

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**

: 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.

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

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

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

Kimberly Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley 8301 or Hand Deliver at 21-23 Market Square Old Magistrate Building Kimberley 8301. For Attention: Ms V Tidikwe

Port Elizabeth Regional Office Applications: 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 PT Buswa.

CLOSING DATE

: 31 July 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.

OTHER POSTS

POST 25/129 : **DEPUTY DIRECTOR: SECURITY MANAGEMENT (REGIONS) REF NO: 2026/279**

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 : Port Elizabeth Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Security Management or in the related field. NIA Security advisory training / SSA Managers Course. Relevant years of working experience at a Junior Management /Assistant Director equivalent level in the security field. A valid driver's license.

DUTIES : Manage access control and physical security measures. Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Develop and implement information strategy for the Department, identify information security risks and threats to the security of the department and vulnerabilities in the organizational capacity to counter such, Advice regional manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Management of contracted private security service providers, develop security specifications for the tender, leading regarding the procurement of service provider. Co-ordinate of vetting and screening, identify staff who deal with sensitive information for vetting, conduct vetting and screening awareness to the regional staff. Investigation of security breaches incidents, develop and implement security breaches reporting procedures, investigate all reported security breaches incidents and write reports. Manage performance management of the security staff, develop, implement, evaluate and monitor the performance agreements with security personnel, assess performance of security staff, supervise and mentor security staff, maintain discipline.

ENQUIRIES : Ms. N. Hlengwa Tel No: (047) 502 7010

APPLICATIONS : For Port Elizabeth: Email to: RecruitPE26-29@dpw.gov.za

POST 25/130 : **ASSISTANT DIRECTOR: PROPERTY INVESTMENT ANALYST (FINANCE) REF NO: 2026/280**

SALARY : R605 742 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF Level 06) / National Diploma / B. Com Degree in Commerce, Property Economics, Property

Studies, or Real Estate Finance. Willingness to travel. Be in possession of a valid driver's license. Knowledge: Public Finance Management Act. Relevant experience in portfolio and property investment analysis. Sound experience in conducting property and project feasibility studies is required. A good understanding and competence in the context of the built environment with a working knowledge of property industry related: financial modelling and investment analysis methodologies and tools. Develop innovative financing methods applicable to government, working knowledge of applicable government legislation, regulation, rates and indices. Financial management and knowledge of the leasing environment. Developed knowledge and understanding of National Government's responsibility to improve access to Government services and Objectives. Legislative and legal aspects of built environment developments and informed decision-making. Skills: Computer literate. Time management. People management. Report-writing. Well-developed project management. Analytical. Planning. Interpersonal and communication skills. Executive report-writing and presentation skills. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical thinking, Ability to work under pressure, Self-motivated, Creative.

DUTIES

: Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Conduct cost benefit and risk return assessments for the government's new and existing property portfolio. Visit building sites to assess and develop reports. Interpret, analyse and utilize property, indicators, benchmarks, property market trends, client accommodation needs and asset values in addition to using inputs from a multidisciplinary professional team to perform property investment analysis and life cycle costing, for new construction, refurbishment, replacement and leasing and disposal of immovable assets. Assess the financial and socio-economic benefits for all property investment / disinvestment option. Conduct sensitivity analysis to enable the formulation of proactive strategies for optimum portfolio management. Assess and make recommendations on investment opportunities that avail themselves to the department and their impact in terms of risk / reward for government and compliance with government rules and regulation. Provide input, guidance and interpretation of feasibility studies on various projects. Advise and recommend for investment / disinvestment of fixed assets, analyse and recommend innovative procurement or finance option available to government. Manage the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Executive report writing.

ENQUIRIES APPLICATIONS

: Mr V Bedesi, Cell No: (072) 561 9731
: For Head Office: Email to: Recruitment26-61@dpw.gov.za

POST 25/131

: **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2026/281**
(Re-advertisement for PSVC 20 of 2026, Ref No: 2026/241-applicants who previously applied are encouraged to re-apply)

SALARY CENTRE REQUIREMENTS

: R605 742 per annum
: Cape Town Regional Office
: A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Public Administration, Management, Public Relations and Communication, Real Estate Management or Social Science. Relevant years of experience within stakeholder engagement, coordination in any field of property and a valid driver's license. The ideal candidate should have planning skills, programme management, and client relations skills. An understanding of different facets of the built environment and property industry is essential. Knowledge: Works Control System (WCS); Public Finance Management Act (PFMA); Treasury Regulations; knowledge of the built environment; project and programme management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; sound budgeting; procurement processes and Government Immovable Asset Management Act (GIAMA). Skills: Advanced numeracy; organizing; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication; advanced computer literacy. Personal Attributes: Innovative; creative; trustworthy; hardworking; self-motivated; ability to work under pressure; analytical thinking; facilitation; research. Willingness to adapt work schedule in accordance with office requirements. Committed to designated tasks.

<u>DUTIES</u>	:	Apply applicable policies, methods, best practices and standards as well as ensure compliance with relevant user demand management regulations. Facilitate the delivery of the accommodation services for Client Departments. Co-ordinate and monitor the budget and expenditure levels of clients Department. Supervise employees to ensure an effective service delivery. The incumbent will be responsible for Key Account Management as a contact point between the National Department of Public Works & Infrastructure and assigned client departments. Ensure monitoring and implementation of programmes for leased accommodation, capital works and planned maintenance services. Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset plans and budget. Assist with the consolidation and compilation of accommodation related information in reporting to the client. Ensure efficient turnaround times on strategic initiatives and programme related reports. Facilitate, chair and minute regular forum meetings with client departments. Advice, interact with and source information from client departments and departmental service providers. Liaise with internal stakeholders in assisting external stakeholders with registered queries. Assist with the implementation and management of Service Level Agreements for client departments. Assist in the preparation of reports to top management and all relevant stakeholders. Give inputs towards the compilation and implementation of annual business plans for the Directorate. Conduct site visits to ensure that state owned properties are utilized efficiently and optimally. This post will require official travelling, working 64 65 overtime and the incumbent must be willing and be able to travel as and when required.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. B Ntoni Tel No: (021) 402 2020 For Cape town regional office: Email to: RecruitCPT26-69@dpw.gov.za
<u>POST 25/132</u>	:	<u>ASSISTANT DIRECTOR (HIV/AIDS ADVOCACY & SUPPORT) REF NO: 2026/282</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R487 197 per annum Head Office (Pretoria) A minimum of Degree in Social Work/ Psychology or related field of study. Valid registration with HPCSA or SACSSP. Appropriate relevant working experience in the field. Valid driver's license. Knowledge of Public Service Act and Regulations; Programme and Project Management; Financial Management; Relevant HIV and AIDS related legislations, policies and regulations; National Strategic Plan on HIV/AIDS, TB & STIs; Integrated Employee Health & Wellness Strategic Framework; Basic Conditions of Employment Act. Skills: Report writing, Communication; Facilitation; Interpersonal; Counselling; Presentation; Confidentiality and code of ethics.
<u>DUTIES</u>	:	Implement Employee Health and Wellness strategy with special emphasis on HIV/AIDS and related diseases. Develop legislative frameworks to address HIV/AIDS and related diseases. Interpret legislation and directives in ensuring compliance to policies and other legislative mandates. Facilitate the mainstreaming of HIV/AIDS and other related conditions into departmental programmes. Ensure compliance with national policies and other relevant legislations. Conduct ongoing research on HIV/AIDS affairs and benchmark best practices. Establish and maintain external partnerships. Implement the National Strategic Plan on HIV/AIDS in partnership with stakeholders. Provide counselling, preventative and care support. Coordinate periodic HCT sessions, TB and general health screenings. Develop and implement capacity building programmes and advocacy on HIV/AIDS and related diseases. Develop an annual action plan for HIV/AIDS events/activities/awareness campaigns to be hosted. Establish the processes aimed at reducing stigma and discrimination. Monitor and evaluate the effectiveness of the interventions of HIV/AIDS program. Compile reports on progress and challenges experienced with the implementation of the programmes.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. Alletah Ntsie Tel No: (012) 406 1747 For Head Office: Email to: Recruitment26-62@dpw.gov.za
<u>POST 25/133</u>	:	<u>ASSISTANT DIRECTOR: BUDGETS (ACCOUNTS AND BUDGETS OFFICE) REF NO: 2026/283</u>
<u>SALARY CENTRE</u>	:	R487 197 per annum Cape Town Regional Office

<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Financial Management or related Relevant years of experience in the field at supervisory level. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; statistical skills. Public Finance Management Act; National Department of Treasury regulations, guidelines and directives; Departments` Reconciliation processes; Understanding of Governments financial delegations; Management of governments departments chart of accounts; Government Budget systems and procedures; Government Financial Systems; Supply Chain Management; Financial prescripts (GAAP and GRAP). Ability to work under stressful situations; ability to communicate at all levels.
<u>DUTIES</u>	:	Participate in the development, maintenance and implementation of departmental financial policies. Advice line function on the implementation and interpretation of financial procedures and policies. Facilitate the implementation of changes in public finance management policies. Implement internal control measures in compliance with departmental policies. Facilitate the implementation of Treasury Regulation in the department. Issue guidelines to and train line managers on latest developments in public finance management regulations. Facilitate budget planning, adjustment and reporting. Verify the capturing of payroll transactions on the accounting system. Monitor income against budget and review reconciliations. Oversee and undertake the development of corrective measures when required. Coordinate and review disclosure notes on revenue collection. Coordinate and collate financial supporting information for planning purposes. Ensure completeness and accuracy of financial information. Ensure cash flow management of the regional office for monthly reporting. Attend to internal and external queries including audit queries. Report on revenue collected. Attend to and investigate each transaction on the BAS financial reports to obtain supporting documents and provide support within the budget sections. Manually authorise journals to correct cost centres and ensure that all necessary supporting documents are verifiable and authentic. Approve journals on BAS for the clearing of transactions to correct cost centres. Ensure that all misallocation of expenditure are attended to on daily basis. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Ms. N Ndiyane Tel No: (021) 402 2108
<u>APPLICATIONS</u>	:	For Cape town regional office: Email to: RecruitCPT26-70@dpw.gov.za
<u>POST 25/134</u>	:	<u>ASSISTANT DIRECTOR: PROPERTY PAYMENTS REF NO: 2026/284</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Finance or Accounting or related. Valid driver's license. Knowledge of PFMA, Treasury Regulations and other transcripts. Supervisory experience in payments of accounts. 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, analytical and budgeting skills. Ability to negotiate and manage stakeholders' i.e. municipalities, client's department, landlords and private individuals. Ability to work under pressure. Willing to adapt work schedule in accordance with office requirements and willing to travel.
<u>DUTIES</u>	:	Responsible to supervise the expenditure on properties through supervising payment of rates and taxes, municipal services, lease rentals and other property related payment in the region. Implement long-term strategies to contain municipal services expenditure. Ensure a sound property expenditure management system, including minimization of accounts payable to avoid fruitless, wasteful, irregular and unauthorized expenditure. Assist in the compilation of the sub-directorate's budget. Ensure that an accurate asset register is in place and maintained regularly for use in processing expenditure

		for all state-owned properties. Ensure that all financial transactions for four stages of the life cycle of the property are recorded and monitored on PMIS. Responsible for implementing strategies to ensure good audit reports. Supervise staff and manage their performance according to the Performance Management System.
<u>ENQUIRIES</u>	:	Mr L Botshobana Tel No: (053) 838 5272
<u>APPLICATIONS</u>	:	For Kimberly Regional Office: Email to: RecruitKIM26-17@dpw.gov.za
<u>POST 25/135</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT: CONTRACT MANAGEMENT REF NO: 2026/285</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Kimberley Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management, Finance or Procurement/ Logistics or related equivalent qualifications relevant supply chain management, contract management experience. Knowledge of contract management; SCM processes and systems. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with office requirements. Public Finance Management Act; Office administration; Procurement and provisioning policies and procedures; Financial administration processes and LOGIS and BAS systems; Contractual policies and procedures. Skills: Effective communication; technical report writing; numeracy; computer literacy; interpersonal relations; General office administrative and organisational skills. Personal Attributes: Resourceful; creative; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; punctuality; assertive; hard-working; self-motivated; ability to work independently.
<u>DUTIES</u>	:	Supervise monitor, analyse and determine actions to ensure proper contract administration:-Administer variations to the contracts; Evaluate applications for price adjustments and invoke penalty clauses; Evaluate applications for variations, amendments and cancelations and develop proposals for approval; Undertake dispute resolution and ensure that all documentation is prepared and available to resolve disputes; Maintain proper relationship with suppliers within the code of ethics to ensure deliver off goods/services; Supervise, monitor contract compliance by determining whether product/services are delivered at the right time, of the right quantity, right products, right place, right conditions, right quality and right price according to the contract; Supervise and monitor supplier performance according to the contract and service level agreement.
<u>ENQUIRIES</u>	:	Ms W Khumalo Tel No: (053) 838 5359
<u>APPLICATIONS</u>	:	For Kimberly Regional Office: Email to: RecruitKIM26-18@dpw.gov.za
<u>POST 25/136</u>	:	<u>OFFICE MANAGER: OFFICE OF THE REGIONAL MANAGER REF NO: 2026/286</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration/ Management/ Office Management or equivalent qualification and Appropriate relevant working experience in the field. A valid driver's Licence. (Post graduate studies in Management will be an added advantage). Wide range of office management and administrative tasks, structure and functioning of the department, conflict management, project management, Communication (written and verbal), policy analysis and development, planning and organizing, people management, financial management, project coordination, problem solving computer literacy, facilitation and presentation, stakeholder and client liaison, monitoring, report writing, people orientated, creative, trustworthy, assertive, hard-working, self-motivated, ability to work independently, ability to work under pressure.
<u>DUTIES</u>	:	Administrative Management: Day-to-Day operational management of the office of the Provincial Head. Manage and oversee logistics within the office of the RM, manage the workflow of the unit. Co-ordinate high-level meetings in all aspects. Take charge of invitations and RSVP functions etc. Act as formal channel of communication between office of the RM and other departments and organisations. Compile briefing notes as well as other documentation to adequately prepare the RM for such meetings. Staff Supervision: Recruitment, training and coaching administrative staff, delegating tasks, monitoring and

managing performance of staff in the RM's Office. Contribute to the development and promotion of policies and procedures, programmes and systems under the jurisdiction of the RM. Provide administration support to the RM with regards to the management of the regional activities. Organise and attend certain regional meetings. Liaise with relevant stakeholders regarding outstanding information and issues. Manage due dates of correspondence. Prepare documentation for meetings, presentations and reports. Coordinate the preparation and compilation of budget, procurement and cash flow projections for the region. Undertake research and develop appropriate policies strategies programmes to be used to promote the region. Ensure effective document management and correspondence flow within the Office of RM. Consolidate all Managers' reports to produce a monthly and quarterly regional report. Establish and implement effective records and document management systems. Coordinate responses to and submissions on, all requests for information from the Office of the RM. Administer office correspondence, documents and reports. Events Management: planning and coordinating events within the regional office; Co-ordinate regional workshops (venues, travel, catering etc.). Financial Management: Manage budget in the RM's office. Monitor and report on the financial performance of the region Facility Management: Ensure that the working environment is clean and safe. Report and manage repairs in the RM's quarters, order new furniture and equipment. Main point of contact for all stakeholders.

ENQUIRIES
APPLICATIONS
NOTE

: Ms R Baulackey Tel No: (053) 838 5202
: For Kimberly Regional Office: Email to: RecruitKIM26-19@dpw.gov.za
: NB: women are encouraged to apply.

POST 25/137

: **LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS**
ADMINISTRATION (MR 5) REF NO: 2026/287

SALARY
CENTRE
REQUIREMENTS

: R483 219 per annum, (all-inclusive OSD salary package)
: Kimberly Regional Office
: A minimum of four-year degree (LLB) with at least 8 years appropriate post-qualification Legal experience or 8 years' experience as an in-house legal advisor or legal/contract administrator. Willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements, A valid driver's license. Specialized knowledge of law of contracts and general administration of contracts 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. 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.

DUTIES

: Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation, as legally-binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the safekeeping of legal records and documents, such as contracts, guarantees, etc.; and engage with Legal Services and Contract Administration, Head Office, as and when required), Ensure the extent and effectiveness of managed contracts and related legal matters, Ensure the extent and effectiveness of the safety and integrity of legal records, Provide advice, guidance and opinions regarding the interpretation and implementation of contracts and related legal matters, Implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advice and support, Draft and verify legal documents, Render assistance to and liaise with the Office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitration in which the Department is involved, Provide an advisory and supportive role to Project Managers and the Regional Office, Ensure the extent and effectiveness of advice, guidance and opinions provided, Ensure the extent of compliance with

		related standards, Ensure the extent and effectiveness of legal assistance provided.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms R Baulackey Tel No: (053) 838 5202
	:	For Kimberly Regional Office: Email to: RecruitKIM26-20@dpw.gov.za
<u>POST 25/138</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: TRAINING AND DEVELOPMENT REF NO: 2026/288</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Head Office (Pretoria)
	:	A three-year tertiary qualification (NQF Level 06) in Human Resource Development, Human Resource Management (HRD/M), or any relevant qualification related to Training and Development field. (ODETDP Certificate will serve as an added advantage). Appropriate experience in Training and Development. Valid driver's license. Knowledge: Regulatory Framework related to HR development, including the Skills Development Act, Employment Equity Act, Public Services Act and Regulations, ETD and Skills development environment including SETA knowledge; National Skills Development Strategy, and standards, practices, processes and procedures related to the management of skills development; Other relevant legislations; Skills: Excellent communication (verbal and written); Problem Solving and solution orientated; Data analysis techniques; Presentation Skills; Sound Organisational skills; Interpersonal relations and ability to perform under pressure; Programme and Project Management; Report Writing.
<u>DUTIES</u>	:	Coordinate and facilitate departmental training and development programmes in line with the Workplace Skills Plan (WSP), Personal Development Plans (PDPs), departmental objectives, and SAQA specifications. Coordinate the Compulsory Induction Programme (CIP) and departmental orientation programmes for newly appointed employees, including liaison with the National School of Government (NSG), administration, certification, and reporting. Communicate relevant training interventions in the Department. Obtain approvals for all trainings to be implemented. Liaise with service providers regarding training interventions. Ensure and Monitor Compliance with ETQA specifications. Maintain a database on courses attended and service providers. Ensure that venues are conducive for training and ensure that all strategic aids are available. Evaluate the effectiveness of training. Processing of invoices for all the training conducted. Facilitate debt recoveries for defaulters on training attended. Provide admin support in the management of training budget. Compile reports related to training and development services. Assist in conducting skills audit, WSP and compilation of the annual training report.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms F Maseko Tel No: (012) 406 1307
	:	For Head Office: Email to: Recruitment26-63@dpw.gov.za
<u>POST 25/139</u>	:	<u>SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE TRAINING AND DEVELOPMENT REF NO: 2026/289</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R413 001 per annum
	:	Kimberley Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resource Management or related field of study (qualification). Relevant experience in training and development practices or related. Knowledge of standards, practices, processes and procedures related to HR development; structure and functioning of the Department; Employment Equity Plan of the Department; regulatory framework related to HR development, including the Skills Development Act; Constitution of the RSA, Public Service Act and Regulations, Collective Agreements, Codes of Remuneration and the Public Finance Management Act; Basic numeracy; interpersonal and diplomacy skills; general administration and organisational skills; interpretation of policies; ability to undertake basic research/gather information; computer utilisation; financial administration; change/diversity management; analytical thinking; problem solving skills; motivational skills; influencing skills; presentation skills; advanced negotiation skills; conflict management; communication and report writing abilities. Innovative; creative; resourceful; ability to work under stressful situations; ability to communicate at all levels; people orientated; trustworthy; assertive; hard-working; self-motivated; ability to work independently.

<u>DUTIES</u>	:	Support the skills development process regarding; compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan, developing training plans and reports. Support the provisioning of education, development and training; support learnership and internship processes, ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilisation of related service providers, maintain the skills development database, compile data on training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Assist in the administration of study support; facilitate and market the allocation of study support, administrate the allocation and management of bursaries. Support personnel performance management processes; facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general, and particularly during performance reviews, appraisals and processing of performance bonuses and rewards, determine and analyse trends on performance management, including data/statistics on employment equity, support integration of performance management processes with related HR processes; facilitate the award of incentives for good performance and monitor the management of poor performance.
<u>ENQUIRIES</u>	:	Ms R Baulackey Tel No: (053) 838 5202
<u>APPLICATIONS</u>	:	For Kimberly Regional Office: Email to: RecruitKIM26-21@dpw.gov.za
<u>NOTE</u>	:	NB: people with disability are encouraged to apply.
<u>POST 25/140</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS REF NO: 2026/290</u> (Re-advertisement for PSVC 20 of 2026, Ref No: 2026/243-applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R413 001 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 Real Estate Management, Property Law or related field. Relevant working experience. Knowledge of PFMA, Financial administration, Procurement directives and procedures, Reporting procedures, GIAMA, DISPOSAL ACT, BBBEE, Treasury Regulations, The PIE Act and the Squatter Acts. Skills: Report writing, Accounts and numeric skills, Analytical thinking, Interpersonal skills, Problem solving, Organising and planning skills. A valid driver's license, willingness to travel.
<u>DUTIES</u>	:	Administer the disposal process of redundant and superfluous residential properties. Conduct research to obtain information for the disposal of property and compile reports, provide admin support in redressing of the property ownership problem through Land Reform, Liaise with Regional Land claims commission to check for claims against property to be disposed. Support the monitoring and evaluation of approved projects in the regional offices. Administer financial processes on the disposal of fixed assets, Facilitate the valuation of properties to be disposed, Compile budget review report on property disposal, Administrate the recovery of state funds, Prepare and present quarterly projections to the Supply Chain Management. Supervise employees to ensure an effective service delivery.
<u>ENQUIRIES</u>	:	Ms I Murundwa Tel No: (021) 402 2056
<u>APPLICATIONS</u>	:	For Cape town regional office: Email to: RecruitCPT26-71@dpw.gov.za
<u>POST 25/141</u>	:	<u>EMPLOYEE HEALTH AND WELLNESS PRACTITIONER (HRM) REF NO: 2026/291</u> (Re-advertisement for PSVC 20 of 2026, Ref No: 2026/244-applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R413 001 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National diploma/ Degree in Social Science or Behavioural related qualification.

		Registration with professional bodies such as SACSSP and HPCSA. Relevant years of experience in the field. Willing to adapt work schedule in accordance with professional requirements Knowledge of Employee health and wellness practices, knowledge and understanding of HIV as a developmental issue, specialized knowledge of counselling, people management and empowerment, client orientation and customer focus, Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organizational skills, interpretation of policies, ability to undertake research/gather information, ability to work independently. A valid driver's license and willingness to travel is essential.
<u>DUTIES</u>	:	HIV/AIDS and TB management: Mainstream HIV/AIDS and TB into the core functions of the department; Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of wellness information material and articles. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops; Support the department with incapacity cases. Organize Mental Health information sessions and distribution of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on occupational safety behaviour and provide information related to Injury on duty. Wellness management: Promote work life balance for employees. Provide support to Individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed in a hazardous environment.
<u>ENQUIRIES</u>	:	Ms C Rossouw Tel No: (021) 402 2014 For Cape town regional office: Email to: RecruitCPT26-72@dpw.gov.za
<u>POST 25/142</u>	:	<u>ARTISAN FOREMAN: CARPENTRY WORKSHOP (FACILITIES MANAGEMENT) REF NO: 2026/292</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R397 329 per annum Gqeberha Regional Office A minimum of Appropriate Trade Test Certificate (carpentry). Five years post qualification experience as an Artisan. Valid driver's license. Knowledge of the PFMA and the OHSA. Valid driver's license. Strong leadership and management ability. Ability to communicate effectively at operational level. Must be computer literate.
<u>DUTIES</u>	:	Effective supervision and management of day-to-day activities of the workshop staff, conduct inspections, Spot check technical faults for repairs or maintenance required. Oversee and ensure that quotations are received and purchase required equipment and materials. Oversee and ensure that the maintenance and faults repair registers updated. Report writing. Repairs of faults. Identify training needs, Leave management and personnel performance management. Compile reports on Workshop activities.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr SL Jikeka Tel No: (041) 408 2074 For Port Elizabeth: Email to: RecruitPE26-30@dpw.gov.za
<u>POST 25/143</u>	:	<u>ADMINISTRATION OFFICER INVESTMENT ANALYSIS REF NO: 2026/293</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum Head Office (Pretoria) A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Admin/ Property Management / or related field. Be in possession of a valid driver's licence. Knowledge: Knowledge of office and project administration and management. Skills: Time management. People management. Interpersonal and communication skills. Proven planning and organizational skills. Financial management and reconciliation skills. Excellent communication (written and verbal). Computer literacy and operating of MS Office Suite. Knowledge of LOGIS, BAS and Clickit will be an added advantage. Personal Attributes: Trustworthy. Dependable. Innovative.

DUTIES

Hardworking. Analytical thinking. Ability to work under pressure. Self-motivated. Creative.

: Perform office administrative activities. Administrate office correspondence, documents and reports. Liaise with stakeholders relevant to the office. Prepare documentation for meetings, agendas, minutes of meetings, presentations and reports. Procure office logistical requirements. Manage petty cash claims when necessary. Administrative Leave Arrangements. Manage the flow of information and documents in the office. Record incoming and outgoing mail, distribute to relevant managers and assist with tracking of documentation. Manage communication to and from the office. Process forms and documents related to claims, payments and invoices. Assist all members of the unit with travel arrangements and manage the approval and claim processes. Maintain the Commitment Register. Prepare that annual procurement plan. Monitor and Reconcile expenditure. Compile and submit budget reports. Indicate Budget adjustments as required and manage the process. Maintain project list and status of projects. Prepare quarterly and annual project reports. Provide budget information to the manager and colleagues. Handle queries from PPM, KAM, Regional Offices, Project Managers and other User Departments. Project Support: receiving projects, copying, request for files to be opened at Registry, allocation, binding, project tracing, project reporting, deadline monitoring, support project managers in collecting data, scanning completed reports, filing completed reports.

**ENQUIRIES
APPLICATIONS**

: Mr V Bedesi, Cell No: (072) 561 9731
: For Head Office: Email to: Recruitment26-64@dpw.gov.za

POST 25/144

: **STATE ACCOUNTANT: FINANCIAL ACCOUNTING REF NO:2026/294**

**SALARY
CENTRE
REQUIREMENTS**

: R338 106 per annum
: Cape Town Regional Office
: A minimum of three-year tertiary qualification (NQF level 6) / National Diploma in Financial Management / Accounting/ Cost Accounting or related qualification. Relevant years of experience in a Financial Accounting environment. Knowledge of BAS and LOGIS. A valid (Code B or higher) driving license. Knowledge: Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Understanding of Governments financial delegations, Standard Charts of Accounts (SCOA), Government Budget systems and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP). Skills: Good verbal and written communication skills; Problem solving skills; Decision making skills; Numeracy. Personal attributes: Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Able to establish and maintain networks. Trustworthy. Assertive. Hard-working. Self-motivated. Ability to work independently.

DUTIES

: Render goods and services expenditure management services - Authorise payments on BAS, SAGE and LOGIS. Administer suspense Accounts. Prepare, maintain and update a detailed payment register for all payments received and processed at Finance. Track and ensure that all payments are paid in 30 days. Ensure payments are adequately supported (e.g. order numbers, invoices). Prepare, capture and authorise journals. Prepare and process related journals. Resolve queries from regions (e.g. re-issues, re-submissions, recalls and cancellations). Maintain safe and proper document control for all financial source documents. Prepare monthly reconciliation of Financial Systems. Attend to queries from Clients, service providers, internal line functions, Internal Auditors and external Auditors (AGSA). Keep regions regularly updated. Safekeeping and monitoring of documents in the batch room. Provide inputs for the Interim and Annual financial statements. Collect and process information to determine expenditure against budget. Ensure correct classification in line with GRAP. Respond to audit queries. Provide administrative and supervisory services to support effective functioning of the sub-directorate. Supervise the handling of logistical arrangements in the sub-directorate. Administer the flow of information in and out of the office. Supervise subordinates and ensure performance management and development. Prepare administration reports as required. Supervise continuous adherence to developed and approved internal controls. Provide support and guidance to line functions in relation to Financial Accounting processes and procedures.

**ENQUIRIES
APPLICATIONS**

: Ms. A Bakubaku Tel No: (021) 402 2101
: For Cape town regional office: Email to: RecruitCPT26-73@dpw.gov.za

POST 25/145 : **PERSONNEL PRACTITIONER: HRD HUMAN RESOURCES DEVELOPMENT REF NO: 2026/295**

SALARY : R338 106 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resources management/skills development or related qualification. Appropriate relevant years of working experience in human resources development. Basic numeracy, interpersonal and diplomacy skills. General administration and organisational skills. Interpretation of policies, ability to undertake basic research and gather information Computer literacy, financial administration, diversity management skills. Analytical thinking, problem solving skills, motivational skills, influencing skills, presentation skills, negotiation skills, conflict management skills and communication and report writing abilities. Knowledge of Public service act and regulations, employment equity act, basic conditions of employment act, labour relations act, collective agreements, codes of remuneration and the public finance management act. A valid driver's license must be prepared to travel and willing to adapt to work schedule in accordance with office requirements. Personal Attributes: The ability to work independently and under stressful situations. Must be people orientated and have the ability to communicate at all levels. Must be trustworthy, assertive, hardworking, self-motivated innovative, creative and resourceful.

DUTIES : Support the skills development process with regard to compliance with legislative requirements, the skills facilitation process, skills audit of regional competencies, development of individual development plans, development and implementation of the workplace skills plan (WSP), developing training plans and reports. Support the provisioning of education , development and training: ensure access to skills development opportunities on the basis of individual development plans, support the development and participation of mentors and coaches, facilitate induction programmes, facilitate the certification of successful learners, support the utilisation of related service providers, maintain the skills development database, compile data of training statistics, perform nodal point activities related to skills development administrative functions, provide secretarial support to regional education, development and training committees. Support personnel performance management processes: facilitate and monitor respective performance management processes, provide support and advice to supervisors and managers on the administration of the performance management process in general and particularly during performance reviews, appraisals and processing of performance bonuses and rewards. Determine and analyse trends on performance management, including data/statistics on employment equity, support integration of performance management processes with related HR processes, monitor the management of poor performance.

ENQUIRIES : Ms. P Buwa Tel No: (041) 408 2344
APPLICATIONS : For Port Elizabeth: Email to: RecruitPE26-31@dpw.gov.za

POST 25/146 : **PERSONNEL PRACTITIONER: HUMAN RESOURCES ADMINISTRATION REF NO: 2026/296**

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. A valid driver's license. Appropriate experience in Human Resources Management with emphasis on Human Resource 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, 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.
<u>ENQUIRIES APPLICATIONS</u>	:	Mrs NS Nxumalo Tel No: (031) 314 7023
	:	For Durban Regional Office: Email to: RecruitDBN26-11@dpw.gov.za
<u>POST 25/147</u>	:	<u>ACCOUNTING CLERK (BATCH CONTROLLER) REF NO: 2026/297</u> (Re-advertisement for PSVC 20 of 2026, Ref No: 2026/250-applicants who previously applied are encouraged to re-apply)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Gqeberha Regional Office
	:	A minimum of a National Senior Certificate/ Grade 12/ equivalent qualification. No experience required. (Valid Driver's license will serve as added advantage). (Knowledge of a financial environment will be advantages). Knowledge of relevant legislation, regulations and policies. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Reporting to the State Accountant the incumbent of this position will take responsibility for: The main responsibility of this post relates to the safekeeping and management of documents (Batch Control) including the monitoring and controlling of the adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions. Monitor and control all documents relating to the different transversal systems.
<u>DUTIES</u>	:	Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. It could be expected of the incumbent to assist in the budget formulation, compiling of a cash flow budget as well as the 68 69 monthly reporting. As well as performing duties related to the cashier's functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. M. Zito, Tel No: (041) 408 2159
	:	For Gqeberha Regional Office: Email to: RecruitPE26-32@dpw.gov.za
<u>POST 25/148</u>	:	<u>ADMIN CLERK: FACILITIES MANAGEMENT REF NO: 2026/298</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R237 453 per annum
	:	Kimberley Regional Office
	:	A minimum of a National Senior Certificate/ Grade 12/ equivalent qualification. No experience required. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Wide range of office administrative tasks, good telephone etiquette, demonstrative computer literacy, relevant legislation, basic financial administration, 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 act with tact and discretion, people orientated, hardworking, resourceful, self-motivated, trust worthy, creative. Willing to adapt work schedule in accordance with office requirements.
<u>DUTIES</u>	:	Ensure coordination and record complaints. Ensure that all complaints are recorded and attended to. Approve the complaints on Archibus System. Update the status on the Workx4u system using quotation. Capture quotation on the spreadsheet. Follow up on quotation from Works Managers. Check quotation versus the complaints and calculations. Administer and capture payments. Capture approved funds on the system and forward to SCM for order. Follow up on outstanding orders to be issued from SCM. Receive invoices from SCM, update and forward works manager for certification. Receive the certified invoices from works managers. Adhere to 30 days payments of service providers. Receive a recommended report from Control Works Manager. Submit the complaints reports to DD for approval. Compile the 415 forms with the reports and forward to works manager. Receive 415 forms from control works manager forward to DD for funds approval. Compile accruals. Render general clerical support services. Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other

		correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component. Provide personnel administration clerical support services within the component. Maintain a leave register for the component. Keep and maintain personnel records in the component.
<u>ENQUIRIES</u>	:	Ms A Xentsa Tel No: (053) 838 5345
<u>APPLICATIONS</u>	:	For Kimberly Regional Office: Email to: RecruitKIM26-22@dpw.gov.za
<u>POST 25/149</u>	:	<u>ARTISAN PRODUCTION (GRADE A): (PLUMBER) WORKSHOP REF NO:2026/299</u> (Re-advertisement-applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R253 341 per annum, (OSD salary package)
<u>CENTRE</u>	:	Bloemfontein (Regional Office)
<u>REQUIREMENTS</u>	:	Appropriate Trade Test Certificate in Plumber. Valid driver's license. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. Must have General knowledge of Electrical tools, equipment in the workshop. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Plumbing works.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to government buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Tradesman Aid and Learners. Report directly to Artisan Foreman or Chief Artisan. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including assisting other Regional Office if needs arise.
<u>ENQUIRIES</u>	:	Mr. M Mashinini Tel No: (051) 408 734
<u>APPLICATIONS</u>	:	For Bloemfontein Regional Office: Email to: RecruitBLOEM26-28@dpw.gov.za
<u>POST 25/150</u>	:	<u>TRADEMAN AID WORKSHOP REF NO: 2026/300</u>
<u>SALARY</u>	:	R170 226 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of NQF level 03 (Grade 10 certificate or equivalent qualification). Six months trade related experience. Ability to read and write. Good communication skills. Knowledge of maintenance in the built environment. Ability to perform routine tasks.
<u>DUTIES</u>	:	Assist artisans with regards to repair and maintenance work and take good care of hand tools, machines and electrical tools. Perform minor repairs and maintenance work, carry, load and unload tools as well as materials and movement of Assets. Maintain good housekeeping of Workshop and plant rooms.
<u>ENQUIRIES</u>	:	Mr Z. Mashiyane Tel No: (041) 408 2194
<u>APPLICATIONS</u>	:	For Port Elizabeth Regional Office: Email to: RecruitPE26-33@dpw.gov.za