQUIRIES</u>	:	Mr. D Baikgaki Tel No: (012) 406 1343 / 082 957 4517
<u>APPLICATIONS</u>	:	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 or email to Recruitment25-74@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/109</u>	:	<u>DEPUTY DIRECTOR: SECURITY COMPLIANCE AND RISK MANAGEMENT REF NO: 2025/146</u>
<u>SALARY</u>	:	R896 436 per annum (all-inclusive remuneration package, to be structured according to MMS guidelines)
<u>CENTRE</u>	:	Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in security management/ Social science. A minimum of three-year tertiary qualification (NQF Level 06) in Security Management/Social Science Relevant experience at a Junior Management/Assistant Director level equivalence in information security, vetting and Screening. SSA Security Managers Course, valid driver's licence. Knowledge: Relevant security legislation and the Minimum Information Security Standards (MISS), Classification of sensitive information, Conduction of Threats and Risk assessment (TRA), conduction of security plan during departmental events, good communication and supervisory skills. Effective report writing. Computer literacy.
<u>DUTIES</u>	:	To develop, implement and monitor the information security, conduct threats and risk assessment (TRA), develop TRA reports ,develop and implement security risk management programmes, identification of sensitive information, classification of sensitive information, develop and implement information security procedure, conduct information security awareness, develop, implement and manage the security risk register, develop and implement close protection strategy of Top Management, develop and implement security plan during Ministerial and departmental events, liaise with relevant law-enforcement departments.
<u>ENQUIRIES</u>	:	Mr T Marageni Tel No: (012) 406 1632
<u>APPLICATIONS</u>	:	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 or email to Recruitment25-75@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/110</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LEGISLATIVE DRAFTING AND CONTRACT REF NO: 2025/147 (X2 POSTS)</u>
<u>SALARY</u>	:	R586 956 per annum, (Salary will be in accordance with OSD determination). The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An LLB Degree or equivalent qualification. At least 8 years appropriate post qualification legislative and contract drafting/legal/litigation experience; A valid driver's license. (Admission as attorney or Advocate of the high court and supervisory/management experience will be an added advantage). Knowledge: Legislative Processes and Parliamentary Rules; the South African Legal System; Legal Practices and related spheres with specific reference in civil litigation, the law of contract; property and construction law; procurement law, criminal procedure, practices and court rules; Knowledge of Interpretation of Legislation; Knowledge of the legislative and constitutional mandate of the Department of Public Works & Infrastructure. Knowledge and interpretation of the following legislations: the Constitution, Government Immovable Asset Management Act, State Land Disposal Act, Interpretation Act, Institution of Legal Proceedings Against Certain Organs of State Act; Public Finance Management Act (PFMA), Treasury Regulations, Departmental Financial Instructions and the State Liability Act; Law of contracts; Employment Equity Act and related policies; Public Service Act; of Promotion of Access to Information Act; Magistrates Court Act; Supreme Court Act; Promotion of Administrative Justice Act; and other applicable legislations, and international law. Skills And Competencies: Legislative writing and drafting skills; skills; legal research and application of the law; legal drafting; ability to provide professional in-house legal assistance and advice, litigation management skills, applied strategic thinking; applied technology; budgeting and financial management; negotiation skills, presentation skills, management skills, communication and information management; computer literacy; continuous improvement; citizen focus and responsiveness; diversity management; impact and influence; managing interpersonal conflict; planning and organizing; problem solving and decision making; teamwork; excellent communication skills; report writing skills; organizing and planning; analytical thinking; time management; motivational skills.
<u>DUTIES</u>	:	Provide sound legal advice/opinions on legislation drafting applicable to the Department. Draft and review legislation and subordinate legislation of the Department. Maintain and monitor the Department legislative programme. Keep record of all matters relating to the Department legislative programme. Draft, amend and review contracts. Obtain and collate inputs from stakeholders regarding the Department legislative programme. Efficiently carry out

legislative drafting functions and manage processes thereof. Draft all legislative drafting related documents, such as Cabinet Memo's and documents required by Parliament. Provide legislative drafting support to Policy Branch, other sub-directorates and Director Legislative Drafting & Litigation as and when required. Attend consultations, meetings, legislative sittings and legislative forums in respect of legislative drafting matters. Provide legal advice and inputs, litigation support through maintenance of liaison with State Attorney, on legislative drafting issues. Maintain liaison and interface between the Department and Office of the Chief State Law Advisor on legislative drafting matters and certification of draft bills. Manage the Government Gazette publications of the Department. Manage and direct the subordinates in the Sub-Directorate: Legislative Drafting and Litigation. Manage human, finance, and other resources. Candidate must be willing to adapt work schedule in accordance with professional requirements and compelling circumstances.

<u>ENQUIRIES</u>	:	Mr. M Rakau, Tel: (012) 406 1512
<u>APPLICATIONS</u>	:	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 or email to Recruitment25-76@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/111</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6): LITIGATION REF NO: 2025/148</u>
<u>SALARY</u>	:	R586 956 per annum, (Salary will be in accordance with OSD determination) The successful candidate will be required to sign a performance agreement.
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or four-year degree (LLB) with at least 8 years' experience as an in-house legal advisor or legal/contract administrator. Willingness to travel on an ad hoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's licence. Admission as attorney or Advocate of the high court and supervisory/management experience will be an added advantage. Knowledge: Specialized knowledge of law of contracts, general administration of contracts and litigation within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation, Mediation and Arbitration skills.
<u>DUTIES</u>	:	Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safe-keeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required), Ensure the extent and effectiveness of managed litigation and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with

		related standards, Ensure the extent and effectiveness of legal assistance provided. Manage general litigation of the Department.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. S Roooram Tel No: (012) 406 1028
	:	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 or email to Recruitment25-77@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/112</u>	:	<u>CONTROL WORKS MANAGER: ELECTRICAL REF NO: 2025/149</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Pretoria Regional Office
	:	A minimum of three-year tertiary qualification in Electrical (T/N/S Streams) or equivalent, or (A N3 and a passed trade test in the Building Environment), or (Registration as Engineering Technician and more than 6 years appropriate experience). Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.
<u>DUTIES</u>	:	Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural, security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms M Kgagara Tel No: (021) 402 2017
	:	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 or RecruitPTA25-13@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Tlhapane/ Ms. MC. Lekganyane
<u>POST 43/113</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY POLICY AND LEGISLATIVE ANALYSIS (LAND AFFAIRS BOARD - LAB) REF NO: 2025/150</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R582 444 per annum
	:	Head Office (Pretoria)
	:	A minimum of three-year tertiary qualification (NQF Level 06) in Real Estate/ Property Management/ Commercial/ Policy Development, Law, Built Environment or in the relevant field. Relevant years of experience in the policy and/or administrative environment. Working experience in the valuation and any related attributes shall be advantageous. Research and report writing skills. Fair attributes in formulating policies and strategies in the property industry. Experience in implementing policies and administrative support to any statutory board. Good understanding of how the regulatory environment operates in the built environment broadly and the property policy and legislative environment specifically. Skills: Research, Policy formulation and analysis. planning and record management. Programme and administrative skills. Problem identification and solving. Analytical thinking. Report writing. Presentation skills. Knowledge of Word, Excel, PowerPoint and Outlook. Budgeting and Financial Management. Stakeholder liaison and management. Interpersonal skills. Be able interface with the Board Members both at administrative and analytical level. Knowledge: Knowledge of interfacing with statutory Boards. Knowledge of working under Pressure, Administrative understanding of the property industry in South Africa. project planning and execution; capacity building; skills and enterprise development. Understanding of government priorities. Broad Knowledge of Planning, Record Management and organizing.
<u>DUTIES</u>	:	Administrative support to the Land Affairs Board (LAB). Interface with the Board Members on finalization of the Board decisions and as well as the Boards Minutes. Administrative support for the development and review of property

		policy frameworks, strategies, and legislation in the Sub-Directorate. Assist in the development of the Socio-economic impact assessment system (SEIAS) for the Property Policy and Legislative Analysis Directorate. Participate in the Public Participation Process in the Stakeholders Consultation Mechanism.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr W Peters, Cell: (082) 749 8866
	:	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 or email to Recruitment25-78@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/114</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION AND RECRUITMENT REF NO: 2025/151</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Durban Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management/ Public Management / Public Administration with extensive knowledge in the fields of Recruitment & HR Administration as well as a minimum year's supervisory experience. Valid driver's Licence. Knowledge of PERSAL, Public service Act, Public Service Regulation, Public Finance Management Act, Treasury Regulations and other relevant Prescript applicable in the Public Service. Skills: Analytical thinking, language, proficiency Writing skills, Numeracy, Research skills, Organising and Planning, Computer literacy, Advanced interpersonal skills, Diplomacy and decision making skills, Ability to work effectively and efficiently under pressure, Ability to meet tight deadlines, Ability to Communicate at all levels, Ability to work independently and as part of the team, Management of Resources.
<u>DUTIES</u>	:	Effective and efficient maintenance and Implementation of Human Resource Administration and Recruitment strategies and policies. Provision of Human Resources administration services in the region, Provision of advice-verify, approve and Disapprove transactions on PERSAL: attend to queries and clarify matters pertaining to Human Resource Administration: provide guidelines and advice on Human Resource policies, procedures and processes: conduct Information sessions on Human Resources Administration and Recruitment matters. Ensure proper management of all Service benefits in terms of all types of leave, state guarantees, Housing allowance, IOD. Ensure implementation of approved HRA policies administration of appointments and services Terminations-including payment of pension. The provision of Effective human resource recruitment –ensure an objective and fair recruitment selection and appointment process: Facilitate the internal and external transfer of staff: Manage the structure of the Region. Implement JE results. Compile EE reports per component to management of the Region the effective and efficient management of the Human Resource Registry-ensure a safe environment for files and other documents: put convenient registry system in place for Easy reference; ensure the documents are well filed. The Effective and effective management and development of Staff, conduct employee orientation, conduct knowledge. Management and assist employee in career development.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NS Nxumalo Tel No: (031) 314 7023
	:	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 or email to: RecruitDBN25-09@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 43/115</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 2025/152</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Durban Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6) in Human Resources Management and Labour Law, with extensive knowledge in the fields of Employee Relations. Collective Bargaining & Dispute Resolution as well as appropriate related experience on a supervisory level. Valid driver's Licence. Willingness to travel. Communication and Report writing abilities. Knowledge of the Labour Relations Act, Standard practices, processes and procedures related to labour relations. Knowledge of Collective Bargaining structures and processes. Knowledge of structure and functioning of the

		Department. Knowledge of the employment equity plan of the Department, Public service Act, Public Service Regulation, Public Finance Management Act, Collective agreements, codes of remuneration and other relevant Prescript applicable in the Public Service. Skills: Analytical thinking, language, proficiency Writing skills, Numeracy skills, Research skills, Organising and Planning, Computer literacy, Advanced interpersonal skills, Diplomacy and decision making skills, Ability to work effectively and efficiently under pressure, Problem solving skills, Negotiation skills, Presentation skills, Conflict management skills, Ability to meet tight deadlines, Ability to Communicate at all levels, Ability to work independently and as part of the team, Management of Resources, General administration and Organisational skills.
<u>DUTIES</u>	:	Implement and maintain labour relations policies. Provide advice regarding labour issues in the workplace. Support formal processes with organised labour. Assess and make recommendations regarding the effectiveness and status of operational labour relations. Compile reports. Administer and provide support in disciplinary matters, Assess and recommend whether conduct warrants formal investigation. Receive complaints and liaise with relevant stakeholders. Act as a designated officer to resolve grievances. Act as a departmental representative in conciliations, mediations and arbitrations. Advise and assist management and staff on dispute resolution procedures and multi-lateral forums. Liaise with organised labour on matters of mutual interest. Represent the Department in various bargaining structures as appoint by the Regional Manager. Advise management and staff on issues related to labour relations. Liaise and interact with related internal and external stakeholders. Ensuring compliance of HR policies and practices with labour relations issues. Promote sound labour relations, equity and diversity. Supervision and development of staff in the labour relations sub-unit.
<u>ENQUIRIES</u>	:	Mrs NS Nxumalo Tel No: (031) 314 7023
<u>APPLICATIONS</u>	:	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 or email to: RecruitDBN25-10@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 43/116</u>	:	<u>ASSISTANT DIRECTOR: HIV/AIDS ADVOCACY & SUPPORT REF NO: 2025/153</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum Degree in Social Work/Psychology or equivalent qualification. Valid registration with HPCSA or SACSSP. Relevant years working experience in the field. Valid driver's license. Knowledge of Public Service Act and Regulations; Programme and Project Management; Financial Management; Relevant HIV and AIDS related legislations, policies and regulations; National Strategic Plan on HIV/AIDS, TB & STIs; Integrated Employee Health & Wellness Strategic Framework; Basic Conditions of Employment Act. Skills: Report writing, Communication; Facilitation; Interpersonal; Counselling; Presentation; Confidentiality and code of ethics.
<u>DUTIES</u>	:	Implement Employee Health and Wellness strategy with special emphasis on HIV/AIDS and related diseases. Develop legislative frameworks to address HIV/AIDS and related diseases. Interpret legislation and directives in ensuring compliance to policies and other legislative mandates. Facilitate the mainstreaming of HIV/AIDS and other related conditions into departmental programmes. Ensure compliance with national policies and other relevant legislations. Conduct ongoing research on HIV/AIDS affairs and benchmark best practices. Establish and maintain external partnerships. Implement the National Strategic Plan on HIV/AIDS in partnership with stakeholders. Provide counselling, preventative and care support. Coordinate periodic HCT sessions, TB and general health screenings. Develop and implement capacity building programmes and advocacy on HIV/AIDS and related diseases. Develop an annual action plan for HIV/AIDS events/activities/awareness campaigns to be hosted. Establish the processes aimed at reducing stigma and discrimination. Monitor and evaluate the effectiveness of the interventions of HIV/AIDS program. Compile reports on progress and challenges experienced with the implementation of the programmes.
<u>ENQUIRIES</u>	:	Ms. A Ntsie Tel No: (012) 406 1747

<u>APPLICATIONS</u>	:	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 or email to Recruitment25-79@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/117</u>	:	<u>ASSISTANT DIRECTOR: HUMAN CAPITAL INVESTMENT (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R468 459 per annum
	:	Durban Ref No: 2025/154A
	:	Mthatha Ref No: 2025/154B
	:	Nelspruit Ref No: 2025/154C
	:	Bloemfontein Ref No: 2025/154D
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Public Management, Human Resource Management, Social or Management Sciences. Appropriate working experience with Sectoral Education Training Authority (SETAs) / Donor funding / Project Administration or Coordination of Youth/Skills Development/ Training and Development Programmes at a supervisory level; and possess a valid unendorsed driver's license. Knowledge and understanding of National Development Plan, Youth Accord, Public Finance Management Act, Skills Development Act. The incumbent must have the ability to work under pressure in a deadline driven environment and have advanced computer literacy skills i.e. MS Word, MS Excel, MS PowerPoint. Good verbal and written communication skills, Presentation, Organising, Planning and Time Management Skills, and have the ability to work without close supervision. The incumbent must further have working knowledge of Financial Administration and must be willing to travel extensively.
<u>DUTIES</u>	:	Provide input in the development of the Human Capital Investment Programmes guidelines, processes, norms & standards and strategies. Provide technical and administrative support in the implementation of Human Capital Investment Programmes. Procure all resources related to programmes. Ensure alignment of programmes to the National Infrastructure Plan, Sector Skills Plan, Workplace Skills Plan, Succession planning, and Human Capital needs of the Department. Provide a consulting role with regards to Human Capital Investment. Stakeholder Relations Management. Administer the database pertaining to Human Capital Investment programmes beneficiaries. Render administrative services to programmes' finances. Assist in the Development of financial processes and systems for Human Capital Investment Programmes. Collate, consolidate and prepare invoice payments. Prepare and facilitate claims through the SETAs. Track expenditure and prepare financial reports to sponsors and Finance unit. Render monitoring and evaluation services on all Human Capital Investment programmes. Assist in the development of the overall framework of the monitoring and evaluation activities. Collate, consolidate and analyse monthly progress reports and provide advice. Prepare consolidated progress reports including identification of problems, causes of potential bottlenecks in implementation, and providing specific recommendations. Compile HCI Programmes Impact Report, Distributes reports to sponsors. Recommend further improvement of the logical framework.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. D Baikgaki Tel No: (012) 406 1343 / 082 957 4517
	:	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 or email to: RecruitMTH25-05@dpw.gov.za For Attention: Ms N Mzalisi
	:	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 or email to: RecruitDBN25-11@dpw.gov.za For Attention: Ms NS Nxumalo
	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9300 or email to: RecruitBloem25-06@dpw.gov.za 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 or email to: RecruitNEL25-05@dpw.gov.za For Attention: Mr E Nguyuza

<u>POST 43/118</u>	:	<u>ASSISTANT DIRECTOR: SECURITY BREACHES INVESTIGATION REF NO: 2025/155</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in security management/ Policing. Proven experience in crime detection and investigation. Valid driver's licence. Knowledge: Relevant legislation related to public security. Including the Minimum Information Security Standards Act (MISS). Disciplinary procedure and what constitute unprofessional conduct. National Information Security Policy. Risk and Threats management. Safety and Security Management and Administration, including (security Audit, physical security measures, contingency, planning, occupational health and safety, personnel security, document security, surveillance, information technology security fire regulation and fire protection and communication security). Security Environment (national State Security Agency, South African Police Service and the National Prosecuting Authority (NPA). Security Breaches and investigation.
<u>DUTIES</u>	:	Maintain security breaches and security risk management tools and Strategies. Conduct investigation of all security breaches within the department. Maintain interaction with security-related and relevant authorities i.e. SAPS, and SSA. Implement security risk management programmes within the department. Conduct an all-encompassing security breach awareness programme within the department. Supervise employees to ensure an effective service delivery.
<u>ENQUIRIES</u>	:	Mr T Marageni Tel No: (012) 406 1632
<u>APPLICATIONS</u>	:	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 or email to: Recruitment25-80@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/119</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2025/156</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Human Resources Management, Human Resources Development, Public Management or an equivalent qualification in Behavioural or Social Science. Extensive Human Resource Development and Training experience. A valid driver's license. Thorough knowledge and understanding of SDA, OHS Act, BCEA, PFMA, LRA, PSA, etc. Conflict and mediation management skills, Good communication, presentation and facilitation skills, Computer literacy.
<u>DUTIES</u>	:	Advise and consult with Line Managers on Training and Development, Bursary as well as Performance Management and Development matters. Pro-actively manage departmental training interventions. Maintain an updated bursary, performance management as well as training and development databases. Facilitate the implementation of the Performance Management Development System in the region. Implement and maintain all HR development programmes, policies and interventions for the region. Draft accurate annual, monthly and quarterly reports on training and development to Head Office and related stakeholders. Drafting and timeous submission of the Regional Workplace Skills Plan (WSP). Lead sub-projects on organizational development interventions in the Region. Provide reports to Management and Head Office on bursary administration, training and development. Establish a functional Training and Development Committee in the Region. Represent the Regional Office at the National Training Committee (NTC). Manage the training and development budget of the region. Perform supervisory functions. Ensure compliance with relevant legislations and acts to avoid qualified audits. Identify potential operational risks and facilitate the mitigation thereof.
<u>ENQUIRIES</u>	:	Ms PT Buwa Tel No: (041) 408 2344
<u>APPLICATIONS</u>	:	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 or email to RecruitPE25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms PT Buswa

<u>POST 43/120</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS: COLLECTIVE BARGAINING REF NO: 2025/157</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Human Resources Management/ Labour Relations or in the related field. Working experience at supervisory level in Labour Relations or in the relevant field. Drivers' license. Knowledge of standards, practices, processes and procedures related to labour relations, Collective bargaining structures and processes, Structure and functioning of the Department, Employment Equity Plan of the Department, Diversity management, Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act, PSCBC Resolutions, GPSSBC Resolutions, CCMA Rules, GPSSBC Rules, PERSAL. Skills: Basic numeracy, Interpersonal skills, General administration and organisational skills, Interpretation of policies, Ability to undertake basic research/gather information, Computer literacy, Analytical thinking, Problem solving skills, Motivational skills, Conflict management, Presentation skills, Negotiation skills, Communication and report writing abilities, Cross examination skills. Personal Attributes: Innovative, Creative, Resourceful, Objectivity, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently.
<u>DUTIES</u>	:	Coordinate grievances, disputes and misconduct processes. Assess and recommend whether the grievance or conduct warrants a formal investigation, act as presiding officer and initiator during disciplinary enquiries, attend to grievance cases and ensure that they are dealt with within stated timeframes, monitor implementation and adherence to prescripts governing grievances and misconduct processes, provide effective advice towards the resolution of grievance cases, ensure prompt referral of grievances to the management and PSC when necessary, coordinate and facilitate appointment of external service providers in complex misconduct cases, accompany and assist appointed external Legal representative in disciplinary matters, monitor and ensure implementation of outcomes on grievance and disciplinary cases. Facilitate the resolution of Labour Disputes and litigation cases: Represent the Department in conciliation and arbitration processes. prepare submissions to request mandates and to settle disputes in conciliation and arbitration, present and prepare witnesses for arbitration cases, advise and assist management and staff on dispute resolution procedures and multi-lateral forums, coordinate litigation cases referred to the higher courts e.g. Labour Court, provide relevant documents/files for the cases to Litigation unit, liaise with the Labour Court as and when required. Facilitate collective bargaining processes e.g. DBC and other activities: Prepare for DBC meeting, compile DBC minutes and collective agreements, ensure adherence to GPSSBC rules and constitution, ensure communication of policies, guidelines and collective agreement to all stakeholders, promote and enforce cordial relationship with shop stewards, attend to any industrial unrest that occurs. Supervise employees to ensure an effective service and undertake all administrative functions: General supervision of employees, allocate duties and perform quality control on the work delivered by supervisees, advice and lead supervisees with regard to all aspects of the work, manage performance, conduct and discipline of supervisees, ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively, develop, implement and monitor work systems and processes to ensure efficient and effective functioning, effective and efficient administration and coordination of accurate records/database of labour relation cases.
<u>ENQUIRIES</u>	:	Ms PT Buwa Tel No: (041) 408 2344
<u>APPLICATIONS</u>	:	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 or email to RecruitPE25-08@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms PT Buswa

<u>POST 43/121</u>	:	<u>ASSISTANT DIRECTOR: LABOUR RELATIONS REF NO: 2025/158</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Labour Relations Management / Human Resources Management/ Labour Law. Relevant functional experience in Employment Relations services, relevant years of functioning at Senior Employment Relations Officer. A valid driver's licence. Knowledge: Labour Relations Act. Basic Conditions of Employment Act. Public Service Act. Employment Equity Act. Public Service Regulations. Human Resources Management Policies. Public Service Co-ordinating Bargaining Council's Resolutions. Collective bargaining agreements. Public Service Commission. Policy / guidelines formulation. Public Finance Management Act. Skills: Management. Problem solving. Organisation. Leadership. Interpretation of legislations / policies. Budgeting / Financial. Negotiating. Verbal and Written Communication. Presentation.
<u>DUTIES</u>	:	The successful candidates will be responsible for, amongst others, the following specific tasks: Facilitate the implementation of misconduct and disciplinary processes in the Region. Represent the Region at all disciplinary hearings. Provide expert advice in the Region on disciplinary and misconduct matters. Establish partnerships and constantly liaise with external stakeholders on labour related matters on recognized Labour unions. Represent the Department in disputes and facilitate the acquisition of evidence and witness for arbitration matters. Facilitate labour related programmes, collective bargaining, grievance resolution and dispute management process in the Region. Respond to complaints, grievances and appeals adhering to all regulatory, accreditation and internal processing timelines and guidelines. Co-ordinate and participate in the Regional Labour Relations forum. Conduct research on case law, adjudication trends and developments in labour law and labour relations. Prepare and submit reports on grievances and disputes to Head Office and Head Of HRM: Region. Represent the Department in mediation, conciliation and arbitration matters. Build and maintain relationships with various stakeholders. Benchmark with various institutions for best practice. Ensure the implementation of effective risk and compliance management practices. Ensure effective and efficient management of human, physical and financial resources within the Unit. Coach and guide staff on compliance with all regulatory requirements.
<u>ENQUIRIES</u>	:	Mr. D Manus Tel No: (051) 408 7397
<u>APPLICATIONS</u>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 43/122</u>	:	<u>LEGAL ADMIN OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR5) REF NO: 2025/159</u>
<u>SALARY</u>	:	R464 634 per annum, (OSD package)
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	LLB degree with minimum of 8 years appropriate post qualification legal experience. Knowledge Constitution of the Republic of South Africa. Mandate and Function of the department. System and Operation of South Africa Courts of Law. Interpretation of Legislation. Functioning of National, Provincial and Local Government. Employment Equity Act and related policies. PPFMA. Public Service Act. Promotion of Access to Information Act. Magistrate Court Act. Supreme Court Act. Skills Legislation drafting skills excellent communication. Research and Application of the law. Report writing skills. Organising and planning. Computer literacy. Analytical thinking. Interpersonal skills. Innovative, Creative, Trustworthy, Hardworking, Assertive, Resourceful, highly motivated.
<u>DUTIES</u>	:	Search and find all relevant documents for instituting and conducting an action, application and proceeding. Consult with clients, witnesses, colleagues, advocates, experts and any other relevant persons. Study court records, police dockets, contract, witness statements, case and other law. Prepare court documents which includes pleadings, affidavits, opinions, head of arguments, notices, briefing documents applications and other. Prepare cases for court by issuing subpoena, prepare witnesses and experts for court, paginate and index

court and own files. Appear in court, lead evidence, and cross-examine witnesses and present legal arguments, consult with client and other persons to obtain information required for the drafting of contracts to be entered into. Research the law applicable to the specific contracts. Draft the contract contracts and forward the signature. Draft documents that comply with the standards and requirements of the courts and any other statutory requirements. Use precedents appropriately. Draft a legally effective and enforceable documents. Successfully conduct an interview in order to determine the client's goals and objective. Advise the clients on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions. Receive and peruse pleadings received from the offices of the State Attorney to ensure that they are in accordance with the instructions of the Department. Receive and peruse summonses served on the Department, consider the claims and forward them to the Office of the State Attorney with clear instructions on whether to settle or defend the claims Consult and read legislation applicable in a particular matter. Refer to applicable precedent and read on case law. Consult and read legal text including on-line publications.

ENQUIRIES APPLICATIONS : Mr. RS Mogatle Tel No: (011) 713 6007
: Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-06@dpw.gov.za

FOR ATTENTION : Mr M Mudau

POST 43/123 : **SENIOR INTERNAL AUDITOR – INTERNAL REF NO: 2025/160**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 6) in Auditing/Accounting/Information Technology. Registration with the Institute of Internal Auditors. Internal Audit Technician (IAT) Qualification will be an added advantage. A relevant practical experience in the Internal Auditing field. A valid driver's license is a requirement 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. 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 APPLICATIONS : Mr L Gayiya Tel No: (012) 406 1402
: 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 or email to Recruitment25-81@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 43/124 : **SENIOR FORENSIC INVESTIGATOR: GOVERNANCE, RISK AND COMPLIANCE BRANCH REF NO: 2025/161 (X3 POSTS)**

Key Purpose Statement: To assist with the planning, executing and reporting on assigned forensic investigations in a professional manner thereby ensuring cost effective forensic investigations on behalf of the Department of Public Works

SALARY CENTRE REQUIREMENTS : R397 116 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 06) in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Good interpersonal, organisational and communication skills are also required. Valid Driver's licence.

<u>DUTIES</u>	:	The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To plan and implement forensic investigations, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, and develop summary of findings report on investigations completed with clear findings, conclusions and recommendations.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr M. Mabotja Tel No: (012) 406 1328
	:	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 or email to Recruitment25-82@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/125</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION: HRM REF NO: 2025/162</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Pretoria Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or equivalent qualification. Relevant experience within Human Resource Administration. Knowledge of HR related standards, practices, processes and procedures, structure and functioning of the Department, Business functions and processes of the Department, Change Management Knowledge of PERSAL. Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, collective agreements, Codes of Remuneration and the Public Finance Management Act. Condition of service regulations and procedures. Skills: Basic numeracy, Interpersonal skills, General administration and organisational skills, Interpretation of policies, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Computer literacy. Personal Attributes: Innovative, Resourceful, Analytical Thinking, People oriented, Trustworthy, Assertive, Hard-working, Self-motivated and Ability to work independently.
<u>DUTIES</u>	:	Implement and execute service benefits functions: Process all Government Employee Pension Fund (GEPF) matters. Implement Government Employees Housing scheme (GEHS) in line with applicable PSCBC Resolutions. Administer state subsidized medical contributions. Administer long service recognition and injury on duty. Render an effective HR advisory service to management and employees. Approve transactions on PERSAL according to the HR delegations. Implementation of circulars and directives from the DPSA. Ensure policy compliance on all service benefits and conditions matters. Process personnel appointments, transfers, promotions, relocations, movements, service terminations on PERSAL system. Facilitate the payment of relocation cost of employees. Capture, process and monitor personnel related transactions on PERSAL. Ensure effective administration of leave in the regional office. Prepare files for Auditors. Ensure effective records management of personnel information and provide reports on conditions of service. Ensure that all personnel files are filed in HR registry.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Masubelele, Tel No: (012) 492 3187
	:	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 or email to: RecruitPTA25-14@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Tlhapane/ Ms. MC. Lekganyane
<u>POST 43/126</u>	:	<u>SENIOR ADMINISTRATION OFFICER: LEGAL SERVICES REF NO: 2025/163</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Polokwane Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6) in Administration/ Public Management or equivalent qualification and appropriate relevant working experience. Knowledge: Departmental processes; Office Administration; knowledge of the Framework for Supply Chain Management; knowledge of the prescripts of the Public Service Act and its regulations, Promotion of Access to Information act, Promotion of Administrative Justice

		Act, Public Finance Management Act. Skills: communication and writing skills, maintenance of confidentiality of information, computer literacy, interpersonal skills, diary management, organising and planning, time management. Personal Attributes: trustworthy, assertive, highly motivated, people oriented, ability to work effectively and efficiently under pressure, ability to work independently, ability to communicate at all levels, ability to meet deadlines whilst delivering excellent results.
<u>DUTIES</u>	:	Provide effective and efficient administrative support to the section, Legal Services. Maintain filing system electronically and manually; perform Logis requests for stationery; drafting of formal standard correspondence to State Attorney and to other Sections; typing of contract agreements and correspondence for Legal Officers; perform office administration functions such as typing, making copies of litigation documents, provisioning of stationery etc.; attend to copying of bulky documents required by the Directorate; ensure that travel arrangements are well coordinated; ensure the management, safeguarding and maintenance of the Directorate's assets. Handle the procurement of standard items like stationery, refreshment etc for the activities for the Manager and the Unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr NJ Khotso Tel No: (015) 293-8004
	:	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 or email to RecruitPLK25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. NJ Khotso
<u>POST 43/127</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2025/164</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Bloemfontein Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resources Management. Appropriate experience in Human Resources Management with emphasis on HR Administration (Condition of Services). Valid Driver's License. Knowledge of applicable standards, practices, processes and procedures. Good Knowledge of PERSAL and CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Sound data analysis techniques and ability to undertake basic research and gather information, Computer literacy, good communication and report writing abilities, Analytical skills, interpersonal relations, diplomacy, negotiation skills, conflict management and the ability to perform under pressure.
<u>DUTIES</u>	:	Administration of condition of services and benefits. Providing an advisory function to DPWI staff on Human Resources policies. Processing of appointments and service terminations. Administration of pension benefits. Assist in the policy reviews related to condition of services. Ensure that relevant stakeholders are involved on policy making processes. Assist in sourcing information need to report on Audit findings. Compile monthly reports and submissions to HR manager. Assist HR Recruitment activities on ad-hoc basis. General supervisory to employees to ensuring effective service delivery.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T. Mosia Tel No: (051) 408 7404
	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem25-08@dpw.gov.za
<u>FOR ATTENTION NOTE</u>	:	Mr D Manus
	:	People with disabilities are encouraged to apply
<u>POST 43/128</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS PRACTITIONER REF NO: 2025/165</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Bloemfontein Regional Office
	:	A Degree in Social Science or Industrial Psychology. Registration with professional bodies such as SACSSP and HPCSA. Relevant years of experience in field. Willing to adapt work schedule in accordance with professional requirements Knowledge of Employee health and wellness practices, knowledge and understanding of HIV as a developmental issue,

	specialised knowledge of counselling, people management and empowerment, client orientation and customer focus, Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organisational skills, interpretation of policies, ability to undertake research/gather information, ability to work independently. A valid driver's license and willingness to travel is essential.
<u>DUTIES</u>	: HIV/AIDS and TB management: Mainstream HIV/AIDS and TB into the core functions of the department; Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of wellness information material and articles. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops; Support the department with incapacity cases. Organise Mental Health information sessions and distribution of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on occupational safety behaviour and provide information related to Injury on duty. Wellness management: Promote work life balance for employees. Provide support to Individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed on hazardous environment.
<u>ENQUIRIES</u>	: Mr. D Manus Tel No: (051) 408 7397
<u>APPLICATIONS</u>	: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300 or email to: RecruitBloem25-09@dpw.gov.za
<u>FOR ATTENTION</u>	: Mr D Manus
<u>POST 43/129</u>	: <u>SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & PLANNING REF NO: 2025/166</u>
<u>SALARY</u>	: R397 116 per annum
<u>CENTRE</u>	: Mmabatho Regional Office
<u>REQUIREMENTS</u>	: A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or related field. 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. PERSAL. Basic Condition Act. Public finance Management Act. Codes of Remuneration. Conflict Management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organization skills. Computer utilization. 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 independently.
<u>DUTIES</u>	: Facilitate and implement advertising process. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicant's profiles. Facilitate the invitation of shortlisted applicants. Represent Human resources in interviews of shortlisted applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the human resource plan. Undertake the 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. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the of the required standard efficiently and effectively.
<u>ENQUIRIES</u>	:	Mr. T Oagile Tel No: (018) 386 5217
<u>APPLICATIONS</u>	:	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 or email to: RecruitMBT25-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr T. Oagile
<u>POST 43/130</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2025/167</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Human Resource Development or any relevant qualification. Relevant working experience in Human Resource Development or related. Experience in training, development and performance management practices. Understanding of the ETD environment including SAQA, NQF Frameworks and SETA's. Knowledge of PERSAL, National Skills Development Strategies and standards as well as practices, processes and procedures related to management of skills development. Thorough knowledge of the Skills Development Act, Treasury regulations, PMDS, PFMA and other Regulatory Frameworks related to HRD. Excellent Computer Skills in MS Excel, Powerpoint and MS Words. Data analysis techniques. Good Report Writing Skills. Ability to communicate at all levels. Excellent Communication (verbal & written). Decision Making Skills. Advanced Interpersonal and diplomacy skills. Ability to work under pressure and deadline driven. Willingness to travel and a valid driver's license.
<u>DUTIES</u>	:	Coordinate skills development initiatives in the regional office. Facilitate the process of sourcing the training service providers, Create, maintain a database on courses attended and service providers. Coordinate the implementation of Performance Management and Development System (PMDS) within the regional office. Facilitate and administer other Human Resource Development activities.
<u>ENQUIRIES</u>	:	Mr. T Oagile Tel No: (018) 386 5217
<u>APPLICATIONS</u>	:	Mmabatho Regional Office: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit3, Mmabatho, 2735 or email to: RecruitMBT25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. T Oagile
<u>POST 43/131</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: LABOUR RELATIONS REF NO: 2025/168</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resources Management/ Labour Relations or relevant qualification. A minimum of relevant years' experience in Labour Relations or in the relevant field. Valid driver's license. Knowledge: Knowledge of standards, practices, processes and procedures related to labour relations. Collective bargaining structures and processes. Structure and functioning of the Department. Employment Equity Plan of the Department. Diversity management. Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements.
<u>DUTIES</u>	:	Facilitate and administer grievance and misconduct processes. Conduct investigations on grievance and misconduct cases; Facilitate the appointment of external service providers in complex misconduct cases; Coordinate grievance an disciplinary hearing proceedings ; Prepare evidence for disciplinary hearings, including preparing witnesses to testify; Render advice in disciplinary hearings and to investigating officers appointed by the Department; Ensure that grievances are dealt with within stated timeframes;

		Facilitate the implementation and communicate outcomes on grievance and misconduct cases to all stakeholders; Draft appeal memo's; Capture grievances, disciplinary cases and suspensions on the applicable system.
<u>ENQUIRIES</u>	:	Mr. M Mudau Tel No: (011) 713 6024
<u>APPLICATIONS</u>	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 43/132</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & PLANNING REF NO: 2025/169</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or related field. 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. PERSAL. Basic Condition Act. Public finance Management Act. Codes of Remuneration. Conflict Management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organization skills. Computer utilization. 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 independently.
<u>DUTIES</u>	:	Facilitate and implement advertising process. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicant's profiles. Facilitate the invitation of shortlisted applicants. Represent Human resources in interviews of shortlisted applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the human resource plan. Undertake the 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. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the of the required standard efficiently and effectively
<u>ENQUIRIES</u>	:	Mr E Nguyuza Tel No: (013) 753 6319
<u>APPLICATIONS</u>	:	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 or email to: RecruitNEL25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr E Nguyuza
<u>POST 43/133</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER ORGANISATIONAL DEVELOPMENT (HRM) REF NO: 2025/170</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Degree in Social Science or Behavioural related qualification. Relevant years of experience. Registration with South Africa Council for Social Services Professions (SACSSP) as a Social Worker or the Health Professions Council of South Africa (HPCSA) as a Psychologist. A valid driver's licence and willingness to travel are essential. Knowledge and understanding of Human Immunodeficiency Virus (HIV) as a Development Issue. Specialised knowledge of counselling and Occupational Health and Safety Act. Knowledge Of: Public

		Service Act & Regulations, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, Codes of Remuneration and the Public Finance Management Act. Skills: Networking, language proficiency, effective communication, presentation skills, interpretation of policies, computer literacy, motivational skills and report writing abilities. Personal Attributes: Innovative, resourceful, analytical thinking and ability to work independently. Appropriate knowledge in Employee Wellness Programmes as well as short term counselling.
<u>DUTIES</u>	:	Facilitate the implementation of HIV/AIDS and TB management programmes. Provide education and awareness Prevention programmes. Plan and conduct regular Health screenings HCTs. Provide treatment, care and support to employees. Conduct Human Rights and access to Justice awareness education. Conduct dialog conversation session on stigma and discrimination. Distribution of condoms and information material. Provide Health and Productivity Management Services. Coordinate Disease Management & Chronic illness awareness and education sessions, workshop. Conduct presentation on chronic illness management and identification. Liaise and make referrals to Mental Health institutions when required. Facilitate the implementation of Employee Health and Wellness Intervention programmes. Provide support to individual through Wellness Intervention (Psychological). Support and advice managers on handling employees experiencing wellness related challenges. Conduct regular awareness on Safety, Health, Risk & Quality Management. Promote Occupational Health and Safety in the organisation. Assist in the assessment on Environmental Risk. Conduct awareness on safety clothing.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms C Rossouw Tel No: (021) 402 2014
	:	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 Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT25-16@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 43/134</u>	:	<u>ADMIN OFFICER: SCREENING SERVICES REF NO: 2025/171</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF level 6) in Management Sciences/ Security Management/ Public Management, appropriate working experience in Security Screening Services and a valid motor vehicle driver's license. Must be prepared to travel. Knowledge: National security environment and security policies, Relevant legislation related to public security including the Minimum Information Security Standards (MISS) Act, Procurement processes and systems, financial administration, Risk management, screening techniques, Interviewing techniques. Skills: Computer literacy, Report writing and presentation skills, Interpersonal and diplomacy skills, Problem solving skills, Effective communication, Organization and planning, Decision making skills, Conflict resolution, analytical skill. Personal Attributes: Solution orientated, People orientated, Innovative, Creative, Hard-working. Willingness to successfully attend prescribed training courses, prepared to work irregular and long hours, Security clearance, willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Analyse and evaluate security screening reports, conduct quality control of the screening reports, planning and management of screening projects, manage pre-employment screening of prospective employees and service providers and provide relevant managers with quality and reliable screening reports, assist in developing screening policy, strategy and standard operating procedures, conduct security screening awareness programmes within the department. Co-ordinate screening compliance with Regional Offices, provide quality screening reports to supervisors, manage the contracted screening database service provider, verification of payment invoices, keeping records, manage screening databases, supervise subordinate and performance management, assist with procurement and financial management, co-ordinate and liaise with SSA, SAPS and relevant stakeholders.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs D Mahlangu Tel No: (012) 406 1643
	:	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 or email to Recruitment25-83@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/135</u>	:	<u>PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2025/172</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or equivalent qualification. A minimum of one year experience in human resource development or related. Willing to adapt work schedule with professional requirement, willing to travel and a driver's licence. Knowledge: Knowledge of PERSAL, Knowledge of Public Service Act, Public Service Regulation, Employment Equity Act, PFMA, Skills Development Act, Treasury Regulations, PMDS, South African Qualification Authority (SAQA). Skill: communication skills, analytical thinking, computer literacy, report writing skills, numeracy, research skills, organising and planning, computer literacy, advance, interpersonal and diplomacy skills, decision making and project management skills.
<u>DUTIES</u>	:	Monitor the management of skills development in the region: Assist to conduct skills auditing and reporting. Provide support in the development of Workplace Skills Plan (WSP). Administer the identification of priority or core training areas as informed by WSP. Take part in awareness programmes in support of skills development. Administer training interventions that are in line with the Department's Vision, PDPs and aligned to SAQA specifications: Provide advice on training interventions for staff. Administer the process of sourcing the training service providers. Assist to collect data for training plans. Facilitate the implementation of the training plan. Organise relevant courses and process applications. Prepare all logistics for training. Monitor facilitation of workshops and training interventions. Maintain a database on courses attended and service providers. Receive individual employee submissions requesting training interventions and advise accordingly. Compile training related memos for approval by the delegated authority. Compile data on training statistics and assist with compilation of training reports. Facilitate the implementation of the Performance Management and Development System (PMDS) within the regional office:- Facilitate the submission of performance agreements. Coordinate the submission of midterm and annual reviews. Quality assure submitted documents. Arrange moderation committee meetings. Compile minutes during moderation committee meetings and provide advice as needed. Inform employees about outcomes of moderation committees and facilitate feedback forms sign-off. Arrange meetings to discuss dissatisfaction cases. Compile a spreadsheet for employees who qualify for performance incentives. Provide support and advice to supervisors and managers on the administration of the performance management process in general.
<u>ENQUIRIES</u>	:	Mr. M Mudau Tel No: (011) 713 6024
<u>APPLICATIONS</u>	:	Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017 or email to: RecruitJHB25-08@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 43/136</u>	:	<u>PERSONAL ASSISTANT TO THE REGIONAL MANAGER REF NO: 2025/173</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF level 06) in Management Assistant, Secretariat, Office management or equivalent. Relevant years of experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Driver's licence is compulsory. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced report formatting and document compilation skills & ability to multitask. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Advanced knowledge of Government

		policies, administrative procedures, document control, meeting protocols and office governance. Knowledge of Government Procurement processes will be an advantage.
<u>DUTIES</u>	:	Manage the traffic in the office of the Regional Manager, efficient and effective Human Resources, Financial administrative support, Perform the duties of Regional Manager User Clerk in the office of incoming and outgoing post, Maintain a filing registry in the office of the Regional Manager, Provisioning of stationery and supplies, Maintaining an electronic post register for management of the Regional Manager's diary, Schedule meetings and telephone management, Make official travel arrangements for the Regional Manager, Assist with the preparation and development of Regional Managers' presentations, reports and minutes of meetings, Arrange official functions for the office of the Regional Manager, Assist in the identification and development of training material for the Regional Manager and organise training facilities, Responsible for procurement processes within the office of the Regional Manager and manage the petty cash, Assist in the development of the MTEF budget of the Regional Manager and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
<u>ENQUIRIES</u>	:	Ms. N Hlengwa Tel No: (047) 502 7010
<u>APPLICATIONS</u>	:	Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, Mthatha, 5009. Alternatively, hand deliver to Prd II Building 5th floor, Sutherland Street, Mthatha or email to: RecruitMTH25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. N Mzalisi Tel No: (047) 502 7005
<u>NOTE</u>	:	Practical exercise/ assessment will form part of the selection process.
<u>POST 43/137</u>	:	<u>SENIOR SECURITY OFFICER REF NO: 2025/174</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (matric certificate). Valid PSIRA Grade B registration certificate, Relevant experience in Physical Security Management. Valid driver's licence. Knowledge: Relevant security legislation and the Minimum Physical Security Standards (MISS), National security environment and security policies; relevant legislation related to public security and access control, including the Minimum Information Security Standards (MISS) Act; risk management; fire-fighting; first aid.
<u>DUTIES</u>	:	Supervise the effective delivery of security services. the administration of security services. Drafting and management of duty rosters. Supervision of security officers.
<u>ENQUIRIES</u>	:	Mr Tad Marageni Tel No: (012) 406 1632
<u>APPLICATIONS</u>	:	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 or email to Recruitment25-84@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 43/138</u>	:	<u>SECURITY OFFICER: SECURITY MANAGEMENT SERVICES REF NO: 2025/175 (X9 POSTS)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of Grade 12 (matric certificate). Valid PSIRA Grade B registration certificate, Relevant experience in Physical Security Management. Valid driver's licence. Knowledge: Relevant security legislation and the Minimum Physical Security Standards (MISS), National security environment and security policies; relevant legislation related to public security and access control, including the Minimum Information Security Standards (MISS) Act; risk management; firefighting; first aid.
<u>DUTIES</u>	:	Supervise the effective delivery of security services. Support the administration of security services. Drafting and management of duty rosters. Supervision of security officers.
<u>ENQUIRIES</u>	:	Mr Tad Marageni Tel No: (012) 406 1632
<u>APPLICATIONS</u>	:	Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO

FOR ATTENTION

: Building, Corner Bosman and Madiba Street, Pretoria or email to
Recruitment25-85@Dpw.Gov.Za
Ms NP Mudau