

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is a merit based and equal opportunity employer. The intention is to embed excellence and diversity in the Public Service through the filling of these posts and with persons whose appointment will drive the vision of the department to turn South Africa into a construction site, and to use public assets for public good. Women and People with disabilities are encouraged to apply.

**APPLICATIONS**

: **Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town. For Attention: Ms C Rossouw
Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or Hand Deliver to 30 Brown Street Nedbank Building, 9th floor Nelspruit, 1200. For Attention: E.K Nguyuzza

Port Elizabeth (Gqeberha) Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For attention: Ms P Buwa

CLOSING DATE

: 11 September 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. All shortlisted candidates for SMS posts will be subjected to a technical exercise and interview. Following the technical exercise and interview, a maximum of three (3) SMS candidates will undergo psychometric assessments to assess cognitive capabilities, behavioural preferences, emotional intelligence, and integrity. 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. Encrypted document will not be accepted. All though an email application option is available, applicants are encouraged to hand deliver their application. Important: Applicants must submit a separate application for each post applied for, clearly indicating the correct reference number and post title on each application. Applicants who apply for more than one post must submit a separate application for each post. Failure to comply with this requirement may result in the application not being considered.

OTHER POSTS

<u>POST 30/70</u>	:	<u>CHIEF CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2026/314</u>
<u>SALARY</u>	:	R1 317 108 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the OSD
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum Engineering Degree (Built Environment field) or Equivalent qualification, with a minimum of 6 years' post qualification experience and registration with the relevant council (SACPCMP) as a Professional Construction Project Manager. Valid driver's license. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high-performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills.
<u>DUTIES</u>	:	Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and 14 documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.
<u>ENQUIRIES</u>	:	Mr. S. Jikeka Tel No: (041) 408 2074
<u>APPLICATIONS</u>	:	For Port Elizabeth Regional Office: email to: RecruitPE26-34@dpw.gov.za
<u>POST 30/71</u>	:	<u>CHIEF QUANTITY SURVEYOR (GRADE A): PROFESSIONAL SERVICES REF NO: 2026/315</u>
<u>SALARY</u>	:	R1 143 468 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the OSD
<u>CENTRE</u>	:	Gqeberha Regional Office

<u>REQUIREMENTS</u>	:	A Minimum Degree in Quantity Surveying or relevant qualifications with six (6) years post qualification quantity surveying experience required. A valid driver's licence. Compulsory registration with SA Council for Quantity Surveyors (SACQSP) as a Professional Quantity Surveyor. Must be prepared to travel. Willing to adapt work schedule in accordance with professional requirements. Extensive knowledge of all quantity surveying aspects of the building and construction environment. Knowledge of contract and building law to the extent applied in the quantity surveying profession. Ability to work with consultants, project managers, work managers, professionals and staff at various levels. Financial administration, programme and project management skills. Computer literacy, budgeting, numeracy skills. The ability to apply professional knowledge and experience. Planning, organizing, problem solving and decision-making skills. Good interpersonal relationships, analytical thinking and conflict management skills. Effective verbal and written communication skills. Cost Management skills. Must be highly motivated and able to work under stressful situations. Must be hardworking and solution orientated ability to design ideas without direction.
<u>DUTIES</u>	:	Provide standard in-house quantity surveying service in the regional service. To liaise and co-operate with the Directorate: Quantity surveying services in the professional services component in head Office. The standardization of quantity surveying matters. The provision of quantity surveying –related support and advice to project managers and work managers in the regional office and professional bodies. The auditing and verification of norms, variation orders as well as fee and final accounts on all projects executed by the region. The development and maintenance of the building cost database. The provision of budgetary and administrative support to the component. To visit building sites to review consultants' cash-flow projections and to assist and monitor progress on documented projects and services. The effective management of subordinates.
<u>ENQUIRIES</u>	:	Mr. S. L. Jikeka Tel No: (041) 408 2074
<u>APPLICATIONS</u>	:	For Port Elizabeth Regional Office: email to: RecruitPE26-35@dpw.gov.za
<u>POST 30/72</u>	:	<u>CONSTRUCTION PROJECT MANAGER REF NO: 2026/316 (X3 POSTS)</u>
<u>SALARY</u>	:	R914 517 per annum, (all-inclusive salary package), Total package to be structured in accordance with the rules of the OSD
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy, Knowledge and understanding of the following Acts: Public Finance Management Act, Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act, Knowledge and understanding of the Government Procurement System, Good planning, financial and budget skills, Sound analytical and good written and verbal communication skills; Knowledge and understanding of the JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities; Ensure that construction projects are implemented and executed as envisaged in the acquisition/procurement plan and that high-quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES</u>	:	Mr. S. Jikeka Tel No: (041) 408 2074
<u>APPLICATIONS</u>	:	For Port Elizabeth Regional Office: email to: RecruitPE26-36@dpw.gov.za

POST 30/73 : **ASSISTANT DIRECTOR: PROVISIONING AND LOGISTICS (SCM) REF NO: 2026/317**

SALARY : R487 197 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Supply Chain Management, Procurement or related. Extensive years of experience in Supply Chain Management at a supervisor level, in particular Provisioning and Logistics Management, coupled with supervisory experience. A valid driver's license. Knowledge: Knowledge and understanding of Standard Charts of Accounts (SCOA), Basic Accounting System, Logis, Sage and Archibus. Knowledge and understanding of Public Finance Management Act (PFMA); Framework for Supply Chain Management, Treasury Regulations; Transport Policies and Procedures, Preferential Procurement Policy and Code of conduct for Supply Chain Management practitioners. Skills: Computer literacy; good interpersonal skills; decision making skills; presentations; communication skills (including report writing), Financial Management, relationship management. Personal Attributes: Ability to interact with clients and stakeholders; high ethical standards; able to conduct business with integrity and in a fair and reasonable manner; hard-working; highly motivated; ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.

DUTIES : Ensuring effective operation of Provisioning and Logistics Unit. Ensure effective management of Fleet, subsidies vehicles, vehicle damages, substance travel and claim Mobile telecommunication devices, Labour savings devices machines – photo copiers machines, courier services. Ensure compliance with National Treasury Framework for travel and accommodation. Manage the maintenance of a proper invoice tracking system and payment process thereof. Ensure effective placement of procurement orders for miscellaneous goods and services. Assist with preparation of Interim and Annual Financial Statements. Assist with maintenance and registration of new supplier's banking details on LOGIS/ SAGE systems. Tracking and monitoring of directorate's budget. Ensure compliance with applicable National Treasury prescripts with regards to procurement of goods and services, Travel and Accommodation management. Ensure that all invoices are paid within 30 days. Assist with management of Transversal Contracts for Fleet Vehicles, Mobile telecommunication devices, Labour saving devices- photo copier machines, Courier Services. Management of Archives, Messenger services, and Switchboard operations. Ensure adherence to prescripts/ policies and provide advice to all Regional Units with regards to provisioning of goods and services as well as logistics services. Manage the sub directorate's office administration, respond to audit queries and as well as human resources.

ENQUIRIES : Ms. K Moko Tel No: (021) 402 2296
APPLICATIONS : For Cape Town Regional Office: email to: RecruitCPT26-59@dpw.gov.za

POST 30/74 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE DEVELOPMENT REF NO: 2026/318**

SALARY : R413 001 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resources Management, Human Resources Development, Public Management, Human Resource Training or equivalent qualification. Relevant years of experience in training and development practices. A Valid Driver's License. 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 organizational skills; interpretation of policies; ability to undertake basic research/gather information; computer utilization; 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;

DUTIES

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.

: 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, 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 utilization 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.

ENQUIRIES

: Mr. EK Nguyuza Tel No: (013) 753 6319

APPLICATIONS

: For Nelspruit Regional Office: email to: RecruitNEL26-18@dpw.gov.za

POST 30/75

: **ADMINISTRATION OFFICER: NYS & BUILDING MAINTENANCE REF NO:2026/319**

SALARY

: R338 106 per annum

CENTRE

: Nelspruit Regional Office

REQUIREMENTS

: A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Public Administration, Public Management, Business Management, Management Science or related. Appropriate relevant years of experience in office administration. Valid Driver's license. Skills & Competencies: Project Management skills, Communication and Facilitation skills. Language Proficiency: Report Writing, Financial Administration, Computer skills, Negotiation skills and Time Management. Knowledge: project management, construction industry, construction contracting, EPWP programme, structure and functioning of the department. Resourceful, energetic, flexible, helpful, ability to work effectively and efficiently under sustained pressure. Ability to meet tight deadlines whilst delivering excellent results, assertive, hard-working, highly motivated and ability to work independently.

DUTIES

: Provide administrative support in the recruitment and planning of EPWP infrastructure sector programmes: - Participate in regional bid specification and evaluation committees to provide guidance and ensure adherence to EPWP compliance requirements. Prepare logistics for the recruitment of NYS learners. Compile and communicate training needs identified for NYS learners. Develop and maintain accurate database of learner records. Provide projects administrative support services to all spheres of government and SOE's: - Prepare status reports on project information received. Prepare minutes of meetings held with internal and external stakeholders. Prepare NYS documentation and liaise with stakeholders to ensure learner stipends are paid. Conduct public body visits and project site visits for monitoring and data collection and prepare site visit reports. Prepare logistics for EPWP workshops and graduation ceremonies. Participate in capacity building workshops to ensure compliance to EPWP requirements. Attend to and resolve learners' queries timeously. Manage and continuously improve EPWP reporting and data integrity: - Create and maintain an accurate record management system. Compile project data according to reporting standards for capturing on the EPWP Reporting System. Monitor and analyse NDPWI projects captured on ERS. Submit monthly status reports. Assist in audit matters. Render general

administrative and clerical support services to the component: - Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records keeping for projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and update component expenditure. Handle telephone accounts and petty cash for the component. Manage and coordinate travel arrangements.

ENQUIRIES : Ms KM Mkansi Tel No: (013) 753 6351
APPLICATIONS : For Nelspruit Regional Office: email to: RecruitNEL26-19@dpw.gov.za

POST 30/76 : **ADMINISTRATIVE CLERK: HELPDESK AND COMPLAINTS REF NO: 2026/320**

SALARY : R237 453 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of Grade 12 or equivalent qualification. No experience required. Willing to adapt work schedule in accordance with office requirements and must be committed to designated tasks. Must have Computer Literacy, Communication, Organizing, Interpersonal, Numeracy, Accounting, Diplomacy and the ability to follow Pro-active and creative Problem-solving approach skills. Knowledge of the PFMA and Treasury Regulations. Must be self-motivated, hardworking, ability to work independently, assertive, punctual, people orientated, ability to work under pressure, be resourceful, a team player, trustworthy and patient. Knowledge of Works Control Systems (WCS) / Logis / Archibus will serve as an advantage.

DUTIES : Follow up on of outstanding complaints and address enquiries to ensure service delivery is being maintained. Provide a meeting management service by assisting with the planning of the diary for the unit and managers, facilitating the booking of venue(s), taking and distributing minutes of meetings. Perform travel arrangements for managers in line with directives. Prepare S&T's for approval by relevant sections. Administer the procurement of goods and services for the sub-directorate. Liaise with internal executing units on accommodation related services as required. Updating and filing of record systems for Human Resources of the unit and accommodation Procurement Instructions. Furnish information for reports for internal and external clients. Assist the region in the administration of the Archibus system as and when required.

ENQUIRIES : Ms. N. Ncapayi Tel No: (041) 408 2374
APPLICATIONS : For Port Elizabeth Regional Office: email to: RecruitPE26-37@dpw.gov.za