ANNEXURE N

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 **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 **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 **Durban Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, 05 Kensington Boulevard, Kingsmead Office Park, Durban, 4000. For Attention: Ms Ns Nxumalo
CLOSING DATE	:	11 December 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 was advertised in Public Service Vacancy Circular 42 dated 20 November 2026 closing on 04 December 2026, (1) Supervisor: Cleaning Foreman (X2 posts), Ref No: 2026/406A, Centre: Mpangeni M/O and Ref No: 2026/406B, Centre: Durban Regional Office, have been withdrawn.

OTHER POSTS

POST 43/146 : **CHIEF CONTSTRUCTION PROJECT MANAGER (GRADE A) REF NO: 2026/408 (X2 POSTS)**

SALARY : R1 317 108 per annum, (all-inclusive salary package), Total package to structured in accordance with the rules of the OSD

CENTRE : Durban Regional Office

REQUIREMENTS : A minimum of NQF Level 07 in Engineering Degree (Built Environment field) or Equivalent qualification, with a minimum of 6 years' post qualification experience and registration with the relevant council (SACPCMP) as a Professional Construction Project Manager. Valid driver's license. Knowledge: Sound knowledge of IDMS and FIDPM, Construction best practice, Project Management, Extensive knowledge of all engineering aspects of the building and construction environment, Public Finance Management Act, Occupational Health and Safety Act, Supply Chain Management, Contract Management. Skills: Decision making, Team leadership, Analytical skills, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Planning and organising, Conflict management, People management, Negotiation skills, Problem solving and analysis, Change management, Innovation, Strategic capability and leadership. Personal Attributes: Project management skills, principles and methodologies, Project and professional judgement, Computer-aided engineering and project applications, Project design and analysis knowledge, Project operational communication, Process knowledge and skills, Maintenance skills and knowledge, Mobile equipment operating skills, Legal and operational compliance, Research and development, Creating high-performance culture, technical consulting. Willing to adapt work schedule in accordance with professional requirement.

DUTIES : Oversee the management of construction or refurbishment projects Construction Management Methodology: Oversee final review and approvals or audits on project designs according to design principles or theory. Ensure effective design efforts and integration across disciplines to ensure seamless integration with current technology. Manage the execution of project management strategy through the provision of appropriate structures, systems and resources. Ensure that project standards, specifications and service levels according are set to departmental objectives to ensure optimum operational availability. Monitor project management efficiencies according to organisational goals to direct or redirect project services for the attainment of

organisational objectives. Manage and control project budget and expenditure. Oversee the management of construction management guidelines, processes, standards and strategies: Identify construction management trends and opportunities for businesses processes improvement. Approves recommendations for changes and improvements to existing construction management guidelines, standards, policies and procedures. Oversee the implementation of guidelines, standards, policies, procedures and strategies and related prescripts. Ensure the development and implementation of support tools. Monitor the implementation and ensure compliance with applicable policies and legislation. Ensure the implementation of sound effective and efficient internal control system. Ensure structuring of the project's delivery model along IDIP & IDMS methodologies: Business model definition and documentation. Develop new business process, standard operating procedures, new service level standards, and system automation. Rearranging the resources to service the new processes adequately. Structuring of current professional teams into portfolio arrangements. Re-engineering of business processes and delegations and implementation of insourcing strategies. Develop sustainable design guidelines to form the basis for future design solutions and construction technology as informed by DPW Green Building Policy. Manage the Chief Directorate: Establish and maintain 106 appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Chief Directorate and report on progress as required. Manage performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Quality control of work delivered by employees. Monitor the budget and expenditures for the Chief Directorate.

ENQUIRIES : Mr. T Mbhele Tel No: (031) 314 7163

APPLICATIONS : Email Applications for the position of Chief Construction Project Manager must be submitted to: RecruitDBN26-17@dpw.gov.za

POST 43/147 : **DEPUTY DIRECTOR: USER DEMAND MANAGEMENT: BORDER CONTROL AND OPERATIONS COORDINATING COMMITTEE (BCOCC) AND OTHERS REF NO: 2026/409**

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 : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in the Public Administration, Business Administration, Law, Real Estate Management and Town Planning. Relevant years of working experience in the field of key account management within the Public Service Sector at a Junior Management level/ Assistant Director equivalent level. Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS); Property Management Information System (PMIS); Public Finance Management Act (PFMA); Treasury Regulations; financial management and administration; technical knowledge of the built environment; programme, project, property and facilities management; construction regulations; occupational health and safety; financial administration, procurement processes and systems. Knowledge of Infrastructure Management Development System (IDMS). Skills: Interpersonal, written, verbal communication and presentation skills, advanced numeracy and computer literacy. Client relations, ability to work under pressure; provide training to clients and staff, facilitation and research. Willing to adapt work schedule in accordance with office requirements. Dispute resolution and conflict management. Management of performance development.

DUTIES : To manage the accommodation requirements of the Land Ports of Entry and Others portfolio in alignment with GIAMA. Verify accommodation requests to determine correctness; assess and analyse accommodation requirements; Issue procurement instructions or pre-designed information requests to relevant internal stakeholders; liaise with Land Ports of Entry and Others regarding project and leasing issues, facilities management and maintenance; interact with DPW and client regional offices and service providers; assist client with request for funding of accommodation needs; compile reports and submit to the Director for internal and external clients or on request of Management. Convene and chair client liaison forums meetings. Assist and train clients in the compilation of User Asset Management Plans and provide guidance on

Custodial Asset Management Plans. Co-ordinate and monitor the budget and expenditure levels of Land Ports of Entry and Others - analyse budget on WCS; monitor expenditure levels; align cash flows, project plans and quality reports per service on a monthly basis; compile client specific reports of expenditure and distribute reports to client departments; liaise with the Directorate, Financial Accounting with regard to the availability of funding; assist in the request for leased properties for the Medium Term Expenditure Framework (MTEF). Provide management support with general office functions related to the accommodation portfolio of Land Ports of Entry and Others clients; liaise with project managers on progress per project; verify registered services on the Work Control System (WCS); co-ordinate and attend progress site meetings with clients executing units and service providers; compile agenda and minutes of meetings; liaise and interact with regional offices and service providers. Manage the Sub Directorate: User Demand Management and undertake all administrative functions required regarding financial and HR administration. Ensure that the SLA between DPWI and User Departments is signed off by all the parties Establish, implement and maintain efficient and effective communication and client relationships. Develop and manage the operational and financial plan of the sub-directorate and report on progress as required. Develop implement and maintain processes to ensure proper control of work. Compile and submit all required administrative reports. Chair and serve on task teams as required. Manage the procurement and asset functions for the sub directorate. Plan and allocate work. Quality control the work delivered by employees.

ENQUIRIES : Mr. S Xaba Tel No: (012) 406 1264

APPLICATIONS : Email Applications for the position of Deputy Director: User Demand Management must be submitted to: Recruitment26-100@dpw.gov.za

POST 43/148 : **CONSTRUCTION PROJECT MANAGER PRODUCTION (GRADE A) REF NO: 2026/410 (X2 POSTS)**

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

CENTRE : Durban Regional Office

REQUIREMENTS : A minimum of National higher diploma (Built Environment field) with a minimum of 4 years and six months certified experience. BTech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Knowledge of Programme and Project Management. Project design and analyse, legal and operational compliance as well as the creation of a high-performance culture. Communication skills, problem solving skills, decision making skills, and conflict management skills. Research and development. Strategic capability and leadership. Financial management and computer skills. Negotiation skills. Knowledge and understanding of the JBCC and GCC form of contract.

DUTIES : Monitor the performance of project managers under his/her supervision. Mentor, develop and offer technical support to improve performance. Manage construction projects on his/her own, ranging from large scale capital projects to maintenance projects and service contracts. Ensure that the needs of the clients are well interpreted into manageable scopes of work. Procure the services of built environment professionals through stipulated supply chain management process. Coordinate the work of various professionals to ensure the required design and 14 documentation quality as well as delivery is in accordance with project execution plans. Coordinate all internal resources required to ensure the bidding process for appointment of contractors. Ensure that appointed consultants manage the quality of work within their professional scope and responsibility. Ensure that contractors timeously receive all relevant specifications and details to construct. Adjudicate all applications of variation orders and extensions of time and make recommendations to the approving authority within the Department. Process all interim monthly payments as per the conditions of contract and in line with the Government's commitment to pay invoices timeously. Prepare and submit project information to be filled to the Head of Directorate. Secure all required funding for the projects through internal set processes. Ensure that project information is filed appropriately for easy access during audit. Cultivate a culture for good working relationships with fellow colleagues within the Department.

ENQUIRIES : Mr. T Mbhele Tel No: (031) 314 7163
APPLICATIONS : Email Applications for the position of Construction Project Manager must be submitted to: RecruitDBN26-18@dpw.gov.za

POST 43/149 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: 2026/411**

SALARY : R487 197 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma) in Auditing / Accounting. Internal Audit Technician (IAT) / Professional Internal Auditor (PIA). Practicing Internal Auditor with appropriate experience as a senior internal auditor /internal auditor. Registration with the Institute for Internal Auditors. A valid driver's license. Knowledge of Global Internal Audit Standards, National Treasury Regulations, Public Finance Management Act, Institute of Internal Auditors Code of Ethics, phases of internal audit process, Departmental business systems and processes, Departmental policies and procedures, best practices regarding systems of risk management, internal control and governance processes, accounting standards. Proficient computer literacy, numeracy, advanced communication (verbal and written), language and linguistic skills, project management skills. Report writing skills, organisation and co-ordination, interpersonal skills, negotiation skills, analytical thinking, interviewing skills, ability to assess and analyse information and make relevant findings, problem-solving skills, ability to influence others, conflict management, integrity, tenacity, dedication, honesty, objectivity, diligence, avoid conflict of interests in performing duties. Exercise prudence with confidential information, innovation, adaptability and creative. Solution orientated ability to design ideas without direction. Ability to work under stressful situations and against deadlines. Must be prepared to travel and expected to work overtime. Must be prepared to disclose impairments to their independence or objectivity. Security clearance.
DUTIES : Conduct audit, risk management, internal control and governance processes; supervise audit fieldwork and collect relevant, sufficient and useful audit evidence. Assess and evaluate audit evidence, ensure the development of audit working papers, ensure conclusions on audit findings, develop draft and final internal audit reports. Ensure the provision of administrative functions of Internal Audit component; ensure co-ordination in the administration of the office and office management systems. Examine financial and operating records and reports through audit programmes, ensure that controls over record-keeping and reporting are adequate and effective. Reconcile financial reports with reconciliation statements to ensure accurate record of transactions. Review and ensure compliance regarding policies, plans, procedures, legislation and regulations, review systems established to ensure compliance. Confirm the existence and use of the asset register, verify the physical existence of the assets, utilize appropriate audit procedures in verifying the assets, appraise the economy and efficiency with which the resources are employed. Review operations/programmes to ascertain whether results are consistent with established goals and objectives, establish whether operations are carried out as planned, and submit findings and recommendations to the component. Supervise employees.
ENQUIRIES : Mr V Rikhotso Tel No: (012) 492 3064
APPLICATIONS : Email Applications for the position of Assistant Director: Internal Audit must be submitted to: RecruitMTH26-25@dpw.gov.za

POST 43/150 : **ASSISTANT DIRECTOR: EPWP NATIONAL YOUTH SERVICE & BUILDING MAINTENANCE REF NO: 2026/412**

SALARY : R487 197 per annum
CENTRE : Mthatha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma) Construction Management / Project Management / Community Development. Experience in the Built Environment or Construction Management. Valid driver's license. Knowledge: labour-intensive construction methods. Construction industry, Project Management. Stakeholder Management, Expanded Public Works Programme, National Youth Service. Training. Artisan Development Initiatives. Skills: Analytical thinking. Computer literacy. Effective communication (verbal and written). Project Administration. Project & Programme Management skills. Problem solving skills. People

Management. Social Facilitation, Decision Making, Delegation of duties, people empowerment, Ability to work under extreme pressure, Ability to work in a team and independently, Performance Management, Meet deadlines, Monthly, Quarterly and annually reports, keep accurate files for audits, Willingness to travel and work extensive hours.

DUTIES : Interact with Construction Management and Facilities Management Sections to identify EPWP-NYS compliant projects. Prepare BOQs to be included in the Tender Documents, Assist in the implementation and management of EPWP-NYS programme. Interact with Training institutions and Quality Assurance entities. Report on the implementation of EPWP-NYS and keep accurate records for auditing. Participate in regional bid specification and evaluation committees to provide guidance and ensure adherence to EPWP compliance requirements. Conduct project site visits for monitoring and data collection. Compile project data according to reporting standards for capturing on the EPWP Reporting System. Provide financial administration support services. General supervision of employees.

ENQUIRIES : Mr D Moso Tel No: (047) 502 7032/ (082) 8819183

APPLICATIONS : Email Applications for the position of Assistant Director: EPWP National Youth Service & Building Maintenance must be submitted to: RecruitMTH26-26@dpw.gov.za

POST 43/151 : **SENIOR PERSONNEL PRACTITIONER: EMPLOYEE HEALTH AND WELLNESS REF NO: 2026/413**

SALARY : R413 001 per annum

CENTRE : Durban Regional Office

REQUIREMENTS : A minimum of degree in Social Science or Industrial Psychology, Registration with professional bodies such as SACSSP and HPCSA. Relevant years of experience in field. Willing to adapt work schedule in accordance with professional requirements. Knowledge of Employee health and wellness practices, knowledge and understanding of HIV as a developmental issue, specialized knowledge of counselling, people management and empowerment, client orientation and customer focus. Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organizational skills, interpretation of policies, ability to undertake research \ gather information, ability to work independently. A valid driver`s license and willingness to travel is essential.

DUTIES : HIV \AIDS and TB management: mainstream HIV\AIDS and TB into the core functions of the department, Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of wellness information material and articles. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops, Support the department with incapacity cases. Organise Mental Health information sessions and distribution and of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on occupational safety behaviour and provide information related to injury on duty. Wellness management: Promote work life balance for employees. Provide support to individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed on hazardous environment.

ENQUIRIES : Ms NS Nxumalo Tel No: (031) 314 7023

APPLICATIONS : Email Applications for the position of Senior Personnel Practitioner: Employee Health and Wellness must be submitted to: RecruitDBN26-19@dpw.gov.za

POST 43/152 : **SENIOR ADMINISTRATIVE OFFICER: (EPWP) NATIONAL YOUTH SERVICE & BUILDING MAINTENANCE REF NO: 2026/414**

SALARY : R413 001 per annum

CENTRE : Mthatha Regional Office

REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 6/National Diploma) in Public Administration/ office administration, Social Science / Community Development / Development studies qualification. Minimum code 8 valid driver's license. Experience in administration of EPWP. Knowledge: Construction Industry. Structure and functioning of the Department and Government. Labour-intensive construction methods. Expanded Public Works Programme (EPWP) – National Youth Service (NYS). Skills: Analytical thinking. Computer literacy. Effective communication (verbal and written). Relationship management. Project Administration. Interpersonal Skills. Problem solving skills. People Management. Decision making skills. Motivational skills. Personal Attributes: Resourceful. Creative. People orientated. Trustworthy. Assertive. Hard-working. Self-motivated. Ability to work independently. Other: Willing to adapt work schedule in accordance with professional requirements.
DUTIES	:	Participate in the recruitment and planning of EPWP NYS beneficiaries: Prepare logistics for the training of NYS learners. Compile and communicate training needs identified for NYS learners. Develop and maintain accurate database of beneficiaries' records. Provide projects administrative support services to all spheres of governments. Prepare status reports on project information received. Prepare minutes of meetings held with internal and external stakeholders. Ensure minutes of EPWP sectional meetings are filed properly. Prepare NYS documentation and liaise with stakeholders to ensure learner stipends are paid timeously. Conduct project site visits for monitoring and data collection. Prepare logistics for EPWP workshops and graduation ceremonies. Participate in capacity building workshops to ensure compliance to EPWP requirements. Attend to and resolve beneficiaries' queries timeously. Manage and continuously improve EPWP reporting and data integrity: Create and maintain an accurate record management system. Compile project data according to reporting standards for capturing on the EPWP Reporting System. Monitor and analyse NDPWI projects captured on the EPWP Reporting System. Submit monthly status reports. Facilitate responses to audit queries. Supervise administrative 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. Supervise employees to ensure an effective delivery of service: 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. Perform Ad-hoc duties allocated by supervisor.
ENQUIRIES	:	Mr. M. Ntese Tel No: (041) 408 2029
APPLICATIONS	:	Email Applications for the position of Senior Administrative Officer: (EPWP) National Youth Service & Building Maintenance must be submitted to: RecruitMTH26-27@dpw.gov.za
POST 43/153	:	**ADMINISTRATIVE OFFICER: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2026/415 (X4 POSTS)**
SALARY	:	R338 106 per annum
CENTRE	:	Durban Regional Office
REQUIREMENTS	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma) in Public Administration / Public Management/ Project Administration or suitably related administrative/management qualification. Relevant years' experience in Office Administration/ Project Administration field. Computer literacy (Ms Word, PowerPoint, Ms Excel, and Outlook). Proficiency in English as a business language, i.e. verbal communication, report writing, letter writing, and data capturing. Ability to work independently, planning and organising. Knowledge of WCS. Previous experience working in the built environment industry would be an added advantage.
DUTIES	:	Collect/ receive invoices from Registry Services; Capture invoice on Re-aPatala system; Identify discrepancies related to payment certificates. Update payments on WCS; submit the invoice to the relevant stakeholders. Keep the Project Manager(s) abreast with the budget adjustments as Required; Attend, Respond and redirect enquiries related to the project; handle queries from Consultants and Contractors; Disseminate status reports on the Development of the project; Maintain and order stationary supplies; Administer office correspondence, documents and reports; Process Documents related to

claims and payments relevant to the office; Update and maintain the WCS and Re-a-patala database; Liaise with the stakeholders relevant to the office and attend audit queries; Monitor the communication and administer the flow of information and documents in the office; Maintain the filing and records for projects documents and the unit where required; Render secretariat and logistical support service to the Committees and internal 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; Ensure that travel arrangements are well-coordinated and complete and submit S & T forms. Support the office of the Director Projects: admin correspondence, travel arrangements and complete and submit S&T Claims.

ENQUIRIES : Mr. T Mbhele Tel No: (031) 314 7163

APPLICATIONS : Email Applications for the position of Administrative Officer: Construction Project Management must be submitted to: RecruitDBN26-20@dpw.gov.za