

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**

- : **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
- 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. Register the application in the book. For Attention: Ms C Rossouw
- Bloemfontein Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag x Bloemfontein, 9301 or Hand Deliver to Public Works Building, 18 President Brand Street, Bloemfontein, 9300. For Attention: Mr T Mosia
- Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 5007, Mthatha, 5100 or PRD Building, 02 Sutherland Street Mthatha. For Attention: Ms. N. Mzalisi
- : 23 October 2026 at 16H00

CLOSING DATE**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 36/67</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2026/351</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Human Resource Management, Human Resource Training and Development, Public Management, Public Administration, Management Services, Labour Relations or related. A relevant functional experience in the Human Resources Management at a Junior managerial level (Assistant Director equivalent). Valid driver's licence. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele principles. Human Resource Management Practices and Systems. Skills: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills. Working knowledge and experience of PERSAL.
<u>DUTIES</u>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts. Manage the effective implementation of recruitment and selection policy and procedures. Manage the effective implementation of Performance Management Policy. Manage the coordination of Human Resource Development interventions and the implementation of Human Resource Development Policies and Programs. Manage the administration of service benefits and leave of staff in the province. Manage the implementation of sound labour relations and matters of mutual interest. Advise line managers and employees on all HRM related matters. Manage subordinates. Plan and allocate work accordingly.
<u>ENQUIRIES</u>	:	Ms. T Zulu Tel No: (051) 408 7306
<u>APPLICATIONS</u>	:	for the position of Deputy Director: Human Resources Management must be emailed to: RecruitBLOEM26-32@dpw.gov.za
<u>POST 36/68</u>	:	<u>ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT (SCM) REF NO: 2026/353</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Cape Town Regional Office

REQUIREMENTS

: A minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain Management/ Procurement/ or in the relevant field. Relevant years of experience in Supply Chain Management environment with appropriate working experience at supervisory Level. A valid driver's license. Computer skills in Microsoft Office Applications. Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBEE, CIDB, Treasury Regulations Relevant and Supply Chain Management prescripts. Skills: Good verbal and written communication skills; Basic numeracy; Advanced interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Statistical skills; Computer literacy; Problem solving skills; Presentation skills; Planning and organising skills; Ability to work independently and under pressure. Personal Attributes: Analytical thinking; Innovative; Creative; Resourceful; 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. Must be prepared to adapt work schedule in accordance with office requirements.

DUTIES

: Manage the development of the Procurement Plan. Facilitate the approval of Procurement Plan. Communicate the Procurement Plan. Monitor that goods and services is rendered according to the Procurement Plan. Monitor the procurement of goods and services in line with the Procurement Plan. Advice on the performance of procurement in line with the plan. Manage the acquisition of goods and services. Provide and implement supply chain management policy, strategies and processes. Manage the acquisition of goods and service as per the transversal contract and participation contract. Provide and consolidate requests for invitation of quotation. Verify and advice on specifications for goods and services. Analyse the received quotation. Provide approval of received goods as per the specification. Serve in Bid Committees as a member. Monitor the implementation of guidelines for appointment of bid committees. Facilitate the appointment of Bid committee members. Manage logistical arrangements for Bid committee meetings and provide advisory support to Bid Committees. Provide secretariat function to the PBAC. Facilitate and monitor evaluation of bids and quotations. Develop and define processes for bids evaluation. Monitor adherence to advertised criteria in the evaluation process. Facilitate and verify captured information for all bids and quotations. Prepare an evaluation report- submission. Facilitate the clearance of the successful bidders. Customise and implement any changes on standard evaluation criteria. Implement and Oversee Risk and performance management strategies in the Supply Chain Management Unit. Identify and mitigate risks within the Unit. Manage all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports and verification of all monthly SCM reports. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy. Manage full compliance to all Demand Management, Acquisition Management and Contract Management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Ensure the effective management of Demand, Acquisition and Contract processes. Manage an appropriate response to internal and external auditors, other organs of state and Audit Intervention Plans. Monitor and liaise with CIDB about professionals'/ contractor's information. Evaluate and monitor performance and appraisal of employees. Ensure capacity and development of staff. Enhance and maintain employee motivation and cultivate a culture of performance management. Manage discipline. Provide job description to subordinates. Manage division leave matters.

ENQUIRIES

: Mr. M Sozombile Tel No: (021) 402 2250

APPLICATIONS

: for the position of Assistant Director: Acquisition Management (SCM) must be emailed to: RecruitCPT26-69@dpw.gov.za

POST 36/69

: **ADMINISTRATION OFFICER: DEMAND MANAGEMENT (SCM) REF NO: 2026/354**

SALARY

: R338 106 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/ Public Management/ Public Administration or related. Relevant years of experience in Supply Chain

Management within Acquisition Management. Valid Driver's Licence. Knowledge Of: Thorough knowledge and understanding of government procurement systems and relevant legislation; Supply chain management; Management of databases; PFMA; PPPFA; Supply Chain policies and procedures; Treasury Regulations and BBBEE Acts; Monitoring and evaluation theory and methodology; Monitoring and evaluation systems. Skills: Good verbal and written communication skills; Basic numeracy; Advanced interpersonal and diplomacy skills; Problem solving skills; Decision making skills; Statistical skills; Computer literacy; Problem solving skills; Presentation skills; Planning and organising skills; Ability to work independently and under pressure. Personal Attributes: Analytical thinking; Innovative; Creative; Resourceful; 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. Must be prepared to adapt work schedule in accordance with office requirements.

DUTIES

: Provide admin support in the research and needs analysis for the Department. Provide guidance to End-Users/Project Managers on testing the markets. Lead the process of alignment of budgets with department objectives and Annual Performance Plans. Consolidation of Procurement Plans and report monthly to Head Office. Assist in the consultation with relevant stakeholders to determine challenges, opportunities and risks. Identify the frequency of needs and analyse the identified needs in line with the supply chain strategy and collect data commodity analysis and checking for alternatives. Provide support in the determination and development of procurement proposals for implementation based on the results of the research. Collect and collate information for the Department Annual Procurement Plan, collect information from the relevant units according to the prescribed template. Check and analyse the submitted information, confirm availability of budget. Consolidate the information into procurement plan. Provide support in the process of drafting specifications, advice whether specifications should contain special conditions. Assist in identifying and implementation of preference points system, track all movements of specification and terms of reference submission. Provide an appropriate response to internal and external stakeholders. Provide secretariat support to the relevant Bid Committees. Responsible for Demand, Acquisition and Contract Management. Ensure full compliance to all Acquisition, Demand Management and Contract Management prescripts, policies, practice notes and delegations of authority. Develop and maintain internal control measures for procurement. Ensure the effective management of Demand, Acquisition and Contract processes. Compile and consolidate the Demand Management Plan, Acquisitions Management and Contract Management reports. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved Demand Plan. Ensure effective utilisation of the CSD. Manage acquisition including BID administration. Assist in compilation of Terms of reference, Specifications and Bid Documents. Provide secretariat support to the BID committees and provide the administrative duties during the tender/bid briefing sessions. Provide assistance in the review of the scope of the Terms of Reference (TOR). Assist with the monitoring of validity period of closed tenders. Assist in the co-ordination and execution of the bidding process. Arrange and attend bid Evaluation committee meeting. Management of the bid processes and ensure effective functioning of all Bid Committees. Management and effective utilisation of Transversal Contracts and Participation contracts on organs of state. Manage the process of sourcing of quotations. Ensure proper document control and documentations. Implement and Oversee Risk and performance management strategies in the Supply Chain Management Unit. Identify and mitigate risks within the Unit. Ensure that all administrative matters, correspondence and complex enquiries are attended to promptly. Assist in the compiling of monthly SCM performance reports. Compilation /verification of all monthly SCM reports. Ensure implementation and compliance of the Instruction Notes as issued by National Treasury as well as Departmental SCM Policy

: Mr M. Sozombile Tel No: (021) 402 2250.

: for the position of Administration Officer: Demand Management (SCM) must be emailed to: RecruitCPT26-70@dpw.gov.za

ENQUIRIES APPLICATIONS

<u>POST 36/70</u>	:	<u>ADMINISTRATIVE OFFICER: LABOUR RELATIONS MANAGEMENT REF NO: 2026/355</u> (Re-Advertisement-PSVC 19 of 2026, Ref No: 2026/236, people who previously applied are encouraged to re-apply)
<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 Public Administration/ Management or related qualification. Extensive experience in administration within the labour relations environment and a valid Drivers' license. Knowledge of government procurement processes and systems. Knowledge of Government regulatory framework, Minimum Information Security Standards (MISS) Act, Public Finance Management, Public Service Regulations, Public Service Act, National Minimum Information Requirement, Regulations of the National Archives and records Service of South Africa Act and related records management processes. Skills: Effective communication (verbal and written), Report writing, Computer literacy, Basic numeracy, Statistical analysis, Interpersonal and diplomacy skills, Analytical, Problem-solving skills, Interpretation skills. Personal Attributes: People orientated, High level of reliability, Hardworking, Resourceful, Self-motivated, Trustworthy, Multilingual.
<u>DUTIES</u>	:	Provide effective management of documents, Receive, register and allocate reference number to the received correspondence. Scrutinise routine submissions/ reports and make notes and/or recommendations for the manager. Make follow up on referred correspondence/submission. Dispatch all correspondences. Renders administrative support services. Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies. Obtains inputs, collates and compiles reports, e.g. progress reports, monthly reports and management reports. Collect, analyse and collate information requested by the manager. Ensure that travel arrangements are well coordinated. Manage the leave register and telephone accounts for the unit. Provides support to manager regarding meetings, scrutinise documents to determine actions/information/other documents required for meetings. Collect and compile all necessary documents for the meetings. Record minutes/decision and communicates to relevant role-players, follow-up on progress made. Coordinates logistical arrangement for meetings when required. Ensures effective and efficient management of the records, Maintain the Labour Relations register of received correspondences. Maintain copies of all documents produced, prior to dispatching. Maintain an effective and well-structured filing systems. Ensure classification of information, office procurement needs and payment of service providers.
<u>ENQUIRIES</u>	:	Ms MJ Mahasha Tel No: (012) 406 1193
<u>APPLICATIONS</u>	:	for the position of Administrative Officer: Labour Relations Management must be emailed to: Recruitment26-78@dpw.gov.za