

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

: 30 January 2026 at Time 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. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. 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) (submitted prior to appointment). 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 01/103</u>	:	<u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/01</u>
<u>SALARY</u>	:	R1 059 105 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Property Management or Facilities Management. Appropriate years of experience in Properties Management or Facilities Management at Junior Management level/Assistant Director Equivalence. Knowledge and understanding of the maintenance of buildings, the Occupational Health and Safety Act, Building regulations and Environment Conservation Act. Good financial and budgeting skills. Knowledge of Government Procurement System. Project management and leadership skills. Ability to work well under pressure. Computer literacy. Valid driver's license. Sound analytical with Good communication skills verbal and written.
<u>DUTIES</u>	:	The effective facilities management of Electrical, Mechanical and Building. The implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services. Ensure compliance with Occupational health and safety Act. Provide guidance on the implementation of the policy. Monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprise-provide information on current requirements and suppliers to express an interest: ensure compliance with procurement procedures and legislation: assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties: utilise state expenditure to promote emerging black enterprise. Manage unplanned maintenance. Ensure the availability of sound functional, safe and habitable structures and services. Prepare and control the budget of unplanned maintenance. Provide and co-ordinate a preventative maintenance schedule. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place. Ensure that services provided are value for money. The effective supervision of resources oversee the development and training of staff
<u>ENQUIRIES</u>	:	Mr D Gqibela Tel No: (021) 402 2315
<u>APPLICATIONS</u>	:	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: RecruitCPT26-01@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/104</u>	:	<u>CHIEF ARTISAN (GRADE A): ELECTRICAL/ MECHANICAL: WORKSHOP REF NO: 2026/02</u>
<u>SALARY</u>	:	R480 267 per annum, (All-inclusive package in accordance with OSD rules)
<u>CENTRE</u>	:	Cape Town Regional Office (Oudtshoorn)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Electrical/ Mechanical. Ten (10) years post qualification Experience required as an Artisan/Artisan Foreman. Valid driver's license. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical/Engineering drawings. Must be computer literate.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job. The incumbent must have knowledge of all work shop equipment and knowledge of relevant trades.
<u>ENQUIRIES</u>	:	Mr. T Mudau Tel No: (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/ Mr. M.Stephens at (082) 376 6005
<u>APPLICATIONS</u>	:	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: RecruitCPT26-02@dpw.gov.za Ms. C Rossouw
<u>FOR ATTENTION</u>	:	
<u>POST 01/105</u>	:	<u>CHIEF WORKS MANAGER: BUILDING REF NO: 2026/04</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in the built environment disciplines, OR (N3 plus a passed trade test in the relevant environment plus 3 - 5 years technical experience in the built environment, Building management or maintenance). Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, valid code EB or C1 Driver's license, must be prepared to travel. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system, Knowledge and understanding of Project Management. Problem solving, willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Manage day-to-day general building maintenance project activities, to facilitate effective maintenance project (term contracts), execution in terms of cost, quality and time management on an existing State building. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, assist in the development of building program and conditional surveys in buildings and reporting regularly to management on the progress thereof. Conduct site inspections to ensure compliance to specifications set out by the Department, Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.
<u>ENQUIRIES</u>	:	Mr R Majal Tel No: (021) 402 2300
<u>APPLICATIONS</u>	:	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: RecruitCPT26-04@dpw.gov.za Ms. C Rossouw
<u>FOR ATTENTION</u>	:	
<u>POST 01/106</u>	:	<u>CHIEF WORKS MANAGER: MECHANICAL REF NO: 2026/05</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6)/(T/N/S streams) or related, or (N3 plus a passed trade test in the relevant environment, and 3-5 years related technical experience). Valid driver's license. Knowledge: Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards; Technical knowledge of the mechanical environment. Procurement process and systems, Property and facilities management. Skills: Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy, financial administration. Personal attributes: Resourceful; creative; ability to communicate at all levels; ability to work under stressful situations; assertive. Willing to adapt work schedule in accordance with office requirements. Willingness to travel and work irregular hours. Committed to designated tasks.
<u>DUTIES</u>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following. Develop and interpret plans and sketches. Draw-up quotation documents and

		compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Project sites: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Majal Tel No: (021) 402 2300
	:	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: RecruitCPT26-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/107</u>	:	<u>CHIEF HORTICULTURIST: FACILITIES MANAGEMENT: HORTICULTURE SERVICES REF NO: 2026/06</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Cape Town Regional Office (Rondebosch)
	:	A minimum of three-year tertiary qualification (NFQ Level 6) in Horticulture coupled with minimum of two years appropriate years of experience in the horticultural environment. Must be in possession of a valid code B driver's license. The applicant must be computer literate, have good communication skills, written and verbal and be able to work under stressful conditions. Must have knowledge of types and purposes of horticulture materials, Plant Fertilisation, Landscaping, Horticulture Practices, Procurement and tender regulations. Must be conversant in OHASA regulations, Human resource management principles and Procurement principles, Labour Relations Act, Public Finance Management Act, National Environmental Management Act, Agricultural Pests Acts. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Formulate, develop and implement horticultural plans and maintenance programs in collaboration with all stakeholders. Manage horticultural related maintenance activities at State properties. Manage and delegate work to a large component of staff in the Horticultural services unit. Supervision and administration of garden maintenance service contracts, including site inspections. Ensure staff complies with OHASA and other applicable legislation within the Horticultural sector. Prepare tenders to procure tools, equipment and materials used within the Horticultural unit. Exercise budget control as well as asset management. Be able to communicate with stakeholders. Provide administrative support within the Horticulture unit.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. E Bessick Tel No: (021) 402 2406
	:	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: RecruitCPT26-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/108</u>	:	<u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2025/182</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 116 per annum
	:	Nelspruit Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6) in Building /Civil/ Structural Engineering or Architect with relevant experience OR (N3 plus Trade Test in Plumbing/ Carpentry/ Bricklaying or related field with 3-5 years related technical experience). A valid driver's license is required. Extensive knowledge of Occupational Health and Safety Act and National Building Regulations (i.e SANS 10400 etc) and PFMA. Registration or candidacy with a profession body in the built environment would be advantageous. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Project management skills. Knowledge and

		understanding of the government procurement processes (SCM directives and circulars)
<u>DUTIES</u>	:	Manage day to day maintenance of state owned buildings. Facilitate effective project execution in terms of cost, quality and time in the state owned properties. Manage project costs and budgets. Conduct site inspections to ensure compliance with specifications set out by the department and laws. Ensure OHSA and regulations compliant. Assist in development of building programs and conduct conditional surveys and report regularly on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients. Update asset register.
<u>ENQUIRIES</u>	:	Ms PN Bendlela Tel No: (013) 753 6361
<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: RecruitNEL25-04@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr E Nguyuzza
<u>POST 01/109</u>	:	<u>ARTISAN FOREMAN GRADE A: REFRIGERATOR-WORKSHOP REF NO: 2026/03</u>
<u>SALARY</u>	:	R382 047 per annum, (all-inclusive package in accordance with OSD rules)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A Trade Test in Refrigeration and Air Conditioning in terms of the provision of Section 13 (2) (h) of the Manpower training act, 1981, as amended or a certificate issued under the provision of the repeal section 27 of the Act. Five years post qualification experience as an Artisan. Valid driver's license. Computer literate, knowledge of Occupational Health and Safety Act, 85 of 1993 and relevant Regulations. Must have the understanding of engineering drawings.
<u>DUTIES</u>	:	The successful candidate must be able to compile material list per project, will be required to maintain all Government Buildings including new work to buildings. Must be willing to work overtime if and when required, and compile progress reports on projects and monitor/train/mentor Artisans, Artisan assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per Occupational Health and Safety Act, 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building & other Islands (Marion, Gough and Antarctica).
<u>ENQUIRIES</u>	:	Mr T Mudau Tel No: (021) 402 2333
<u>APPLICATIONS</u>	:	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: RecruitCPT26-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/110</u>	:	<u>ADMIN OFFICER: PHYSICAL SECURITY REF NO: 2026/07</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 6) in Security (Risk) Management/Safety Management, Public Management, Office management, Public Relations or Security relevant qualification with relevant years of experience in security or related field. Driver's License compulsory. 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 Intelligence Agency, South African Policy Service, PSIRA). Skills: Computer literacy, Leadership and management skill, Effective communication at all levels, Report writing, Presentation Skills, Interpersonal and diplomacy skills, Detecting skills, Problem solving skills and Conflict Management.

<u>DUTIES</u>	:	Security related administration (Security registers, screening and payments). Attend to and report physical security incidents. Monitor security systems and equipment and ensure that they are always functional. Monitor and record the movement of movable assets entering the departmental premises. Monitor access control and key control procedure. Participate in disaster management plans. Inspect all security registers, irregularities and make an entry in the occurrence book and report to supervisor. Report all breaches or alleged breaches of security, or behaviour posing a security risk. Provides administrative and technical support to enhance parking operations.
<u>ENQUIRIES</u>	:	Mr MA Mapukata Tel No: (047) 502 7089
<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 RecruitMTH26-01@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 01/111</u>	:	<u>WORKS MANAGER: ELECTRICAL REF NO: 2026/08</u>
<u>SALARY</u>	:	R269 499 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in the Electrical Engineering field or Electrical Engineering N3 with passed trade test in the relevant environment, or Registration as an Electrical Engineering Technician, accompanied by basic knowledge of Electrical technical background. Computer literacy. Knowledge and understanding of the PFMA, OHSA, National Building Regulation, Environmental Conservation Act as well as government Procurement system. Proven knowledge and understanding of the estimating and scheduling techniques reports. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. A valid Driver's license will be an added advantage.
<u>DUTIES</u>	:	Oversee the work of electrical contractors. Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advice and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process of variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Check if new and/or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspections on work done, or to be done to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Maintain an electronic record system for work being done and work that was finalised. Develop progress reports on outstanding and finalised work. Understanding of high voltage and low voltage.
<u>ENQUIRIES</u>	:	Mr KC Muthivheli Tel No: (011) 713 6097
<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: RecruitJHB26-01@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 01/112</u>	:	<u>ARTISAN PAINTER: WORKSHOP (GRADE A) REF NO: 2026/09</u>
<u>SALARY</u>	:	R243 597 per annum, (all-inclusive package in accordance with OSD rules)
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Painting. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the

		incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. E Ryklief at (066) 185 0207
	:	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: RecruitCPT26-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/113</u>	:	<u>ARTISAN BRICKLAYER: WORKSHOP (GRADE A) REF NO: 2026/10</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R243 597 per annum, (all-inclusive package in accordance with OSD rules)
	:	Cape Town Regional Office
	:	Appropriate Trade Test Certificate in Bricklaying. A valid driver's License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.
<u>ENQUIRIES</u>	:	Mr. M Stephens Tel No: (021) 402 2334; Mr. M Jumba Tel No: (021) 402 2338; Mr. Mudau Tel No: (021) 402 2333
<u>APPLICATIONS</u>	:	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: RecruitCPT26-08@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/114</u>	:	<u>ADMINISTRATIVE CLERK: WORKSHOP MANAGEMENT REF NO: 2026/11</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum
	:	Cape Town Regional Office
	:	A minimum of Senior certificate/Grade 12/Matric. No experience required. Computer literate (Ms Word, Excel, Power point & Outlook). Must have the ability to communicate well with people at different levels. Ability to act with tact and discretion. Sound organizational skill. Basic numeracy, interpersonal skills, planning and organizing. Knowledge of: Relevant legislations, basic financial administration and good telephone etiquette. Ability to adopt to working schedule in accordance to office requirements.
<u>DUTIES</u>	:	Render general clerical support services. Keep and maintain the incoming and outgoing register of the component. Distribute documents/packages to various stakeholders as required. Type letters and/or other correspondence when required. Provide supply chain clerical support services within the component. Liaise with internal and external stakeholders in relation to procurement of goods and services for workshop management. Keep and maintain the asset register of the component. Provide personnel administration clerical support services within the workshop environment. Arrange travelling and accommodation as required. Maintain a leave and attendance register for the component. Capture and update expenditure for the unit. Provide financial administration support services in the unit. Check correctness of subsistence and travel claims of officials and submit to manager for approval.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. Mudau Tel No: (02) 402 2333
	:	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: RecruitCPT26-09@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw

POST 01/115 : **SECURITY OFFICER SUPERVISOR: SECURITY MANAGEMENT REF NO: 2026/12**

SALARY : R228 321 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : NQF level 4 (Grade 12 Senior Certificate or equivalent), Security certificate (a minimum of 1 year of study) Grade-B PSIRA certificate. No experience required. The following will be advantage: Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy and Occupational Health and Safety Act [OHS]. The applicant must be willing to undergo the process of security vetting.

DUTIES : Supervise the security functions performed by the security officers/service providers, ensuring adherence to department security policies. Allocate duties to security officer/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry in buildings and other premises. Authorisation of equipment, documents and stores into or out of the building or premises. Monitor and provide support in case of emergencies. Render administrative and related functions. Determining roster, shift schedules and overtime. Monitor performance of employees of employees and determine training needs. Control leave and related personnel matters in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incident to investigating officers. Report faulty equipment/systems. Administer all control room operations to safe-guard the department's assets. Review of footages upon request through proper procedure. Update all register for the incidents observed.

ENQUIRIES : Ms. S Segale Tel No: (021) 402 2327
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-10@dpw.gov.za
FOR ATTENTION : Ms. C Rossouw

POST 01/116 : **ASSISTANT ADMINISTRATION OFFICER: HELDESK AND COMPLAINTS REF NO: 2026/13**

SALARY : R228 321 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of Senior certificate/Grade 12/Matric. A tertiary qualification will be an added advantage. Computer literate with specific reference to MS Excel and MS Word. Good verbal and written communication skills. Ability to convert data into usable information (Statistics) be analytical. Be able to perform under pressure. A basic understanding of various facets of the built environment and project management skills. Typing will also be an advantage.

DUTIES : Liaise with internal clients and National client Departments in terms of follow up, queries and feedback. Assist with the consolidation of monthly/ quarterly reports. Be responsible for the normal office administration e.g. Filing, Memorandum, letter writing etc. Gather inputs to resolve audit queries. Register OW 415's for day-to-day maintenance services and service contracts. Updating and filing of record system for service contracts and day to day maintenance services. Follow up of outstanding cases and attend to queries in order to ensure enquiries are addressed and service delivery being maintained. Updating of information and administration of the day to day maintenance spreadsheet for distribution to internal and external clients. Provide National Call Centre with feedback in terms of status of the complaints. Attend and arrange meetings with internal and external clients including normal administrative responsibilities.

ENQUIRIES : Mr. R Majal Tel No: (021) 402 2300
APPLICATIONS : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000 or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town or email to: RecruitCPT26-11@dpw.gov.za
FOR ATTENTION : Ms. C Rossouw

<u>POST 01/117</u>	:	<u>SENIOR GENERAL FOREMAN: CLEANING SERVICES REF NO: 2026/14 (X3 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum Mmabatho Regional Office Brits Magistrate Court (X1 Post) Klerksdorp Magistrate Court (X1 Post) Itsoseng Magistrate Court (X1 Post)
<u>REQUIREMENTS</u>	:	A minimum of Passed Senior certificate/ Grade 12/ passed ABET Level 4, must be computer literate. Ability to communicate at all levels and basic numeracy, basic knowledge of cleaning, must have cleaning supervisory experience, interpersonal relations, and administrative skills. Exposure to chemicals, cleaning chemicals and hazardous working conditions. Knowledge of cleaning materials. Ability to write a report.
<u>DUTIES</u>	:	Manage and control equipment and materials. Ensure replacement or repair of faulty/outdated equipment. Order, receive and ensure availability of cleaning materials and distribution of supplies. Ensure safe keeping of cleaning materials and equipment. Supervise the provisioning of housekeeping, cleaning, safeguarding and maintenance services. Perform physical inspection of cleaned areas. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to Occupational Health and Safety. Perform general supervision and support the administration of the section. Assist with maintenance of discipline, time keeping and records management.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M Llali Tel No: (018) 386 5379 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: RecruitMBT26-01@dpw.gov.za
<u>FOR ATTENTION NOTE</u>	:	Mr. T Oagile Please specify the area in your application according to your preferred area. Please submit a separate, complete application for each post.
<u>POST 01/118</u>	:	<u>FOREMAN: CLEANING SERVICES REF NO: 2026/15 (X4 POSTS)</u>
<u>SALARY CENTRE</u>	:	R193 359 per annum Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A minimum of senior certificate/Grade 12/Matric/Abet Level 4. Appropriate relevant experience in cleaning services environment will be an added advantage. Must be prepared to travel, willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials. Cleaning procedures. Operating cleaning equipment. Occupational health and safety, Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels, ability to work independently.
<u>DUTIES</u>	:	Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr K Muthivheli Tel No: (011) 713 6079 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: RecruitJHB26-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 01/119</u>	:	<u>SUPERVISOR: CLEANING SERVICES (X4 POSTS)</u>
<u>SALARY</u>	:	R193 359 per annum

<u>CENTRE</u>	:	Cape Town Regional Office Oudtshoorn Magistrate Court Ref No: 2026/15A (X1 Post) Wynberg Magistrate Court Ref No: 2026/15B (X1 Post) Knysna Magistrate Court Ref No: 2026/15C (X1 Post) Mitchell's Plain Court Ref No: 2026/15D (X1 Post)
<u>REQUIREMENTS</u>	:	NQF level 3 (Grade 10/ABET level 4). Ability to operate cleaning equipment. Knowledge of types and purpose of cleaning materials. Knowledge of the OHSA. Knowledge of the LRA. Computer literacy. Effective communication skills. Project management skills. Conflict resolution skills. Valid driver's license. Willingness to travel. Exposure to hazardous working conditions.
<u>DUTIES</u>	:	Supervise cleaning services rendered: Coordinate cleaning services, ensure the inspection of logistics and physical environments to ensure hygiene and cleanliness, supervise cleaning staff, and compile cleaning reports. Effective management and control equipment and materials: identify resource requirements and special operational needs, monitor the condition and availability of cleaning equipment, ensure the maintenance/servicing of equipment, the replacement/servicing of equipment, ensure the replenishment and distribution of cleaning equipment and materials, maintain the material register. Support the administration of the section. Identify staff requirements, support the administration of human resources, assess the performance of cleaners, receive and submit leave of supervisors and cleaners.
<u>ENQUIRIES</u>	:	Mr. Dorian Lewin Tel No: (021) 402 2140
<u>APPLICATIONS</u>	:	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: RecruitCPT26-12@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>NOTE</u>	:	Please specify the reference number in your application according to your preferred area. Please submit a separate, complete application for each post.
<u>POST 01/120</u>	:	<u>SUPERVISOR: HORTICULTURAL SERVICES-FACILITIES MANAGEMENT REF NO: 2026/16 (X2 POSTS)</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Cape Town Regional Office, Rondebosch
<u>REQUIREMENTS</u>	:	A minimum of senior certificate/Grade 12/ Matric or equivalent qualification. No experience required. Have exposure in dealing with people of high profile like judges and magistrates. Be able to handle a large staff component. Knowledge: Garden maintenance practices, Occupational Health and Safety, operating horticultural machinery and equipment. Skills: Conflict resolution, effective communication and problem-solving skills. Have a valid code 10 driver's license with PDP and be prepared to travel. Willing to adapt work schedule in accordance to office requirements.
<u>DUTIES</u>	:	The Supervision of personnel and horticultural. Manage and control equipment and material. Supervise and ensure maintenance of garden and flower beds and other outdoor maintenance. Special request for long distances and plot clearing and firebreaks. Delegation/ implementation of landscaping duties. Garden Maintenance. Notification of problem areas to supervisors. Oversee /maintain plot and fire break clearing. Site Inspection of vacant state property. Special indications/duties manage plant decorations and flower arrangements as requested. Nursery maintenance. Perform general supervision and support the administration of the section.
<u>ENQUIRIES</u>	:	Ms E. Bessick Tel No: (021) 402 2407
<u>APPLICATIONS</u>	:	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: RecruitCPT26-13@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/121</u>	:	<u>TRADESMAN AID: WORKSHOP REF NO: 2026/17 (X7 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	Must have a Grade 10/ Standard 8 qualification. No experience required. Knowledge: Operation of equipment, workshop tools and machinery. Must have good communication skills and must be able to report effectively.

		Knowledge of Occupational Health and Safety Act 85 of 1993. A valid driver's license will be considered as an added advantage.
<u>DUTIES</u>	:	Assist Artisans with regards to repair and maintained work in Government Buildings including Other Islands (Marion, Gough & ANTARCTICA). Taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify maintenance and repair needs, carrying, loading and off-loading of tools as well as material, check faults for repairs and maintenance required and housekeeping of workshop and plant rooms to insure compliance with regards to Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings.
<u>ENQUIRIES</u>	:	Mr. T. Mudau Tel No: (021) 402 2333/ Mr. M.G. Stephens Tel No: (021) 402 2334/Mr. M. Porta Nova Tel No: (021) 402 2348
<u>APPLICATIONS</u>	:	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: RecruitCPT26-14@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/122</u>	:	<u>HANDYMAN: WORKSHOP REF NO: 2026/18 (X4 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	ABET Level 4 qualification. No experience required. Must have interpersonal, basic literacy, effective communication and technical skills, operation of equipment, tools, Machinery, chemicals and technical maintenance. Knowledge of Occupational Health and Safety Act 85 of 1993. Ability to adopt to working schedule in accordance to office requirements. Adherence requirement of the Job. It will be expected of the incumbent to climb ladders for inspection, work in a confined space & perform maintenance in Government Buildings & Other Islands (Marion, Gough & Antarctica).
<u>DUTIES</u>	:	Assist Artisans with regards to repair and maintenance work in Government Buildings including Other Islands (Marion, Gough & Antarctica). Taking care of hand tools and machines, perform minor repair and maintenance work. Identify maintenance and repair needs, carrying, loading and off- loading of workshop tools as well as material. Compile Technical report. Check faults for repair and maintenance required and housekeeping of workshop and plant rooms to ensure compliance as per Occupational Health & Safety Act 85 of 1993.
<u>ENQUIRIES</u>	:	Mr. Porta Nova at 082 699 9222/Mr. Stephens M at 082 376 6005/Mr. Mudau T Tel No: (021) 402 2333
<u>APPLICATIONS</u>	:	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: RecruitCPT26-15@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/123</u>	:	<u>WORKSHOP STOREROOM ATTENDANT REF NO: 2026/19</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of senior certificate/Grade 12/Matric or equivalent qualification. No experience required. Knowledge: Storeroom standards and procedures, Mailing procedures, Office administration and Filing systems Skills: Effective communication (verbal and written) skills, Computer literacy skills on Microsoft (MS Word, MS Excel and etc.), Basic literacy, Basic numeracy and Interpersonal skills. Personal attributes: Ability to be punctuality, Ability to provide accurate information, Ability to work independently and in a team, Ability to work under pressure, Ability to communicate at all levels, Trustworthy. Willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Provide safekeeping of equipment and material: Receives goods, tools, components and materials from suppliers. Verify delivered equipment with the order/specification. Handle storeroom supplies in an organised scheduled manner. Report on stock requiring replenish. Manage movements of incoming of outgoing stores: Issue equipment to staff on request or job card in a timely manner. Maintains records of equipment issued and returned. Prepare inventory control of storeroom materials: Prepares periodic inventory or maintain perpetual inventory of equipment. Perform physical checking of

		storeroom materials for breakages or damages. Ensure good housekeeping of a storeroom: Ensure storeroom premises are maintained in a neat and orderly manner. Ensure adequate ventilation of the storeroom. Ensure adherence of established safety standards of storeroom management.
<u>ENQUIRIES</u>	:	Mr. Porta Nova at 082 699 9222/Mr. Stephens M at 082 376 6005/Mr. Mudau T Tel No: (021) 402 2333
<u>APPLICATIONS</u>	:	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: RecruitCPT26-16@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/124</u>	:	<u>SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2026/20</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	ABET plus Grade E, D & C (PSIRA). No experience required. Knowledge: Access control procedures, Measures for the control and movement of equipment and stores, Prescribed security procedures (e.g., MIS, NISA, Protection of Information Act, etc.) and the authority of security officers under these documents. The applicant must be willing to undergo the process of security clearance. Willing to work shifts.
<u>DUTIES</u>	:	Perform access control functions: Conduct screening of all people entering and leaving the building through X-ray machine and metal detector. Determine whether visitors have appointment or the service that the visitor requires. Contact the relevant employee to confirm the appointment or refer the visitor to the relevant service delivery point. Complete or ensure that the admission control register is completed and issue admission control documents/cards as required. Escort visitors/employees to relevant employees/venues where required. Lock and unlock entrances. Identify suspicious conduct. Follow-up on incidents. Issue access cards to employees and verify the validity of access cards. Manage parking and safeguard state and private vehicles. Monitor CCTV in security control room to identify suspicious activities. Provide key management control. Ensure safety and security in the buildings, premises and land parcels:- Undertake building /premises patrols. Check that doors are locked or unlocked as required. Check water leaks and that taps are closed. Check fire hazards, exposed electrical contacts and other fire hazards emanating from i.e. chemicals. Check lights, switch on and off as required. Check suspicious objects and packages. Apply emergency procedures (in situations like bomb scares, riots etc.) and alert emergency services and departmental management. Safeguard vacant land against illegal occupation.
<u>ENQUIRIES</u>	:	Ms. S Segale Tel No: (021) 402 2327
<u>APPLICATIONS</u>	:	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: RecruitCPT26-17@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 01/125</u>	:	<u>TRADESMAN AID II: WORKSHOP REF NO: 2026/21 (X2 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	Grade 10. Be able to read and write. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on building materials and equipment's as well as general technical construction related experience will be an added advantage.
<u>DUTIES</u>	:	Assist Artisans with all day-to-day maintenance related activities. Must be willing to work overtime when the need arise (i.e. after hours and during the weekends). Maintain the safekeeping equipment, tools and machinery generally used on site. Must periodically ensure a good housekeeping procedure at the workshop and on site. Ensure all work is carried in accordance with the safety regulation as per the OHS ACT.
<u>ENQUIRIES</u>	:	Mr. M Mashinini Tel No: (051) 408 7350
<u>APPLICATIONS</u>	:	Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem26-01@dpw.gov.za

<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 01/126</u>	:	<u>CLEANER REF NO: 2026/22 (X8 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	Grade 10 or standard 8, level 3 or equivalent qualifications. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning materials and equipment and will be added advantage.
<u>DUTIES</u>	:	Cleaning court and cells, cleaning toilets, basins and wall tiles, empty and wash floors. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.
<u>ENQUIRIES</u>	:	Mr K Muthivheli Tel No: (011) 713 6097
<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: RecruitJHB26-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 01/127</u>	:	<u>CLEANER: FACILITY MANAGEMENT (X13 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office Rustenburg Magistrate Court Ref No: 2026/23A (X3 Posts) Itsoseng Magistrate Court Ref No: 2026/23B (X2 Posts) Mmabatho (Dada Motors) Ref No: 2026/23C (X1 Post) Brits Magistrate Court Ref No: 2026/23D (X1 Post) Klerksdorp Magistrate Court Ref No: 2026/23E (X1 Post) Koster Magistrate Court Ref No: 2026/23F (X1 Post) Ventersdorp Magistrate Court Ref No: 2026/23G (X1 Post) Potchefstroom Magistrate Court Ref No: 2026/23H (X3 Posts)
<u>REQUIREMENTS</u>	:	Passed ABET Level 4 or Grade 12. Good interpersonal skills, effective communication, planning and organizing, operation of machinery and basic literacy. Knowledge on usage of cleaning materials and Occupational Health and Safety will be an added advantage.
<u>DUTIES</u>	:	Effective cleaning of buildings empty dustbins, Dust and polish furniture, Clean windows and walls, Wash floors and vacuum carpets. Deep cleaning of toilets, Refill toilets dispensers with toilet papers and hands washing soap. Cleaning kitchen utensils. Report defects encountered during cleaning, Alert working staff of slippery floors. Offloading delivered materials and arranging the storeroom accordingly.
<u>ENQUIRIES</u>	:	Ms. M Llali Tel No: (018) 386 5379
<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: RecruitMBT26-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. T Oagile
<u>NOTE</u>	:	Please specify the reference number in your application according to your preferred area. Please submit a separate, complete application for each post.
<u>POST 01/128</u>	:	<u>CLEANER: FACILITIES MANAGEMENT: CLEANING SERVICES (X10 POSTS)</u>
<u>SALARY</u>	:	R138 486 per annum
<u>CENTRE</u>	:	Cape Town Regional Office Customs House Ref No: 2026/24A (X1 Post) Mitchell's Plain Court Ref No: 2026/24B (X2 Posts) Khayelitsha Court Ref No: 2026/24C (X2 Posts) Atlantis Court Ref No: 2026/24D (X2 Posts) Swellendam Court Ref No: 2026/24E (X2 Posts) Knysna Court Ref No: 2026/24F (X1 Post)
<u>REQUIREMENTS</u>	:	A junior certificate Grade 8, ABET level 4 or equivalent qualification. No experience required. Good interpersonal, basic communication and literacy skills. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage. Ability to work

	physically for long hours, exposed to chemicals and hazardous working conditions.
<u>DUTIES</u>	: The effective cleaning of buildings: Cleaning office, court rooms and open spaces; empty dustbins; dust and polish wood tables and other furniture; refill water bottles with fresh water; clean windows, doors and walls; Scrubbing, moping and polishing floors and vacuum carpets; Sweeping passages, floors, offices floors, pavements and basement. The effective cleaning of toilets: deep cleaning of toilets; refill toilets dispensers with toilet papers and hands washing soap; wash basins, walls and floors. The effective cleaning of kitchens: wash dishes during forums and other meetings; wash kitchen floors; clean kitchen appliances; assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings: report defects encountered during cleaning; alert working staff of slippery floors and stairs; alert supervisor of failed light bulbs and locks not working.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. Dorian Lewin Tel No: (021) 402 2104
	: 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: RecruitCPT26-18@dpw.gov.za
<u>FOR ATTENTION NOTE</u>	: Ms. C Rossouw
	: Please specify the reference number in your application according to your preferred area. Please submit a separate, complete application for each post. Preference will be given to people residing directly on mentioned Areas.
<u>POST 01/129</u>	: <u>CLEANER REF NO: 2026/25 (X7 POSTS)</u>
<u>SALARY CENTRE</u>	: R138 486 per annum
	: Bloemfontein NDPW& I: BFN Workshop (X6 Posts)
	: Bloemfontein NDPW & I: Villiers Magistrate Office (X1 Post)
<u>REQUIREMENTS</u>	: Standard 8/ Grade 10 and be able to read and write. No experience needed. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on usage of cleaning materials and equipment's will be an added advantage.
<u>DUTIES</u>	: Cleaning toilets, urinals, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices floors. Scrubbing, moping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls. Sweep and mop kitchen. Vacuum and wash carpets. Sweep, mop and scrub holding cells. Keeping storerooms clean and neat.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. N.B Nkonyana Tel No: (051) 408 7353
	: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem26-02@dpw.gov.za
<u>FOR ATTENTION</u>	: Mr D Manus
<u>POST 01/130</u>	: <u>GROUNDSMAN: (X5 POSTS)</u>
<u>SALARY CENTRE</u>	: R138 486 per annum
	: Bloemfontein Regional Office
	: Koppies Magistrate Office Ref No: 2026/26A (X1 Post)
	: Memel Magistrate Office Ref No: 2026/26B (X1 Post)
	: Bloemfontein (Nursery) Ref No: 2026/26C (X3 Posts)
<u>REQUIREMENTS</u>	: Grade 10 or NCV level 2. Nursery experience will be an added advantage. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge on the correct usage of garden materials and equipments will be an added advantage.
<u>DUTIES</u>	: Mowing of lawn areas, both developed and veld grass areas. Watering of plants and avoiding plants dying of malpractice. Keep flower and shrub beds weed-free, cultivated and well maintained; Pruning dead flower heads of plants in beds, fertilizing lawn and flower beds; Assisting in plant propagation area; Sweep and rake hard surfaces in responsibility area; Upholding good conduct at all times; Cleaning of restrooms allocated to DPW as per schedule.
<u>ENQUIRIES APPLICATIONS</u>	: Ms. N Nkentsha Tel No: (051) 408 7345
	: Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein 9300 or email to: RecruitBloem26-03@dpw.gov.za

<u>FOR ATTENTION NOTE</u>	:	Mr D Manus
	:	Please specify the reference number in your application according to your preferred area. Please submit a separate, complete application for each post.
<u>POST 01/131</u>	:	<u>GROUNDSMAN: HORTICULTURAL SERVICES REF NO: 2026/27 (X15 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R138 486 per annum
	:	Cape Town Regional Office (Rondebosch)
	:	Applicant must have a Grade 10 / Standard 8 or Abet Level 4 Certificate or equivalent. No experience required. Interpersonal and basic Literacy skills. Knowledge of Occupational Health and Safety Act. Knowledge of working with horticultural equipment. Willing to adopt work schedule in accordance with office requirement.
<u>DUTIES</u>	:	Maintain premises and surroundings. To perform general garden maintenance tasks as given by the supervisor, planting, pruning, paving, watering, mowing and tree felling work. Maintenance of flower beds and weeding etc. Remove garden refuse and load onto truck to be transported to dumping site. Able to performed chainsaw or mowing duties when required. Ensure adherence and compliance with occupational and health standards.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs. E Bessick Tel No: (021) 402 2407
	:	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: RecruitCPT26-19@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw