

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.



- CLOSING DATE** : 15 July 2022 at 16H00
- NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service department); applicants are requested to use the new application form as failure to do so will result in their application being disqualified. The Z83 form must be signed when submitted, To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Advertisement and accompanying notes must clearly capture the requirements for the certification to reflect that applicants, Please not note that applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications and a security clearance. Faxed or late applications will NOT be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next 3 months, please regard your application as unsuccessful.
- ERRATUM:** Kindly note that the following 3 posts were advertised in Public Service Vacancy Circular 21 and 22 dated 10 June 2022 and 17 June (1) Photocopier Operator: Registry Ref no: 2022/208, Centre: Cape Town Regional Office (2) Deputy Director: Human Resources Management Ref No: 2022/211, Centre: Port Elizabeth Regional Office. (3) Process Controller: Wastewater Treatment Plant Operator Ref no: 2022/223, centre: Kimberly Regional Office (4) Cleaner: Facilities Ref no: 2022/, Centre: Nelspruit Regional office, was advertised without a reference, all of the above mentioned positions have been withdrawn.

OTHER POSTS

<u>POST 24/63</u>	:	<u>DEPUTY DIRECTOR: PROPERTY DISPOSAL REF NO: 2022/226</u>
<u>SALARY</u>	:	R882 042 per annum, (all inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Pretoria Regional Office
<u>REQUIREMENTS</u>	:	A three year qualification (NQF Level 6) in Property Management / Financial Management or Property Law, Extensive relevant working experience in Property Management Development, Built Environment and Project Management, relevant managerial experience. Knowledge of the State Land Disposal Act, Broad-based Black Economic Empowerment Act, Public Financial Management Act, Treasury Regulations, Supply Chain Management Framework, Preferential Procurement Policy Framework, procurement directives and procedures and Government budget procedures. Computer literacy. Time management skills, Effective Communication, diplomacy and negotiation skill. People management, coaching and mentoring skills. Presentation and report-writing skills. Planning, organizing and facilitation skills. Problem-solving skills. Willingness to adapt to work schedule in accordance with professional requirements. Willingness to travel. Valid driver's license.
<u>DUTIES</u>	:	Manage the disposal process of fixed assets. Co-ordinate and facilitate the process of identifying superfluous properties to be disposed of. Manage the prioritization of assets to be disposed of. Develop and implement strategies to guide the disposal of State immovable properties. Establish the ownership of properties to be disposed of. Ensure that no property disposal infringes on the National Land Reform Programme. Manage the transfer of ownership of immovable assets disposed of. Ensure compliance with Departmental policies on disposal. Manage financial processes on the disposal of fixed assets. Assist in the valuation of properties to be disposed of. Manage the compilation of budget inputs. Compile and present budget review reports on property disposals. Manage the recovery of State funds. Oversee and ensure timeous payments of consultants and related fees. Prepare and present quarterly projections to the Supply Chain Management. Attend to the resolution of audit queries. Manage the Property Disposal Section effectively. Prepare and present progress reports. Manage human resource-related processes. Assist in the tender administration of properties to be disposed of. Manage project contracts. Liaise and interact with stakeholders.
<u>ENQUIRIES</u>	:	Mr. N. Mathivha Tel No: (012) 310 5027
<u>APPLICATIONS</u>	:	Pretoria Regional applications: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street, Pretoria.
<u>FOR ATTENTION</u>	:	Ms. K Tihapane/ Ms MC. Lekganyane
<u>POST 24/64</u>	:	<u>SENIOR ADMINISTRATIVE OFFICER: UTILISATION & CONTRACTS ADMINISTRATION REF NO: 2022/227</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Umtata Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 06) in Real Estate or Property Management, Public Administration, Public Management ,Commercial practice. Experience in property management and immovable assets register, Knowledge of Government procurement processes, contractual policies and procedures, Debtors' Management. Knowledge of property-related legislation. Valid driver's license, Willingness to travel extensively and to work irregular hours, Negotiation skills Computer literacy.
<u>DUTIES</u>	:	Physically verification of state properties. Ensure the optimal utilization of State properties. Supervise, maintain and update the Property Management Information System and fixed asset register, Liaise with clients to determine their property requirements. Handle administration processes pertaining to property-related contracts and agreements. Investigate illegal or unlawful occupations of State property, Vesting, Debtors management, Supervise staff.
<u>ENQUIRIES</u>	:	Ms. N Malindi Tel No: (047) 502 7000
<u>APPLICATIONS</u>	:	Umtata Regional Office applications: The Regional Manager, Department of Public Works, Private Bag X5007,Umtata,5099.
<u>FOR ATTENTION</u>	:	Ms. N Mzalisi

POST 24/65 : **CHIEF WORKS MANAGER: (MECHANICAL) REF NO: 2022/228**

SALARY : R321 543 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification (NQ Level 06) in Mechanical Engineering or equivalent qualifications with prove technical mechanical experience in the field or an appropriate N3 plus Trade Test. Applicable knowledge of the PFMA, OHSA, National Building Standard. A driver's license is a must. Willingness to travel. Computer literate. Ability to work under pressure. Project Management skills. Property and facilities management skills. Knowledge of procurement process and system. Good verbal and written communication skills.

DUTIES : Assist Control Works Manager with the management of mechanical projects. Attend to planned and unplanned maintenance requests from the clients. Compile scope of works, prepared estimates and technical reports. Inspect and report on leased buildings, optimum use of mechanical equipment and certification of Municipal accounts. Ensure that properties, buildings and machinery comply with OHSA and Building Regulations. Prepare submissions, progress reports and verify invoices. Management of employees in the unit.

ENQUIRIES : Ms. M. Llali Tel No: 018 386 5379
APPLICATIONS : Mmabatho Regional Office applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X 120, Mmabatho, 2735, or 810 Coner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho.

POST 24/66 : **SENIOR STATE ACCOUNTANT: PROJECT BUDGET ADMINISTRATION (UDM) REF NO: 2022/229**

SALARY : R321 543 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance and appropriate relevant experience in finance, accounting and budgeting. Knowledge of infrastructure projects and Works Control System (WCS). Knowledge of budgeting, financial management, programme management (relevant to the built environment). Interpersonal, analytical, and problem solving skills and client relations management skills.

DUTIES : Provide administrative support to control, monitor and report on the Capital Works and Planned Maintenance budgets and other budgets. Compile authorisation documents and update the Works Control System (WCS). Determine availability of funds within the respective allocations. Assist in monitoring of the building implementation programmes for forced tender dates, cash flow projections and determine the status of final accounts of projects. Conduct administrative support functions according to the office work plan. Provide support with the compilation and submission of budget inputs. Liaise with Project Managers on budget related issues. Assist with compilation and submission of budget inputs to respective UDM (KAM) Managers. Assist with budget control and monitoring of allocated budget vs expenditure for capital works and planned maintenance and other budgets. Assist with the consolidation of monthly expenditure reports. Assist in the compilation and distribution of expenditure reports to client and other relevant stakeholders. Provide administrative support and support with regard to the audit process and resolution of audit queries by gathering information to resolve such.

ENQUIRIES : Ms P. Magana Tel No: (015) 291-6468
APPLICATIONS : Polokwane Regional Office applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane.

FOR ATTENTION : Mr N.J. Khotsa

POST 24/67 : **SENIOR STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2022/230**

SALARY : R321 543 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Financial Accounting, Management Accounting or Finance related qualification. Appropriate relevant experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.

- DUTIES** : Administer the consolidation of budget inputs from line managers. Capture and reconcile original, adjustment budget and shifting of funds on BAS. Monitor and investigate expenditure for misallocations purpose. Compile draft interim and final appropriation statement. Compile monthly expenditure reports and liaise with branches on budget and expenditure management. Draft budget allocation letters to branches as per approved allocation. Verify BAS linking codes on PERSAL expenditure reports. Assist in coordinating inputs for cash flow projections and budget submissions. Coordinate reasons for spending variance and draft monthly In-Year Monitoring report. Supervise sub-ordinates, allocate duties and perform quality control on task assigned to sub-ordinates.
- ENQUIRIES** : Mr S Selomo Tel No: (012) 406 1338
- APPLICATIONS** : Head Office applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Mrs NP Mudau
- POST 24/68** : **ARTISAN FOREMAN GRADE A ELECTRICAL: WORKSHOP REF NO: 2022/231**
- SALARY** : R308 826 per annum, (OSD)
- CENTRE** : Cape Town Regional Office
- REQUIREMENTS** : A completed Apprenticeship and proof of passing a trade test in terms of the provisions of section 13(2) (h) of the Manpower Training Act, 1981 as amended or a certificate issued under the provision of the repealed section of the Act and relevant N2 or higher with five (5) years relevant experience after Trade Test. Valid driver's license Code 8 / higher. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical/Engineering drawings. Knowledge of computers.
- DUTIES** : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, Must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job. The incumbent must have knowledge of Workshop Equipment and Tools of the trade.
- ENQUIRIES** : Messrs.: T. Mudau at 082 777 3368/ M. Gazi at 082 889 0792 / M. Stephens at 082 376 6005
- APPLICATIONS** : All Cape Town Regional Office applications: The Regional Manager, National Dept of Public Works, Private Bag x 9027, 8000.
- FOR ATTENTION** : Ms. C. Rossouw / Ms. E. Booysen
- POST 24/69** : **ADMINISTRATION OFFICER: ACQUISITION – INFRASTRUCTURE REF NO: 2022/232 (X2 POSTS)**
- SALARY** : R261 372 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A three year tertiary qualification (NQF Level 06) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration/ Administration / Management Sciences. Relevant working experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. 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 of 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.
- DUTIES** : Execute, facilitate, support, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing

relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

- ENQUIRIES** : Mr. B Lebetha/Mr. V Baliso Tel No: 012 406 1753/012 406 1540
- APPLICATIONS** : Head Office applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Mrs NP Mudau
- POST 24/70** : **ADMINISTRATIVE OFFICER: UTILISATION AND CONTRACT ADMINISTRATION REF NO: 2022/233**
- SALARY CENTRE REQUIREMENTS** : R261 372 per annum
 : Pretoria Regional Office
 : A three year tertiary qualification (NQF Level 6) in Property Management/ Built Environment and appropriate experience in property management. Knowledge and understanding of the PFMA, Government Immovable Asset Management Act (GIAMA), Property related Act and Property laws and local regulations. A valid Driver's License is a prerequisite and must be willing to travel. Strong communication skills (written and verbal) and the ability to communicate at all levels. Good interpersonal, analytical, planning, organizing and financial management skills. Basic MS Office computer literacy. Knowledge of contracts and administration of leases is recommended.
- DUTIES** : Updating of the National Fixed Asset Register on the Property Management Information System of the Regional Office to reflect all relevant property-related information. Keep abreast of property management trends to ensure optimal performance and maximum value of fixed assets. Ensure compliance to GIAMA. Communicate with relevant stakeholders regarding the maintenance of the National Fixed Asset Register. Carry out regular inspections on State property to ensure maximization of property utilization and prepare disposals. Ensure State properties are secured by requesting Security Services to appoint security companies to prevent illegal occupation and vandalism. Identify properties to be cleared of overgrown vegetation and clear fire breaks. Liaise with tenants and prepare offer to lease documentation for lease applications received. Prepare and conclude lease agreements for the letting of State properties. Ensure compliance to PFMA, Treasury Regulations and other prescripts and policies of the department. Liaise with all spheres of Government (s) in respect of property related matters. Carry out all property related matters, rental collections, administration, lease renewals and extensions, maintenance etc. Administrate duties as requested by the Property Manager.

APPLICATIONS : Pretoria Regional applications: The Regional Manager, Department of Public Works Private BagX229, Pretoria, 0001 or 251 Skinner AVN Building, Cnr Andries and Skinner Street, Pretoria.

FOR ATTENTION : Ms. K Tlhapane/ Ms MC. Lekganyane

POST 24/71 : **ADMINISTRATIVE OFFICER ACQUISITIONS: LEASING REF NO: 2022/234**

SALARY : R261 372 per annum

CENTRE : Umtata Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Property management/Real Estate/Property Law or equivalent qualification, plus appropriate experience in acquisitions of property or rights in fixed property and property administration will serve as an advantage. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives forms of acquisition of property (expropriation, common law & prescriptions etc.) negotiation skills. A valid drivers' license is a must have. Willingness to travel extensively.

DUTIES : Procure leased fixed properties or rights in fixed properties to be utilised by client departments. Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.

ENQUIRIES : Mr L Ndabeni Tel No: (047) 502 7000

APPLICATIONS : Umtata Regional Office applications: The Regional Manager, Department of Public Works, Private Bag X5007,Umtata, 5099.

FOR ATTENTION : Ms. N Mzalisi

POST 24/72 : **WORKS MANAGER: BUILDINGS REF NO: 2022/235**

SALARY : R211 713 per annum

CENTRE : Mmabatho Regional Office

REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Building or Construction Management or a related qualification accompanied by proven technical experience or A relevant N6 Certificate plus Trade Test completed Successfully accompanied by appropriate technical experience in the built environment. A valid driver's licence. Computer literacy. Knowledge and understanding of the PFMA, the OHSA, the National Building regulations, the Environmental Conservation Act as well as Government procurement systems. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good Communication (both written and verbal) skills.

DUTIES : Implement minor work as well as planned and unplanned maintenance requests from clients. Compile and prepare scopes of work, estimates and technical reports. Compile and negotiate service level agreements with contractors. Verify and certify invoices from contractors. Manage updating and maintenance of Asset Register. Comply With the OHSA and the National Building Regulations. Compile monthly reports.

ENQUIRIES : Ms. M. Llali Tel No: (018) 386 5379

APPLICATIONS : Mmabatho Regional Office Applications: 810 Cnr. Dr Albert Luthuli Drive & Maisantwa Street, Unit 3- Mmabatho, 2735.

FOR ATTENTION : Mr. T Oagile

NOTE : People with disabilities are encouraged to apply

POST 24/73 : **ADMIN CLERK: GIS: IMMOVABLE ASSET REGISTER (PROJECT & DATA ADMIN) REF NO: 2022/236**
(36 Months Contract)

SALARY : R176 310 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A three-year tertiary qualification (NQF Level 6) in Information Technology, Science, Geography, Real Estate and Geographic Information Systems. Relevant experience in Immovable Asset Management, Geographic Information Systems (GIS) and State land Administration. Experience in

verification of immovable assets (land and buildings), interpretation of CSG diagrams and Deeds information will be an added advantage. Computer literacy. Decision making skills. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication Skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immoveable Asset Register. Digitizing of building foot prints. Support field workers with physical verification queries. Capture and maintain buildings and land information in the database to ensure data integrity of the IAR is achieved. Assist the Assistant Director and Deputy Director with monitoring tasks during implementation phase of various Immoveable Asset Register projects. Monitor that all improvements on state property are appropriately identified and recorded in the IAR. Verify documents or information from numerous sources (Deeds Office, Surveyor-General, Municipalities, etc.). Perform such other duties, appropriate to the role, as may be required by the Assistant Director and Deputy Director.

ENQUIRIES : Mr. M Chauke Tel No: (012) 406 1144
APPLICATIONS : Head Office applications: The Director-General, Department of Public Works, Private Bag x65, Pretoria, 0001 or CGO Building, Cnr Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Mrs NP Mudau

POST 24/74 : **CLEANER: FACILITIES REF NO: 2022/237**
(Re-Advert)

SALARY : R104 073 per annum
CENTRE : Nelspruit Regional Office:
Nelspruit (X1 Post)
Middleburg (X1 Post)
Caroline (X1 Post)
Amsterdam (X1 Post)

REQUIREMENTS : Grade 10 and appropriate experience in cleaning environment, good communication skills. Knowledge of cleaning material and equipment will be added advantage.

DUTIES : Cleaning toilets and basin, empty and wash basin. Sweeping passages, floor and offices, mopping and polishing floor, dusting and polishing furniture.

ENQUIRIES : Ms. S Molepo Tel No: (013) 753 6396
APPLICATIONS : Nelspruit Regional applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit.

FOR ATTENTION : Mr E Nguyuzza