

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
- Nelspruit Regional Office** 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.
- Bloemfontein Regional Office** Applications: The Regional Manager: Department of Public Works, P/Bag X 20605, Bloemfontein 9300 or Hand delivered 18 President Brand Street, Bloemfontein 9300 For Attention: Mr T Mosia or Mr. T Mofokeng
- Pretoria Regional Office** Applications: The Regional Manager: Department of Public Works and Infrastructure, Private Bag x 229, Pretoria, 0001 or hand deliver to AVN Building corner Thabo Sehume and Nana Sita Street, Pretoria. For Attention: Ms M Masubelele
- Durban Regional Office** Applications: The Regional Manager: Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- Mmabatho Regional Office** Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile

CLOSING DATE

- : 24 July 2026, time: 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 24/104 : **DEPUTY DIRECTOR: EPWP NATIONAL YOUTH SERVICE AND BUILDING MAINTENANCE REF NO: 2026/256**

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 REQUIREMENTS : Mmabatho Regional Office
 : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma)/ or equivalent qualification in any of the Social Sciences, Built Environment disciplines (Civil Engineering or Construction related); Training and Skills Development. Relevant years of working experience at a Junior Management /Assistant Director equivalent level in Programme and project management. A valid driver's license Knowledge of the Expanded Public Works Programme, National Youth Service (NYS) programme, Construction Industry, Labour-intensive methods of construction. Experience in implementation of Youth Development Programmes. Knowledge of the structure and function of government. Knowledge of Skills and Training processes. Knowledge of the Public Finance Management Act (PFMA) and related regulations. Good communication, training, development, business, analytical skills and writing skills. Computer literacy.

DUTIES : Management and implementation of the National Youth Service (NYS) programme at the Mmabatho Regional Office. Liaison with Project Managers to ensure that EPWP requirements have been included in contract document to contribute towards training of NYS participants and employment of general labour. Prepare specifications for inclusion in the bills of quantities and conduct recruitment. Report work opportunities and National Youth Service participants recruited. Liaison with all relevant stakeholders to ensure their buy-in and participation in the National Youth Service. Ensure reporting of EPWP NYS participants and EPWP general labour from projects implemented at the Mmabatho Regional Office. Compile progress reports on the different programmes being managed. Management of the budget of the component including compilation of budget reports. Manage the sub-directorate.

ENQUIRIES APPLICATIONS : Xoliswa Letsapa Tel No: (018) 386 5390
 : For Mmabatho: Email to: RecruitMBT26-20@dpw.gov.za

POST 24/105 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/257**
 (12 Months Contract)

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)

<u>CENTRE REQUIREMENTS</u>	:	Nelspruit Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Property Management or Facilities Management. Appropriate years of experience in Properties Management or Facilities Management at Junior Management level/Assistant Director Equivalent. Valid driver's license Knowledge and understanding of the maintenance of buildings, the Occupational Health and Safety Act, Building regulations and Environment Conservation Act. Good financial and budgeting skills. Knowledge of Government Procurement System. Project management and leadership skills. Ability to work well under pressure. Computer literacy. Sound analytical with Good communication skills verbal and written.
<u>DUTIES</u>	:	The effective facilities management of Electrical, Mechanical and Building. The implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services. Ensure compliance with Occupational health and safety Act. Provide guidance on the implementation of the policy. Monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprise-provide information on current requirements and suppliers to express an interest: ensure compliance with procurement procedures and legislation: assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties: utilise state expenditure to promote emerging black enterprise. Manage unplanned maintenance. Ensure the availability of sound functional, safe and habitable structures and services. Prepare and control the budget of unplanned maintenance. Provide and co-ordinate a preventative maintenance schedule. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place. Ensure that services provided are value for money. The effective supervision of resources oversee the development and training of staff.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr N Mathivha Tel No: (013) 753 6388
	:	For Nelspruit: Email to: RecruitNEL26-14@dpw.gov.za
<u>POST 24/106</u>	:	<u>DEPUTY DIRECTOR: ACQUISITIONS (SUPPLY CHAIN MANAGEMENT)</u> <u>REF NO: 2026/258</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Supply Chain Management/ Finance/ Procurement/ Public Management/ Public Administration/ Internal Audit and Logistics. Extensive credible experience at a Junior Management/ Assistant Director equivalent level, with appropriate functional working experience in Supply Chain Management in Acquisition Management or Contract Management and extensive experience on management of resources. Valid driver's licence at Legislative Requirements: Practical knowledge and experience on implementation of Broad Based Black Economic Empowerment, Public Service Act, Public Finance Management Act, National Treasury Regulations, Preferential Procurement Policy Framework Skills. Good Knowledge of public sector procurement experience, Knowledge of strategic planning and budgeting, ability to develop, interpret and apply policies, CIDB strategies and legislation. Understanding of Government budgeting processes, experience in working with service providers/consultants. Knowledge of Public Service financial legislative frameworks, Understanding of Financial management; Risk Management; Knowledge and understanding of contract management. Key Skills: Negotiation Skills and Technical Proficiency, Business Writing Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Planning and Organising Problem solving and decision making, Team Leadership; Computer literate (especially with regard to MS Word, Excel, Projects and Power point), Basic Numeric skills and Excellent Presentation Skills.
<u>DUTIES</u>	:	Develop and implement the acquisition Management systems and appropriate acquisition Management internal controls and audit trails in the Department. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating, and awarding) for all bids in terms of SCM regulations. Ensure

proactive management and tracking of tenders and quotations for goods and services. Eligible knowledge of acquisition for REMS and Infrastructure Projects. Provide regular progress report to management highlighting procurement trends, problems, risks, deviation, delays and make appropriate recommendations for improvements. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic report, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of human resource related issues including the implementation and facilitation of adherence to policies and process in Acquisition Unit.

ENQUIRIES : Mr D Gqibela Tel No: (021) 402 2315
APPLICATIONS : For Cape Town: Email to: RecruitCPT26-64@dpw.gov.za

POST 24/107 : **DEPUTY DIRECTOR: COMPUTER AUDITS REF NO: 2026/259**

SALARY : R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF in level 6/National Diploma) in Auditing/Accounting/Computer Science. Certified Information Systems Audits (CISA). Practicing Information Systems Auditor with Relevant working years of experience at Junior Management/Assistant Director level. Professional Registration with the Institute for Internal Auditors (IIA) or Information Systems Audit and Control Association (ISACA). Driver's License. Proficiency in understanding and implementation of Government and other IT Governance Frameworks. Proficiency in the use of any programming language to conduct data analytics. Proficient Computer Literacy. Good communication and supervisory skills. Good project management skills. Effective report writing skills. Ability to follow a proactive and creative problem-solving approach. Ability to work under pressure and meet deadlines. Prepared to be subjected to security clearance.

DUTIES : Assist the Director during the strategic planning process and with the planning of computer audit activities. Develop computer audit objectives that address the risks controls and governance processes associated with the activities under review; Review the Develop computer 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 approval to the Director prior to the commencement of audit assignments; Plan and monitor computer audit 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; Provide technical and administration support to the compliance performance, financial and operational audits. Attend exit conference on completion of Audit assignment and present audit results. Implement a Quality Assurance and Improvement program to ensure compliance to the IIA Standards and Unit Policies and Procedures. Expected to conduct regular audits on key financial controls; compliance audits; predetermined objectives, performance audits and IT Audits as identified.

ENQUIRIES : Mr. Lumphumezo Gayiya Tel No: (012) 406 1402
APPLICATIONS : For Head Office: Email to: Recruitment26-55@dpw.gov.za

POST 24/108 : **DEPUTY DIRECTOR: INVESTIGATIONS: GOVERNANCE, RISK AND COMPLIANCE REF NO: 2026/260**

SALARY : R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)
CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma)/Degree in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Relevant years of working experience in fraud investigations at a Junior Management/Assistant Director equivalent level. A valid driver's licence. Good interpersonal, organisational and communication skills are also required. Good report writing and presentation skills. Analytical and innovative thinking abilities. Computer literacy in MS Office Software.

DUTIES : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To plan and implement special forensic operations and projects, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, ensure the referral of alleged serious mismanagement of resources or unprofessional conduct to the relevant authorities, supervise, maintain and co-ordinate the forensic investigators attached to the unit.

ENQUIRIES : Mr M. Mabotja Tel No: (012) 406 1328
APPLICATIONS : For Head Office: Email to: Recruitment26-56@dpw.gov.za

POST 24/109 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY: STATUTORY COMPLIANCE-OHSA (BUILDING) REF NO: 2026/261**
Re-advertisement for PSVC 03 of 2026-applicants who previously applied are encouraged to re-apply.

SALARY : R605 742 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF level 06/ National Diploma) in a build environment (Civil Engineering /Construction Management/ Project Management). Relevant years of experience in a build environment field including supervisory level. (Safety Management qualification/Certificate will serve as an added advantage). Extensive knowledge of the build environment, civil services associated with infrastructure and drawing designs. Application and understanding of the Occupational Health & Safety Act, 85 of 1993 and other relevant acts and regulations. Understanding of the National Building Standards (SANS10400) and its prescripts including Municipality by laws. Basic knowledge of the Departmental Policies and Procedures, Public Finance Management Act (PFMA). Good verbal and written communication skills. Computer literacy. Good interpersonal relations. Problem solving skills, listening and observation, Negotiations, conflict management and leadership skills. Incident investigation, report writing and presentation skills. Valid driver's license. Prepared to travel and willing to adapt to working schedule in accordance with the office requirements.

DUTIES : Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Conduct proactive and reactive inspection in a state and leased facilities including construction projects. Approve and ensure each contractor H & Safety plan is maintained on the construction site. Facilitate the issuance of the occupancy certificate as per the local authority/municipality. Monitor compliance on access facilities for people with disability. Provide support when the emergency arise and prepare incident report. Conduct incidents investigation and generate the report with recommendation. Facilitate the appointment of health & safety representative, First Aiders and Fire Marshals. Facilitate the training sessions for health safety committee members including the information sessions. Compile and conduct the presentations and facilitate the activation of the emergency evacuation procedures in accordance with the building regulation & Municipality by-laws. Provide technical advice to client's departments and attend internal and external meetings on OHS matters. Consolidate the monthly/quarterly and annual reports for the OHS directorate in the regions.

ENQUIRIES : Mr N Mathivha Tel No: (013) 753 6303
APPLICATIONS : For Nelspruit: Email to: RecruitNEL26-15@dpw.gov.za

POST 24/110 : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY: STATUTORY COMPLIANCE-OHSA (MECHANICAL) REF NO: 2026/262**

SALARY : R605 742 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF level 06/National Diploma) in a build environment (Mechanical). Relevant years of experience in a build environment field including supervisory level. (Safety Management qualification/Certificate will serve as an added advantage). Extensive knowledge of the build environment. Valid driver's license. Application and understanding of the Occupational Health & Safety Act, 85 of 1993 and other relevant acts and regulations. Understanding of the National Building Standards (SANS10400) and its prescripts including Municipality by laws. Understanding of the procedures with regard to the safe operation of the Lifts,

Boilers, Incinerators, stand-by generators and water treatment plant equipment. Basic knowledge of the Departmental Policies and Procedures, Public Finance Management Act (PFMA). Good verbal and written communication skills Computer literacy. Good interpersonal relations. Problem solving skills, listening and observation, Negotiations, conflict management and leadership skills. Incident investigation, report writing and presentation skills. Prepared to travel and willing to adapt to working schedule in accordance with the office requirements.

DUTIES : Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Conduct proactive and reactive inspection in a state and leased facilities including construction projects. Approve and ensure each contractor H & Safety plan is maintained on the construction site. Facilitate the issuance of the electrical certificate of compliance Ensure lifts, boilers, Incinerators, stand-by generators including water treatment plant equipment are safe without risk. Provide support when the emergency arises and prepare incident report. Conduct incidents investigation and generate the report with recommendation. Facilitate the appointment of health & safety representative, First Aiders and Fire Marshals. Facilitate the training sessions for health safety committee members including the information sessions. Compile and conduct the presentations and facilitation the activation of the emergency evacuation procedures in accordance with the building regulation & Municipality by-laws. Provide technical advice to client's departments and attend internal and external meetings on OHS matters*Consolidate the monthly/quarterly and annual reports for the OHS directorate in the regions.

ENQUIRIES APPLICATIONS : Mr N Mathivha Tel No: (013) 753 6303
: For Nelspruit: Email to: RecruitNEL26-16@dpw.gov.za

POST 24/111 : **ASSISTANT DIRECTOR: ACCOUNTS RECEIVABLES REF NO: 2026/263**

SALARY CENTRE REQUIREMENTS : R487 197 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 06/National Diploma) specializing in accounting. Relevant years of experience in debt management at State Accountant level (07) in a GRAP environment. (Supervisory skills and articles will be an added advantage). Knowledge of Public Finance Management Act, National Treasury Regulations, ERP/BAS systems (SAGEX3 an advantage) and other sound Financial Management prescripts. Valid driver's license. Willingness to travel. Skills: Strong administrative, analytical and communication skills (both written and verbal), computer literacy with advanced Excel skills and good interpersonal skills. Presentation and report writing skills, organizing and planning, problem solving, diplomacy, ability to work independently and under pressure to meet tight deadlines. Team player with strong negotiation skills.

DUTIES : The successful candidate will: Assist effective management of accounts receivables as well as implementation and maintenance of debt risk management system. Co-ordinate the financial processes for the recovery of funds owed to the department. Co-ordinate the compilation of invoices and claims based on consolidated details and calculate monthly advance charges for Client Departments. Ensure timeous payment of advances on accommodation charges. Ensure that clients are billed timeously. Compile/Manage the compilation of accounts receivable reports and GRAP accounting of leases. Assist regional offices to reconcile the accounts and ensure completeness and accuracy. Collate all sub-directorate financial reports, including Regions. Assist in management of timeous resolution of audit queries. Record and manage claims issued to National Government Departments, for accuracy and recoverability. Communicate with client departments regarding non-payment of services and advances. Monitor and manage the consolidated payments reconciliation on SAGEX3 Financial System. Report on revenue collected by the department, follow up on non-payment of invoices and assist with the management of the Debt Management team. Monitor the year end consolidation and submission of AFS inputs.

ENQUIRIES APPLICATIONS : Mr. Billy Leketi Tel No: (012) 406 1223
: For Head Office: Email to: Recruitment26-57@dpw.gov.za

POST 24/112 : **ASSISTANT DIRECTOR: PROPERTY PAYMENTS (FINANCE) REF NO: 2026/264**
Re-advertisement applicants who previously applied are encouraged to re-apply.

SALARY : R487 197 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Economics, Finance Management, Accounting, Internal Auditing, Real Estate and Business Management or equivalent. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Relevant years of experience at Supervisory level. Computer literacy. Knowledge of financial and payment systems will be an added advantage. Relevant years of experience in payment of municipal accounts, rates and taxes. Report writing and good communication skills, verbal and written. Organising and problem-solving abilities. Good financial, interpersonal, analytic and budgeting skills. Ability to manage stakeholders' i e municipalities, clients 'departments, landlords and private individuals. Ability to work under pressure.

DUTIES : Responsible to supervise the expenditure on properties through supervising payments of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorised expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure for all state-owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.

ENQUIRIES : Mr T Dubase Tel No: (051) 408 7330
APPLICATIONS : For Bloemfontein: Email to: RecruitBLOEM26-23@dpw.gov.za

POST 24/113 : **SENIOR INTERNAL AUDITOR REF NO: 2026/265**

SALARY : R413 001 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Internal Auditing or Financial Accounting and relevant working experience in Auditing. Registration with the institute of internal auditors. A valid driver's licence. Possession of an Internal Audit Technician (IAT) and or Professional Internal Audit Technician (PIAT) qualification will be an added advantage. Knowledge of Standards for Professional Practice of Internal Auditing, Treasury Regulations, the Public Finance Management Act, Institute of Internal Auditors Code of Ethics and Phases of internal audit processes. Skills: Computer literacy, Numeracy, Advanced communication (Verbal and written). Project management. Report writing. Organisation and co-ordination. Dedication. Honesty. Objectivity. Diligence. Avoid conflict of interests in performing duties. Exercise prudence with confidential information. Innovation. Adaptability. Creative. Willingness to travel and work overtime.

DUTIES : Conduct audit programme steps. Conduct audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence. Develop audit working papers. Develop audit findings. Undertake the administrative functions of the Regional Internal Audit section. Co-ordinate the administration of the office. Ensure adequate resources for the Office. Manage office management systems.

ENQUIRIES : Mr V Rikhotso Tel No: (012) 492 3064
APPLICATIONS : For Durban: Email to: RecruitDBN26-09@dpw.gov.za

POST 24/114 : **SENIOR STATE ACCOUNTANT: ACCOUNTS RECEIVABLES REF NO: 2026/266**

SALARY : R413 001 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) or equivalent qualification in Accounting, Financial Management with relevant

years of experience in Accounting, coupled with extensive working experience on PFMA, Treasury Regulations, guidelines and policies applicable in government. Sound interpersonal and communication skills. Computer literacy. Multi-tasking skills. Self-driven, result-orientated and motivated. The ability to meet deadlines and accept responsibility. Extensive experience in BAS/SAGE, WCS, PERSAL, LOGIS and PMIS.

DUTIES : Report to Assistant Director: Financial Accounting. The incumbent's responsibilities shall include, among others: Monitor and control the adherence/compliance to sound accounting practices, prescribed policies and regulations governing debtors and receipts. Ensure correct allocation of revenue and journals. Compilation of inputs to Interim and Annual Financial Statements. Ensure effective management of Cashier's Office and prepare administrative reports applicable. Ensure effective and economical management of debtors and prepare various systems reconciliations. Ensure proper responses to internal and external Audit Requests/ Queries/ Findings and the implementation of audit recommendations. Ensure effective management and supervision of subordinates in area of responsibility.

ENQUIRIES : Ms. L. Mabusu Tel No: (012) 310 5929
APPLICATIONS : For Pretoria: Email to: RecruitPTA26-52@dpw.gov.za

POST 24/115 : **CHIEF WORKS MANAGER: BUILDING: FACILITIES MANAGEMENT REF NO: 2026/267**

SALARY : R413 001 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) (T/N/S streams) in Building/Civil/Quantity Surveying; Facilities Management, OR (N3 and a passed trade test in the building environment and three (03) to five (05) years technical experience in Built environment field). A valid driver's license. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Environment Conservation Act as well as Government Procurement System. Ability to plan, organize and manage resources. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills, Computer literate. Good interpersonal skills. Good budgeting and estimating skills. Willingness to travel and work irregular hours.

DUTIES : Manage day-to-day building maintenance project activities to facilitate effective project execution in terms of costs, quality and time existing State accommodation. Manage project costs, estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications sort out by the department. Assist in site handovers; first and final deliveries. Ensure compliance with OHS and National Building Regulations. Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Ensure all work executed complies with PW371 standard and specification, Budget management, render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.

ENQUIRIES : Mr M Gwanya Tel No: (051) 408 7425
APPLICATIONS : For Bloemfontein: Email to: RecruitBLOEM26-24@dpw.gov.za

POST 24/116 : **INFORMATION TECHNOLOGY TECHNICIAN REF NO: 2026/268**

SALARY : R413 001 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Information Technology / Information System, Computer Systems Engineering, Computer Sciences or relevant qualification. A+ and N+ certificates with a relevant years of working experience in desktop support in a network environment. Computing, good communication, interpersonal and report writing skills. Professional, self-driven, independent individual with troubleshooting and problem-solving skills. Good understanding of MS Windows 10 -11, Microsoft 365 applications and end-user cloud services. Understanding of Unified Communications applications and support. A valid driver's licence. Skills: Excellent diagnostic and problem solving; Excellent communication ability; Outstanding organizational and time-management; Computer skills; Communication; Interpersonal. Personal Attributes: Friendly

and personable demeanour; Take ownership and responsibility; Possess the drive to learn and adaptable to change/new technologies; Punctual; Ability to work under pressure; Ability to communicate effectively with others both verbally and in writing. Willing to adapt work schedule in accordance with office requirements.

DUTIES

: Provide advanced desktop support and maintenance across Microsoft applications, business application access, and unified communications solutions. Detect, troubleshoot, and repair faults on LAN/WAN infrastructure, PCs, peripherals, network points, and software. Assist with the planning, design, and implementation of LAN/WAN infrastructure as well as desktop, laptop, and printing solutions. Provide and maintain printing services for transversal systems such as LOGIS, PERSAL, BAS, WCS, and PMIS. Manage and maintain a secure, stable, and virus-free network environment. Deliver end-user support for data backups and restoration. Monitor local area networks to ensure optimal performance. Liaise with suppliers and manufacturers to resolve end-user incidents. Install, configure, and support software and applications as required. Plan and organise the deployment of computer programs, applications and networks (Laptops, Printers, Network cabling, Audio-visual, Wi-Fi Access, Business applications etc.). Identify user requirements for acquisition and maintenance of equipment and computer programs. Include user and office infrastructure or systems requirements on annual Acquisition Plans. Receive and support service providers and technical engineers for specialised network or applications installations. Prepare and participate on migration of user profiles on newly deployed systems or applications. Install and maintain computer systems and networks to achieve the highest functionality and optimise the role of technology. Set up workstations with computers and necessary peripheral devices (routers, printers etc.). Check computer hardware to ensure functionality. replacing parts as required. Install and configure computer hardware, operating systems and applications. Identify aging hardware and software and report on the findings. Provide technical support to end-users on IT related incidents and service requests. Monitor Help Desk tickets and resolve user issues. Perform troubleshooting to diagnose and resolve problems (repair or replace parts, debugging etc.). Create temporary user accounts and reset passwords ensuring that the correct permissions and data security are applied. Perform remote troubleshooting through diagnostic techniques and pertinent questions. Provide a reliable and stable network environment. Install and configure LAN and WAN devices. Install and configure Wi-Fi Access points. Install and Configure Wi-Fi Client on users PC's. Deploy and upgrade network servers. Monitor LAN and WAN performance and troubleshoot issues. Monitor IT inventory. Perform periodic preventative maintenance and updates. Maintain service records. Maintain records/logs of repairs and fixes and maintenance schedule. Analyse history of software or hardware issues and make recommendations to prevent future problems. Analyse service requests to identify common trends and underlying problems. Identify and suggest possible improvements on procedures. Ensure full compliance with the data protection act.

ENQUIRIES APPLICATIONS

: Mr. D Gqibela Tel No: (021) 402 2315
 : For Cape Town: Email to: RecruitCPT26-65@dpw.gov.za

POST 24/117

: **LEGAL ADMINISTRATION OFFICER: MR4 REF NO: 2026/273**

SALARY CENTRE REQUIREMENTS

: R403 929 per annum, (Salary will be in accordance with OSD determination)
 : Head Office (Pretoria)
 : A minimum of degree (LLB) with at least 5 years' appropriate post qualification legal experience or (05 years' experience as an in-house legal advisor or legal/contract administrator). Willingness to travel on an ad hoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's licence. Admission as attorney or Advocate of the high court and supervisory/management experience will be an added advantage. Knowledge: Specialized knowledge of law of contracts, general administration of contracts and litigation within an organizational context, Legal research and professional legal assistance, In-depth knowledge of the Framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework Act, 2000 (Act No. 5 of 2000), the State

Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No. 103 of 1994), Public Service Regulations and other relevant legislation. **SKILLS:** Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving, Language proficiency, Maintenance of confidentiality of information, Computer literacy, Relationship management, Decision-making skills, Interpersonal and diplomacy, Motivational, Negotiation, Mediation and Arbitration skills.

DUTIES : Management of the provision of general legal advisory support services to the department and Ministry. Management of all litigious matters for and against the Department and Ministry. Management of the legal advisory services on the drafting, vetting and amendment of contracts. Oversee the exploration of efficiency measures introduced. Provide general legal opinions to line function. Liaise with the office of the state attorney and consult, provide instructions, facilitate the compilation of documents in litigation cases. Consult with line function and take instructions. Management of litigation and debt files. Attend to PAIA and PAJA requests from line function.

ENQUIRIES : Ms. Shalini Roopram Tel No: (012) 406 1028
APPLICATIONS : For Head Office: Email to: Recruitment26-58@dpw.gov.za
NOTE : People with disabilities are encouraged to apply.

POST 24/118 : **PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2026/270**

SALARY : R338 106 per annum
CENTRE : Durban Regional Office
REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Human Resources Management or Public Administration. Appropriate experience in Human Resources Management with emphasis on Human Resource Administration. A valid driver's license (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, analytical skills, interpersonal relations, diplomacy, negotiation skills, 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. Compile monthly reports to HR Manager.

ENQUIRIES : Mrs NS Nxumalo Tel No: (031) 314 7023
APPLICATIONS : For Durban: Email to: RecruitDBN26-10@dpw.gov.za

POST 24/119 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2026/271**

SALARY : R338 106 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6/National Diploma) in Commerce, Real Estate Management, Project Management, Business Administration/management, Asset Management. Appropriate relevant experience in Property / Immovable Asset Register Management. Experience in State Land administration and verification of immovable asset (land and buildings) or related. A valid driver's license. Effective communication skills. Good report writing skills. Computer literacy. Negotiation skills. Decision making skills. Excellent Interpersonal skills. Ability to work under pressure, high level of reliability and deadline driven.

DUTIES : Carry out the physical verification of immovable assets. Conduct and administer physical verification of immovable assets in line with IAR verification support tools. Identify and record improvements to state property in IAR. Correctly capture disposals in the IAR. Participate in vesting of land parcels and endorsement of Title Deeds provide admin support for Immovable Asset

		Register projects. Ensure the safekeeping of all project documentation. Provide administrative support services to immovable asset Register Sub-Unit
<u>ENQUIRIES</u>	:	Ms. A Segone Tel No: (051) 408 7341
<u>APPLICATIONS</u>	:	For Bloemfontein: Email to: RecruitBLOEM26-25@dpw.gov.za
<u>POST 24/120</u>	:	<u>ADMINISTRATION OFFICER: REGISTRY REF NO: 2026/272</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of tertiary qualification (NQF level 6/National Diploma) in Public Administration/ Public Management or Business Management. A candidate must have knowledge and experience of working in financial systems (Reapatala, Archibus) and relevant years of working experience in Record Management environmental and a valid driver's license. Knowledge of Pertinent Policies: Electronic document and Records Management Systems (EDRMS), National Archives and Records Service of South Africa Act (NARSA), PFMA; National Treasury Regulations, Knowledge of Minimum Information Security Standards (MISS) Act; Public Finance Management Act; Mailing procedures; Procurement processes and procedures; Inventory systems; Records Management: Human Resources policies. Competencies: Effective communication; Report writing; Basic numeracy; Computer literacy; Analytical thinking; Interpersonal relations; Client liaison; General office administrative and organizational skills, Knowledge and ability to distinguish the procurement files (Tenders and Quotations documents). Personal Attributes: Ability to work under pressure; People oriented; Hard working; Assertive; Ability to communicate at all levels.
<u>DUTIES</u>	:	Provide supervisory and administration support for registry counter services. Ensure all invoices received are captured on Reapatala system. Ensure the proper handling of incoming and outgoing correspondences. Attend to clients' queries. Provide weekly/ monthly statics and report on the capturing of invoices. Distribute notices on registry issues. Facilitates request for bulk photocopying as required. Administer an effective filing system according to record classification. Continuously monitor and assess the records management system to ensure compliance with applicable guidelines and prescripts. Ensure payment of Post Office private bag account. Facilitates and supervise registration and dispatching of mail, and ensure confidential mail is delivered unopened. Ensure that unclaimed or undeliverable letters are returned to the post office. Provide general administration, supervisory functions and performance evaluation of staff. Allocate duties and perform quality controls. Provide leadership to subordinates with regard to all aspects of work. Facilitate training and development of subordinates. Perform any other duties as per the requirements of the Unit.
<u>ENQUIRIES</u>	:	Ms P Bambela Tel No: (021) 402 2193
<u>APPLICATIONS</u>	:	For Cape Town: Email to: RecruitCPT26-66@dpw.gov.za
<u>POST 24/121</u>	:	<u>PERSONAL ASSISTANT: REGIONAL MANAGER'S OFFICE REF NO: 2026/277</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Secretarial Diploma, Office Management, Management Office, Business Administration, Public Administration / Public Management. Relevant years of working experience. Knowledge: Wide range of office management and administrative tasks; Good telephone etiquette; Demonstrative computer literacy; relevant legislation; Basic financial administration. Skills: Advanced communication (verbal and written); Sound organisational skill; Good people skill; Language skills; Ability to communicate well with people at deferent levels; Basic numeracy; Interpersonal skills; Office administration and organisational skills; Planning and organising; Ability to research; Ability to act with tact and discretion. Personal attributes: People orientated; High level of reliability; Hard working; Resourceful; Self-motivated; Trustworthy; Multilingual; Creative. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Provides a secretarial/receptionist support service to the Regional Manager. Record the engagements of the Regional Manager. Utilises discretion to decide whether to accept/decline or refer to other employees, request for meetings, based on the assessed importance and urgency of the matter. Coordinate with

and sensitises/advises the manager regarding engagements. Compiles realistic schedule of appointments. Renders administrative support services. Ensure the effective flow of information and documents to and from the office of the Regional Manager. Scrutinise routine submissions/ reports and make notes and/or recommendations for the manager. Responds to enquiries received from internal and external stakeholders. Collect, analyse and collate information requested by the RM. Clarify instructions and notes on behalf of the RM. 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 RM and the unit. Provide support to the Regional Manager regarding meetings. Collect and compile all necessary documents for the RM to inform him/her on the contents. Record minutes/decision and communicates to relevant role-players, follow-up on progress made. Prepare briefing notes for the RM as required. Coordinates logistical arrangement for meetings when required. Supports the manager with the administration of the budget. Collects and coordinates all the documents that relate to budget of the office of the RM. Assist the RM in determining funding requirements for purposes of MTEF submissions. Keep record of expenditure commitments, monitors expenditure and alert the RM of possible over and under spending. Check and correlates BAS reports to ensure that expenditure is allocated correctly. Identify the need to move funds between items, consults with the RM. Compares the MTEF allocation with the requested budget and informs the manager of changes.

**ENQUIRIES
APPLICATIONS**

: Mr. D Gqibela Tel No: (021) 402 2315
: For Cape Town: Email to: RecruitCPT26-67@dpw.gov.za

POST 24/122

: **STATE ACCOUNTANT: FINANCIAL REPORTING REF NO: 2026/274 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Financial Accounting or equivalent qualification with relevant years of working experience in financial reporting. A valid driver's licence and willingness to travel for official purposes. Knowledge: Public sector experience with applied knowledge of the PFMA, Treasury Regulations and GRAP/IFRS. SAGE X3 Financial System experience will be an added advantage. Skills: sound analytical, problem identification and solving skills, communication skills (written and verbal), report writing and presentation skills, analytical thinking and time management skills. Ability to work independently and in a team, computer literacy with Excel skills. Ability to meet deadlines.

DUTIES

: Liaising with line function and other finance officials in order to obtain accurate and reliable inputs for financial reporting purposes within deadlines (focusing on assets, accruals, provisions, other liabilities and leases). Assist in preparing and consolidating workings, preparing disclosure notes and supporting workings for journals relating to financial reporting. Processing of journals on financial system. Ensure that workings are compliant with GRAP standards. Perform and manage administrative related functions as required by the unit. Support the Assistant Director in financial reporting tasks.

**ENQUIRIES
APPLICATIONS**

: Mr. Leonard Chiloane Tel No: (012) 406 1810
: For Head Office: Email to: Recruitment26-59@dpw.gov.za

POST 24/123

: **STATE ACCOUNTANT: ACCOUNTS RECEIVABLES REF NO: 2026/275 (X2 POSTS)**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF Level 6/National Diploma)/ Bachelor's Degree specializing in Accounting. Job related knowledge: Knowledge of Standard of Generally Recognized Accounting Practice, Public Financial Management Act, Treasury Regulations and other sound Financial Management prescripts. Job related skills: Good interpersonal relations, Time management skills, Computer literacy in Microsoft excel and word, Good written and verbal communication skills, Organizing and office administration skills, good data analysis and report interpretation skills. Ability to work under pressure and deliver to tight deadlines. Ability to develop solutions to a variety of problems and interpretation in line with guidelines and departmental policies.

- (The Knowledge of ERP systems and Supervisory skills will be an added advantage).
- DUTIES** : The successful candidate will: Capture and process fully supported invoices/invoices and receipts on SAGE. Compile accurate claims/invoices and issued to the client departments. Ensure that claims are issued timeously to the client departments and entities. Recover outstanding money from clients. Perform reconciliation of the client accounts and clear exceptions. Checking and controlling age analysis and clear suspense accounts. Render support to the management of the unit. Respond to all audit information requests in the directorate and gather information to resolve the audit queries. Liaise with Regions to resolve internal queries and queries from Debtors. Safeguard the Unit's transaction documents. Submit AR related inputs for Annual and Interim Financial Statements consolidation. Prepare accurate adjustment and year end journals correctly classified in line with GRAP.
- ENQUIRIES** : Ms. Beauty Chiloane Tel No: (012) 406 1257
APPLICATIONS : For Head Office: Email to: Recruitment26-60@dpw.gov.za
- POST 24/124** : **DRIVER: CLEANING SERVICES REF NO: 2026/276**
- SALARY** : R201 093 per annum
CENTRE : Bloemfontein Regional Office
REQUIREMENTS : A minimum of Grade 10 or equivalent appropriate qualification as recognised by SAQA. Valid driver's licence. Knowledge: Minimum Information Security Standard (MISS) Act; basic literacy; basic numeracy. The National Road Traffic Act Regulations. Skills: Effective communication (verbal or written); interpersonal relations; planning of work processes; time management; driving skills. Personal Attributes: Hard working, trustworthy; punctuality, accuracy; polite; helpful. Honesty flexibility. (Professional Driving Permit (PDP) will be used as an added advantage).
- DUTIES** : Transport Work Teams, Materials and Equipment: Transport work teams, material and equipment to various Magistrate Courts. Complete vehicle logbooks and trip authorization documentation. Pick up and drop off employees as assigned. Verify materials loaded onto the vehicle before departure. Assist with loading and unloading of materials and equipment. Ensure vehicles are not overloaded. Follow delivery schedules to ensure timely transportation. Perform Driver-Related Services. Transport departmental officials, clients and visitors as required. Maintain professional conduct and interaction with all stakeholders. Receive documents and items for transportation and ensure their safe delivery. Complete transport schedules and maintain accurate trip records. Maintain and Care for Assigned Vehicles Conduct daily vehicle inspection at the beginning of each shift. Ensure vehicles are clean, safe and properly maintained. Report vehicle defects, repair requirements, accidents, injuries and damage promptly. Operate vehicles in accordance with road traffic regulations and departmental policies. Maintain accurate records of vehicle usage and movement.
- ENQUIRIES** : Ms. N Nkonyana Tel No: (051) 408 7353
APPLICATIONS : For Bloemfontein: Email to: RecruitBLOEM26-26@dpw.gov.za
- POST 24/125** : **DRIVER/MESSENGER: PROVISIONING AND LOGISTICS REF NO: 2026/277**
- SALARY** : R201 093 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A Minimum of 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. 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
APPLICATIONS**

: Ms K Moko Tel No: (021) 402 2296
: For Cape Town: Email to: RecruitCPT26-68@dpw.gov.za

POST 24/126

: **GROUNDMAN REF NO: 2026/278**

**SALARY
CENTRE
REQUIREMENTS**

: R144 024 per annum
: Bloemfontein Regional Office (Kestell Magistrate Court)
: A minimum of ABET level 04/Grade 09. No experience required. A minimum of Grade 10. Good interpersonal skills. Knowledge: Knowledge of Garden maintenance practices Operating horticultural equipment Occupational health and safety Skills. Operation of machinery, Interpersonal skills, Basic literacy, technical skills, Planning and organising, Accuracy, Effective communication.

DUTIES

: Mowing of lawn areas, both developed and veld grass areas. Watering of plants and avoiding plants dying of malpractice. Keep flower and shrub beds weed free cultivated and well maintained; Pruning dead flower heads of plants in bed, fertilizing lawn and plant beds; Planting of new mother stock material in the area; Assisting in plant propagation area; Sweep and rake hard surfaces in responsibility area; Upholding good conduct at all times; Cleaning of restrooms allocated to DPW as per schedule.

**ENQUIRIES
APPLICATIONS**

: Ms N Nketsha Tel No: (051) 408 7345
: For Bloemfontein: Email to: RecruitBLOEM26-27@dpw.gov.za