

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) Applications:** 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
Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. For Attention: Ms. C Rossouw
- CLOSING DATE** : 12 June 2026 time 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.

ERRATUM: Kindly note that the following amendments for posts advertised in Public Service Vacancy Circular 16 dated 15 May 2026, with a closing date of 05 June 2026: The post of Administrative Officer: Provisioning Ref No: 2026/209B for Cape Town Regional Office was erroneously advertised, the position is therefore withdrawn.

OTHER POSTS

POST 18/86 : **DEPUTY DIRECTOR: EMPLOYEE RELATIONS (LABOUR RELATIONS MANAGEMENT) REF NO: 2026/**

SALARY : R1 101 468 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Human Resource Management/ Labour Relations or Labour Law. A valid driver's License. An extensive relevant working experience in Labour Relations Management environment of which relevant years should be at the Junior Management level (ASD equivalent Level). Knowledge of PERSAL will be an added advantage. Knowledge: Knowledge of the Constitution of the RSA, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Labour Relations Act, Collective Agreements, and the Public Finance Management, Labour Relations policies and processes, directives and collective agreements. Knowledge of disciplinary, grievances, and dispute processes in the Public Service. Skills: Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies and Legislations; ability to undertake basic research/gather information; computer literacy; financial administration; change/diversity management; objectivity; analytical thinking; problem solving skills; motivational skills; influencing skills; conflict management; presentation skills; negotiation skills; communication, investigation and report writing abilities. Personal Attributes: Innovative; Creative; Resourceful; Objectivity; Ability to work independently and under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Assertive; Hard-working; Self-motivated and must be prepared to travel; willing to adapt work schedule in accordance with office requirements.

DUTIES : The effective management of grievances, disputes and disciplinary processes. Investigate grievances and misconduct cases, manage conflict in the workplace, Represent the Department in grievances, disciplinary and dispute matters/hearings which include litigation processes. Manage Labour Relations Database. Manage resources within the Labour Relations Directorate, Conduct and manage trainings, workshop to educate employees on labour related matters. Implement, interpret and maintain policies. Advise employees and managers on labour related matters.

ENQUIRIES : MR GP Makhubela Tel No: 012 406 1189
APPLICATIONS : For Head Office: Email to: Recruitment26-46@dpw.gov.za

POST 18/87 : **ASD: ARCHIVES & OFFICE SUPPORT SERVICES**

SALARY : R487 197 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS :

A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Public Administration/ Information Science, Records Management; Relevant years' experience in records management at supervisory level. Knowledge: National Archives and Records Service of South Africa Act NARSSA); Promotion to Access to Information Act (PAIA); Promotion of Personal Information Act (POPI); Information Security Policy; Electronic Document Management System; Electronic Communication and Transaction Act (no. 25 of 2002); Minimum Information Security Standard (MISS); Public Service Regulations (PSR); Public Service Act (PSA); Supply Chain Management Framework; Public Finance Management Act; Code of Conduct for Supply Chain Management Practitioners; LOGIS and Treasury Regulations. Skills: Project management; Management skills; Problem identification and solving skills; Organisational presentation skills; Numeracy; Relationship management; Interpersonal and diplomacy skills; Decision making skills; Motivational skills; Negotiation skills; Conflict management; Advanced verbal

communication and report writing skills; Computer literacy; Report Writing. Personal Attributes: High ethical standards; Ability to conduct business with integrity; Ability to promote mutual trust and respect; Innovative; Reliable; Flexible; Creative; Solution orientated; Highly motivated and Ability to meet tight deadlines whilst delivering excellent results. Other: Willing to adapt work schedule in accordance with office requirements.

DUTIES : Implement effective records management systems:-Facilitate the implementation of records management policies and guidelines; Advise and coordinate the use of approved File Plan by departmental units; Reduce the duplication of records to improve information sharing; Implement records preservation strategies on crucial records; Monitor and evaluate records management practices for compliance; Undertake regular reviews and analysis of records management training needs; Raise awareness on records management and information practices; Provide compliance report on records management to the management. Supervise the Departmental registry operations:-Facilitate access to information and records; Regulate the receipt and flow of related documentation; Ensure that files are available on request; Ensure the tracing of files; Coordinate the provision of printing works; Manage the dispatching of outgoing mail; Monitor and track the utilisation of files from the Registry; Control the maintenance and application of the filing system; Conduct regular registry inspections/audit. Manage office support services: - Provide postal and courier services; Manage the provision of driving services to transport passengers and deliver other items (mail and documents) for the Department; Ensure effective schedules for drivers and messengers; Manage the photocopying services; Manage the telephone accounts activities. Implement systematic disposal of inactive records in accordance with applicable prescripts:-Develop systematic disposal programme; Conduct records audit to determine which records/ archives to be dispose; Compile the application for disposal authority and submit to National Archives; Ensure authorization of records to be disposed; Provide advice on the disposal of records, particularly how long records should be kept; Manage the register of documents that have been disposed. Supervise employees to ensure effective service delivery -: Provide general supervision of employees; Allocate duties and do quality control of the work delivered by supervisees; Advise and lead subordinates with regard to all aspects of the work; Manage performance, conduct and discipline of subordinates; Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively; Develop, implement and monitor work systems (Rea-patala) and processes to ensure efficient and effective functioning.

ENQUIRIES : Letty Mahlangu; Telephone Number: 012 406-1451
APPLICATIONS : For Head Office: Email to: Recruitment26-47@dpw.gov.za

POST 18/88 : **SENIOR PERSONNEL PRACTITIONER: RECRUITMENT & PLANNING REF NO: 2026/**

SALARY : R413 001 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) in Human Resource Management or related field. Appropriate working experience in Human Resource Recruitment Management. Knowledge: Standards, practices, processes and procedures related to HR Recruitment. Structure and functioning of the Department. Employment Equity Plan of the Department. Public Service Act and Regulations. Employment Equity Act. Knowledge of PERSAL. Basic Condition Act. Public finance Management Act. Codes of Remuneration. Conflict Management. Project management. Skills: Numeracy. Interpersonal and diplomacy skills. Advisory skills. Supervisory skills. General administration and organization skills. Computer utilization. Analytical thinking. Problem solving skills. Communication and report writing abilities. Personal Attributes: Creative. Ability to work under stressful situations. Ability to communicate at all levels. People Orientated, Punctuality, Assertive, Hard-working, Self-motivated, Ability to work independently.

DUTIES : Facilitate and implement advertising process. Receive and implement staff requisitions forms and motivation for posts to be advertised. Facilitate the drafting of advertisements. Implementation of recruitment and selection processes. Keep records of application. Oversee sorting of received applications. Ensure development of applicant's profiles. Facilitate the invitation of shortlisted applicants. Represent Human resources in interviews

of shortlisted applicants. Communicate with successful applicants. Verify results, certificates and qualifications. Facilitate the compilation of appointment letters. Facilitate personal planning requirements. Compile, maintain and communicate the human resource plan. Undertake the human resource assessments as prescribed. Promote the achievement of employment equity and support the employment equity plan. Keep abreast of changes in employment legislation and ensure that related HR processes are aligned thereto. Supervise employees to ensure an effective service delivery. General supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the of the required standard efficiently and effectively

ENQUIRIES : Ms NP Mudau Tel No: (012) 406 1552
APPLICATIONS : For Head Office: Email to: Recruitment26-47@dpw.gov.za

POST 18/89 : **ADMINISTRATIVE OFFICER: LABOUR RELATIONS MANAGEMENT REF NO: 2026/**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Management Sciences. Relevant years of experience in Labour Relations Management environment and a valid Drivers' license. Exposure in the Labour Relations environment will be an added advantage. Knowledge: Knowledge of Labour Relations legislations, Public Service Act and Public Service Regulations, Knowledge of disciplinary, grievances and dispute processes in the Public Service, Knowledge of the LOGIS System in the Public Service. Skills: Basic numeracy, interpersonal, facilitation, Coordination, and communication (verbal and written) skills. Personal Attributes: resourceful, creative, ability to communicate at all levels; people orientated; maintaining Confidentiality, Integrity, honesty and trustworthy, self-motivated; ability to work independently and under pressure.

DUTIES : Administer the Labour Relations database by registering Labour Relations cases, ensure accurate capturing of cases, proper maintenance of database of cases, compile and submits reports, coordinate meetings for the Directorate and records minutes, monitor implementation of decision taken. Provide financial, procurement and logistics administration services for the Directorate, make travel bookings for the Directorate and proper administration and management of the resources for the Directorate.

ENQUIRIES : Mr MJ Mahasha Tel No: 012 406 1193
APPLICATIONS : For Head Office: Email to: Recruitment26-48@dpw.gov.za

POST 18/90 : **PERSONNEL PRACTITIONER: CONDITIONS OF SERVICE (HRA) REF NO: 2026/**

SALARY : R338 106 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Human Resources Management or Public Administration. Appropriate experience in Human Resources Management with emphasis on HR Administration (Condition of Services and pensions). Knowledge of standards, practices, processes and procedures. Good Knowledge of PERSAL, CORE, Ability to apply and interpret Legislative frameworks such as PSA, PSR, EEA and other regulatory prescripts for the public sector. Data analysis techniques, ability to undertake basic research and gather information, Computer utilization, good communication and report writing abilities, conflict management and the ability to perform under pressure.

DUTIES : Administration of condition of services and benefits. Providing an advisory function to DPWI staff on Human Resources policies. Processing of appointments and service terminations. Administration of pension benefits. Assist in the policy reviews related to condition of services. Ensure that relevant stakeholders are involved on policy making processes. Assist in sourcing information needed to report on Audit findings.

ENQUIRIES : Mr. M Booyesen Tel No: 012 406 1766
APPLICATIONS : For Head Office: Email to: Recruitment26-49@dpw.gov.za

POST 18/91 : **ADMINISTRATIVE OFFICER: TRANSPORT (SCM: PROVISIONING AND LOGISTICS) REF NO: 2026/**

SALARY : R338 106 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) /National Diploma in Supply Chain Management/ Logistics/ Transport Management/ Public Administration/ Public Management. Relevant years extensive working experience in Transport Management. Sound knowledge and understanding of pertinent policies related to procurement of goods and services, National Treasury Regulation\, Supply Chain Management, Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA) and Regulation, and Code of Conduct. Thorough knowledge and understanding of Standard Chart of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS or SAGE, REAPATALA and ARCHIBUS). Excellent verbal and written communication skills, problem Solving, Analytical skills and Computer literacy. An ability to handle, confidential information. A valid driver's License. Knowledge of preparing financial statements. Clientele/customer relations skills (including report writing), hard-working and highly motivated. Ability to work efficiently under pressure; willing to adapt to work schedule in accordance with line function requirements. Knowledge of logistical processes and policies.

DUTIES : Ensuring day-to-day management and maintenance of fleet vehicles. Verification and processing of invoices. Exercise control over the maintenance and expenditure involved in the use of fleet vehicles. Processing Subsistence and Travel claims. Management of traffic fines. Management of accidents and damages. Assist in processing new applications for subsidised vehicles. Ensure proper and effective records management system. Ensure compliance with transport policies, procedures and processes. Assist with providing inputs in preparation of interim and Annual Financial Statements. Provide guidance and awareness to all users of fleet vehicles in relation to new policies, prescripts, circular pertaining to Transport/Fleet/ and Travel related activities. Perform other related tasks as per supervisor's instruction and willingness to adapt to work schedule in accordance with office requirements

ENQUIRIES : Ms. P Molapo 021 402 2266
APPLICATIONS : For Cape Town: Email to: RecruitCPT26-18@dpw.gov.za

POST 18/92 : **DRIVER REF NO: 2026/**
(Provisioning And Logistics)

SALARY : R170 226 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : Grade 10 or equivalent appropriate qualification as recognised by SAQA. A valid driver's license as well as a Professional Driving Permit (PDP). Knowledge, Competencies and Skills: Knowledge of the procedures to operate the motor vehicle. Knowledge of prescripts for the correct utilization of motor vehicles. Knowledge of the procedures to ensure that the motor vehicle is maintained properly. Knowledge of the procedures to perform messenger functions and routine office support functions like registry services and making of photocopies. Knowledge of the city district in which the functions will be performed

DUTIES : Perform general messenger and delivery services. Sort and arrange correspondences in the registry. Collect submissions and other documents from the assigned office. Render a driver service including driving light and medium motor vehicles to transport passengers, performing routine maintenance on the allocated vehicle. 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) 402 203
APPLICATIONS : For Cape Town: Email to: RecruitCPT26-19@dpw.gov.za