ANNEXURE L

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	:	**Pretoria Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Thabo Sehume and Nana Sita Pretoria. For Attention: Ms MJ Masubelele **Bloemfontein Regional Office Applications**: The Regional Manager, Department of Public Works Private Bag X20605, 18 President Brand Street Bloemfontein, 9300.
FOR ATTENTION	:	Mr. T Mosia or Mr. T Mofokeng
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.

ERRATUM: Kindly note that the following positions were advertised in Public Service Vacancy Circular 29 dated 14 August 2026 closing on 11 September 2026, (1) Chief Director: Construction Management Ref No: 2026/304 (X2 Posts), Centre: Head Office, (2) Director: Mechanical Engineering Ref No: 2026/305, Centre: Head Office, (3) Director: Marketing And Public Relations Ref No: 2026/306, Centre: Head Office, (4) Director: Real Estate Management Services Ref No: 2026/307, Centre: Kimberly Regional Office, (5) Director: User Demand Management (X2 Posts), Defence And Military Veterans Ref No: 2026/308A (X1 Post) and Defence Ref No: 2026/308B (X1 Post), Centre, (6) Director: Construction Project Management (Regions) Ref No: 2026/309, Pretoria Regional Office. Please note that the above posts closing date have been amended to the 09 October 2026.

OTHER POSTS

POST 31/67 : **DEPUTY DIRECTOR: TECHNICAL MAINTENANCE REF NO: 2026/321**

SALARY : R1 101 468 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Built Industry or related field of study in the Build industry. Relevant technical maintenance years of working experience at a junior management level/ Assistant Director equivalent level. Valid driver's license. Comprehensive knowledge of Public Finance Management Act, Technical knowledge of the built environment, Construction regulations, Procurement processes and systems, Occupational health and safety, Emerging contractor development programme, financial administration processes and systems, GIAMA. Report writing skills. Computer literacy. Ability to work with consultants, professionals and staff at various levels. Problem solving and decision-making skills. Ability to meet tight deadlines whilst delivering excellent results; Ability to work independently. Technical Report wringing skills. Willing to travel.

DUTIES : Manage the development of facilities maintenance plans, assess maintenance requirements through facility inspections, condition assessments, maintenance records, reported defects and inputs from clients. Coordinate inputs from facility managers, technical personnel, service providers and other stakeholders in the development of regional maintenance plans. Develop maintenance plans based on the condition, utilisation, maintenance requirements and operational priorities of facilities within the region. Identify maintenance backlogs, recurring defects, emerging risks and critical maintenance requirements and recommend appropriate interventions. Manage facilities maintenance works or services. Manage the execution of maintenance plans through the provision of appropriate structures, systems and resources. Manage planned, preventative, corrective and emergency maintenance activities. Monitor the condition and functionality of buildings, building systems, infrastructure and related facilities. Prioritise maintenance requirements based on risk, condition assessments, operational requirements and available resources. Ensure that maintenance activities are undertaken within approved budgets, timeframes and quality standards. Provide effective and efficient management of maintenance projects. Coordinate and oversee maintenance projects and major repair interventions. Develop maintenance project requirements, scopes of work, specifications and programmes.

		Participate in the procurement and appointment of maintenance contractors and service providers. Monitor project implementation, expenditure, quality, risks and progress. Facilitate the resolution of technical, contractual and operational challenges affecting maintenance projects. Manage the Sub-Directorate. Establish and maintain appropriate internal controls and reporting systems to meet performance expectations. Develop and manage the operational plan of the Sub-Directorate and report on progress as required.
ENQUIRIES	:	Ms T. Hlatshwayo Tel: (012) 310 5954
APPLICATIONS	:	For Pretoria Regional Office: email to: RecruitPTA26-53@dpw.gov.za
POST 31/68	:	**ADMINISTRATION OFFICER: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2026/325 (X3 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Bloemfontein Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration / Public Management/ Project Administration or related field. Relevant years of work experience in Office Administration/ Project Administration field, computer literacy (Ms Word, PowerPoint, Ms Excel, and Outlook). Proficiency in English as a business language, i.e. verbal communication, report writing, letter writing, and data capturing appropriate relevant experience, project principles and methodologies, reporting procedures. Ability to work independently, planning and organising. Understanding of project management in the built environment, construction projects, etc. Knowledge of WCS and previous experience working in the built environment industry would be an added advantage.
DUTIES	:	Monitor and administer construction projects claims and payments. Collect/ receive invoices from Registry Services. Capture invoice on Re-a-Patala (payment tracking system) database. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Provide project administrative support services to the unit. Administer office correspondence, documents, and reports. Monitor, update, and maintain the WCS and Re-a-patala database. Disseminate status reports on the development of the project. Handle queries from consultants and contractors. Liaise with stakeholders relevant to the office. Attend to audit queries. Render general 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 for project 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. Render secretariat and logistical support service to the Committees and internal and external meetings. Arrange meetings and workshops for the unit with internal and external stakeholders. Prepare and type documents, presentations, and reports. Draft agenda and record minutes/decisions. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&T forms. Attend, respond and redirect enquiries related to the project invoices and payments. Technical
ENQUIRIES	:	Ms. P Zweni at (067) 414 3135
APPLICATIONS	:	For Bloemfontein Regional Office: email to: RecruitBLOEM26-31@dpw.gov.za