

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

: 20 February 2026 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. 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.

ERRATUM: Kindly note that the following post was advertised in Public Service Vacancy Circular 01 dated 16 January 2026 with closing dated of 30 January

2026, (1) Chief Works Manager: Manager with Ref No: 2026/182, Centre: Nelspruit regional office, (2) Chief Artisan (Grade A): Electrical/Mechanical Workshop with Ref No: 2026/02, Centre: Cape Town Regional Office. Please note that the above posts are withdrawn.

OTHER POSTS

<u>POST 03/54</u>	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING REF NO: 2026/28</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R896 436 per annum Mmabatho Regional Office
	: A minimum of three years tertiary qualification (NQF Level 6) in Accounting or Financial Management. (An undergraduate qualification (NQF Level 7) in Accounting / Financial Management and Completed SAICA Articles. CA(SA) / CTA will be an added advantage); Relevant years post articles experience in Finance or relevant field; Demonstrative experience in accrual accounting; Willingness to adapt to a work schedule in accordance with office requirements. Knowledge: Financial prescripts (IFRS, GRAP, SA GAAP); Knowledge of ERP environment; Financial Statement preparation and consolidation including posting of general journals. Skills: Planning and organizing; Problem solving; Analytical thinking; Interpersonal relations and diplomacy; Ability to conduct research and gather information; Report writing; Management skills; Numeric; Advanced computer skills including MS Excel. Personal Attributes: Creative, Dedicated, Approachable, Hard-working, Trustworthy. Other: Ability to work within specific timeframes. Ability to communicate at all levels.
<u>DUTIES</u>	: Preparing Financial Statement for the Property Management Trading Entity and Management of AFS accounting and disclosure of assets, accruals, operating & finance leases, prepaid expenses, commitments and retentions. Reviewing efficiency and effectiveness of systems of internal controls at the regions in order to improve the integrity of financial information. Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on accrued expenses, prepaid expenses, immovable assets and construction projects related expenses, commitments). Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Provide technical accounting support to line function and finance officials. Assist in the development and monitoring of the audit action plan. Updating and maintenance of the operating lease register. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well providing guidance on audit issues to line function and finance units within the regions. Performing month-end procedures including clearing suspense accounts and financial information for construction project management. Empower officials with GRAP accounting and financial management skills development. Effective management of the finance officials under candidate's supervision. Ensure effective corporate governance processes and sound resources management.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. R Matlala Tel No: (012) 406 2194 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: RecruitMBT26-03@dpw.gov.za
<u>FOR ATTENTION</u>	: Mr. T Oagile
<u>POST 03/55</u>	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY OFFICER (BUILDING) STATUTORY COMPLIANCE- OHSA REF NO: 2026/29</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R582 444 per annum Nelspruit Regional Office
	: A minimum three tertiary qualification (NQF Level 06) and appropriate years work-related experience in the field of Building/ Environment/ Civil Engineering. A SAMTRAC NOSA qualification will serve as an added advantage. Valid driver's license. Extensive knowledge of building services and structural elements, civil services and associated infrastructure and drawing designs, Understanding of Occupational Health and Safety Act and regulations, Code of Practice of South African National Standard and related prescripts and National Building Regulations, Good verbal and written communication skills,

<u>DUTIES</u>	Computer literacy, Good interpersonal relations, Incident investigation, report writing and presentation skills. Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Ensure workplaces are accessible to people with disabilities. Conduct construction worksite audits/inspections. Evaluate and conduct inspections in state and leased buildings. Facilitate the issuing of the electrical certificate of Compliance including the occupancy certificate issued by local authority. Conduct incident investigations. Effectively manage HRA. Research and improve existing systems. Facilitate information sessions/ training. Compile and present presentations and assist in the implementation of the evacuation drill within the regional office. Provide technical advice to client's departments. Prepare H&S specifications. Approve the H&S Plan. Attend site meetings for departmental projects Compile monthly/quarterly reports and make recommendations.
<u>ENQUIRIES</u>	Mr N Mathivha Tel No: (013) 753 6303
<u>APPLICATIONS</u>	Mr N Mathivha Tel No: (013) 753 6303 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: RecruitNEL26-01@dpw.gov.za
<u>FOR ATTENTION</u>	Mr E Nguya
<u>POST 03/56</u>	<u>ASSISTANT DIRECTOR: BUDGETS (ACCOUNTS AND BUDGETS OFFICE)</u> <u>REF NO: 2026/30</u>
<u>SALARY</u>	R468 459 per annum
<u>CENTRE</u>	Cape Town Regional Office
<u>REQUIREMENTS</u>	A minimum of three years tertiary qualification (NQF Level 6) in Financial Management or related. Relevant years of experience at supervisory. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; statistical skills. Public Finance Management Act; National Department of Treasury regulations, guidelines and directives; Departments' Reconciliation processes; Understanding of Governments financial delegations; Management of governments departments chart of accounts; Government Budget systems and procedures; Government Financial Systems; Supply Chain Management; Financial prescripts (GAAP and GRAP). Ability to work under stressful situations; ability to communicate at all levels.
<u>DUTIES</u>	Participate in the development, maintenance and implementation of departmental financial policies. Advice line function on the implementation and interpretation of financial procedures and policies. Facilitate the implementation of changes in public finance management policies. Implement internal control measures in compliance with departmental policies. Facilitate the implementation of Treasury Regulation in the department. Issue guidelines to and train line managers on latest developments in public finance management regulations. Facilitate budget planning, adjustment and reporting. Verify the capturing of payroll transactions on the accounting system. Monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Coordinate and review disclosure notes on revenue collection. Coordinate and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Ensure cash flow management of the regional office for monthly reporting. Attend to internal and external queries including audit queries. Report on revenue collected. Attend to and investigate each transaction on the BAS financial reports to obtain supporting documents and provide support within the budget sections. Manually authorise journals to correct cost centres and ensure that all necessary supporting documents are verifiable and authentic. Approve journals on BAS for the clearing of transactions to correct cost centres. Ensure that all misallocation of expenditure are attended to on daily basis. Provide general supervision of employees. Allocate duties and do quality control of 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.
<u>ENQUIRIES</u>	Ms. N Ndiyane Tel No: (021) 402 2108

<u>APPLICATIONS</u>	:	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: RecruitCPT26-20@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. C Rossouw
<u>POST 03/57</u>	:	<u>ASSISTANT DIRECTOR: REVENUE AND DEBT MANAGEMENT (ACCOUNTS RECEIVABLES) REF NO: 2026/ 31</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Head Office (Pretoria)
	:	A minimum of three years tertiary qualification (NQF Level 6) in Accounting. Relevant years of experience in Debt Management as State Accountant level (07) in a GRAP environment. Supervisory skills and articles will be an added advantage. Knowledge of Public Finance Management Act, National Treasury Regulations, ERP/BAS systems (SAGEX3 an advantage) and other sound Financial Management prescripts. A valid driver's license. Willingness to travel. Skills: Strong administrative, analytical and communication skills (both written and verbal), computer literacy with advanced Excel skills and good interpersonal skills. Presentation and report writing skills, organizing and planning, problem solving, diplomacy, ability to work independently and under pressure to meet tight deadlines. Team player with strong negotiation skills.
<u>DUTIES</u>	:	The successful candidate will: Assist effective management of accounts receivables as well as implementation and maintenance of debt risk management system. Co-ordinate the financial processes for the recovery of funds owed to the department. Co-ordinate the compilation of invoices and claims based on consolidated details and calculate monthly advance charges for Client Departments. Ensure timeous payment of advances on accommodation charges. Ensure that clients are billed timeously. Compile/Manage the compilation of accounts receivable reports and GRAP accounting of leases. Assist regional offices to reconcile the accounts and ensure completeness and accuracy. Collate all sub-directorate financial reports, including Regions. Assist in management of timeous resolution of audit queries. Record and manage claims issued to National Government Departments, for accuracy and recoverability. Communicate with client departments regarding non-payment of services and advances. Monitor and manage the consolidated payments reconciliation on SAGEX3 Financial System. Report on revenue collected by the department, follow up on non-payment of invoices and assist with the management of the Debt Management team. Monitor the year end consolidation and submission of AFS inputs.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. B Leketi Tel No: (012) 406 1223
	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-01@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 03/58</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2026/32</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 per annum
	:	Bloemfontein Regional Office
	:	A minimum of three years tertiary qualification (NQF Level 6) in Economics, Finance and Accounting, Business Management. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Relevant years of experience at Supervisory level. Computer literacy. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of accounts. Report writing and good communication skills, verbal and written. Organising and problem solving abilities. Good financial, interpersonal, analytical and budgeting skills. Ability to manage stakeholders' i.e. municipalities, clients department, landlords and private individuals. Ability to work under pressure.
<u>DUTIES</u>	:	Responsible to supervise the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorized expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure

for all state owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES
APPLICATIONS

: Mr. T Manamela Tel No: (051) 408 7539
: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9301 or email to: RecruitBloem26-04@dpw.gov.za

FOR ATTENTION

: Mr D Manus

POST 03/59

: **ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT REF NO: 2026/33**

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum
: Head Office (Pretoria)
: A minimum of three years tertiary qualification (NQF Level 6) in Accounting, Financial Management or equivalent qualifications. Relevant years of experience in budgeting and planning, willing to adapt to work schedule in accordance with office requirements. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Applicants must clearly demonstrate their competencies regarding MS Office packages, especially Excel.

DUTIES

: Compile, analyse and submit budget review and proposal documents for the PMTE during the annual budget process; Prepare the monthly expenditure report and advice thereof; analyse expenditure; evaluate financial implications on policy development and changes, provide budget and financial advice to budget managers in terms of PFMA, Treasury Regulation and Treasury Guidelines, attend to internal and external queries, including audit queries, facilitate the collection of budget inputs from line managers; analyse and verify budget inputs with line managers; consolidation of budget inputs and allocating per objective; assist in coordinating the shifting of funds; ensure that budget planning is within the statutory requirements; advise line managers on over and under expenditure, drawing financial reports from SAGE, WCS and ARCHIBUS; compiling progress reports and submit to management for financial reporting; assist in providing financial support to management and assist with the implementation of the strategic plan of the PMTE; ensure that all financial records are in compliance with financial policies, regulations, manuals, directives, Acts and Accounting Standards before any transaction can be effected either manually or on the system; Implement Internal control measures and conduct risk assessments. Management and supervision of subordinates.

ENQUIRIES
APPLICATIONS

: Ms. F Makhubela Tel No: (012) 406 2071
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-02@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

POST 03/60

: **ASSISTANT DIRECTOR: PROPERTY BUDGET MANAGEMENT (PROPERTY BUDGET ADMINISTRATION) REF NO: 2026/34**

SALARY
CENTRE
REQUIREMENTS

: R468 459 per annum
: Head Office (Pretoria)
: A minimum of three years tertiary qualification (NQF Level 6) in Project/Property Budget Administration field or Quantity Surveying or Finance field/Budget Management. Relevant years of experience in project budget administration. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports. Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical, and problem-solving skills. Have an understanding of the various facets of the built (construction) environment. Computer literacy in MS Office (with specific reference to MS Word, MS Excel, MS PowerPoint and MS Outlook).

<u>DUTIES</u>	:	Assist with the programming of services on the Works Control system (WCS). Approve authorisations on WCS once confirmation of funding is approved by the relevant stakeholders. Liaise with Client Departments for confirmation of funding. Liaise with Project Managers on budget related matters. Report shortages or surplus of funds to the DD: PBM. Monitor the Implementation programmes in terms of expenditure, cash flow projections, forced tender dates and the overall data integrity of WCS and ensure constant updating where applicable to PBA. Assist with budget control of the Capital Works and Repair and Refurbishment budgets. Distribute the monthly Programme Management schedules to the relevant executing units and return the updated documents to the relevant Head Office stakeholders on receipt thereof. Prepare monthly presentations and submit to DD: PBM before the due dates. Monitor, manage and report on all funding requests submitted via the Funds Tracking System. Attend various meetings as and when required. Arrange the allocation/re-allocation meetings and ensure that all stakeholders (internal and external) are notified of the meetings well in advance. Manage the human resources of the unit.
<u>ENQUIRIES</u>	:	Mr M Letsoalo Tel No: (012) 406 1137
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. or email to: Recruitment26-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 03/61</u>	:	<u>SENIOR STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/35</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three years tertiary qualification (NQF Level 6) in the Finance field or Accounting. Appropriate years of experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.
<u>DUTIES</u>	:	Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.
<u>ENQUIRIES</u>	:	Ms T Rhubushe Tel No: (012) 492 3116/Mr A Ngqongqo Tel No: (047) 502 7003
<u>APPLICATIONS</u>	:	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 RecruitMTH26-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. N Mzalisi Tel No: (047) 502 7005
<u>POST 03/62</u>	:	<u>SENIOR STATE ACCOUNTANT: BUDGET REF NO: 2026/36</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three years tertiary qualification (NQF Level 6) in Commerce/Finance/Cost Accounting/Management Accounting/Accounting. Relevant years of experience in Budget and Finance field. Knowledge of transversal systems applicable in the Public Service will be an added advantage. Knowledge of budgeting system of the government. Understanding of PFMA and relevant Government Regulations and Policies. Computer literacy (preferably MS Excel). Willing to work extra hours and independently.
<u>DUTIES</u>	:	Consolidate and check financial supporting information for various financial planning purposes. Collect and consolidate budget data from line managers. Consolidate budget information for the completion of the Medium-Term Expenditure Framework (MTEF) and Estimates National Expenditure (ENE) in compliance with National Treasury guidelines. Capturing budget on budgeting system of government. Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure. Monitoring and shifting of funds. Confirmation of availability of

funds. Prepare, consult and implement the adjustment estimate process. Passing journals, authorizing payments and rendering financial support to Line Managers. Attend to enquiries from internal and external auditors in respect of captured documents. Reconciliation and clearing of suspense account. Administer the flow of information in and out of the Office. Prepare administration reports as required. Assist in preparing financial statements by providing reports to management for submission to the Auditor-General. Ensure transactions are in compliance with the PFMA, National Treasury Regulations and Treasury prescripts.

ENQUIRIES
APPLICATIONS

: Ms. M.C. Shokane Tel No: (015) 293 8061

: 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 RecruitPLK26-01@dpw.gov.za

FOR ATTENTION

: Mr. NJ Khotsa

POST 03/63

: **SENIOR STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/37**

: R397 116 per annum

: Polokwane Regional Office

: A minimum of three years tertiary qualification (NQF Level 6) in the Finance/ Accounting. Appropriate years of experience in property payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.

DUTIES

: Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

ENQUIRIES
APPLICATIONS

: Mr TG Rangolo Tel No: (015) 291 6401

: 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 RecruitPLK26-02@dpw.gov.za

: Mr. NJ Khotsa

FOR ATTENTION

: **ADMINISTRATION OFFICER: CONSTRUCTION PROJECTS REF NO: 2026/38**

: R325 101 per annum

: Head Office (Pretoria)

: A minimum of three-year tertiary qualification (NQF Level 06) in Public/ Project Administration, Management assistant, Business Management, Public Relations or related qualification. Appropriate years of experience in Office Administration/ Project Administration field. Willing to adapt work schedule in accordance with office requirements. Knowledge: Office management and administration, Reporting procedures, Project administration, Project principles and methodologies, Knowledge of legal compliance, PFMA, SCM and NT regulations. Skills: Analytical skills, Creativity, Self-management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Problem solving and analysis, Innovation. Personal Attributes: People orientated, High level of reliability, Hardworking, Resourceful, Self-motivated, Trustworthy, Creative.

DUTIES

: Monitor and administer construction projects claims and payments: Collect/ receive invoices from Registry Services. Capture invoice on Re-a-Patala system. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Keep the Project Manager(s) abreast with the budget adjustments as required. Attend, respond and redirect enquiries related to the project invoices and payments. Provide projects administrative support services to the Chief/Construction Project managers: Administer office correspondence, documents and reports. Monitor, update and maintain the WCS and Re-a-patala database. Disseminate status reports on the development of the project.

Handle queries from consultants and contractors. Liaise with stakeholders relevant to the office. Attend to audit queries. Render general clerical support services to the component: Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and update component expenditure. Handle telephone accounts and petty cash for the component. Render secretariat and logistical support service to the Committees and internal and external meetings: Arrange meetings and workshops for the unit with internal and external stakeholders. Prepare and type documents presentations and reports. Draft agenda and record minutes/decisions. Communicate to relevant role-players and follow-up on progress made. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&Ts forms.

<u>ENQUIRIES</u>	:	Ms M Serogole at (072) 443 5574
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-04@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 03/65</u>	:	<u>STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2026/39</u>
<u>SALARY</u>	:	R325 101 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three years tertiary qualification (NQF Level 6) in Auditing / Financial Management/ Supply Chain Management/ Accounting. Appropriate years of experience Supply Chain Management/ Internal Control/Compliance Management/Auditing. Knowledge of Property Industry, Financial prescripts (GAAP and GRAP standards), working knowledge of Government Financial systems (SAGE, ARCHIBUS, PMIS, WCS, LOGIS, BAS), Public Finance and Management Act, National Treasury Regulations (Directives and guidelines), ICT Procurement, Supply Chain Management Framework, Skills and personal attributes: administrative skills, report writing, good communication skills (written and verbal), interpersonal skills, organising and planning, goal and solution orientated, assertiveness, people and client orientated, team player, innovative, ability to work under stressful conditions and meet deadlines, dedicated, hardworking, ability to communicate at all levels, trustworthy, attention to detail, ability to adapt in accordance to office requirements.
<u>DUTIES</u>	:	The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support International best practice. Implement Finance and SCM processes, Standard Operating Procedure manuals, Delegations documents and identify opportunities for alignment with legislation. Communicate new prescripts from National Treasury. Identify and communicate internal control deficiencies. Identify potential risks. Provide support in the implementation of departmental loss control system. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Verify by scrutinizing the bid/ contract documents for compliance. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Conduct Assessments on reported cases of financial misconduct. Validate possible non-compliant transactions. Provide inputs to the report on non-compliant transactions. Compile the disclosure notes for Irregular Expenditure and Fruitless & Wasteful Expenditure to the financial statements. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure. Audit coordination process between Auditor General and the Department (Main Account and Trading Entity). Receive information requests and audit queries from auditors and identify responsible branches / units for dissemination. Update records / schedules of requests and audit queries. Provide information requested by the auditors within agreed time. Follow up with branches / units on outstanding responses and requested information. Assist with arranging of Audit Steering Committee meetings and meetings between branch heads and the auditors. Assist with developing Audit Action Plan that addresses all the findings raised by auditors. Assist with inputs/update of the risk register. Provide administrative and supervisory

	services to support effective functioning of the sub-directorate. Maintain and report registers of pre/ post audit transactions and submit to supervisor. Administer the flow of information in and out of the office. Ensure adherence to developed and approved internal controls.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Ms B Phahlane Tel No: (051) 408 7588
<u>FOR ATTENTION</u>	: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9301 or email to: RecruitBloem26-05@dpw.gov.za
<u>POST 03/66</u>	Mr D Manus
	<u>STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/40</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	R325 101 per annum Bloemfontein Regional Office
	A minimum of three years tertiary qualification (NQF Level 6) in Financial Management/ Financial Information System/ Business Management/ Accounting. Appropriate years of experience in property payments or experience in the account's payment environment. Basic understanding of PFMA, Treasury Regulations and property related legislations. Computer literacy. The following will serve as recommendations: knowledge of SAGE and PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills.
<u>DUTIES</u>	Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section. Compile creditors reconciliations and register new services and service providers.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Mr. T Manamela Tel No: (051) 051 408 7539
<u>FOR ATTENTION</u>	: The Regional Manager, Department of Public Works, Private Bag X20605, Bloemfontein, 9301 or Hand Delivered to 18 President Brandt Street Bloemfontein 9301 or email to: RecruitBloem26-06@dpw.gov.za
<u>POST 03/67</u>	Mr D Manus
	<u>STATE ACCOUNTANT: PROPERTY PAYMENT REF NO: 2026/41</u>
<u>SALARY</u> <u>CENTRE</u> <u>REQUIREMENTS</u>	R325 101 per annum Gqeberha Regional Office
	A minimum of three years tertiary qualification (NQF Level 6) in Finance. Knowledge of PFMA including inputs to financial reports. Appropriate years of experience in creditor's reconciliation environment. Computer literate in Microsoft packages such as Microsoft word, Excel, outlook and Power Point. Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary. A valid drivers license.
<u>DUTIES</u>	Responsible for creditor reconciliations and settling all municipal accounts on properties owned and leased properties. Regular engagements with municipalities and landlords in respect of creditor statements, amounts billed to ensure that all creditor accounts are up to date. Ensure that all suppliers are paid correctly and on time. Monthly reconciliations and updating of payment records. Regular engagements with internal stakeholders to avoid disconnections of services. Comply with the requirements of the PFMA to avoid irregular expenditure and fruitless and wasteful expenditure. Handling of queries from municipalities. Service providers, property owners and tenants.
<u>ENQUIRIES</u> <u>APPLICATIONS</u>	Mr. L Funde Tel No: (041) 408 2017
<u>FOR ATTENTION</u>	: 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 RecruitPE26-01@dpw.gov.za
	Ms PT Buswa

<u>POST 03/68</u>	:	<u>STATE ACCOUNTANT: COSTING, FUNDING AND BUDGET MANAGEMENT REF NO: 2026/42 (X2 POSTS)</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Head Office (Pretoria)
	:	A minimum of three years tertiary qualification (NQF Level 6) in Financial Management or Accounting. Relevant years of experience in property budgeting and planning will be an added advantage. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.
<u>DUTIES</u>	:	Assist in requesting and consolidation of property budget inputs from regions and Head Office; Assist with the monthly property budget review meetings, assist with the allocation of funds to executing units, administer property budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the monthly reconciliation of the expenditure from WCS and SAGE systems and with the verification/analysis of the Day to Day Maintenance services on PMIS.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. F Makhubela Tel No: (012) 406 2071
	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 03/69</u>	:	<u>STATE ACCOUNTANT: PROPERTY BUDGET MANAGEMENT REF NO: 2026/43</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 per annum Head Office (Pretoria)
	:	A minimum of three years tertiary qualification (NQF Level 6) in Financial Management or Accounting. Relevant years of experience in property budgeting and planning will be an added advantage. Have knowledge of Public Finance Management Act; Treasury Regulations; MS Office – Word and Excel; basic research and information gathering. Have skills in analytical thinking; Have the following personal attributes: Interpersonal skills; Hardworking; Assertive; Self-motivated; Approachable; Trustworthy and Innovative.
<u>DUTIES</u>	:	Assist in requesting and consolidation of property budget inputs from regions and Head Office; Assist with the monthly property budget review meetings, assist with the allocation of funds to executing units, administer property budget allocation schedules; follow up, analyse and verify budget inputs and costing with line managers and capturing of budget allocations on SAGEx3, Assist with the compilation of the monthly expenditure report, assist with the analysis of the expenditure patterns and report on deviations, inform the executing units of the incorrect allocation of expenditure, ensure effective flow of information within the directorate; assist with the monthly reconciliation of the expenditure from WCS and SAGE systems and with the verification/analysis of the Day to Day Maintenance services on PMIS.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. F Makhubela Tel No: (012) 406 2071
	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 03/70</u>	:	<u>ACCOUNTING CLERK: FINANCIAL ACCOUNTING REF NO: 2026/42</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R228 321 per annum Head Office (Pretoria)
	:	A Minimum of Grade 12/Matric (Matric with Accounting or similar will be an added advantage). A working knowledge of ERP systems and/or Government transversal systems, payments and receipts and financial procedures. The

DUTIES : candidate should be trustworthy, honest, and possess planning, organising, written, verbal and good interpersonal skills and computer literacy.

ENQUIRIES : The management and administration of petty cash and cash receipts – custodian of and safeguarding of petty cash float, receive, validate and process petty cash requests, record petty cash voucher with supporting documentation, replenish petty cash, perform daily and monthly reconciliations, effective document control of petty cash claims. Receive and issue money and allocate on ERP system. Prepare and complete daily banking of all cash receipts and allocation on. Make inputs to petty cash related policies and procedures. Provide petty cash related inputs for the preparation of financial statements in line with GRAP and respond to audit queries on related petty cash and cash receipts matters.

APPLICATIONS : M Maningi Tel No: (012) 406 1147

FOR ATTENTION : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-06@dpw.gov.za

Ms NP Mudau