

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**

: **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 P Buwa

Head Office (Pretoria) Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau

Johannesburg Regional Office Application: The Regional Manager Department of Public Works, Private Bag X3 Braamfontein 2017 or hand deliver to No 78 Cnr De Beer and De Korte Braamfontein 2017. For Attention: Mr. M 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. Register the application in the book. For Attention: Ms. C Rossouw

CLOSING DATE

: 16 October 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. Although 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 35/134</u>	:	<u>CHIEF ENGINEER MECHANICAL (GRADE A) REF NO: 2026/351</u> (Re-Advertisement-people who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R1 317 108 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A minimum of Engineering degree (B Eng/ BSC (Eng) or relevant qualification. Six years post qualification experience required. Compulsory registration as a professional Engineer (ECSA). Valid driver's license. Knowledge of programme and project management, engineering, legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Mobile equipment operating skills. Engineering design and analysis knowledge. Research and development. Computer-aided engineering applications. Creating high-performance culture. Technical consulting, engineering and professional judgment Strategic capability and leadership. Problem solving and analysis. Decision making, team leadership and creativity. Financial management, customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising. Conflict management. Negotiation skills. Change management registration.
<u>DUTIES</u>	:	Engineering design and analysis effectiveness. Perform final review and approvals or audits on new engineering designs according to design principles or theory and Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology, pioneering of new engineering services and management methods. Maintain engineering operational effectiveness. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Provide Good Governance. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements. Provide technical consulting services for the operation of engineering-related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations in support of individual development plans, operational

requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Financial Management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. People management: Manage the development, motivation and utilisation of human resources for the discipline to ensure a competent knowledge base for the continued success of engineering services according to organisational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr. KJ Mahloko Tel No: (011) 713 6051
APPLICATIONS : for the position of Chief Engineer Mechanical (Grade A) must be emailed to: RecruitJHB26-21@dpw.gov.za

POST 35/135 : **CONSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2026/352 (X2 POSTS)**
 (Re-Advertisement-people who previously applied are encouraged to re-apply)

SALARY : R914 517 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)

CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma / B-Tech in the Built Environment field and a minimum of 4 years' and six months experience in the built environment, B-Tech in the Built Environment field and a minimum of 4 years' experience in the built environment, Honors degree in any built Environment field with minimum of 3 years' experience. Compulsory registration with the SACPCMP as a Professional Construction Project Manager. A Valid Driver's license. Computer literacy. Knowledge and understanding of the following Acts. Public Finance Management Act, Occupational Health and safety act as well as Building Regulations and Environment Conservation Act. Knowledge and Understanding of the Government procurement systems. Good Planning. Financial and budget skills. Sound analytical and good written and verbal communication skills, Knowledge and understanding of JBCC and GCC form of Contract.

DUTIES : 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 of government policies. Provide assistance 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 and 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.

ENQUIRIES : Mr. KJ Mahloko Tel No: (011) 713 6051
APPLICATIONS : for the position of Construction Project Manager (Grade A) must be emailed to: RecruitJHB26-22@dpw.gov.za

POST 35/136 : **ARCHITECT (LANDSCAPE) GRADE A (REIS) REF NO: 2026/353**

SALARY : R791 604 per annum, (all-inclusive salary package), (total to be structured in accordance with the rules of the OSD)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of bachelor's degree in landscape architecture or equivalent landscape architectural qualification. A minimum 3 years relevant experience

in Landscape Architectural Services. Registration with SACLAP as a Professional Architect (Landscape). Drivers' license. Prepared to travel. Willing to adapt to working schedule in accordance with office requirements. Provide advice and guidance on landscape architectural related matters. Manage the drafting of plans and designs to suit every client department. Engage and interact regarding the effective management of the budget. Liaise and interact with regards to payment of service providers. Liaise regarding procurement of goods and services. Provide advice and guidance on landscape architectural and contractual matters. Provide inputs and advice regarding professional matters and the state. Liaise regarding registration of plans. KNOWLEDGE: Landscape Architectural design and analysis knowledge. Landscape architectural principles. Environmental management and sustainability. Project Management. Computer-aided engineering applications. Research and development. Public Finance Management Act. Occupational Health and Safety Act. Supply Chain Management. Contract Management. Knowledge of and experience in working in a High-Performance Centre environment to manage project delivery. Knowledge of and experience in the use of dashboards to track project progress. Knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging. Skills: Ability to undertake critical review/analysis and provide technical advice. Ability to maintain integrity of confidential information. Financial administration. Effective verbal communication. Advanced technical report writing. Numeracy. Computer Literacy. Planning and organising. Relationship management. Programme and project management. Interpersonal and diplomacy skills. Problem solving. Decision making. Motivational skills Conflict resolution. Negotiation skills. Personal Attributes: Analytical thinking. Innovative. Creative. Solution orientated. Ability to work under stressful situations. Ability to communicate at all levels. People oriented. Trustworthy. Assertive. Hard-working. Ability to work independently.

DUTIES

: Provide landscape architectural planning and design services: Assess landscape architectural requirements for new and existing state-owned properties and infrastructure projects. Conduct site investigations and analyse existing site conditions, including landscape, plants, land use and environmental characteristics. Prepare site development plans, pre-design high-level development proposals, landscape concepts, master plans, layouts and detailed landscape designs. Develop appropriate hard and soft landscape solutions. Prepare planting designs and recommend suitable plant species, materials and landscape elements. Provide landscape architectural inputs into feasibility studies, project briefs and infrastructure planning processes. Integrate landscape requirements with architectural, engineering and other built-environment designs. Incorporate universal accessibility, sustainability, water efficiency and climate-responsive principles into landscape designs. Ensure landscape projects comply with applicable legislation, policies, environmental requirements, norms and standards. Promote environmentally sustainable landscape planning and design. Develop and manage landscape architectural documentation: Prepare and/or review landscape drawings, specifications, schedules, bills of quantities/input to bills of quantities and related technical documentation. Develop detailed documentation for hard landscaping, soft landscaping, planting, irrigation and external landscape elements. Prepare technical specifications for landscape works and materials. Coordinate landscape documentation with architectural, civil, structural and other professional disciplines. Review landscape documentation prepared by consultants for technical accuracy, completeness and compliance. Provide landscape architectural inputs into tender and procurement documentation. Provide landscape architectural inputs into tender and procurement documentation. Facilitate relevant approvals and maintain appropriate technical and project records. Ensure approved design amendments are incorporated into project documentation. Keep abreast of developments, technologies and best practices within the landscape architectural profession. Develop landscape architectural related processes, methods and practices in line with applicable prescripts. Provide landscape architectural services during project implementation: Monitor landscape construction and implementation to ensure compliance with approved designs, specifications and standards. Conduct site inspections and participate in project, technical and site meetings. Monitor the quality of hard and soft landscaping works, planting, irrigation systems and related installations. Identify deviations from approved landscape designs and recommend corrective measures. Provide professional advice

and technical clarification on landscape-related matters during construction. Review proposed substitutions, design changes and variations from a landscape architectural perspective. Participate in practical completion, works completion and final completion inspections. Identify landscape defects and monitor their rectification. Monitor establishment and maintenance requirements for newly completed landscapes where applicable. Provide inputs into project close-out documentation and as-built information. Provide professional landscape architectural advice and stakeholder support: Provide professional and technical advice on landscape architectural matters to management, client departments and project teams. Advise stakeholders on landscape planning, design, rehabilitation and maintenance requirements. Participate in multidisciplinary planning, design review and project meetings. Liaise with relevant authorities on environmental, landscape and related statutory requirements. Provide technical inputs into departmental policies, norms, standards and guidelines relating to landscaping and external environments. Prepare technical reports, recommendations, presentations and professional opinions on landscape architectural matters. Participate in the assessment of existing landscaped environments and recommend improvement or rehabilitation interventions.

ENQUIRIES : Mr FH van Wyk at (067) 595 2195
APPLICATIONS : for the position of Architect (Landscape) must be emailed to: Recruitment26-78@dpw.gov.za

POST 35/137 : **SENIOR ADMINISTRATION OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2026/354**

SALARY : R413 001 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Real Estate Management, Town Planning, Law Degree, Property Development and Management or related field of study. An appropriate relevant year of work experience in property management. Knowledge and understanding of the Public Finance Management Act (PFMA), Government Immovable Asset Management Act (GIAMA), Property related Acts, Property Laws and Local Regulations, PIE Act, A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organising, and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended. Ability to adapt in accordance with office requirements.

DUTIES : Updating the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance with GIAMA. Carry out regular inspections on State property to ensure maximisation of property utilisation and for vesting purposes, and prepare Inspection Reports. Identify superfluous State properties and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Letting out-of-state-owned property. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance with PFMA, Treasury Regulations, and other prescripts and policies of the department. Liaise with all spheres of Government(s) in respect of property-related matters. Carry out all property-related matters, rental collections, administration, lease renewals and extensions, maintenance, etc. Administrate duties as requested by the Property Manager. General supervision of employees.

ENQUIRIES : Ms. S Valentine Tel No: (021) 402 2157
APPLICATIONS : for the position of Senior Administration Officer: Utilisation and Contract Administration must be emailed to: RecruitCPT26-67@dpw.gov.za

POST 35/138 : **SENIOR PERSONNEL PRACTITIONER: HUMAN RESOURCE ADMINISTRATION REF NO: 2026/355**

SALARY : R413 001 per annum
CENTRE : Mmabatho Regional Office

<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) / National Diploma in Human Resource Management or equivalent qualification. Relevant experience within Human Resource Administration. Knowledge of HR related standards, practices, processes and procedures, Structure and functioning of the Department, Business functions and processes of the Department, Change Management, Knowledge of PERSAL. Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Skills Development Act, collective agreements, Codes of Remuneration and the Public Finance Management Act. Condition of service regulations and procedures. Skills: Basic numeracy, Interpersonal skills, General administration and organisational skills, Interpretation of policies, Ability to work with confidential information, Ability to work within specific timeframes, Ability to undertake basic research/gather information and Computer Literacy. Personal Attributes: Innovative, Resourceful, Analytical Thinking, people oriented, Trustworthy, Assertive, Hard-working, Self-motivated, Ability to work independently.
<u>DUTIES</u>	:	Implement and execute service benefits functions:- Process all Government Employee Pension Fund (GEPF) matters, Implement Government Employees Housing scheme (GEHS) in line with applicable PSCBC Resolutions, Administer state subsidized medical contributions, Administer long service recognition and injury on duty, Render an effective HR advisory service to management and employees, Approve transactions on PERSAL according to delegations, Facilitate implementation of circulars and directives from the DPSA, Ensure policy compliance on all service benefits and conditions matters. Process personnel appointments, transfers, promotions, service terminations and retirements:- Administer the appointments and service terminations, Facilitate the payment of relocation cost of employees, ensure that matters relating resettlement expenditure are prepared well. Capture, process and monitor personnel related transactions on PERSAL. Ensure effective administration of leave in the regional office:- Ensure effective conducting of leave audits, prepare files for Auditors, Render support with the timeously identification and processing of incapacity cases, attend to queries related to leave and approval of leave. Ensure effective record management of personnel information and provide reports on conditions of service:- Supervise maintenance of the database, ensure that all personnel files are filed in HR registry, keep updated records on all HRA activities, supervise activities in registry, Prepare and consolidate reports on human resources administration matters.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. T Oagile Tel No: (018) 386 5217
	:	for the position of Senior Personnel Practitioner: Human Resource Administration must be emailed to: RecruitMBT26-21@dpw.gov.za
<u>POST 35/139</u>	:	<u>ADMINISTRATIVE OFFICER: PROPERTY ACQUISITION AND LEASING</u> <u>REF NO: 2026/356</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	Gqeberha Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Property Management, Real Estate Management, Property Law or related qualification. Appropriate years of work experience in Real Estate or Property Acquisition. Computer Literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding Of the property market and its trends. Understanding of the derivatives of forms of acquisition of property (expropriation, common law and prescriptions etc) negotiation skills. A valid driver's licence is a must have. Willingness to travel extensively.
<u>DUTIES</u>	:	Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlord's complaints in leased buildings. Perform general administrative duties.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms. R. Petersen Tel No: (041) 408 2302
	:	for the position of Administrative Officer: Property Acquisition and Leasing must be emailed to: RecruitPE26-41@dpw.gov.za

<u>POST 35/140</u>	:	<u>STATE ACCOUNTANT: ACCOUNTS RECEIVABLE REF NO: 2026/357</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Financial Management or Accounting or related. Relevant years of work experience in financial management. Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, General Recognised Accounting Practice (GRAP), Generally Accepted Accounting Practice (GAAP) and Public Service Regulations, Basic Accounting System (BAS). Communication, interpersonal, sound administrative and numeric skills, Computer Literacy. Analytical thinking and good planning, problem solving and organising skills, trustworthy, self-motivated, hardworking and conflict resolution. Ability to work under pressure, be creative, innovative and communicate at all levels.
<u>DUTIES</u>	:	Clear PERSAL exception and suspense accounts monthly. Perform monthly reconciliation. Compile and capture journals to clear suspense accounts. Report on suspense accounts monthly. Inform debtors of debt due by dispatching statements. Capture all necessary transactions on BAS. Ensure all relevant documentation is received and attended to for debt, claims, revenue and disallowance. Ensure new debt accounts are opened. Follow up monthly on debt accounts and close off redeemed debt accounts. Correspond with debtors and all other relevant parties regarding debt accounts. Liaise with Legal Services on debts handed over and ensure submissions are made for bad debts. Responding to e-mails and ensuring filing is completed. Compile and reconcile payment of revenue to NRF. Submit documents to National Treasury and other institutions. Execute all financial processes with respect to Accounts Receivable.
<u>ENQUIRIES</u>	:	Nompumelelo Maimela Tel No: (012) 406 1703
<u>APPLICATIONS</u>	:	for the position of State Accountant: Accounts Receivable must be emailed to: Recruitment26-79@dpw.gov.za
<u>POST 35/141</u>	:	<u>ADMINISTRATION OFFICER: REGISTRY REF NO: 2026/358</u>
<u>SALARY</u>	:	R338 106 per annum
<u>CENTRE</u>	:	Cape Town Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration/ Public Management/ Business Management or related qualification. A candidate must have knowledge and experience of working in financial systems (Reapatala, Archibus) and relevant years of working experience in Record Management environmental and a valid driver's license. Knowledge of Pertinent Policies: Electronic document and Records Management Systems (EDRMS), National Archives and Records Service of South Africa Act (NARSA), PFMA; National Treasury Regulations, Knowledge of Minimum Information Security Standards (MISS) Act; Public Finance Management Act; Mailing procedures; Procurement processes and procedures; Inventory systems; Records Management: Human Resources policies. Competencies: Effective communication; Report writing; Basic numeracy; Computer literacy; Analytical thinking; Interpersonal relations; Client liaison; General office administrative and organisational skills; Knowledge and ability to distinguish the procurement files (Tenders and Quotations documents). Personal Attributes: Ability to work under pressure; People oriented; Hard working; Assertive; Ability to communicate at all levels.
<u>DUTIES</u>	:	Provide supervisory and administration support for registry counter services. Ensure all invoices received are captured on Reapatala system. Ensure the proper handling of incoming and outgoing correspondences. Attend to clients' queries. Provide weekly/ monthly statics and report on the capturing of invoices. Distribute notices on registry issues. Facilitates request for bulk photocopying as required. Administer an effective filing system according to record classification. Continuously monitor and assess the records management system to ensure compliance with applicable guidelines and prescripts. Ensure payment of Post Office private bag account. Facilitates and supervise registration and dispatching of mail, and ensure confidential mail is delivered unopened. Ensure that unclaimed or undeliverable letters are returned to the post office. Provide general administration, supervisory functions and performance evaluation of staff. Allocate duties and perform

		quality controls. Provide leadership to subordinates with regard to all aspects of work. Facilitate training and development of subordinates. Perform any other duties as per the requirements of the Unit.
<u>ENQUIRIES</u>	:	Ms P Bambela Tel No: (021) 402 2193
<u>APPLICATIONS</u>	:	for the position of Administration Officer: Registry must be emailed to: RecruitCPT26-68@dpw.gov.za
<u>POST 35/142</u>	:	<u>REGISTRY CLERK REF NO: 2026/359</u>
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of National Senior Certificate/ Grade 12. No experience required. Completion of the Records Management course is a prerequisite. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system will be an added advantage (EDRMS). Knowledge of Reapatala invoice tracking system. Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.
<u>DUTIES</u>	:	Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Register incoming invoices on Reapatala invoice tracking system. Issue reference not according to the approved file plan. Attend to client's enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
<u>ENQUIRIES</u>	:	Mr. TE Matiso Tel No: (041) 408 2007
<u>APPLICATIONS</u>	:	for the position of Registry Clerk must be emailed to: RecruitPE26-42@dpw.gov.za