

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**

: **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.

Bloemfontein Regional Office Applications: The Regional Manager: Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand delivered 18 President Brand Street, Bloemfontein, 9300. For Attention: Mr T Mosia or Mr. T Mofokeng.

Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or 30 Brown Street, Nedbank Building 9th Floor, Nelspruit, 1200. For Attention: Ms. S Mcoseli.

CLOSING DATE

: 21 August 2026 at 16H00

NOTE

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

pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: For emailed applications, please submit a Single PDF document or One Attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

OTHER POSTS

<u>POST 27/75</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL AND CONTRACTS ADMINISTRATION (MR 6) REF NO: 2026/301</u> (Re-advertisement for PSVC 25 of 2026, Ref No: 2026/287-applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R610 434 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	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 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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr M Rakau Tel No: (012) 406 1512
<u>APPLICATIONS</u>	:	For Kimberley Regional Office: Email to: RecruitKIM26-23@dpw.gov.za
<u>POST 27/76</u>	:	<u>ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2026/302</u> (Re-advertisement for PSVC 24 of 2026, Ref No: 2026/271-applicants who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Commerce / Real Estate / Project Management / Business Administration / Asset Management / Built Environment or equivalent qualification. Appropriate relevant years of experience in Property Management /Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) or related. 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. A valid driver's license.
<u>DUTIES</u>	:	Conduct and administer physical verification of immovable assets in line with IAR verification support tools and GIAMA. Identify and record improvements to state property in IAR. Participate in the vesting of land parcels and endorsements of Title Deeds. Provide admin support for Immoveable Asset Register projects. Ensure the safekeeping of all project documentation.
<u>ENQUIRIES</u>	:	Ms A Segone Tel No: (051) 408 7341
<u>APPLICATIONS</u>	:	For Bloemfontein Regional Office: Email to: RecruitBLOEM26-29@dpw.gov.za
<u>POST 27/77</u>	:	<u>ADMINISTRATION OFFICER: UTILIZATION AND CONTRACT ADMINISTRATION REF NO: 2026/303</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management / Property Law / Law Degree or related qualification. Appropriate relevant years of experience in the field. A driver's license. Knowledge and application of Public Finance Management Act, Property economics, Property Law, Treasury Regulations, the Prevention of Illegal Eviction Act and Government Immoveable Asset Management Act. Skills: Good interpersonal skills. Communication skills, analytical thinking, organizing and planning skills. Client orientated, ability to work under stressful conditions.
<u>DUTIES</u>	:	Provide administration support to achieve an optimal utilization of State properties. Administer cost determinations and verifications. Liaise with clients to determine their property related requirements or specifications and reserve properties according to client requirements. Provide administrative support on property related contracts and agreements. Facilitate the implementation of the conditions of lease agreements, particularly with regards to contract milestones. Track payments and deadlines and arrange recoveries based on instructions received from legal services or state attorneys. Investigate the utilization of state properties. Undertake site visits and conditions surveys to determine utilization potentials. Process the registration of servitudes over state owned land. Prepare and disseminate information to appropriate employees regarding contract status. Facilitate contractor meetings and prepare all documentation to resolve dispute.
<u>ENQUIRIES</u>	:	Mr. E.K Nguyuzo Tel No: (013) 753 6319
<u>APPLICATIONS</u>	:	For Nelspruit Regional Office: Email to: RecruitNEL26-17@dpw.gov.za