

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.



<u>APPLICATIONS</u>	:	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 Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works Private Bag X3913, North End, Port Elizabeth 6056. For Attention: Ms. P. Buwa Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr. E Nguyuza Mthatha Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 5007, Mthatha, 5009. Alternatively, hand deliver to Prd II Building 5th floor, Sutherland Street, Mthatha. Register the application in the book. For Attention: Ms. N Mzalisi
<u>CLOSING DATE</u>	:	30 October 2026 at 16H00
<u>NOTE</u>	:	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 37/70</u>	:	<u>DEPUTY DIRECTOR: PROPERTY SECTOR ANALYSIS REF NO: 2026/360</u>
<u>SALARY</u>	:	R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Policy Studies / Law / Real Estate/ Commercial/Management Sciences. Relevant years of work experience in real estate, property law, policy and legislative development at a Junior Management level/ Assistant Director equivalent level. Knowledge: Research, Policy formulation and analysis. Strategic planning, programme and project management. Legislation managed and administered by DPWI; National Policy Development Framework; Socio Economic Impact Assessment System (SEIAS); Policy & Legislative Formulation and Development Processes: Public Property Sector Regulatory Framework; Public procurement Regulatory Framework; Project Management and Law of Property; PFMA, PSA; Structure and functioning of the Department and linkages with government clusters; Broad understanding of the property sector in South Africa. Skills: Budgeting and Financial Management. Stakeholder liaison and management; Advanced communication (verbal and written); advanced report writing; research methodologies; language proficiency; negotiation, mediation and conflict management; problem solving skills; decision making skills; advanced interpersonal and diplomacy skills; programme and project management; public speaking and presentation; computer literate. Personal Attributes: Analytical thinking; innovative; creative; resourceful; self-reliant; energetic; hard-working; self-motivated; ability to work independently. Drivers' license; prepared to travel; willing to adapt work schedule in accordance with professional requirements.
<u>DUTIES</u>	:	Ensure effective and efficient analysis of relevant sources for purposes of the development of property policies and legislation; Consider and report on the policy gaps between the existing white papers and Government's current policy priorities and developmental objectives with respect to the Property industry; Undertake research on relevant Property sector related topics approved by the Department; Consult with all relevant stakeholders; Develop policy position papers that will form an integral part of the Public Works function; Research and liaise with state and non-state parties through various fora to glean and collate relevant information to inform the policy and legislation making process; and Ensure provision of property policy and legislation support to DPWI and PMTE line functions as applicable. Manage the development and review of policy and legislative frameworks, in the Sub-Directorate: Property Sector Regulation. Undertake research on relevant property industry related topics approved by the Department. Lead the development and execution of comprehensive property industry analysis. Ensure that all policies, guidelines and standards are developed in line with applicable prescripts and are aligned

		to the Department's strategic objectives. Monitor policy implementation and ensure compliance with applicable policies and directives. Facilitate policy integration with the PMTE and Provincial Departments responsible for Public Works function. Support the promotion of transformation agenda of the property sector by collaborating with the Property Sector Charter Council. Manage the Sub-Directorate, develop and manage the operational plan of the Sub-Directorate and report on progress as required, provide all required administrative reports, manage the budget allocated to the Sub-Directorate. Provide support for the overall success of the Policy, Research & Regulation Branch of the Department.
<u>ENQUIRIES</u>	:	Mr. M Tsoako Tel No: (012) 406 1213
<u>APPLICATIONS</u>	:	Applications for the position of Deputy Director: Property Policy & Legislative Analysis Property Sector Regulation must be emailed to: Recruitment26-80@dpw.gov.za
<u>POST 37/71</u>	:	<u>CONTROL WORKS MANAGER: MECHANICAL AND ELECTRICAL WORKS MANAGEMENT REF NO: 2026/361</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) (T/N/S Streams) with appropriate experience in Electrical or Mechanical Engineering or (N3 plus trade test certificate in Electrical or Mechanical Engineering with a Registration as an Engineering Technician and more than 6 years appropriate experience). The candidate must be in possession of a valid driver's license. Applicable knowledge and understanding of PFMA, OHSA, National Building Regulations and Building Standards, Project Management, Property and Facilities Management, Government procurement processes and systems. willing to travel and computer literate. Ability to manage, negotiate, plan, communicate and work under pressure. Professional registration will serve as an added advantage.
<u>DUTIES</u>	:	Ensure appropriate maintenance and repairs of electrical and mechanical installations and components in the state-owned facilities to the required standards as guided by Laws and Regulations. Ensure registration and listing of all components and installations to the facilities register. Plan and execute the service contracts of mechanical and electrical installations and contribute extensively to the budgeting process for maintenance. Manage expenditure of day-to-day maintenance budget as per PFMA. Ensure compliance with OHSA, National Building Regulations Act. Manage and monitor performance of Chief Works Managers and ensure implementation of PMDS.
<u>ENQUIRIES</u>	:	Mr. N.F Mathivha Tel No: (013) 753 6303
<u>APPLICATIONS</u>	:	Applications for the position of Control Works Manager: Mechanical and Electrical Works Management Must be emailed to: RecruitNELP26-20@dpw.gov.za
<u>POST 37/72</u>	:	<u>ASSISTANT DIRECTOR: DISPOSAL REMS REF NO: 2026/362</u>
<u>SALARY</u>	:	R605 742 per annum
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Real Estate Management, Property Management, Law/Property law, Land Administration, Valuation, Town or Regional Planning or Property related qualification Relevant experience in the field. Knowledge: Public Finance Management Act. Financial administration. Procurement directives and procedures. Programme and project planning. Reporting procedures. GIAMADISPOSAL ACT. Deeds. Registry Act. Financial Assistance Land Act (FALA) BBBEE. Treasury Regulations. Skills: Report writing. Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning. Goal and solution orientated. Assertiveness. People and client orientated. Innovative. Ability to work under stressful conditions. Hard working. Ability to communicate at all levels.
<u>DUTIES</u>	:	Implement and maintain property management policies, procedures and strategies: Implement and maintain property management policies, procedures and frameworks. Provide guidance on compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. Co-ordinate the disposal process of redundant and superfluous residential properties: Provide guidance on the

process of identifying redundant and superfluous residential properties to be disposed of. Co-ordinate and facilitate the identification process of redundant and superfluous residential properties. Conduct inspections to determine status/conditions of redundant and superfluous residential properties. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Co-ordinate the release process of vacant surplus land parcels to achieve Government Land Reform objectives: - (Restitution, Distribution, Human Settlements development) Co-ordinate and facilitate the process of identifying vacant surplus land parcels to be released. Verify ownership status of identified vacant surplus land parcels to be released. Contribute towards enhancing effective and efficient state property management: (Conveyancing and disposal from PMIS) Co-ordinate and facilitate gathering of original conveyance and transfer documentation. Ensure delivery of instructions to the Office of the State Attorney. Accept draft Power of Attorney and transfer documents from Office of the State Attorney in preparation for Delegated Authority to sign. Supervise employees to ensure an effective service delivery.

ENQUIRIES
APPLICATIONS

: Ms. M Mokgohloa Tel No: (013) 753 6300/ 072 594 0052
: Applications for the position of Assistant Director: Disposal REMS Must be emailed to: RecruitNEL26-21@dpw.gov.za

POST 37/73

: **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY REF NO: 2026/363**

SALARY
CENTRE
REQUIREMENTS

: R605 742 per annum
: Gqeberha Regional Office
: A minimum of three-year tertiary qualification (NQF level 06) / National Diploma in Engineering (Mechanical). Relevant years of experience in a build environment field including experience at a supervisory level. (Safety Management qualification / Certificate will serve as an added advantage). Extensive knowledge of the build environment. Application and understanding of the Occupational Health & Safety Act, 85 of 1993 and other relevant acts and regulations. Understanding of the National Building Standards (SANS10400) and its prescripts including Municipality by laws. Understanding of the procedures with moved regard to the safe operation of the Lifts, Boilers, Incinerators, stand-by generators and water treatment plant equipment. Basic knowledge of the Departmental Policies and Procedures, Public Finance Management Act (PFMA). Good verbal and written communication skills. Computer literacy. Good interpersonal relations. Problem solving skills, listening and observation, Negotiations, conflict management and leadership skills. Incident investigation, report writing and presentation skills. Valid driver's license. Prepared to travel and willing to adapt to working schedule in accordance with the office requirements.

DUTIES

: Ensure and facilitate the implementation of the Occupational Health and Safety Act and regulations within the Region. Effectively manage general administration and safety regulations. Conduct proactive and reactive inspection in a state and leased facilities including construction projects. Facilitate the issuance of the occupancy certificate for various facility issued by the local authority. Ensure workplaces are accessible to people with disabilities. Conduct incidents investigation and generate the report recommendation. Facilitate the appointment of health & safety representative, First Aiders and Fire Marshals. Facilitate the training sessions for health safety committee members including the information sessions. Compile and conduct presentations and facilitation the activation of the emergency evacuation procedures in accordance with the building regulation & Municipality by-laws. Provide technical advice to clients' departments and attend internal and external meetings on OHS matters. Consolidate the monthly/quarterly and annual reports for the OHS directorate in the regions.

ENQUIRIES
APPLICATIONS

: Mr SL Jikeka Tel No: (041) 408 2074
: for the position of Assistant Director: Occupational Health & Safety must be emailed to: RecruitPE26-43@dpw.gov.za

<u>POST 37/74</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: 2026/364</u>
<u>SALARY</u>	:	R487 197 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Supply Chain Management or Logistics or Procurement or Finance or Auditing or similar related qualification. Relevant years of working experience in Supply Chain Management Demand and or Supply Chain Management Acquisition of which relevant years working experience must be on a supervisory level in Demand and or Acquisition Management. Experience in Infrastructure Procurement Demand or Acquisition Management will serve as an added advantage. A valid Driver's license. Thorough knowledge and understanding of government procurement systems and relevant legislation related to Supply Chain Management; Public Finance Management Act; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements. Must possess the following skills: Presentation, report writing, numeracy, communication, and problem solving. Computer literate.
<u>DUTIES</u>	:	Coordinating the compiling Regional Procurement Plan and ensure proper administration and coordination of approved Procurement Plan. Ensure proper coordination of drafting terms of reference/specification. Provide support to line function for the approved initiation of the procurement process. Manage the nominations of suppliers of pre-approved panels for RFQ for all compliant user request within 3 working days of receipt. Consolidate and submit the quarterly reports of procurement plan Execution. Ensure that SCM prescripts, processes are complied with in line with the procurement strategy. Determine whether specifications should contain any special conditions. Coordinate Bid Specification Committees. Ensure full administration of Bid Specification Committee. Supervise and compile tender/quotation specifications as required. Compile and publish request for quotations and bids as required. Supervise employees to ensure an effective demand management service
<u>ENQUIRIES</u>	:	Mr. TE Matiso Tel No: (041) 408 2007
<u>APPLICATIONS</u>	:	Applications for the position of Assistant Director: Demand Management must be emailed to: RecruitPE26-44@dpw.gov.za
<u>POST 37/75</u>	:	<u>ARTISAN FOREMAN GRADE A: ELECTRICAL: WORKSHOP REF NO: 2026/365</u>
<u>SALARY</u>	:	R397 329 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum appropriate Trade Test Certificate. Five-year post qualification experience as an Artisan. A valid driver's licence. Knowledge: Project management. Technical design and analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills. Operating workshop equipment OHSA. Skills: Problem solving and analysis. Decision making. Teamwork. Creativity. Change management. Financial management.
<u>DUTIES</u>	:	Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability; Produce objects with material and equipment according to job specification and recognized standards. Ensure effective and efficient maintenance of technical faults Inspect equipment and/or facilities for technical faults. Repair equipment and facilities related to electrical according to standards. Test repair equipment and/or facilities against specifications. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Supervise employees to ensure an effective service delivery.
<u>ENQUIRIES</u>	:	Mr. Z Mashiyane Tel No: (041) 408 2194
<u>APPLICATIONS</u>	:	Applications for the position of Artisan Foreman Grade A: Electrical: Workshop must be emailed to: RecruitPE26-45@dpw.gov.za

<u>POST 37/76</u>	:	<u>SERVICE DESK AGENTS: MAINTENANCE: SYSTEMS OPERATIONS (HEAD OFFICE AND REGIONS) REF NO: 2026/366 (X18 POSTS)</u>
		Job Purpose: To intercept and capture department's internal and external clients' requests and complaints received and provide first line support and routing them to both to ICT and Business units.
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Head Office (Pretoria) and Regional Offices)
<u>REQUIREMENTS</u>	:	A minimum Senior Certificate/Grade 12/ equivalent NQF Level 4 qualification. A relevant exposure in a customer service, ICT or Facilities Management environment. Training on Telephone etiquette, Customer service and PFMA will be added advantage. Computer skills such as an understanding of Ms Word, Excel, Internet browsing, tasking and email. Good verbal and written communication and listening skills. Typing skills with knowledge of Call Logging systems. The candidates should be prepared to work 24/7 shifts, including weekends and holidays.
<u>DUTIES</u>	:	Answer and/or make calls (inbound and/or outbound) and respond to emails. Handle customer (internal & external) inquiries both telephonically and by email. Research required information by clients (internal/external) using available resources. Manage and resolve customer (internal & external) complaints/queries/FM service requests, IT related faults etc. Enter and update new customer information into appropriate systems. Process orders, forms, applications and calls on relevant systems. Identify and escalate priority issues/queries according to available Call Centre and Facility Management business processes. Assign or route calls to appropriate resource and/or in line with the Call Centre call logging process. Follow up customer calls where necessary and update customers accordingly. Update all call information on relevant systems according to Call Centre standard operating procedures. Complete and/or close call logged on system as well as update with appropriate comments. Maintain and improve Service Level Agreement. Conduct customer service surveys.
<u>ENQUIRES APPLICATIONS</u>	:	Ms L Skhosana Tel No: (012) 406 1286
	:	Applications for the position of Service Desk Agents: Maintenance: Systems Operations must be emailed to: Recruitment26-81@dpw.gov.za
<u>POST 37/77</u>	:	<u>ACCOUNTING CLERK: FINANCE (BATCH CONTROLLER) REF NO: 2026/367</u>
		(Re-Advertisement-PSVC 13 of 2026, Ref No: 2026/184A, people who previously applied are encouraged to re-apply)
<u>SALARY</u>	:	R237 453 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of Senior Certificate/Grade 12. No experience required. Knowledge of a financial environment. Knowledge of relevant legislation, regulations and policies. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility. Valid driver's license.
<u>DUTIES</u>	:	Reporting to the State Accountant the incumbent of this position will take responsibility for: The main responsibility of this post relates to the safekeeping and management of documents (Batch Control) including the monitoring and controlling of the adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions. Monitor and control all documents relating to the different transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. It could be expected of the incumbent to assist in the budget formulation, compiling of a cash flow budget as well as the monthly reporting. As well as performing duties related to the cashier functions.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms P Sani Tel No: (012) 492 3122
	:	Applications for the position of Accounting Clerk: Finance (Batch Controller) must be emailed to: RecruitMTH26-22@dpw.gov.za
<u>NOTE</u>	:	Practical exercise / test will form part of the selection process