ANNEXURE I

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 and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand Delivered at CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau **Mmabatho Regional Office Applications:** The Director-General, Department of Public Works, Private Bag X120, Mmabatho, 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit3, Mmabatho, 2735. For Attention: Mr. T Oagile **Mthatha Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5007, 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 **Kimberly Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X5002, Kimberley, 8301 or Hand Deliver at 21-23 Market Square Old Magistrate Building, Kimberley, 8301. For Attention: Ms V Tidikwe. **Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000 or hand deliver at Ground floor, Customs House, Lower Heerengracht Street, Foreshore, Cape Town, For Attention: Ms. C Rossouw
CLOSING DATE	:	27 November 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 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. All shortlisted candidates, including SMS, shall undertake two pre-entry assessments. One must be a practical exercise, and the other must be an Integrity (Ethical Conduct) Assessment. Selection panels shall score both technical exercises as an additional criterion in the interview process. 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 position were advertised in Public Service Vacancy Circular 39 dated 30 October 2026 closing on 20 November 2026, Chief Works Managers: Technical Assistant/Support (X2 Posts) Ref No: 2026/385 is withdrawn.

OTHER POSTS

POST 41/115 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/387**
(12 Months Contract)

SALARY : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Mthatha Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in the Built Environment. A minimum relevant years' experience in Properties Management or Facilities Management at a Junior Management level / Assistant Director Equivalent. Valid driver's license. Knowledge and understanding of the maintenance of buildings, the Occupational Health and Safety Act, Building regulations and Environment Conservation Act. Good financial and budgeting skills. Knowledge of Government Procurement System. Project management and leadership skills. Ability to work well under pressure. Computer literacy. Sound analytical with Good communication skills verbal and written.

DUTIES : The effective facilities management of Electrical, Mechanical and Building. The implementation of procurement policies co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase equipment and services. Ensure compliance with Occupational health and safety Act. Provide guidance on the implementation of the policy. Monitor and evaluate impact and effectiveness of the policies, provide continuous feedback on compliance with policy. The management and recruitment of selection black emerging enterprise-provide information on current requirements and suppliers to express an interest: ensure compliance with procurement procedures and legislation: assess new service provider profile and ensure that a proper enterprise has been selected to carry out the assigned duties: utilise state expenditure to promote emerging black enterprise. Manage unplanned maintenance. Ensure the availability of sound functional, safe and habitable structures and services. Prepare and control the budget of unplanned maintenance. Provide and co-ordinate a preventative maintenance schedule. Ensure quality control of workmanship and material by means of inspections and corrective actions. Ensure that service contracts are in place. Ensure that

services provided are value for money. The effective supervision of resources oversee the development and training of staff.

ENQUIRIES : Ms NPT Hlengwa Tel No: (047) 502 7010

APPLICATIONS : Email Applications for the position of Deputy Director: Facilities Management must be submitted to: RecruitMTH26-23@dpw.gov.za

POST 41/116 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2026/388**

SALARY : R1 101 468 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management Service)

CENTRE : Kimberly Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Public Administration / Business Administration / Real Estate Management. Relevant years of experience in the field at a Junior Management level / Assistant Director Equivalent. Willing to adapt work schedule in accordance with office requirements. Committed to designated tasks. Unprepared travelling. Knowledge: Works Control System (WCS); Public Finance Management Act (PFMA); Treasury Regulations; Financial management and administration; technical knowledge of the built environment; project management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; financial administration processes and systems; maintenance of databases; procurement processes and systems EPWP. Skills: Advanced numeracy; organising; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication; advanced computer literacy. Personal Attributes: Innovative; creative; trustworthy; hardworking; self-motivated; ability to work under pressure; analytical thinking; facilitation; research.

DUTIES : Develop, review and maintain user demand management policies, plans and procedures: Undertake research on current best practices in relation to property management. Develop, implement and maintain user demand management policies, procedures and frameworks in line with applicable prescripts. Ensure compliance with related prescripts, delegations and procedures. Communicate all property user demand management policies and procedures to relevant stakeholders. Establish proper user demand governance processes and internal control measures. Coordinate the delivery of the accommodation services for Client Departments: Ensure that the procurement instructions (PI) received from Head Office are recorded and verified in terms of correctness / completeness. Extract reports and data to analyse accommodation gaps and recommend accommodation solutions. Serve as members of PBAC, Bid Specification and Bid Evaluation Committees and attend meetings to address clients' needs. Request and facilitate the compilation of condition assessments reports by CPM and FM. Compile submissions for funding approval and registration of planned maintenance projects. Receive OHS reports and forward to clients REMS, FM and CPM and ensure remedial actions are implemented. Coordinate, chair and minute taking of meetings with internal and external stakeholders. Attend project progress meetings to ensure Clients requirements are correctly identified and implemented. Follow up Facilities Management/Work Managers on day-to-day maintenance issues, gardening and horticulture. Collect information on Media enquiries and Monitoring Bodies (Parliamentary Portfolio Committees, Ministry and Commissions and Communications) and assist in compilation reports. Where required, participate in Executive and Parliament oversight meetings. Implement action plans based on audit findings and Risk Registers. Assist Clients to provide their inputs to their Head Offices to enable them to complete U-AMP templates. Ensure improved client relationship management and Integrated Planning and Co-ordination: Liaise with regional client departments and interact with executing units regarding leasing issues, facilities management and construction projects management on all accommodation requests. Assist client departments in preparing their accommodation needs and verify accommodation particulars to determine correctness of the needs. Submit reports as requested by the client to provide progress updates on all accommodation needs. Coordinate Client Forum meetings and other meetings. with both internal and external stakeholders, including preparing agendas and taking minutes. Promote understanding and alignment of goals, targets, and responsibilities outlined in SLAs, SDSs, and MOUs by engaging with internal and external clients through workshops and discussions, in line with business processes. Conduct Client courtesy visits, compile reports,

forward issues that need to be attended to (REMS, FM, CPM and client). Liaise with client departments regarding property management issues, facilities management and construction projects. Attend project progress meetings to ensure Client's requirements are correctly identified and implemented Monitor the budget and expenditure levels for Client Departments: Analyse budget on WCS and Expenditure reports. Provide input on budget allocations. Engage clients on expenditure levels and implement intervention measures. Receive cost analysis and confirm budget for leasing of accommodation. Manage the Sub-Directorate: Ensure maintenance of discipline. Manage performance and development. Establish, implement and maintain efficient and effective communication arrangements. Develop and manage the operational plan of the sub-directorate and report on progress as required. Provide inputs for Regional Reports. Prepare performance reports. Manage procurement and asset management for the sub-directorate. Plan and allocate work.

ENQUIRIES : Ms R Baulackey Tel No: (053) 838 5202
APPLICATIONS : Email Applications for the position of Deputy Director: User Demand Management must be submitted to: RecruitKIM26-24@dpw.gov.za

POST 41/117 : **ASSISTANT DIRECTOR: CLEANING SERVICES REF NO: 2026/389**

SALARY : R605 742 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A minimum three-year tertiary qualification (NQF Level 6)/ National Diploma in Public Administration or related qualifications plus relevant years of experience in the field. The candidate must have knowledge of types and purposes of cleaning materials, Procurement and tender regulations, Labour Relations Act, Occupational health and safety, PFMA and other Government prescripts. Skills: Analytical thinking, Computer literacy, Effective communication (verbal and written), ability to work with consultants, professionals and staff at various levels, Interpersonal and diplomacy skills, Problem-solving, Decision-making skills, Motivational skills. A valid driver's licence. Willing to adapt work schedule in accordance with office requirements.
DUTIES : Maintain cleaning services strategies and policies. Conduct research on latest developments. Manage the provision of administration services related to cleaning services and contracts. Undertake site inspections of progress and quality of work performed. Conduct screening of contracted private cleaning service providers. Provide cleaning management services. Co-ordinate, supervise and direct the effective utilisation and service delivery of personnel and contractors.
ENQUIRIES : Ms. M Llali Tel No: (018) 386 5379
APPLICATIONS : Email Applications for the position of Assistant Director: Cleaning Services must be submitted to: RecruitMBT26-22@dpw.gov.za

POST 41/118 : **ASSISTANT DIRECTOR: PROPERTY ACQUISITION AND LEASE MANAGEMENT REF NO: 2026/390**

SALARY : R605 742 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum three-year tertiary qualification (NQF Level 6)/ National Diploma in Real Estate Management or Property-related field of study. Relevant years of experience in the field. A Valid Drivers licence; Must be prepared to travel; Willing to adapt work schedule in accordance with office requirements. Knowledge: Public Finance Management Act; Financial administration; Procurement directives and procedures; Programme and project planning; Market research; Property economics; Reporting procedures; GIAMA; Property Law; BBBEE; Treasury Regulations; The PIE Act. Skills: Report writing; Accounts and numeric skills; Communication skills; Interpersonal skills; Problem solving skills; Organising and planning. Personal Attributes: Goal and solution orientated; Assertiveness; People and client orientated; Innovative; Ability to work under stressful conditions; Hard working; Ability to communicate at all levels.
DUTIES : Facilitate the property acquisition process in line with the approved acquisition framework: Conduct client needs assessment and establishes availability of funds for client departments. Make findings regarding offices and procured accommodation. Inspect and select suitable accommodation according to the requirements of client departments. Negotiate terms and condition of contracts and leases. Provide inputs and Implement Supply Chain Management

Procurement Plan. Report regularly on procured properties. Facilitate the lease administration process for private and leasehold portfolios: Clarify terms and conditions of leases and expedite a lease agreement to create lease obligations between the tenant and the landlord so as to minimise contractual disputes at any stage of the contract. Conduct property inspections prior occupation by the tenant and prior termination of the lease to determine the condition of the property. Facilitate the provision of effective maintenance to improve the condition and preserve the value of the leased property. Conduct regular property ownership verifications. Provide support with the termination and renewal of leased accommodation. Attend and resolve all requests and queries received from clients. Conduct regular monitoring of the Archeus and the database on the leased properties: Verify if there is a valid lease agreement in place for the premises. Ensure reconciliation of Archeus with lease agreement including the rental amount and descriptions. Verify any changes on the landlord or client details and update accordingly. Verify the current rental paid against what stipulated on the lease agreement. Confirm the physical occupation of the premises and approximate square meters occupied. Follow-up on leases approaching expiry date. Ensure regular updating of the database. Supervise employees and administration processes to ensure an effective service delivery: Render general supervision of employees. Allocate duties and perform quality control on the work delivered by supervisees. Advice and lead supervisees regarding all aspects of the work. Manage performance and conduct discipline supervisees. Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively. Compile relevant reports as required. Support audit processes through provision of accurate and complete information. Ensure effective management of records.

ENQUIRIES : Mr M Machi Tel No: (053) 838 5222
APPLICATIONS : Email Applications for the position of Assistant Director: Property Acquisition and Lease Management must be submitted to: RecruitKIM26-25@dpw.gov.za

POST 41/119 : **ASSISTANT DIRECTOR: SCM PROVISIONING AND LOGISTICS REF NO: 2026/391**

SALARY : R487 197 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum three-year tertiary qualification (NQF Level 6)/ National Diploma in Supply Chain Management, Procurement or related; Relevant years of experience related to supply chain at a supervisory level. Willing to adapt work schedule in accordance with office requirements. Knowledge: Thorough knowledge and understanding of government procurement systems and relevant legislation; Treasury Regulations; SCM and the procurement delegations and procedures; Public Finance Management Act (PFMA); Financial and budget administration processes and systems; General office administrative and organisational skills; LOGIS; BAS. Skills: Service and customer orientation; negotiation skills; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; numeracy; computer literacy; strong management abilities with emphasis on strategic planning and organisational presentation skills; advanced communication skills; excellent report writing and language skills; knowledge of and an ability to use MS Word, MS Excel and MS PowerPoint. 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.
DUTIES : Manage transport and travel related services-: Manage the vehicle fleet in accordance with approved prescripts. Coordinate subsidised transport services. Implement, maintain and monitor related policies and procedures. Verify authorisations for trips. Ensure reservations for hotels and flight are done in line with applicable prescripts. Address any accommodation related problems. Ensure maintenance of relevant forms and registers. Verify all subsistence and travel claims. Process payments for travel agents as per delegation. Coordinate and review the processing of requisitions for goods and Services: Process the requisitions for goods and services and ensure placement of orders. Ensure safekeeping and distribution of goods. Manage the control of stock. Ensure effective turnaround time of requisition and orders. Monitor and follow up on outstanding orders. Ensure feedback on progress

regarding the submitted applications is provided to the end users. Ensure the processing of monthly invoices on LOGIS. Ensure that all procurement practices are in accordance with SCM prescripts for goods and services. Manage regional registry and telephone services with regard to: Manage the records, archives and functioning of the registry. Manage switchboard services. Oversee activities to control telephone accounts for employees. Supervise employees to ensure an effective service delivery: General supervision of employees; Allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES : Ms W Khumalo Tel No: (053) 838 5359
APPLICATIONS : Email Applications for the position of Assistant Director: SCM Provisioning and Logistics must be submitted to: RecruitKIM26-26@dpw.gov.za

POST 41/120 : **SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT (SCM) REF NO: 2026/392**
(Re-advertisement of PSVC 16 OF 2026, Ref No: 2026/201C, people who previously applied are required to re-apply)

SALARY : R413 002 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Supply Chain Management / Purchasing Management / Public Administration / Procurement or related qualification. Relevant working experience in Supply Chain Management within Acquisition Unit (Tenders). Coaching and Mentoring. Experience in Construction or Infrastructure Procurement will be an added advantage. Valid Driver's licence. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential. Prepared to travel; willing 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. Collect and collate information for the Department Annual Procurement Plan, collect information from the relevant units according to the prescribed template. 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. Ensure the effective management of Demand Management, Acquisition Management and Contract Management processes. Coordinate input in the Demand Management Plan. Ensure that procurement is in line with the approved Demand Plan. Assist in compilation of Terms of reference, Specifications and Bid Documents. Lead the tender/bid briefing sessions. Review tender documents before placing advert to relevant media platforms. Serve as member of Bid Specification Committee and Bid Evaluation Committee. Provide secretariat support to the Bid Adjudication committee. Monitoring of validity period of closed tenders. 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. Manage the process of sourcing of quotations. Drafting

of appointment letters and inform bidders of the outcome of the bid after the finalization of the bidding process. Ensure awarded bids are published and update Contract Register. 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. 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. Ensuring performance development and performance management of staff.

ENQUIRIES : Mr. M. Sozombile Tel No: (021) 402 2250
APPLICATIONS : Email Applications for the position of Senior Admin Officer: Acquisition Management (SCM) must be submitted to: RecruitCPT26-72@dpw.gov.za

POST 41/121 : **ARTISAN FOREMAN (ELECTRICAL) REF NO: 2026/393**

SALARY : R397 329 per annum, (all-inclusive OSD salary package)
CENTRE : Kimberley Regional Office
REQUIREMENTS : A minimum Appropriate Trade Test Certificate; A minimum of five years post qualification experience as an Artisan. Valid Driver's licence. Knowledge: Project Management; Technical design and analysis; Knowledge; 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; Customer focus and Responsiveness; Communication; Computer skills; Planning and Organising. Personal Attributes: Innovative; Creative; Resourceful; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently.
DUTIES : Ensure effective and efficient electrical maintenance services-: Inspect electrical equipment, installations and facilities to identify faults and maintenance requirements. Perform and supervise preventative and corrective electrical maintenance work. Service electrical equipment and installations according to prescribed maintenance schedules. Perform electrical installation and upgrade work as required. Monitor work in progress and check completed electrical maintenance work against specifications. Provide technical guidance to Artisans on electrical maintenance activities. Perform and supervise troubleshooting and repair of electrical equipment and installations-: Identify and troubleshoot electrical faults and system malfunctions in equipment, installations and wiring. Use appropriate electrical testing equipment and tools to identify faults. Perform and supervise repairs and replacement of faulty electrical components. Test repaired electrical equipment and installations to confirm functionality. Check that electrical repair work is performed according to applicable technical and safety requirements. Identify electrical components, materials and equipment required for repairs. Refer faults requiring higher level technical intervention to the Chief Artisan. Perform administrative and related functions-: Maintain records and registers of electrical maintenance, repairs and faults attended to. Record materials, equipment and tools used for electrical work. Identify material and equipment requirements. Assist with obtaining quotations for required electrical materials and equipment. Compile and submit work progress and maintenance reports. Provide information required for maintenance and operational planning. Maintain records of scheduled and completed maintenance work. Apply relevant occupational health and safety requirements during electrical work. Supervise employees to ensure an effective service delivery-: Perform general supervision of employees. Allocate duties and perform quality control on the work delivered by subordinates. Advise and lead subordinates with regard to all aspects of the work. Manage performance and conduct discipline subordinates. Ensure that all subordinates are trained and developed to be able to deliver work of the required standard efficiently and effectively. Ensure good record keeping.

ENQUIRIES : Mr B Maano at 076 904 2090
APPLICATIONS : Email Applications for the position of Artisan Foreman (Electrical) must be submitted to: RecruitKIM26-27@dpw.gov.za

POST 41/122	:	**ADMINISTRATION OFFICER: CLEANING SERVICES REF NO: 2026/394**
SALARY	:	R338 101 per annum
CENTRE	:	Cape Town Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Public Administration / Public Management/ or related qualification. Relevant years of experience in administration and supervision (Supervisory experience in Cleaning will be an added advantage). A valid driver's license. Knowledge and understanding of government procurement processes and other relevant government legislation. Understanding of cleaning materials and equipment, OHS Act, Basic Conditions of Employment Act, PFMA and Public Service Regulations. Knowledge of the government performance management and development system. The candidate will be expected to travel around Western Cape Province extensively. Skills: Computer literate, effective communication (verbal and written), project management, and conflict resolution skills.
DUTIES	:	Manage and control cleaning services in the region. Manage and review cleaning contracts. Procurement of cleaning services through the procurement processes. Supervision of cleaners as well as managing their performance. Ensure timeous submission of invoices on services rendered for payment to service providers. Conduct random or routine inspections and visits to Magistrate Offices where the department is rendering cleaning services. Ensure compliance with the Occupational Health and Safety Act 85 of 1993, including proper handling of cleaning chemicals and ensuring staff use Personal Protective Equipment (PPE). Effective liaising with internal (NDPW&I) and external clients (Department of Justice and other departments)
ENQUIRIES	:	Mr D Lewin Tel No: (021) 402 2104
APPLICATIONS	:	Email Applications for the position of Administration Officer: Cleaning Services must be submitted to: RecruitCPT26-73@dpw.gov.za
POST 41/123	:	**ADMINISTRATIVE OFFICER: REGISTRY SERVICES REF NO: 2026/395**
SALARY	:	R338 106 per annum
CENTRE	:	Kimberly Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 6)/ National Diploma in Public Administration or equivalent qualification. Relevant years of experience in a relevant field. Willing to adapt work schedule in accordance with office requirements. Knowledge: National Archives and Records Service of South Africa Act; Minimum Information Security Standards (MISS) Act; Public Finance Management Act; Mailing procedures; Procurement processes and procedures; Inventory systems; Records Management; General office Management; Human Resources policies. Skills: Effective communication; Planning and organizing skills; Budget analysis; Report writing; Basic numeracy; Computer literacy; Analytical thinking; Interpersonal relations; Client liaison; General office administrative and organizational skills. Personal Attributes: Ability to work under pressure; People oriented; Hard working; Assertive; Ability to communicate at all levels; Trustworthy; Punctuality; Self-motivated; Ability to work independently.
DUTIES	:	Provide supervisory and administration support registry counter services -: Ensure the handling of incoming and outgoing correspondence. Attend to clients' queries. Ensure that officials who are request and returning files fill in their details in the register for outgoing files. Distribute notices on registry issues. Ensure making of copies as required. Administer an effective filing and record management service: Administer opening and closing of files according to the record classification system. Ensure and monitor filing, tracing (electronically/manually) and retrieval of documents and files. Ensure and complete index cards for all files. Ensure a consistent and uniform procedure is followed when filing, delivering and archiving correspondence. Continuously monitor and assess the records management system to ensure compliance with applicable guidelines and prescripts. Ensure closing, archiving and disposing of files in accordance with applicable prescripts. Supervise and ensure sorting, registration and dispatching of mail: Ensure proper sorting of incoming and outgoing mail. Administer opening and registration of mail. Dispatch mail and ensure confidential mail are delivered unopened. Ensure that unclaimed of undeliverable letters are returned to the post office. Do spot checks on post to ensure that no private post is included. Lock post in postbag for messengers to deliver to Post Office. Provide general administration and

supervisory functions ensure an effective service delivery-: Allocate duties and perform quality control on the work delivered by subordinates. Provide advice and lead subordinates with regard to all aspects of the work. Facilitate training and development of subordinates. Supervise and performance of subordinates. Capture and verify invoices on Rea Patala. Attend to related queries. Execute general administration function related to registry services.

ENQUIRIES : Ms M Gopane Tel No: (053) 838 5293
APPLICATIONS : Email Applications for the position of Administrative Officer: Registry Services must be submitted to: RecruitKIM26-28@dpw.gov.za

POST 41/124 : **ADMINISTRATION OFFICER: PROJECTS SUPPORT REF NO: 2026/396**

SALARY : R338 106 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6)/ National Diploma in Administration / Public Administration/ Project Administration or related qualification. Relevant years of experience in Office Administration/ Project Administration field. Willing to adapt work schedule in accordance with office requirements. Knowledge: Office management and administration; Reporting procedures; Project administration; Project principles and methodologies; Knowledge of legal compliance; PFMA, SCM and NT regulations. Skills: Analytical skills; Creativity; Self-management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organising; Problem solving and analysis; Innovation. Personal Attributes: People orientated; High level of reliability; Hard working; Resourceful; Self-motivated; Trustworthy; Creative.
DUTIES : Monitor and administer construction projects claim and payments: -Collect/ receive invoices from Registry Services. Capture invoice on Re-a-Patala system. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Keep the Project Manager(s) abreast with the budget adjustments as required. Attend, respond and redirect enquiries related to the project invoices and payments. Provide projects administrative support services to the Chief/Construction Project managers: -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 projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture and update component expenditure. Handle telephone accounts and petty cash for the component. 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. Communicate to relevant role-players and follow-up on progress made. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&Ts forms.
ENQUIRIES : Mr S Cosa Tel No: (053) 838 5356
APPLICATIONS : Email Applications for the position of Administration Officer: Projects Support must be submitted to: RecruitKIM26-29@dpw.gov.za

POST 41/125 : **STATE ACCOUNTANT: PROPERTY PAYMENTS REF NO: 2026/397**

SALARY : R338 106 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A minimum of three year tertiary qualification (NQF 6)/ National Diploma in Finance, Knowledge of PFMA and other property-related legislation, Appropriate years of experience in creditors environment. Computer literate in Microsoft packages such as Microsoft word, Excel, outlook and Power Point. Good written, analytic and financial skills, communication and interpersonal skills. Ability to work in a team is necessary.
DUTIES : Responsible for creditor reconciliations and settling all municipal accounts on properties owned and leased-in. Regular engagements with municipalities and

landlords in respect of creditor statements and amounts billed. Ensure that all suppliers are paid correctly and on time. Monthly reconciliations and updating of payment records. Regular engagements with internal stakeholders to avoid disconnections of services. Comply with the requirements of the PFMA to avoid irregular expenditure and fruitless and wasteful expenditure.

ENQUIRIES : Ms. T Rubhushe Tel No: (012) 492 3116
APPLICATIONS : Email Applications for the position of State Accountant: Property Payments must be submitted to: RecruitMTH26-24@dpw.gov.za

POST 41/126 : **ARTISAN PRODUCTION: PAINTER REF NO: 2026/398**

SALARY : R237 453 per annum, (all-inclusive OSD salary package)
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum appropriate Trade Test Certificate, Valid Driver's licence. Knowledge: Project; Management; Technical design and analysis; Knowledge; 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; Customer focus and Responsiveness; Communication; Computer skills; Planning and Organising. Personal Attributes: Innovative; Creative; Resourceful; Helpful; Ability to work effectively and efficiently under sustained pressure; Ability to meet tight deadlines; Ability to communicate at all levels; People orientated; Trustworthy/Reliable; Assertive; Hard working; Highly motivated; Ability to work independently.
DUTIES : 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. Quality assurance of produced objects. Ensure effective and efficient maintenance of technical faults-: Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications Service equipment and/or facilities according to schedule. Quality assures serviced and maintained equipment and/or facilities. Perform administrative and related function-: Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Render general supervision to Tradesman Aids and Apprentices-: Supervise and guide Tradesman Aids and Apprentices on site. Allocate daily tasks and monitor progress. Provide on-the-job training, mentoring, and skills development. Assess performance and provide feedback to support competency development.
ENQUIRIES : Mr B Maano at 076 904 2090
APPLICATIONS : Email Applications for the position of Artisan Production: Painter must be submitted to: RecruitKIM26-30@dpw.gov.za

POST 41/127 : **ADMINISTRATIVE CLERK: REAL ESTATE MANAGEMENT SERVICES (REMS) REF NO: 2026/399**

SALARY : R237 453 per annum
CENTRE : Kimberly Regional Office
REQUIREMENTS : A minimum of Grade 12/ National Senior Certificate. No previous experience required. Willing to adapt work schedule in accordance with office requirements. Knowledge: Wide range of office administrative tasks; Good telephone etiquette; Demonstrative computer literacy; Relevant legislation; Basic financial administration. Skills: Advanced communication (verbal and written); Sound organizational skill; Good people skill; Language skills; Ability to communicate well with people at deferent levels; Basic numeracy; Interpersonal skills; Office administration and organizational skills; Planning and organizing; Ability to act with tact and discretion. Personal Attributes People orientated; Hard working; Resourceful; Self-motivated; Trustworthy; Creative.
DUTIES : Render general clerical support services: Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other

correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering material and equipment from suppliers. Provide personnel administration clerical support services within the component: Maintain a leave register for the component Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Provide financial administration support services in the component: Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr M Machi Tel No: (053) 838 5222
APPLICATIONS : Email Applications for the position of Administrative Clerk: Real Estate Management Services (REMS) must be submitted to: RecruitKIM26-31@dpw.gov.za

POST 41/128 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (GRAPHIC DESIGN) REF NO: 2026/400A**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required. however, some demonstrable capacity in Graphic Designing will be an advantage. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Familiarity with Illustrator and InDesign, Proficiency in Photoshop and Dreamweaver, Adobe Creative Suite: Photoshop, Adobe Creative Suite: InDesign Adobe Creative Suite: Illustrator, Adobe Freehand, Autodesk, Adobe After Effects, AutoCAD Software, Microsoft Publisher, CAAD Software, Microsoft Visto, CorelDraw Graphic Suite, QuarkXPress. The knowledge of HTML, CSS3, and JavaScript, WordPress Proficiency with photo-editing software. Use of image editing software such as Adobe Photoshop to edit, retouch, and manipulate photographs and illustrations to achieve desired visual effects and enhance overall design quality. Knowledge and experience in and of Artificial Intelligence will be taken as an added advantage. Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital and social media design. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Graphic Design or Multi- Media Design.
DUTIES : Provide administrative and design support in developing graphic content (branding, posters, infographics, and digital and print collateral) in line with the corporate identity. Assist with the design and layout of publications, social media products and information packs. Render general clerical support: record, organise, capture and retrieve correspondence and data; update registers; handle routine enquiries; maintain the filing system and the incoming and outgoing registers. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.
ENQUIRIES : Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS : Email Applications for the position of Administrative Clerk: Communication Support (Graphic Design) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/129 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (WEBMASTER SUPPORT) REF NO: 2026/400B**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required, however demonstrable capacity in Webmaster capacity will be an added advantage. Proven proficiency with Content Management Systems (CMS) like WordPress, Drupal, or Joomla. Strong foundational knowledge of HTML/CSS; SEO best practices; and Google Analytics. Knowledge and understanding of Adobe Creative Suite (Photoshop, Illustrator) or Canva or Capcut. Exceptional written English, meticulous attention to detail, strong time-management capabilities, and a collaborative mindset. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Information Technology, Web Development, and Multimedia.
DUTIES : Maintain, update, and optimize the company website and internal intranet platforms daily. Ensure data security, site speed, smooth user experience (UX), and regular backups. Manage web hosting, domain registration, and technical integrations (SEO tools, plugins, and forms). Diagnose and resolve website bugs, broken links, and technical issues. Research, draft, and publish engaging digital content, including blog posts, press releases, newsletters, and announcements. Ensure all published content aligns seamlessly with established brand guidelines, tone, and visual standards. Produce and archive multimedia assets (images, graphic banners, basic videos). Track web traffic, user engagement, and communication campaign metrics using Google Analytics and SEO tools. Generate monthly performance reports with actionable recommendations to maximize audience reach. Assist in developing and executing crisis communication protocols for digital spaces.
ENQUIRIES : Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS : Email Applications for the position of Administrative Clerk: Communication Support (Webmaster Support) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/130 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (VIDEOGRAPHY) REF NO: 2026/400C**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital and social media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Video Technology or a related field.
DUTIES : Provide administrative and technical support in filming and editing video content for departmental events, campaigns and platforms. Assist with video preparation and production. Archive, log and supply footage. Care for camera equipment and accessories. Render general clerical support: record, organise, capture and retrieve correspondence and data; update registers; handle routine enquiries; maintain the filing system and the incoming and outgoing

registers. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.

ENQUIRIES : Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS : Email Applications for the position of Administrative Clerk: Communication Support (Videography) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/131 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (PHOTOGRAPHY) REF NO: 2026/400D**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required, however demonstrable experience in videography will be an advantage. Advanced proficiency in video editing tools (Adobe Premiere Pro, Final Cut Pro, or DaVinci Resolve). Familiarity with the Adobe Creative Suite (Photoshop, InDesign) and digital design tools like Canva. Hands-on experience operating mirrorless/DSLR cameras, mobile video rigs, audio lavaliers, and lighting setups. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital and social media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant qualification and training in videography e and / or NQF 06 qualification in Video Technology or Multimedia production, Film technology.
DUTIES : End-to-End Video Production: Script, storyboard, film, and edit compelling video content for social media (TikTok, Instagram Reels, YouTube), internal corporate campaigns, and digital ads. Digital Content Curation: Social Media Contribution: Execute short-form, authentic video strategies to optimize organic brand discovery and maintain a consistent publishing cadence. Field-produce interviews, capture beneficiary/client testimonials, and shoot high-quality videos at organizational events. Create engaging social media advertisements, digital banners, basic animations, and promotional graphics. Draft sharp, platform-appropriate digital copy for web, newsletters, and video captions that seamlessly aligns with our brand voice. Monitor, analyse, and report on video metrics and engagement to iteratively improve performance. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.
ENQUIRIES : Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS : Email Applications for the position of Administrative Clerk: Communication Support (Photography) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/132 : **ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT (SOCIAL MEDIA) REF NO: 2026/400E**
(12 Months Contract)
Chief Directorate: Communication and Marketing

SALARY : R237 453 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence recommended. No previous experience is required, however, demonstrable capacity in photography will be an added advantage. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, and digital and social media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling extensively when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Photography or Multimedia.

DUTIES	:	Capture, edit, and organize compelling photography and visual assets for campaigns, events, and marketing collateral. Produce photographs to go with press releases, newsletters, social media copy, and internal communications. Maintain and update the organization's media library and photography archives. Render general clerical support: record, organise, capture and retrieve correspondence and data; update registers; handle routine enquiries; maintain the filing system and the incoming and outgoing registers. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.
ENQUIRIES	:	Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS	:	Email Applications for the position of Administrative Clerk: Communication Support (social media) must be submitted to: Recruitment26-98@dpw.gov.za

POST 41/133	:	**ADMINISTRATIVE CLERK: COMMUNICATION SUPPORT REF NO: 2026/400F** (12 Months Contract) Chief Directorate: Communication and Marketing
SALARY	:	R237 453 per annum
CENTRE	:	Head Office (Pretoria)
REQUIREMENTS	:	A minimum of Grade 12 (Senior Certificate) or equivalent. A valid driver's licence. No previous experience is required. Computer literacy (MS Word, Excel, PowerPoint and Outlook). Good verbal and written communication skills, good business writing skills, good organisational and planning skills, and good telephone etiquette. Knowledge of the mandate of the Department of Public Works and Infrastructure, Public Service policies and regulations, corporate identity, and digital and social media. Basic numeracy. Ability to work independently and in a team, to solve problems, and to maintain confidentiality. Willingness to adapt the work schedule to the needs of the office, including working after hours and travelling when required. Added Advantage: Relevant training certificate and / or NQF 06 qualification in Communication, Public Relations, Journalism, Marketing or a related field.
DUTIES	:	Provide administrative support in content development and internal communication coordination, and general support to the Communication and Marketing unit. Draft and edit content and keep the unit's records. Render general clerical support: record, organise, capture and retrieve correspondence and data; update registers; handle routine enquiries; maintain the filing system and the incoming and outgoing registers. Provide administrative support in relation to procurement, travel and accommodation, personnel administration support and financial administration.
ENQUIRIES	:	Mr S Motlhabane Tel No: (012) 406 1835
APPLICATIONS	:	Email Applications for the position of Administrative Clerk: Communication Support must be submitted to: Recruitment26-98@dpw.gov.za