

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.

**APPLICATIONS**

- : **Head Office (Pretoria):** The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention Ms NP Mudau
- Pretoria Regional Office:** The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms K. Thapane/ Ms MC. Lekganyane
- Cape Town Regional Office:** Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerenracht Street, Cape Town. For Attention: Ms. C Rossouw
- Nelspruit Regional Office:** Nelspruit Regional Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. For Attention: Mr EK Nguyuzza
- Durban Regional Office:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- Mthatha Regional Office:** The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi
- Mmabatho Regional Office:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho. For Attention: Mr. T. Oagile
- Gqeberha Regional Office:** The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For Attention: Ms S Mafanya/ Ms. P Buwa
- Polokwane Regional Office:** The Regional Manager, Department of Public Works Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1st Floor, Polokwane. For Attention: Mr. NJ Khotsa
- Johannesburg Regional Office:** 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. For Attention: Mr M Mudau
- Nelspruit Regional Office:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. For Attention: Mr EK Nguyuzza

CLOSING DATE

: 05 June 2026 at 16H00

NOTE

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

be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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. 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

- POST 16/92** : **DEPUTY DIRECTOR: KEY ACCOUNT MANAGEMENT (UDM) REF NO: 2026/189**
- SALARY** : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
- CENTRE** : Mmabatho Regional Office
- REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06)/National Diploma in Public Management/Business Administration/ Real Estate Management. Relevant years of working experience at a Junior Management/ Assistant Director equivalent level in the relevant field. A Valid Driver's License. Knowledge of Works Control System (WCS); Basic Accounting System (BAS); Public Finance Management Act (PFMA); Treasury Regulations; Financial management and administration; Technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; Financial administration processes and systems; maintenance of databases and procurement processes and systems. Skills: Advanced numeracy; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication and advanced computer literacy.
- DUTIES** : To coordinate the accommodation portfolio for client Departments. Develop, review and maintain user demand management policies and procedures: Undertake research on current best practices in relation to property management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate

all property user demand management policies and procedures to relevant stakeholders. Establish proper user demand governance processes and internal control measures. Coordinate the provision of accommodation to client departments: Manage the verification of accommodation particulars to determine correctness. Manage the assessment and analysis of accommodation requirements. Ensure that procurement instructions or pre-designed information requests are issued to relevant service providers. Liaise with client departments regarding leasing issues, facilities management and maintenance. Liaise and interact with service providers on regular basis. Assist client with request for funding of accommodation needs. Extract reports and data on request of the client and submit to confirm alternative accommodation arrangements. Manage the co-ordination and monitoring of the budget and expenditure levels for Client Departments: Oversee the analysis of budget on WCS and PACE. Monitor expenditure levels. Manage the verification of funds which are deposited in client departments' suspense account. Verify if deposited funds are accounted for and allocated to the correct services. Conduct the monthly reconciliation of the suspense account. Prepare cost analyses for the development and leasing of accommodation. Align cash flows, project plans and quality reports per services on a monthly basis. Compile client specific reports of expenditure and distribute reports to client departments. Manage the sub-directorate. Ensure improved client relationship management and integrated planning and coordination.

**ENQUIRIES
APPLICATIONS**

: Mr. R Matlala Tel No: (012) 406 2194
: Mmabatho email to: RecruitMBT26-00@dpw.gov.za

POST 16/93

: **DEPUTY DIRECTOR: CONTRACTOR DEVELOPMENT INITIATIVES AND
NATIONAL YOUTH SERVICE REF NO: 2026/190**

**SALARY
CENTRE
REQUIREMENTS**

: R1 101 468 per annum
: Johannesburg Regional Office
: A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma Social Sciences/ Built Environment or related field. Relevant experience at a Junior Management / Assistant Director Level. Knowledge: Expanded Public Works Programme. National Youth Service programme. Youth Development programmes. Skills and Training processes. Programme and Project Management. PFMA, Treasury Regulations, Public Service Act, Public Service Regulations. Departmental standards and regulations. Skills: Analytical thinking. Computer literacy. Effective communication (verbal and written). Relationship management. Personal Attributes: Innovative, creative, trustworthy, hardworking, self-motivated, ability to work under pressure, analytical thinking, facilitation, research.

DUTIES

: Coordinate the implementation of the EPWP National Youth Service and Contractor Development initiatives programme. Develop a strategy on efficient implementation of NYS and CDI projects. Identify projects within the public works portfolios for the implementation of EPWP and NYS. Promote the creation of work opportunities and increase of the labour-intensity of DPWI projects. Provide support with the planning and design of DPWI projects so that they contribute to EPWP and NYS. Advise provincial public works departments and municipalities with establishing EPWP NYS programmes in the built environment and the implementation of the NYS projects model. Establish and maintain relations with internal and external stakeholders. Compile and submit updated reports on progress and management of NYS and CDI projects. Monitor the implementation of memorandum of understanding between the department and the implementing bodies. Coordinate NYS beneficiaries' recruitment and training processes. Facilitate formal training, workshops and information sessions for programmes participants. Oversee assessment interviews and evaluation of programmes participants for inclusion on the programmes databases. Coordinate with the EPWP training and project team to compile training needs. Ensure that database with all beneficiary details is updated timorously. Collect data of statistics for jobs created in the NYS category and the general EPWP building maintenance projects. Facilitate registration of suitable programme participants. Facilitate the establishment of development support services providers (training and mentoring). Monitor and report on the implementation of EPWP NYS programmes within the DPWI. Develop and implement innovative management and quality assurance models for the programmes. Monitor performance assessment of programmes participants. Conduct site visits and attend site meetings. Continuously monitor

and report on the development of the programme. Identify areas that need improvement. Provide input with regard to feedback reports on the programmes within the DPWI. Promote the implementation of EPWP within the Facilities Management Portfolio within DPWI. Identify Facilities Management projects that can contribute towards the EPWP. Develop models to promote the implementation of EPWP on Facilities Management programmes. Conduct site visits on Facilities Management projects to monitor EPWP implementation. Develop guidelines for EPWP implementation on Facilities Management projects within DPWI. Manage the Sub-Directorate. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Maintain of discipline. Manage performance and development.

ENQUIRIES : Ms B Kutumane Tel No: (012) 492 1499
APPLICATIONS : For Johannesburg: email to: RecruitJHB26-13@dpw.gov.za

POST 16/94 : **ASSISTANT DIRECTOR: KEY ACCOUNT MANAGEMENT (UDM) REF NO: 2026/191**

SALARY : R605 742 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration / Real Estate Management or related field. Relevant years of experience within the field. The candidate must have knowledge of Work Control System (WCS), Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, financial management and administration, technical knowledge of the built environment, project management, construction regulations, occupational health and safety, Emerging Contractor Development Programme, financial administration processes and systems, maintenance of databases, procurement processes and systems. Skills: Advanced numeracy, organising, interpersonal skills, diplomacy and ability to follow a pro-active and creative problem; solving approach, communication, advanced computer literacy. A valid driver's licence. Willing to adapt work schedule in accordance with office requirements and Committed to designated tasks.

DUTIES : Apply applicable policies, methods, best practices and standards as well as ensure compliance with relevant user demand management regulations, Conduct research on current best practices in relation to user demand management. Facilitate the delivery of the accommodation services for Client Departments, Verify accommodation particulars to determine correctness. Co-ordinate and monitor the budget and expenditure levels of clients Department, Analyse budget on WCS and PACE.

ENQUIRIES : Mr R Matlala Tel No: (012) 406 2194
APPLICATIONS : For Mmabatho: email to: RecruitMBT26-14@dpw.gov.za

POST 16/95 : **CONTROL WORKS MANAGER: BUILDING REF NO: 2026/192**

SALARY : R605 742 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of National Diploma (T/N/S streams) (NQF 6) in Building/Civil or equivalent, OR (N3 and a passed trade test in the building environment OR registration as an engineering technician and more than 6 years appropriate experience in Built environment). A valid driver's license. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy.

DUTIES : Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents,

specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise the performance and conduct of subordinates, identify skills development needs and provide training and development opportunities for subordinates. 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 Administer the department performance and development systems.

ENQUIRIES : Mr WN. Gumede Tel No: (012) 310 5183
APPLICATIONS : For Pretoria: email to: RecruitPTA26-37@dpw.gov.za

POST 16/96 : **ASSISTANT DIRECTOR: UTILISATION AND CONTRACT ADMINISTRATION PROPERTY MANAGEMENT REF NO: 2026/193**

SALARY : R605 742 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Property Law or in related field of study. Relevant year of experience in the field. A valid driver's license, prepared to travel, willingness to adapt work schedule in accordance with office requirements.

DUTIES : Investigate the utilisation potential of state properties: Undertake site visits and conditions surveys to determine utilisation potentials. Assess the provisions of and remove restrictive conditions from title deeds regarding the utilisation of state properties. Facilitate the rezoning of properties. Ensure initiation process for the appointment and employment of professionals (valuers, land surveyors and security) as required. Ensure the optimal utilisation of state properties-Facilitate cost determinations and verifications. Verify property details and maintain the Property Management Information System and Fixed Asset Register. Take measures against unlawful occupations. Ensure the clearing of state land. Ensure Initiation of fire protection measures are applied at vacant state land. Liaise with clients to determine their property-related requirements/specifications. Reserve properties according to client requirements. Introduce available properties to potential clients. Identify redundant state properties for disposal. Manage property-related contracts and agreements Undertake tenant verifications. Administrate the drafting and conclusion of contracts and agreements. Manage the implementation of the conditions of lease agreements, particularly with regard to contract milestones. Initiation of Legal Services Process and written off of bad debts. Supervise employees to ensure effective delivery service. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance and conduct discipline supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Mr. S Tshilwane Tel No: (012) 310-5127
APPLICATIONS : For Pretoria: email to: RecruitPTA26-38@dpw.gov.za

POST 16/97 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT (SCM) REF NO: 2026/194**

SALARY : R487 197 per annum

CENTRE REQUIREMENTS :

Mmabatho Regional Office

A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Procurement / Logistics / Financial Management / Cost Management or related field with appropriate relevant years of experience. Must be experienced in Public Sector Contract Management. Possession of a valid driver's License. People management and leadership skills. Attention to detail. Good communication skills. Problem solving skills. Analytical skills. Time Management skills. Ability to perform under pressure. Knowledge, understanding and application of relevant applicable acts. Computer Literacy. Essential Knowledge, Skills, and Competencies Required: The successful candidate must have a thorough knowledge of contract management. Knowledge of Supply Chain Management Frameworks such as the Preferential Procurement Policy Framework Act and regulations, Broad-Based Black Economic Empowerment Act (BBBEE), Treasury Practice Notes, and the Constitution of Bid Committees and contracts. Excellent knowledge of Supply Chain Management processes, Government Procurement Systems, policy development, and risk management. Knowledge of policy development and implementation. Knowledge of Organizational and government structures. Knowledge of Government legislation. Knowledge of SCM practice notes, circular and policy frameworks. Knowledge and understanding of the Public Service regulatory framework, e.g., Public Service Act, PFMA, Treasury Regulations, BAS, Public Service Regulations, Labour Relations Act, Occupational Health and Safety Act, Basic Conditions of Employment Act, Skills Development Act, and Service Delivery Frameworks. Understanding of Government budgeting processes. Good working knowledge of SCM administration, Ability to communicate at all levels with relevant stakeholders including Provincial & National Departments, Senior Management, Private Sector Organizations, and Public Entities. Financial and supply chain management skills, Research skills, and knowledge of strategic planning and budgeting. Ability to develop, interpret and apply policies, strategies, and legislation. Planning and organizing skills, Interpersonal skills, Presentation skills, Report-writing skills, Project management. Proficiency in chairing meetings, decision-making skills, and ability to provide leadership Accountability and ethical conduct. Client orientation and customer focus. Problem-solving and analysis.

DUTIES :

Facilitate, monitor, analyse and determine actions to ensure proper contract administration, Control variations to the contracts. Maintain proper relationship with suppliers within the code of ethics to ensure delivery of goods/services. Monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, conditions, quality and price according to the contract, Confirm contracts invoices. Monitor suppliers' performance according to the contract and service level agreement assess performance management reports from Project Managers, Organise performance management meetings with contracted service providers. Supervise employees to ensure an effective service delivery and manage performance of the supervisees.

ENQUIRIES APPLICATIONS :

Mr. AT Matseke Tel No: (018) 386 5268

For Mmabatho: email to: RecruitMBT26-15@dpw.gov.za

POST 16/98 :

ASSISTANT DIRECTOR: DEMAND MANAGEMENT (SCM) REF NO: 2026/195

SALARY CENTRE REQUIREMENTS :

R487 197 per annum

Polokwane Regional Office

A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management/Logistics/Procurement or related qualification. Appropriate working experience Supply Chain Management experience at supervisory level. Thorough knowledge and understanding of government procurement systems and relevant legislation related to Supply Chain Management; management of databases; Public Finance Management Act; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements. A valid Driver's license.

DUTIES

: Coordinate (synergise), review, research, analyse and plan the procurement needs of the department (Regional Office): Research the relevant identified needs in line with the Supply Chain Strategy. Analyze requirements, undertake research, determine and develop proposals for implementation. Ensure compliance with quality requirements. Ensure that SCM prescriptions, processes are complied with in line with the procurement strategy. Determine whether specifications should contain any special conditions. Coordinate, review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Coordinate Bid Specification Committees. Ensure full administration of Bid Specification Committee. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a specification for the relevant commodity exists, if not oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement and maintain the supplier's database. Perform general quality assurance of information in the supplier database (check and verify supporting documents). General supervision of subordinate employees.

**ENQUIRIES
APPLICATIONS**

: Ms M.P. Maposa, Tel No: (015) 293 8035
: For Polokwane: email to: RecruitPLK26-10@dpw.gov.za

POST 16/99

: **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2026/196**

**SALARY
CENTRE
REQUIREMENTS**

: R487 197 per annum
: Gqeberha Regional Office
: A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Auditing/Accounting. Must possess Internal Audit Technician (IAT). Possession of the Professional Internal Auditor (PIA) qualification and studying towards a relevant certification (CIA) or (CISA) will be an added advantage. Relevant 3 years' experience as a senior internal auditor/auditor. Knowledge of Global Internal Audit Standards, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, Phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, Best practices regarding systems of risk management, internal control and governance processes, accounting standards. Proficient computer literacy, numeracy, advanced communication (verbal and written), language and linguistic skills, project management. Report writing, organization and co-ordination, interpersonal skills, negotiation skills, analytical thinking, interviewing skills, ability to assess and analyze information and make relevant findings, problem solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and be expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance. Registration with the Institute for Internal Auditors. A valid driver's license.

DUTIES

: Assist the Deputy Director during the strategic planning process and with the planning of audit activities. Develop audit objectives that address the risks controls and governance processes associated with the activities under review; Develop audit procedures that achieve the engagement objectives; set both the scope and degree of testing required to achieve the assignment objectives in each phase; submit audit program for the review of the Deputy Director prior to the commencement of audit assignments; Plan and monitor projects within set timeframes, and individuals responsible for the assignment to ensure that objectives are achieved, quality is assured and staff is developed; Ensure that conclusions and audit results are based on appropriate analysis and evaluation; attend exit conference on completion of audit assignment and present audit results. Implement a Quality Assurance and Improvement Program in the Internal Audit to ensure compliance to the Global Internal Audit Standards and Departmental Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; performance information audits (predetermined objectives) and performance audits as

identified.

ENQUIRIES APPLICATIONS : Ms NPT Hlengwa Tel No: (047) 502 7010
 : For Port Elizabeth: email to: RecruitPE26-19@dpw.gov.za

POST 16/100 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2026/197**

SALARY CENTRE REQUIREMENTS : R487 197 per annum
 : Mmabatho Regional Office
 : A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Finance or related qualification. Relevant years of experience and supervisory experience in the field. A valid driver's license. Knowledge of the property industry, Property management processes and systems, Procurement and tender regulations, Public finance management act, Treasury Regulations, Financial delegations and applicable financial management legislation. 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, client's department, landlords and private individuals. Ability to work under pressure. Computer literacy. Ability to manage and upskill the team.

DUTIES : Maintain property payments policies and strategies. Participate in the development and review of property payments policies and strategies in line with applicable prescripts. Ensure compliance with related prescripts delegations and procedures. Administrate property payments and revenues. Manage property revenues. Ensure effectiveness of the Property Asset Register. Authorise creditors payments, creditors and customer master file. Quality assures invoices processed for account payments. Ensure that all invoices and required supporting documents are submitted accordingly. Authorise payments within the approved delegation of authority. Monitor the property expenditure management system. Supervise employees to ensure an effective service delivery. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES APPLICATIONS : Ms. R Matlala Tel No: (012) 406 2194
 : For Mmabatho: email to: RecruitMBT26-16@dpw.gov.za

POST 16/101 : **SENIOR ADMIN OFFICER: CONTRACT MANAGEMENT REF NO: 2026/198**

SALARY CENTRE REQUIREMENTS : R413 001 per annum
 : Pretoria Regional Office
 : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Public Administration or related qualification. Relevant experience in Supply Chain field. Knowledge of Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures. Financial administration processes and LOGIS and BAS systems. Contractual policies and procedures. Effective communication skills; technical report writing skills. Numeracy. Computer literacy. Interpersonal relations; general office administrative and organizational skills. Understanding of Contract management; SCM processes and systems. A valid drivers' license. Prepared to travel; willing to adapt work schedule in accordance with office requirements.

DUTIES : Provide admin support in the management of changes on the original agreement and ensure proper contract administration. Confirm contract terms are understood by relevant stakeholders. Administer variations to the contracts. Assess applications for price adjustment and invoke penalty clauses. Assess applications for variations, amendments and cancellations and develop proposals for approval. Implement corrective action whenever significant or unacceptable deviations against the original agreement occurs. Escalate all contract disputes to the management and legal offices. Conduct SCM compliance checking of contracts that have been awarded. Confirm if the contract has been signed and recorded in accordance with the bid adjudication resolution. Verify if contracts are in compliance with relevant procedures. Establish and maintain stakeholder and supplier relationships to identify and minimise risk Generate reports on the current status of existing agreements. Analyse and report on specific risks associated with contracts. Ensure that sufficient documentation is obtained for all contracts entered into. Provide administration support to contract Management. Ensure that all contracts are accurately recorded on the contract register. Maintain the contract register for

tenders through updating register with all contract changes. Ensure that project managers send in copies of relevant documents upon expiry of contracts. Notify stakeholders about expiring contracts. Gather relevant information required by the stakeholder. Ensure good record and safe keeping of contract documents for easy access. Arrange logistics for relevant meetings and take minutes of the minutes. Communicate SCM circulars with relevant stakeholders.

- ENQUIRIES APPLICATIONS** : Ms. LP Khumalo Tel No: (012) 310 5168
 : For Pretoria: email to: RecruitPTA26-39@dpw.gov.za
- POST 16/102** : **SENIOR ADMINISTRATION OFFICER: TRAVEL AND SUBSISTENCE REF NO: 2026/199**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
 : Head Office (Pretoria)
 : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma Supply Chain Management or related qualification with relevant years of experience in S&T. supervisory experience will be an added advantage. Knowledge of National Treasury Travel Guideline, DPSA related legislation, including the Public Finance Management Act, Treasury Regulations. Good verbal and written communication skills for the drafting of quality documentation. The ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision-making skills. Computer literacy.
- DUTIES** : Support the administration and smooth functioning of the S&T unit and related processes and systems, Receive, record and verify advances and claims from officials for Domestic and international trips, Capture and maintain registers, Coordinate and collate weekly and monthly statistics. Prepare monthly, quarterly, annual financial inputs relating to S&T. Provide documents and information to officials. Draft circulars for approval, Prepare Monthly S&T expenditure report, ensure that the suspense account is cleared within 30 days. Administer submissions for approval, General admin support to Regional Offices, Collate data; prepare reports and presentations for management use, Coordinate Internal training sessions, steer the Logistics response process and provide analysis of audit queries, management responses. Assist with the preparation of monthly, quarterly and annual financial inputs. Manage HR resources Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.
- ENQUIRIES APPLICATIONS** : Ms. NL Kunene Tel No: (012) 406 1444
 : For Head Office (Pretoria): email to: Recruitment26-36@dpw.gov.za
- POST 16/103** : **SENIOR ADMINISTRATION OFFICER: PROVISIONING**
- SALARY CENTRE REQUIREMENTS** : R413 001 per annum
 : Head Office (Pretoria) Ref No: 2026/200A
 : Pretoria Regional Office Ref No: 2026/200B
 : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Public Admin or related qualification, relevant experience in the field of Logistics or Supply Chain Management. Knowledge of the Public Finance Management Act, Computer Literacy and a Driver's License are compulsory. Knowledge: Office Administration; Logistics and Provisioning Policies as well as Procedures; Financial Systems (SAGE, LOGIS and BAS); Public Finance Management Act; Financial Administration; Supply Chain Management; PPPFA. Skills: Planning and Organizing; Report Writing, Problem Solving; Communication Skills; Interpersonal Skills; Resource Management; Personal Attributes: Ability to handle confidential information; Analytical thinking; Resourceful; People orientated; hardworking; Trustworthy; Self-motivated; Ability to work independently.
- DUTIES** : The effective administration support of the of LOGIS system and orders unit: Receive requests from end users. Ensure that the request for goods and services received from line function is compliant before processing the order. Ensure processing of requisitions. Place and verify orders for goods. Control turnaround time of requisition and orders. Monitor and follow up on outstanding orders. Inform users and suppliers regarding the cancellation of orders. Ensure that all procurement practices are in accordance with policies and circulars. Ensure that petty cash is issued and recorded correctly and that replenishment of petty cash is finalised. Compiling of monthly reconciliation report for

suppliers. Ensure administration and maintaining user profiles on LOGIS and user support. Ensure the usage of the LOGIS system is reviewed. Ensure monthly LOGIS system reports are compiled and submitted on time. Ensure that the LOGIS users are informed of release notes. Ensure that the chief user list is updated. Preparation of monthly, quarterly and annual financial inputs. The effective and efficient processing of payments: Receive invoices from different units and attach to the orders. Verify the compliance of invoices and ensure their certification. Ensure that invoices are attached to the correct orders. Ensure invoices are captured correctly. Verification of Sundry payments. Ensure that invoices are finalized within 30 days; Receive invoices on the Reapatala invoices tracking system. Submit payment statistics. Check correctness of invoices submitted for payment. Ensure that invoices are certified and captured correctly. Compile. LOGIS commitment reports. Preparation of monthly, quarterly and annual financial inputs. The effective and efficient administration of cellular phones: Ensure that all placement of cell phone orders are in accordance with the agreed and signed packages by National Treasury RT 15 Contract. Handle cellular phone and 3G card queries Identify the cellular phones and Data exceeding and inform the officials via e-mails to settle their accounts. Oversee recordkeeping of returned handsets Monitor all cellular and 3G contracts' expiry dates either to upgrade or cancel the contracts. Recording and issuing cellular phones. Maintain and update the cellular phone asset register. Manage the usage and expenditure of cellular phones through the Spend Manager tool. Verify the compliance of invoices and ensure certification. Assist with the preparation of monthly, quarterly and annual financial inputs. Ensure the monthly reconciliation reports are done. Supervise employees to ensure an effective delivery service: General supervision of employees. Ensure compliance with disciplinary and grievance code and handle administrative issues regarding HR matters. Allocate duties and perform quality control on the work delivered by subordinates. Advice and lead subordinates regarding all aspects of the work. Manage performance of staff and ensure assessments are made. Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively.

- ENQUIRIES** : Head Office: Mr. Vincent Masinge Tel No: (012) 492 2078
Pretoria Regional Office: Mr. M Raphesu Tel No: (012) 310 5161
- APPLICATIONS** : For Head Office (Pretoria): email to: Recruitment26-37@dpw.gov.za
For Pretoria: email to: RecruitPTA26-40@dpw.gov.za
- POST 16/104** : **SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT (TENDER ADMINISTRATION)**
- SALARY CENTRE** : R413 001 per annum
Pretoria Regional Office Ref No: 2026/201A
Gqeberha Regional Office Ref No: 2026/201B
Cape Town Regional Office Ref No: 2026/201C
- REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Purchasing Management / Public Administration / Procurement or related qualification. Relevant years of work experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
- DUTIES** : Prepare tender documentation for advertising. Assist in compiling bid documents in line with standard bid document requirement. Ensure that the tender documentation is in line with applicable SCM prescripts and processes. Review the scope of the terms of reference and integrate the compliance requirements into the tender documentation as required. Distribute the draft tender advert template to the line manager for verification. Submit advert for

placement in the tender bulletin and website for the required time period. Monitor validities of closed tenders. Provide admin support in the coordination and execution of the bidding process. Attend bid specification committee as a member and ensure that SCM prescripts and processes are complied with. Render advice during the tender/bid briefing sessions. Prepare and maintain register for bidders. Assist in opening of bid documents and checking the responsiveness and non-responsiveness of documents. Do scoring of all responsive bids. Validate original tax clearance certificate with SARS Call centre. Checking the prohibition status of the recommended Company and its Directors with NT. Check Company's Status on CIPRO website (trading status and ownership). Render secretariat services to the Bid Committee. Arrange bid committee meetings (bid adjudication/evaluation/sub-bid). Organise logistics and prepare all the relevant documentation for the bid committee meetings (including attendance register, declaration of interest and signature documents). Record and compile meeting minutes. Advise and guide the specification and evaluations committees. Receive approved tenders from the Bid Committee. Prepare scoring model/tender recommendation. Prepare evaluation reports. Attend to queries on tender administration phase. Receive and analyse all submissions to SCM committees. Communicate queries on submissions discussed by RBAC. Distribute supported submissions to NBAC, CFO and the DG. Distribute adjudicated submissions to relevant units. Provide general administrative related functions. Maintain good record keeping of all minutes, approved submissions and other relevant documentation. Communicate SCM circulars with relevant stakeholders. Prepare and maintain register for bidders. Provide information on audit queries.

ENQUIRIES : Pretoria Regional Office: Mr. M Raphesu Tel No: (012) 310 5161
Cape Town Regional Office Mrs M. Andrews Tel No: (021) 402 2374
Port Elizabeth Regional Office: Mr G Stroebel Tel No: (041) 408 2182

APPLICATIONS : For Pretoria: email to: RecruitPTA26-41@dpw.gov.za
For Cape Town: email to: RecruitCPT26-51@dpw.gov.za
For Port Elizabeth: email to: RecruitPE26-20@dpw.gov.za

POST 16/105 : **SENIOR INTERNAL AUDITOR**

SALARY CENTRE : R413 001 per annum
: Johannesburg Regional Office Ref No: 2026/202A (X1 Post)
: Mthatha Regional Office Ref No: 2026/202B

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Internal Auditing/Accounting. A relevant year of working experience in auditing. Registration with the Institute for Internal Auditors. Security clearance. Knowledge of IAA Charter. IAA Methodology. IAA Standards. Standards for Professional Practice of Internal Auditing. Treasury Regulations. Public Finance Management Act. Institute of Internal Auditors Code of Ethics. Possession of an Internal Audit technician (IAT) and or Professional Internal Audit Technician (PIAT) qualification will be an added advantage. Advanced Audit Process & associated phases Departmental business systems and processes. Departmental policies and procedures. Accounting standards. Team-mate Audit Software. Skills: Advanced communication (verbal and written). Advanced Report writing. Organisation and co-ordination. Interpersonal skills. Negotiation. Analytical thinking. Ability to assess and analyse information and make relevant findings. Computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. Ability to work within specific timeframe.

DUTIES : Provide inputs in the development Internal Audit Strategic Plans. Identify and analyse critical risks from the Department's Risk Management plan that requires Internal Audit Activity focus and the controls put in place to mitigate them. Establish risk-based plans to determine the priorities of the IAA consistent with the organisation's goals. Develop cyclical based audit plan. Determine resources requirements of the Internal Audit Activity. Align the operational plan to the overall objectives of the organisation. Provide inputs in the development of Internal Audit Operational plan. Determine focus areas for IA activities. Determine IA scope in relation to the scheduled assignments. Allocate resources to planned audit assignments. Establish the timing of performance of the audit assignments. Determine the reporting requirements and deadlines. Conduct the Internal Audit Activity. Perform activities of the IAA at each level of operation to ensure that they are consistently performed in accordance with the IIA's standards. Conduct reviews as per approved annual

plan and/or approved ad hoc requests. Identify process weaknesses and provide appropriate recommendations for improvement. Monitor the implementation of recommendations by management. Report on the internal audit Activity's engagement findings and conclusions. Provide Secretarial services to the audit and Risk Management. Committee of the Department. Render administrative support services. Administer the co-sourcing activities within the Directorate. Ensure the effective flow of information and documents to and from the office. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports. Responds to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by superiors. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Handle the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit.

ENQUIRIES : Johannesburg Regional Office: Mr. E Senoamadi Tel No: (011) 713 6000
Mthatha Regional Office: Ms. A Qata Tel No: (047) 502 7078

APPLICATIONS : For Johannesburg: email to: RecruitJHB26-14@dpw.gov.za
For Mthatha: email to: RecruitMTH26-17@dpw.gov.za

POST 16/106 : **SENIOR STATE ACCOUNTANT: PROJECT BUDGET ADMIN REF NO: 2026/203**

SALARY : R413 001 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Financial Management or related qualification. Relevant work experience in the field. Knowledge: Works Control System (WCS), Basic Accounting System (BAS), Public Finance Management Act (PFMA), Treasury Regulations, financial management and administration, state budgetary systems, National Department of Treasury regulations, guidelines and directives. Departments' Reconciliation processes, understanding of Governments financial delegations, management of governments chart of accounts, Government Budget systems and procedures, Government financial systems, supply chain management, financial prescripts (GAAP and GRAP). Skills: Good verbal and written communication skills, basic numeracy, advanced interpersonal and diplomacy skills, problem solving skills, decision-making skills, statistical skills. Personal Attributes: Innovative, creative, resourceful, trustworthy, hardworking, self-motivated, ability to work under stressful situations, ability to communicate at all levels, people orientated, analytical thinking, ability to work independently.

DUTIES : Provide support with the compilation and submission of budget inputs. Prepare template for budget inputs and distribute to executing units, analyse and consolidate budget inputs, draft budget submission for approval of the allocations, compile authorisation documents and update the Work Control System (WCS), determine the availability of funds within the respective allocations, liaise with UDM/Clients for requesting of additional funds. Analyse and monitor expenditure levels, monitor cash flow and expenditure, prepare monthly expenditure report, assist with the consolidation of monthly expenditure reports for the administration budget of all directorates within UDM, liaise with the Directorate, Financial Accounting with regard to the availability of funding, assist in the compilation and distribution of expenditure reports to clients departments. Provide administrative support effective functioning of the sub-unit, assist with compiling schedules and invoices, prepare administration reports as required. Ensure continuous adherence to developed and approved internal controls, contribute towards the preparation of financial managements for audit purposes, and provide administrative support with regard to the audit process and resolution of audit queries.

ENQUIRIES : Mr. P Mongwenyana Tel No: (012) 406 1816
APPLICATIONS : For Johannesburg: email to: RecruitJHB26-15@dpw.gov.za

POST 16/107 : **SENIOR STATE ACCOUNTANT: FINANCIAL ACCOUNTING (REVENUE AND DEBT SERVICES) REF NO: 2026/204**

SALARY : R413 001 per annum
CENTRE : Johannesburg Regional Office

REQUIREMENTS : A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Management Accounting / Financial Management or related qualification. Minimum relevant years of experience in a field. The following will serve as recommendation; Knowledge of PFMA and treasury regulations, Knowledge of transversal systems: PMIS, WCS, BAS, SAGE and be computer literate. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details. Ability to work within specific timeframe.

DUTIES : Monitor the allocation and reconciliation of payments. Validate and verify invoices and receipts. Verify accounts receivable in terms of Service Level Agreements. Administer budget allocation schedules. Allocation of monies received from client departments on BAS, SAGE. Apply payments to any past due accounts owed and issue a new bill. Reconcile the client department's accounts. Follow up on claims and issue invoices in respect of identified new bill. Ensure effective administration of accounts. Perform reconciliation of account receivable and payable. Report on accounts paid within the due date. Report on late payments, unpaid accounts and outstanding invoices and provide motivation. Ensure that supplier information is updated accordingly. Create weekly & monthly revenue report. Compile schedules, invoices and financial statements. Ensure effective control and safekeeping of records and documentation related to payments (invoices and receipts). Administrate and institute actions regarding outstanding monies due to the Department. Follow up with debtors and prepare Queries. Liaise with state law advisors, legal and tracing agents for the institution of legal actions against debtors for monies outstanding. Arrange for interest- or non-interest-bearing payments by staff (in or out of service). Make recommendations to the Legal Department, Head: Finance Office and Financial Accounting and Budgets with regard to the writing off of debts. Provide administrative and supervisory services to support effective functioning of the sub-directorate. Supervise the handling of logistical arrangement in the sub-directorate. Administer the flow of information in and out of the office. Assist with compiling schedules, invoices and financial statements. Supervise subordinates and ensure performance management and development. Prepare administration reports as required. Supervise continuous adherence to developed and approved internal controls. Attend to other related duties as delegated by management.

ENQUIRIES : Mr J Marakalala Tel No: (011) 713 6139
APPLICATIONS : For Johannesburg: email to: RecruitJHB26-16@dpw.gov.za

POST 16/108 : **SENIOR ADMINISTRATIVE OFFICER: TRAVEL AND TRANSPORT LOGISTICAL MANAGEMENT SERVICES REF NO: 2026/205**

SALARY : R413 001 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain Management / Logistics management or related qualification. relevant work experience in transport/fleet management environment. Effective communication, Planning and Organizing Skill, Budgeting Analysis, Report Writing Basic Numeracy, must be computer literate, Analytical thinking, Interpersonal relations, Client liaison, General Office Administrative and Organizing Skill. Knowledge in Supply Chain Management policy, Public Financial Management Act (PFMA), Treasury Regulations, Debt Policy, Policy regulating the Subsidized Scheme by NDOT. Financial and budget administration processes and system. Good communication Skill (verbal and writing) and interpersonal skills, a valid driver's license, willing to adapt work schedule in accordance with office requirements. Ability to work under pressure and independently.

DUTIES : Ensure effective fleet Management service by ensuring procurement, registering and licensing of fleet, keep a detailed history for every vehicles in fleet, Maintained detailed record of vehicle servicing and inspection, ensure strict servicing and maintenance times to minimize down time and maintain schedule. Ensure regular vehicle maintenance to ensure operation efficiency and optimal utilization. compile monthly utilization report of fleet vehicles. Processing subsidized vehicle scheme to verify authenticity, accuracy and correctness of applications for subsidized vehicle, Present applications to the committee, notify the applicants with regard to their application status, Manage, verify and process the logbooks, Ensure compliance with the 70/30% threshold regarding the utilization of the subsidized vehicle. Prepare payments for access

payments payable to subsidized vehicles users for accident claims. Certify the process of transport related payments claims on fleet, rental and subsidized vehicles. (Traffic admin fees/vehicle damage) to ensure that a file on occurred damages and losses cases is open, verify that all required documents are on the file, Refer a cases to Legal Services for further investigations. Inform the driver about the outcomes. Effective payment on suspense account or arrange recoveries from guilty parties based on instructions received from Legal Services/state attorneys. Refer the matter to HR payroll for PERSAL deduction, manage suspense account. Inform finance about any payment made. Prepare write off submission. Ensure the payment of transport related expenditure within 30 days. Ensure timeous hotel and flight reservation. Ensure authorization for trips. Address any related accommodation problems. Maintain relevant forms and register. Verify all subsistence and travel claims. Process all payments of travel agents. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regarding to all aspects of the work. Manage performance and conduct discipline supervisees. Ensure all supervisees are trained and developed to be able to deliver standard efficiently and effectively.

ENQUIRIES APPLICATIONS : Mr. TE Matiso Tel No: (041) 408 2141
 : For Port Elizabeth: email to: RecruitPE26-21@dpw.gov.za

POST 16/109 : **ARTISAN FOREMAN GRADE A: ELECTRICAL: WORKSHOP REF NO: 2026/206**

SALARY CENTRE REQUIREMENTS : R397 329 per annum
 : Pretoria Regional Office
 : A minimum appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. A valid driver's licence. Knowledge: Project management. Technical design and analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Operating workshop equipment OHSA. Skills: Problem solving and analysis. Decision making. Teamwork. Creativity. Change management. Financial management.

DUTIES : Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability; Produce objects with material and equipment according to job specification and recognized standards. Ensure effective and efficient maintenance of technical faults- Inspect equipment and/or facilities for technical faults. Repair equipment and facilities related to electrical according to standards. Test repair equipment and/or facilities against specifications. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Supervise employees to ensure an effective service delivery.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
 : For Pretoria: email to: RecruitPTA26-42@dpw.gov.za

POST 16/110 : **ADMINSTRATIVE OFFICER: DEMAND MANAGEMENT REF NO: 2026/207**

SALARY CENTRE REQUIREMENTS : R338 106 per annum
 : Durban Regional office
 : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management /Procurement/Public Administration or related. Relevant years of experience in Supply Chain Management I Demand Management. Computer literacy, Good verbal and Communication skills, Report writing, knowledge of government supply chain management policies and procedures, Knowledge on Regulations, PPPFA, PFMA, Treasury Regulations and BBBEE Acts, Monitoring, Evaluation theory, and systems.

DUTIES : Provide administration support with the Demand Management unit, Collect and consolidate information related to procurement plan, Provide support in the drafting of specifications/ terms of references and procurement strategies. Provide secretariat support into relevant committees, general administration and Supervision, Ensure preparation of quality reports.

ENQUIRIES APPLICATIONS : Mr EZ Ndlovu Tel No: (031) 314 7044
 : For Durban: email to: RecruitDBN26-04@dpw.gov.za

<u>POST 16/111</u>	:	<u>ADMINISTRATIVE OFFICER: MOVABLE ASSET MANAGEMENT (SCM)</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum Cape Town Regional Office Ref No: 2026/208A Pretoria Regional Office Ref No: 2026/208B Durban Regional Office Ref No: 2026/208C
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management or in the relevant field. Extensive relevant years of experience in asset management. Sound knowledge and understanding of pertinent policies relating to Movable Asset Management. National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, problem solving, analytical skills and computer literacy. An ability to handle confidential information. A valid driver's license. Personal Attributes: Clientele/customer relations skills, good interpersonal skills; decision making skills; presentation skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure. Willing to adapt to work schedule in accordance with directorate's requirements. Willing to work for long hours.
<u>DUTIES</u>	:	Barcode new assets and update on LOGIS system. Track and authorize movements of movable assets and make sure that it is captured on LOGIS. Conduct the quarterly and annual verification of movable assets and other satellite offices. Maintenance and updating of the movable Assets Register on LOGIS. Manage disposals of assets and keep record of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Coordinate inputs for all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with Asset Controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are correct when procuring assets. Perform monthly reconciliation of assets between BAS and LOGIS. Compile a reconciled Annual Financial Statement for Movable Asset Management.
<u>ENQUIRIES</u>	:	Cape Town Regional Office: Ms. N Poswa Tel No: (021) 402 2198 Durban Regional Office: Mr. EZ Ndlovu Tel No: (031) 3147044 Pretoria Regional Office: Ms. E Matinyane Tel No: (012) 492 3041
<u>APPLICATIONS</u>	:	For Cape Town: email to: RecruitCPT26-52@dpw.gov.za For Durban or email to: RecruitDBN26-05@dpw.gov.za For Pretoria: email to: RecruitPTA26-43@dpw.gov.za
<u>POST 16/112</u>	:	<u>ADMINISTRATIVE OFFICER: PROVISIONING</u>
<u>SALARY CENTRE</u>	:	R338 106 per annum Pretoria Regional Office Ref No: 2026/209A Cape Town Regional Office Ref No: 2026/209B Gqeberha Regional Office Ref No: 2026/209C Johannesburg Regional Office Ref No: 2026/209D
<u>REQUIREMENTS</u>	:	A minimum three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management/ Public Administration or Logistics. Relevant years of experience in Provisioning and Logistics management. Knowledge of LOGIS, BAS. Knowledge of Sage, Archibus and Reapatala system would be an added advantage; Knowledge of the PFMA, Treasury Regulations, Thorough knowledge and understanding of government procurement systems and relevant legislation; Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under pressure; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements. Computer Literacy.
<u>DUTIES</u>	:	Provide support to the units with regards to orders for goods and services. Verify the requests for goods and services received from the units to confirm compliance. Generate the order numbers and issue to the supplier and the unit. Follow-up on outstanding orders. Inform users and suppliers regarding the cancellation of orders. Provide support in the administration of the LOGIS system. Assist with the compilation of monthly reconciliation report for suppliers. Compile LOGIS system reports. Inform LOGIS users of release notes. Assist with the preparation of monthly, quarterly and annual financial statements inputs. Render admin support in the processing of payments.

Receive invoices from different units and attach to the orders. Verify the compliance of invoices. Ensure that invoices are attached to the correct orders. Ensure invoices are captured correctly. Verify the sundry payments. Ensure that invoices are finalised within 30 days. Compile payments statistics. Render administration support in the processes of mobile devices allocations. Receive applications for mobile devices and data and verify correctness. Submit applications for approval by the delegated authority. Prepare documentation for allocation of mobile devices. Issue mobile devices and ensure recordkeeping of documentation. Provide general administration and supervisory functions. Allocate duties and perform quality control on the work delivered by subordinates. Render general supervision of subordinates. Monitor performance of subordinates and performance appraisals.

ENQUIRIES : Pretoria Regional Office: Ms. Q Tom Tel No: (012) 406 2046
Cape Town Regional Office: Mr. P Molapo Tel No: (021) 402 2083
Port Elizabeth Regional Office: Mr. G Stroebel Tel No: (041) 408 2182

APPLICATIONS : For Pretoria: email to: RecruitPTA26-44@dpw.gov.za
For Cape Town: email to: RecruitCPT26-53@dpw.gov.za
For Port Elizabeth: email to: RecruitPE26-22@dpw.gov.za

POST 16/113 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING (ACCOUNTS PAYABLE) (AP) REF NO: 2026/210**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum three-year tertiary qualification (NQF Level 06) / National Diploma in Accounting, Financial Management and/or equivalent qualifications with relevant years of working experience in payments environment. Well conversant with PFMA, Treasury Regulations and Public Service Regulations. Developed computer literacy with a strong emphasis on MS Excel and PowerPoint. Good and sound analytical skills with good communication skills (written and verbal). Knowledge of GRAP Accounting, creditors' management is essential. Knowledge of ERP systems will be an added advantage.

DUTIES : The successful candidate will: Capture and process fully supported payments on SAGE, Verify and initiate Works Control Systems (WCS) payments and daily runs. Reconciliation of individual creditor's payments. Re-issue, recall and cancel payments on SAGE, where applicable. Perform and prepare creditors control accounts (general ledger). Ensure payments are adequately supported (e.g. order numbers, invoices, etc.). Prepare and process related journals and Safekeeping and monitoring of documents in the batch room. Serve as a back-up for petty cash office and related activities. Issue petty cash advances to delegated officials. Follow up on long outstanding invoices. Monthly reporting to the National Treasury on 30 days payment report. Perform and prepare daily petty cash reconciliations. Perform replenishment on a regular basis. Resolve queries from regions (e.g. re-issues, re submissions, recalls and cancellations). Issue of receipts to suppliers and officials. Complete and prepare daily bank deposit slips. Daily banking of cash receipts. Safeguarding of receipt book. Processing of receipts to SAGE. Resolution of queries from suppliers (e.g. lost receipts). Submit AP related inputs for financial statement consolidation. Prepare year end journals correctly classified in line with GRAP.

ENQUIRIES : Ms. M. Maningi Tel No: (012) 406-1147
APPLICATIONS : For Head Office (Pretoria): email to: Recruitment26-38@dpw.gov.za

POST 16/114 : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING (EXPENDITURE) REF NO: 2026/211**

SALARY : R338 106 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Financial Accounting / Financial Management or related qualification. Appropriate relevant years of work experience. Knowledge in Public Finance Management Act, National Department of Treasury regulations, guidelines and directives as well as Departments' Reconciliation processes. Knowledge of transversal systems: PMIS, WCS, BAS, SAGE among others. Be able and prepared to work under pressure. Be a team player. Be creative and be able to pay attention to details.

DUTIES : To process payments on various systems (SAGE, PMIS, WCS, & BAS). To request reports, compile and capture journals and clearing of suspense

accounts. Monitoring of 30 days payment by ensuring data cleansing and updating invoice tracking system. Administer the flow of information in and out of the office. Assist with compiling various schedules for financial statements and other reporting. Ensure the attendance of queries, including audit queries. Attend to other related duties as delegated by management.

ENQUIRIES
APPLICATIONS

: Mr J Marakalala Tel No: (011) 713 6139
: For Johannesburg: email to: RecruitJHB26-17@dpw.gov.za

POST 16/115

: **STATE ACCOUNTANT: FINANCIAL ACCOUNTING (PAYROLL) REF NO: 2026/212**

SALARY
CENTRE
REQUIREMENTS

: R338 106 per annum
: Johannesburg Regional Office
: A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Financial Management or related. A minimum of relevant years of work experience. Willing to adapt work schedule in accordance with office requirements. Knowledge: 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). Skills: good verbal and written communication skills, basic numeracy, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills, numeracy, statistical skills.

DUTIES

: Facilitate payroll transactions: Consolidate financial systems for accurate salary payments. Reconcile all systems related to salary payments, PERSAL, PERSAP and interfacing with BAS. Process payment of staff salaries through transfers to banks and other financial institutions, Capture payroll transactions on the accounting system. Verify information for payroll certification, Ensure that the relevant institution is eligible for a transfer payment/subsidy and that they comply with the relevant financial legislative requirements. Process the reimbursement transactions: Process subsistence and travel (S&T) claims. Check payment and validate allocations. Check payment enquiries to ensure successful acceptance on BAS. Capture and file S&T claims. Process salary claims transactions: Verify and authorise salary related payments made on BAS. Capture and verify the Departmental claims. Ensure that salaries paid to transferred officials are claimed. Authorise the Departmental salary claims. Administer measures for improving audit outcomes and risk management activities:- Assist with the preparation of annual financial statements for audit purposes. Assist with the preparation of quarterly and interim financial statements required by management of the relevant Funds. Prepare administration reports as required. Attend to other related duties as delegated by management.

ENQUIRIES
APPLICATIONS

: Mr. J Marakalala Tel No: (012) 406 1816
: For Johannesburg: email to: RecruitJHB26-18@dpw.gov.za

POST 16/116

: **ADMIN OFFICER: TRANSPORT (FLEET & SUBSIDIZED VEHICLES)**

SALARY
CENTRE
REQUIREMENTS

: R338 106 per annum
: Head Office (Pretoria) Ref No: 2026/213A
: Mthatha Regional Office Ref No: 2026/213B
: A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management /Logistics or related qualification. Relevant years of experience in Fleet, Subsidized Vehicles, Ministerial Vehicles & Transport Management. Must be in possession of a valid driver's license. Knowledge of the Public Finance Management Act (PFMA) and PPP contracts, Transport related policies, Car scheme for political office bearers, Senior Manager Scheme, Middle Management Scheme and financial administration process and system. Computer literacy, Administration Skills, Organizational skills, Financial and reconciliation skills. Good communication (verbal and writing) skills and interpersonal skills, willing to adapt to work schedule in accordance with office requirements. Ability to perform under pressure.

DUTIES

: Manage Departmental drivers. Administer fleet vehicle utilization and ensure that the all trips are logged daily on the trip logging system. Conduct daily vehicle inspections. Manage Head Office fleet vehicles, costing and reports of fleet services, inspections of fleet vehicles. Verify transport related invoices

from service providers for correctness and compliance to policies and prescripts. Ensure that invoices are paid within 30 days of receipt. Facilitate payments on the BAS/SAGE system for service providers. Perform monthly account reconciliation. Reconciliation of logbooks. Update the Reapatala Invoice Tracking System. Oversee the provision of short and long term rental vehicles. Initiate the procurement of ministerial vehicles as per the SCM processes; licensing and registration and assist with all administration of the ministerial vehicles. Provide and maintain fleet vehicles for official purposes, the incumbent will be responsible to manage the driver services and conduct performance assessments. Liaise with Service providers and NDOT on transport related issues. Administer traffic fines for the Department. Process new applications for subsidized vehicles to ensure that the qualification criteria are adhered to. Ensure that official and private kilometers are verified according to policy requirements and Officials are reimbursed on time. Must be willing to work overtime.

- ENQUIRIES** : Head Office: Ms E Marren Tel No: (012) 406 1441
Mthatha Regional Office: Ms T Bomela Tel No: (047) 502 7046
- APPLICATIONS** : For Head Office (Pretoria): email to: Recruitment26-39@dpw.gov.za
For Mthatha: email to: RecruitMTH26-18@dpw.gov.za
- POST 16/117** : **ADMINISTRATION OFFICER: SCM ACQUISITION MANAGEMENT**
- SALARY CENTRE** : R338 106 per annum
Cape Town Regional Office Ref No: 2026/214A (X4 Posts)
Durban Regional Office Ref No: 2026/214B
- REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management/ Procurement/ Public Administration or Public Management/ Purchasing Management. Relevant working experience in Supply Chain environment within Acquisition Management. Valid Driver's Licence. Knowledge of Supply Chain policies and procedures, Treasury Regulation Act, Broad Based Black Economy Empowerment Act, Preferential Procurement Policy Frame Act, Public Finance Management Act. Good communication (verbal and written) skills and must be able to liaise at operational and strategic levels. Good analytical, planning, organizing, conflict resolution and financial management skills. Computer skills e.g. Microsoft Word, Microsoft Excel, Power-Point and Microsoft Access. Well prepared to work under-pressure and irregular hours.
- DUTIES** : Facilitate the procurement of goods and services through formal tender process. Provide a Secretarial support function to Bid-Committees. Provide administrative duties during the tender/bid briefing sessions. Assist with the tender compilation of bid documents and confirm if it is in line with applicable SCM prescripts and processes. Provide assistance in the review of the scope of the Terms of Reference (TOR). Submit the draft tender advert template for verification. Submit advert for placement in the tender bulletin and website for the required time period. Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process:- Arrange and attend bid specification committee. Prepare register for bidders. Check the compliance with SCM prescripts and processes. Respond to specific queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Communicate queries on submissions discussed by Regional bid Adjudication committee. Provide feedback of all adjudicated submissions to relevant Line Functions. Maintain a good record keeping of all minutes, approved submissions and other relevant documentation. Perform quality check/control on all submissions by SCM Administrative Assistant. Provide information on audit queries. Compile letters for the approval of the delegated authority to communicate of the outcome of the BAC or with successful and unsuccessful bidders in line with the established policy. Attend to all queries related to Acquisition Management. Supervision and monitoring of staff.
- ENQUIRIES** : Cape Town Regional Office: Mr. D Magida Tel No: (021) 402 2071
Durban Regional Office: Mr EZ Ndlovu Tel No: (031) 314 7044
- APPLICATIONS** : For Cape Town: email to: RecruitCPT26-54@dpw.gov.za
For Durban: email to: RecruitDBN26-06@dpw.gov.za

POST 16/118 : **ADMINISTRATIVE OFFICER: TRAVEL SERVICES REF NO: 2026/215**

SALARY : R338 106 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management/ Logistics or related qualification. Appropriate relevant experience within the field. Valid Driver's licence will be an added advantage. Willing to adapt work schedule in accordance with office requirements. Knowledge: Logistics and Provisioning Policies and Procedures, Treasury Regulations Debt Policies, Policy regulating the Subsidised Scheme by NDOT, Policies regulating the Government vehicles by NDOT, Supply Chain Management, Public Finance Management Act (PFMA), Financial and budget administration processes and systems, General office administrative and organisational skills.

DUTIES : Receive, verify PW21s forms and stamp the date. Verify budget allocation codes for PMTE and DPW. Check compliance with all applicable systems. Ensure that a verified PW21 receives an order and that order is not duplicated. Update the order book and submit bookings to the travel agent. Obtain approval for exception and deviation. Update relevant spreadsheets timeously to assist with commitment inputs for financial statements for DPW and PMTE. Administer the processing of invoices. Receive and check that all invoices received from Travel Management Company (TMC). Reconcile invoices against commitment register (order book). Capture and prepare the spreadsheets for submitting to Registry. Ensure that all received invoices from Registry have Reapatala number and registry stamp. Update all compliant invoices on Reapatala system for further processing. Ensure that all rejected invoices are sent back to TMC. Prepare Sundry payment for all correct invoices. Facilitate payments of travel invoices. Check if the correct budget allocation and item codes corresponds with invoice. Obtain authority for payment of invoices. Submit certified invoices to Provisioning for further processing. Make regular follow-ups to ensure that complaint invoices are paid within 30 days of receipt. Coordinate and collate weekly and monthly statistics. Provide admin assistance with monthly reconciliations. Assist with the preparation of monthly, quarterly and annual financial inputs.

ENQUIRIES : Mr. VG Msimango Tel No: (011) 713 6251
APPLICATIONS : For Johannesburg: email to: RecruitJHB26-19@dpw.gov.za

POST 16/119 : **ARTISAN: WORKSHOP: ELECTRICAL REF NO: 2026/216**

SALARY : R253 341 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Appropriate Trade Test Certificate. A valid driver's license. Knowledge of OHSA Act. Knowledge: PROJECT management. Technical design and analysis Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting Production, process knowledge and skills. Operating workshop equipment. OHSA. Skills: Communication. Computer skills. Planning and organizing skills.

DUTIES : Design and production of objects-Supervise and product designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specification and recognized standards. Ensure effective and efficient maintenance of technical faults:- Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Perform administrative and related function:- Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Render general supervision to Tradesman Aids and Apprentices:- Supervise and guide Tradesman Aids and Apprentices on site. Allocate daily tasks and monitor progress

APPLICATIONS : For Pretoria: email to: RecruitPTA26-45@dpw.gov.za

POST 16/120 : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/217 (X2 POSTS)**
Re-advertisement, People who previously applied are encouraged to re-apply.

SALARY : R237 453 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of National Senior Certificate / Grade 12 or equivalent qualification. No experience required. Knowledge in the following areas: Provisioning

- Administration/ Supply Chain Management environment/ Logistics or Facilitation of travel and accommodation arrangements; Knowledge of electronic administration of procurement system; Knowledge of LOGIS, BAS, SAGE, Reapatala invoice tracking and Archibus systems would be an added advantage; wide range of office management and administration tasks. Advanced communication, basic numeracy, interpersonal relations and general office administrative and organizational skills. Computer Literacy.
- DUTIES** : The successful candidate will provide the following services: facilitate and coordinate bookings for travel, accommodation or conference. Administrate office correspondence, documents and reports. Execute various LOGIS functions in relation to procurement of goods and services. Ensures timely capturing of invoice payments on LOGIS, BAS or SAGE and approving of calls on Archibus. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Ability to work on applicable invoice tracking system. Updating of commitment registers and monthly reconciliation of accounts. Assist with provision of financial statements inputs. Perform transit duties and other related tasks as per supervisor's instruction.
- ENQUIRIES APPLICATIONS** : Ms Q. Tom Tel No: (012) 406 2046
: For Pretoria: email to: RecruitPTA26-46@dpw.gov.za
- POST 16/121** : **SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2026/218**
Re-advertisement, People who previously applied are encouraged to re-apply.
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Pretoria Regional Office
: A minimum if National Senior Certificate/ Grade 12 or equivalent qualification. No experience required. Knowledge in the following areas: Provisioning Administration/ Supply Chain Management environment/ Logistics or Facilitation of travel and accommodation arrangements; Knowledge of electronic administration of procurement system; Knowledge of LOGIS, BAS, SAGE, Reapatala invoice tracking and Archibus systems would be an added advantage; wide range of office management and administration tasks. Advanced communication, basic numeracy, interpersonal relations and general office administrative and organizational skills. Computer Literacy.
- DUTIES** : The successful candidate will provide the following services: facilitate and coordinate bookings for travel, accommodation or conference. Administrate office correspondence, documents and reports. Execute various LOGIS functions in relation to procurement of goods and services. Ensures timely capturing of invoice payments on LOGIS, BAS or SAGE and approving of calls on Archibus. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Ability to work on applicable invoice tracking system. Updating of commitment registers and monthly reconciliation of accounts. Assist with provision of financial statements inputs. Perform transit duties and other related tasks as per supervisor's instruction.
- ENQUIRIES APPLICATIONS** : Ms Q. Tom Tel No: (012) 406 2046
: For Pretoria: email to: RecruitPTA26-47@dpw.gov.za
- POST 16/122** : **SCM CLERK: FINANCIAL REPORTING LOGISTICS REF NO: 2026/219**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Head Office (Pretoria)
: A Minimum of Grade 12/Senior certificate. No experience required. Knowledge of the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations. Financial reconciliation skills, administration skills, organization skills, communication skills (verbal and written), good interpersonal skills, good interpersonal skills, and the ability to work under pressure. Must be computer literate. The ability to manage confidential information, advanced interpersonal and, problem solving skills and decision-making skills.
- DUTIES** : Assist with the compilation of Open Voucher Report for Monthly, Interim and Annual Financial Statements and ensure are reported on time. Request report from BAS and SAGE for Service Provider and Clients. Compile the Travel Management Company invoiced Accruals. Assist with Monthly, Quarterly LOGIS Commitment, Accruals and ensure that the supporting documentation are received and properly filed for easy reference. Ensure that all the queries

related to Reporting and Compliance Office are resolved within the required time frame. Perform any other assigned duties in relation to the implementation of the Supply Chain Management processes.

ENQUIRIES : Ms. NL Mahlangu Tel No: (012) 406 1444
APPLICATIONS : For Head Office (Pretoria): email to: Recruitment26-41@dpw.gov.za

POST 16/123 : **SCM CLERK: S&T CLAIMS AND ADVANCES LOGISTICAL SERVICES REF NO: 2026/220**

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of National Senior Certificate/ Grade 12 or equivalent qualification. No experience required. Strong financial, organizational and communication skills (both verbal and written). Good interpersonal skills and ability to work under pressure. Must be computer literate (MS Office) and a valid driver's license needed. Knowledge of Domestic and International travel and subsistence policy.

DUTIES : The successful incumbent will serve as a direct point of contact for clients submitting claims; be responsible for the verification of all domestic and international S&T Claims and Advances; including contractor/consultant travel claims in accordance with the Departmental Domestic and International travel and subsistence policy. Monitor and follow-up outstanding international advance allowances paid with the relevant officials. Assist in the preparation and compilation of the inputs for financial year end S&T Accruals with supporting documents. Record these advances and claims in Travel Register and reconcile. Submit completed and verified claims to HR Administration for further processing. Attend to all Subsistence and Travel enquiries (Via telephone, e-mails and walk-ins) relevant to the Subsistence and Travel Office. The incumbent must be prepared to work irregular and long hours.

ENQUIRIES : Ms NL Mahlangu Tel No: (012) 406 1444
APPLICATIONS : For Head Office (Pretoria): email to: Recruitment26-42@dpw.gov.za

POST 16/124 : **REGISTRY CLERK: LOGISTICAL SERVICES**

SALARY : R237 453 per annum
CENTRE : Pretoria Regional Office Ref No: 2026/221A (X2 Posts)
Head Office (Pretoria) Ref No: 2026/221B
Johannesburg Regional Office Ref No: 2026/221C

REQUIREMENTS : A minimum of National Senior Certificate/ Grade 12. No experience required. Completion of the Records Management course is a prerequisite. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Knowledge of Reapatata invoice tracking system. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.

DUTIES : Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Register incoming invoices on Reapatata invoice tracking system. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

ENQUIRIES : Pretoria Regional Office: Ms Q. Tom Tel No: (012) 406 2046
Head Office Applications: Ms. Margaret Masemola Tel No: (012) 406 1785/Esaya Rex Tel No: (012) 406 1492

APPLICATIONS : For Pretoria: email to: RecruitPTA26-48@dpw.gov.za

For Head Office (Pretoria): email to: Recruitment26-43@dpw.gov.za
For Johannesburg: email to: RecruitJHB26-20@dpw.gov.za

- POST 16/125** : **SCM CLERK: DEMAND MANAGEMENT (SCM) REF NO: 2026/222**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Mthatha Regional Office
: A Minimum of Senior certificate/Grade 12. No experience required. Knowledge and understanding of procurement-related legislations. Knowledge and understanding of Government procurement systems and processes, Knowledge of public Service act and Public Service regulations, Knowledge of the Code of Conduct for supply chain management practitioners. Skills: Good communication (verbal and written) skills, Computer literacy and numeracy. Personal Attributes: Analytical thinking, High ethical standards, Ability to conduct business with integrity and in a fair and reasonable manner, Ability to work under pressure, People orientated, resourceful.
- DUTIES** : Request quotations from relevant suppliers as per SCM prescripts and CIDB practice notes, Ensuring goods and services are procured in line with the procurement and adhere to SCM policies and procedures, Prepare and draft advert to be placed on the Government Tender Bulletin and relevant mediums, Advertise and assist in closing the bids, Provide Secretarial support to the Bid Committees and prepare and compile bid committee minutes, Prepare recommendation submission for quotations to Regional Bid Adjudication Committee; Provide admin support, Liaise and interact regarding procurement-related processes, Bid Committee and bidding processes.
- ENQUIRIES APPLICATIONS NOTE** : Ms. T Stofile Tel No: (047) 502 7082
: For Mthatha: email to: RecruitMTH26-19@dpw.gov.za
: Practical exercise/ test will form part of the selection process. Position will be targeting people with disabilities.
- POST 16/126** : **SCM CLERK: DEMAND MANAGEMENT REF NO: 2026/223**
- SALARY CENTRE REQUIREMENTS** : R237 453 per annum
: Gqeberha Regional Office
: A minimum of National Senior Certificate/ Grade 12. No experience required. Computer literate in Ms Word/Excel. The candidate should be well organized person and should be prepared to work under pressure. Basic knowledge of PFMA and PPPFA and other relevant supply chain management legislation. A valid driver's license will be an added advantage.
- DUTIES** : Invite quotation from suppliers according to the relevant stakeholders, keeping and maintain suppliers database, generate orders on Logis, administrate suppliers transversal contract, administrate department cell phones contracts, compile reports in respect of order transactions. Liaise with internal and external clients in respect of suppliers. Ensure compliance of provisioning policies in respect of goods and services. Assist on sport checks of e-class accountability store.
- ENQUIRIES APPLICATIONS** : Mr. T.E. Matiso Tel No: (041) 408 2007
: For Port Elizabeth: email to: RecruitPE26-23@dpw.gov.za
- POST 16/127** : **SUPPLY CHAIN MANAGEMENT CLERK: PROVISIONING & LOGISTICS**
- SALARY CENTRE** : R237 453 per annum
: Gqeberha Regional Office Ref No: 2026/224A (X1 Post)
: Mmabatho Regional Office Ref No: 2026/224B (X1 Post)
: Nelspruit Regional Office Ref No: 2026/224C (X1 Post)
: Cape Town Regional Office Ref No: 2026/224D (X3 Posts)
- REQUIREMENTS** : A minimum of National Senior Certificate / Grade 12 or equivalent qualification with no experience required. Computer literacy. Basic numeracy. Ability to gather information. Problem solving skill, Ability to work with sensitive information. Knowledge and understanding of SCM Prescripts. LOGIS. Knowledge of CSD and Reapatata tracking system. Wide range of management and administration task. Demonstrative computer literacy (Word processing, spreadsheet, presentation). Trustworthy. Assertive. Ability to work independently. Communication, report writing and presentation skills.
- DUTIES** : Received and capture request for goods and services from end users. Liaise with internal and external stakeholders in relation to procurement of goods and services. Generate orders on LOGIS and communicate with the suppliers.

Follow up on outstanding orders. Compile generic reports in respect of orders transactions. Verify received goods received from suppliers, Identify damaged and wrong items and record them. Liaise with the supplier to return damaged or wrong item. Capture goods on relevant register. Ensure safe keeping of goods. Administer paperwork for distributed goods. Administrate department cell phones contract. Capture invoices from the suppliers. Assist on sport checks of stores. Receive and process PW21 forms. Update the order book and submit bookings to the travel agent. Update all compliant invoices on the system for further processing. Control stock and stationary as chief user's clerk. Provide logistic support for meetings. Control and maintain equipment and inventory. Capture office requisitions.

- ENQUIRIES** : Port Elizabeth Regional Office: Mr. T. Matiso Tel No: (041) 408 2007
Cape Town Regional Office: Phindeka Bambela Tel No: (021) 402 2193
Nelspruit Regional: Mr. JS Ndlovu Tel No: (013) 753 6395
Mmabatho Regional: Mr. P Ndukulu Tel No: (018) 386 5270
- APPLICATIONS** : For Port Elizabeth: email to: RecruitPE26-24@dpw.gov.za
For Cape Town: email to: RecruitCPT26-55@dpw.gov.za
For Nelspruit: email to: RecruitNEL26-13@dpw.gov.za
For Mmabatho: email to: RecruitMBT26-17@dpw.gov.za
- NOTE** : People with disabilities are encouraged to apply

POST 16/128 : **SCM CLERK: MOVABLE ASSET MANAGEMENT**

- SALARY CENTRE** : R237 453 per annum
Cape Town Regional Office Ref No: 2026/225A
Mthatha Regional Office Ref No: 2026/225B
- REQUIREMENTS** : A Minimum of Grade 12 or equivalent qualification. No experience required. The ability to work under pressure. Knowledge of the Public Finance Management Act (PFMA) and Treasury Regulations. Asset Management Framework, Financial systems (LOGIS). Computer Literacy (MS Word, Excel, Access and Outlook). Strong analytical, administration as well interpersonal skills. Sound financial accounting and budgeting skills. The ability to manage external stakeholders. Proven knowledge of LOGIS and BAS systems (Asset Management Functions). A valid driver's license. Willing to adopt work schedule in accordance with Office requirements.

- DUTIES** : Provide clerical support services in the process of acquiring movable assets. Participate in the physical verification of movable assets. Render administrative assistance in the process of disposing movable assets. Manage stock discrepancies and disposal process. Perform other asset management admin activities. Ensure provision of movable assets to users. Liaise and interact regarding the management of state assets. Liaise with Users regard to updating of movable assets updated and compliant Asset Register. Liaise with internal stakeholders regarding movable assets orders.

- ENQUIRIES** : Cape Town Regional Office: Ms N Poswa Tel No: (021) 402 2198
Mthatha Regional Office: Ms K Pango Tel No: (047) 502 7104

- APPLICATIONS** : For Cape Town or email to: RecruitCPT26-56@dpw.gov.za
For Mthatha: email to: RecruitMTH26-20@dpw.gov.za

- NOTE** : Practical exercise/ test will form part of the selection process

POST 16/129 : **SWITCHBOARD OPERATOR: SUPPLY CHAIN MANAGEMENT**

- SALARY CENTRE** : R201 093 per annum
Cape Town Regional Office Ref No: 2026/226A
Durban Regional Office Ref No: 2026/226B
- REQUIREMENTS** : A minimum of National Senior Certificate/ Grade 12 or equivalent qualifications. No experience required. Strong background in Switchboard / Telecommunication services and administrative services. Good customer etiquette and listening skills, writing skills, and interpersonal skills. Computer literacy (Microsoft Package). Knowledge of Reapatata (invoice tracking system) and Archibus system (day-to-day maintenance services) Ability to work under pressure. Knowledge of switchboard systems and logistical services would be an added advantage. Serve internal as well as external clients. Perform other related duties as per the requirements of the Unit.

- DUTIES** : The successful candidate will manage the switchboard by facilitating incoming and outgoing calls. Assist technicians with the movement of telephone and fax line (e.g. escort technicians through the building). Certifying job done by technicians when called in for services. Open new telephone lines. Checking

faulty lines and telephone handsets before logging a call to telephone companies. Ensure that all invoices for services rendered by the technicians/ telecommunication accounts and couriers are timeously paid. Arrange telephone instruments for new employees. Capturing monthly telephone information/ data on excel. Downloading and distributing of monthly telephone bills to all staff. Open individual file for staff. Report faults to information services appointed service provider. Perform any other work schedule in accordance with various requirements of the Unit: (e.g. capturing of invoices at Registry, assisting with Logistical and Transport/ Fleet duties).

ENQUIRIES : Cape Town Regional Office: Ms P Bambela Tel No: (021) 402 2193
APPLICATIONS : Durban Regional Office: Mr. BH Khanyeza Tel No: (031) 314 7038
 For Cape Town: email to: RecruitCPT26-57@dpw.gov.za
 For Durban: email to: RecruitDBN26-07@dpw.gov.za

POST 16/130 : **DRIVER/MESSENGER: PROVISIONING AND LOGISTICS REF NO: 2026/227**

SALARY : R170 226 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of Grade 10 with no experience required. Knowledge: Minimum Information Security Standards (MISS) Act; basic literacy; basic numeracy. Skills: Effective communication (verbal and written); interpersonal relations; planning of work processes; time management. Computer literacy (Ms Word, Excel, PowerPoint.). Knowledge of Reapatala system (Invoice tracking system and Archibus) will be an added advantage. Knowledge of new filling system. Personal Attributes: Hard working; trustworthy; punctuality; accuracy; polite; helpful. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Perform general messenger and delivery services. Sort and arrange correspondences in the registry. Collect submissions and other documents from the assigned office. Capture invoices on the system. Ensure that documents to be delivered are recorded on the outgoing book. Sort mail, files, documents and parcels. Render delivery services. Ensure that items to collect are sealed and addressed. Deliver mail, files, documents and parcels to addressees. Deliver submissions between offices. Ensure that the recipients sign on the delivery book/register. Record contents and physical addresses in the delivery book/register. Perform general office assistant tasks. Make copies, fax and shred documents. Render auxiliary administrative support as required. Support the security profile of the office. Support registry related activities. Support operator related activities.

ENQUIRIES : Mr L Mgwadleka Tel No: (021) 402 2032
APPLICATIONS : For Cape Town: email to: RecruitCPT26-58@dpw.gov.za

POST 16/131 : **PHOTOCOPIER REF NO: 2026/228**

SALARY : R144 024 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A minimum Grade 10/ NQF level 2. No experience required. Knowledge of operating machines and tools as well as Department's procurement processes. Effective communication (verbal and written). Interpersonal skills. Time management. Operation of heavy duty photocopy machines. A valid driver license will be an added advantage.

DUTIES : Reproduce high quality copies of files and Correspondence. Utilize and maintain printing and copying machines. Operate the binding machine and bind copies / prints as required.

ENQUIRIES : Mr BH Khanyeza Tel No: (031) 3147038
APPLICATIONS : For Durban: email to: RecruitDBN26-08@dpw.gov.za

POST 16/132 : **PHOTOCOPIER OPERATOR: WORKSHOP REF NO: 2026/229**

SALARY : R144 024 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum Grade 10/ NQF level 2. No experience required. Knowledge: Operation of machinery and tool. Departments procurement processes. Occupational Health and Safety Act. Skills: Effective communication (verbal and written); Interpersonal relations; Planning of work processes; Time management. Operation of heavy-duty photocopying machine.

DUTIES : The provision of support service with regards to the operation of document

reproduction service- Receive and document requests for heavy duty photocopying. Assist with the procurement of reproduction related logistics. Assist with the control and usage of heavy-duty photocopying machines. Control and adjust machine settings. Fix machine issues that might occur during the day. Check output to spot any machine related mistakes or flaws. Keep records of approved and defective units or final products. Set up machines (calibration, cleaning etc.) to start a production cycle: -Setting up machines to start production cycle. Control and adjust machine settings. Feeding raw papers to the machine. Rendering assistance regarding the general use of photocopying machine: -inform clients that documents have been bonded and are complete for collection. Keep stores of lubrications and tools.

**ENQUIRIES
APPLICATIONS**

: Mr S. Kutu Tel No: (012) 310 5993
: For Pretoria: email to: RecruitPTA26-50@dpw.gov.za

POST 16/133

: **FOOD SERVICE AID: CLEANING SERVICES REF NO: 2026/230 (X2
POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R144 024 per annum
: Pretoria Regional Office
: A Minimum of ABET level 4/ Grade 9 or equivalent. No experience required. Knowledge: Operating kitchen equipment. Handling hazardous materials (insecticide, cleaning materials, etc). Operating cleaning equipment. Occupational health and safety. Skills: Interpersonal skills. Basic literacy. Technical skills. Planning and organizing. Accuracy. Effective communication

DUTIES

: Render catering support services:- Setup crockery, cutlery and equipment for meetings. Prepare refreshments and beverages (water, tea, coffee, milk, sugar and cold drinks). Clean kitchen utensils, dishes and equipment: Collect and wash glasses, plates, cups, cutlery and other kitchen utensils after meetings. Wash glasses and teacups for officials. Clean microwaves, fridges and other appliances used in the kitchen. Organise and maintain dish washing items and supplies:- Maintain and keep control of stock levels of dish washing supplies. Keep dish washing tools safe, clean and in an efficient working condition. Report any item of equipment that needs to be repaired or replaced.

**ENQUIRIES
APPLICATIONS**

: Mr S. Kutu Tel No: (012) 310 5993
: For Pretoria: email to: RecruitPTA26-51@dpw.gov.za