

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
NOTE

: 04 April 2023 at 16H00

: 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 and the Z83 form must be signed when submitted as failure to do so will result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. 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 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 months, please regard your application as unsuccessful. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Entry level requirements for SMS posts: In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015; a requirement for appointment into SMS posts from 1 April 2020 is the successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (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-entryprogramme/>. Application must be submitted to the email addresses

specified for each senior management position. Hand delivered, posted and late applications will NOT be accepted only for SMS positions. All shortlisted candidates for SMS positions will be subjected to a compulsory technical or competency-based test that forms part of the interview process. Following the technical exercise and the interview the selection panel will identify candidates to undergo the generic management competency assessments and successful candidate to sign a performance agreement and be subjected to security clearance.

MANAGEMENT ECHELON

POST 10/114 : **CHIEF DIRECTOR: IAR PROJECTS, DATA ADMINISTRATION & CONCURRENT MANDATE REF NO: 2023/113**
(36 Months Contract)

SALARY : R1 308 051 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate qualification (NQF 7) Degree in Commerce, Real Estate Management, Business Administration, Asset Management or equivalent qualification, experience in Real Estate Management, Asset management and State Land Administration. Five (5) years relevant experience at MMS/SMS/middle management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury Regulations, Public Service Act and Regulations. Valid driver's license. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES : Oversee the development and maintenance of the Immovable Asset Registry related data and systems to ensure accuracy, completeness and quality of the database. Ensure that the Immovable Asset Register is in compliance with relevant prescripts and guidelines. Oversee the execution of projects required to ensure IAR is always compliant and in line with industry practise. Ensure the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Report on all projects executed. Ensure Immovable Asset Register compliance with the Concurrent Mandate on State land matters by managing the development and implementation of related prescripts, essential policies, procedures and guidelines. Promote uniformity in the management of immovable assets in line with GIAMA. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets.

ENQUIRIES : Mr. S Sokhela Tel No: (012) 406 1143/2043
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-06@dpw.gov.za

POST 10/115 : **DIRECTOR: IAR CONTROLLER AND REPORTING REF NO: 2023/114**
(36 Months Contract)

SALARY : R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : Undergraduate qualification (NQF level 7) in Commerce, Management, Business Administration, Asset Management or equivalent qualification. Appropriate experience in Accounting for immovable assets, financial reporting and State Land Administration. Five (5) years relevant experience at MMS/SMS/middle management level. Knowledge of Framework for supply chain management, Structure and functioning of the Department, Business functions and processes of the Department, Supply Chain Management, GIAMA, Asset Management, Public Finance Management Act, Treasury

Regulations, Public Service Act and Regulations valid driver's license. Computer literacy. Decision making skills. Ability to work under pressure. Negotiation skills. Excellent inter-personal skills and Communication skills. Good Verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES

: Manage the implementation of robust Immovable Asset Management policies and standard operating procedures and control frameworks. Ensure regular review and assessments of IARM policies and procedures to ensure that they are aligned to the GRAP (16, 17 and 103), GIAMA, PFMA and other statutory requirements. Monitor and evaluate the effectiveness of IARM policies and procedures. Provide support to technical and other units that inform GRAP compliance. Ensure that IAR inputs (AFS note, journals, IAR and supporting schedules) are prepared timeously for the IFS and AFS. Ensure that all capital projects are correctly recorded on the IAR on a monthly basis. Address management assertions in order to develop and maintain a complete and accurate IAR including acquisitions, valuations, disposals and transfers. Manage application of the Deemed Cost Model to ensure compliance with the applicable GRAP standards. Manage monthly reconciliations between the IAR and the general ledger. Provide advisory support to management on asset register. Manage budget and expenditure of the component efficiently. Manage compliance of the unit against asset management, supply chain and procurement regulations and policy requirements. Manage the training and development needs for employees. Manage the implementation and compliance of performance management. Report on the performance of the unit against operational plan, business requirements and targets. Manage the design and implementation of the audit remediation and improvement plans for immovable assets.

ENQUIRIES

: Mr. Siboniso Sokhela Tel No: (012) 406 1143/2043

APPLICATIONS

: All applications for this position must be submitted only via email to: Recruitment23-07@dpw.gov.za

POST 10/116

: **DIRECTOR: PHYSICAL SECURITY OPERATIONS REF NO: 2023/115**
(This is a re-advertisement, the position was previously advertised 26 February 2023 with ref no: 92. Those who applied are encouraged to re-apply)

SALARY

: R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE

: Head Office (Pretoria)

REQUIREMENTS

: An undergraduate qualification (NQF 7) B Degree in Security Management, Policing, Management Sciences or related qualifications, State Security Agency (SSA) Security Managers Course. Five (5) years relevant experience at MMS/SMS/middle management level. A valid driver's license. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards (MISS). Disciplinary procedures and what constitutes unprofessional conduct. Departmental business processes. National Strategic Intelligence Act national information security policy. Risk and threat management. Safety and security management and administration, including-security auditing. Physical security measures. Contingency planning. Occupational health and safety. Personnel security. Document security. Surveillance. Information technology security. Fire regulations and fire protection and communication security (cryptography). Security vetting. Security breaches and investigations. Skills: Strategic Capability and Leadership. People Management and Empowerment. Programme and Project Management. Financial Management. Change Management. Client Orientation and Customer Focus. Communication. Computer Literacy. Employee Performance Management and Development. People Management and empowerment. Organising and Planning. Policy Development. Decision Making. Problem Solving. Conflict Management. Operational Planning. Motivational. Interpersonal Relations. Personal Attributes: Tenacity, Dedication, Honesty, Exceptional level of integrity, Objectivity, Innovation, Resourceful, Adaptability, Creative, Solution Orientated, Ability to design ideas without direction, Conflict management, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Hardworking, Highly motivated.

DUTIES

: Oversee the development of Physical Security strategies, policies and procedures. Manage the identification of risks and threats to the security of the Department, and vulnerabilities in the organisational capacity to counter such.

Ensure the development of policies and procedures related to physical security in line with applicable prescripts. Ensure development and evaluation of appropriate security measures. Monitor compliance with the physical security policies and measures. Oversee the implementation of physical security services-: Oversee the implementation of security protocols i.e. access control and others. Review reports on incidents and breaches to form proposals for improvements. Manage the planning and co-ordination of security operations for specific events. Monitor security operations within the Department and ensure sound and safe environment. Manage physical inspections (physical security audits) of property to ensure compliance with security policies and regulations. Oversee the management of outsourced physical security service providers and security contracts. Oversee security service providers rendering Physical Security service. Oversee the development of security service level agreements (SLA) and ensure implementation. Ensure compliance with the contract deliverables and obligations. Manage Directorate Physical Security Operations. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Develop and manage the operational plan of the Directorate and report on progress as required. Manage the performance and development of employees. Establish, implement and maintain efficient and effective communication arrangements. Compile and submit all required administrative reports. Monitor the budget and expenditures for the Directorate.

ENQUIRIES : Mr R Muthanyi Tel No: (012) 406 1629
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-08@dpw.gov.za

POST 10/117 : **DIRECTOR: HUMAN RESOURCES DEVELOPMENT REF NO: 2023/116**

SALARY : R1 105 383 per annum, (all-inclusive salary), (package to be structured in accordance with the rules of the Senior Management Services)

CENTRE : Head Office (Pretoria)
REQUIREMENTS : An undergraduate qualification in Human Resource Development, Human Resource Management, Public Administration, Public Management, Industrial Psychology or any relevant qualification (NQF level 7) as recognized by SAQA. Five (5) years' relevant experience at a middle or senior management level (MMS/SMS) with an extensive experience in the field of Human Resource Development (HRD). Managerial experience and financial management. Extensive knowledge in training and development practices. Skills: Writing and facilitation as well as sound communication (both verbal and written), good interpersonal skills, financial and managerial skills, co-ordination skills, excellent computer skills in MS Excel, PowerPoint and MS Word and valid driver's license. Job Knowledge: Extensive knowledge of the ETD environment including the SAQA, NQF Frameworks and SETA's. Knowledge of National Skills Development Strategies and standards as well as practices. Thorough knowledge of the Skills Development Act and other Regulatory Frameworks related to HRD. Programme and project management. Knowledge of Performance Management System (PMDS) and Bursary administration. Competencies required: Innovative, strategic and creative thinking, ability to communicate at all levels, people orientated, ability to perform under pressure.

DUTIES : Manage the development and implementation of human resources development policies, strategies and procedures. Provide leadership in HRD matters. Manage and ensure implementation of skills development and career management in the Department. Ensure efficiency in management and administration of training matters. Manage the facilitation of Compulsory Induction Programme (CIP), Orientation programme, Recognition of Prior Learning (RPL) and Adult Education and Training (ABET). Manage conducting of skills Audit within the Department. Manage the performance management and development systems, and bursary programme in the Department. Manage budget of the directorate.

ENQUIRIES : Mr. JJ Nkwanyana Tel No: (012) 406 1678
APPLICATIONS : All applications for this position must be submitted only via email to: Recruitment23-09@dpw.gov.za

OTHER POSTS

- POST 10/118** : **ASSISTANT DIRECTOR: PROPERTY DISPOSALS REF NO: 2023/117**
- SALARY** : R491 403 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Real Estate Management/ Law Degree or related field. Relevant work experience in property or immovable asset management preferably in disposals of immovable assets. Knowledge: State Land Disposal Act, Public Finance Management Act, Financial administration, Procurement directives and procedures, Programme and Project Planning, Reporting procedures, GIAMA, Disposal Act, BBBEE and Treasury Regulations. SKILLS: Report writing skills, Accounts and numeric skills, Analytical thinking skills, Communication skills, Interpersonal skills, Problem solving skills, Organising and planning skills. Ability to work under pressure. Willingness to travel. A valid driver's license.
- DUTIES** : Co-ordinate the disposal process of fixed assets for land reform objectives; Restitution, Distribution and Human Settlements Development. Participate in the liaison process with the Department of Rural Development and Land Reform on Verification of ownership status of identified vacant surplus land parcels to be released. Ensure compliance with related prescripts, delegations and procedures. Communicate all property management policies and procedures to relevant stakeholders. General supervision of employees. Co-ordinate and facilitate the process of identifying superfluous properties to be disposed of. Contribute towards enhancing effective and efficient State property management; conveyancing and transfer documentation. Undertake research on current best practices in relation to property management. Communicate with UCA and REIRS to update relevant asset registers in respect of the property status. Provide reports on the co-ordination and facilitation of the conveyancing processes. Assist in preparation of investment analysis and valuations requests to REIS in Head Office. Conduct site inspections to determine the status or conditions of properties. Assist with compilation and presentation of budget review report on land disposal and managing recovery of state funds. Provide relevant reports in relation to disposal, land release and conveyancing processes.
- ENQUIRIES** : Ms F Khoza Tel No: (011) 713 6079
APPLICATIONS : Johannesburg Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017.
- FOR ATTENTION** : Mr M Mudau
- POST 10/119** : **ASSISTANT DIRECTOR: EPWP TRAINING COORDINATOR REF NO: 2023/118**
(Applicants who previously applied are encouraged to re-apply)
- SALARY** : R491 403 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Human Resource Management, Human Resource Development, Public Administration, Public Management, Sociology, Psychology, Education, Behavioural Sciences. An appropriate relevant experience in Training and Skills Development Coordination field. Knowledge: candidate must have a knowledge of Human Resource Development, Training and Skills Development, Training Coordination, Training facilitation, Social facilitation, Structure and functioning of the EPWP and sectors, Contract Management, Supply Chain Management, Procurement procedures. Skills: Computer Literacy, Planning and Organizing, Problem Solving, Training and presentation skills, Interpersonal skills, Team Building, Decision making, Communication skills, Report writing, Group cohesion, Social facilitation, Research Skills, Financial Management, Negotiation, Project Management, Facilitation Skills, Dispute resolution. Ability to work independently, ability to work under stressful situations, ability to communicate at all levels, highly motivated, trustworthy, punctuality, assertive and hard-working. Candidate must be prepared to travel extensively working long hours. A valid driver's license is compulsory.
- DUTIES** : Coordinate the training for EPWP participants, not limited to DPWI sourced funding:- Assist with completion and verification of training applications from sectors and public bodies across all spheres of government. Present the

training applications to the EPWP Approval Training Committee for approval. Coordinate the logistical meetings in preparation for the training. Monitor the implementation of the training and give feedback on training areas that need to be improved. Support Public Bodies with technical assistance on their training interventions, not limited to DPWI sourced funding. Support Training Providers with compliance to audit requirements and implement resolutions of audits related to the EPWP training in the province. Collect and capture data for reporting training interventions, (not limited to DPWI sourced funding)-: Collect Portfolio of Evidence required for reporting training. Capture training data on the EPWP Reporting System. Compile training reports. Facilitate as a trainer on EPWP training interventions-: Provide support in the process of developing and maintaining training programs. Ensure that venues are conducive for training and ensure that all strategic aids are available. Provide training for EPWP training interventions e.g. EPWP Learning Programme, Financial Sector Conduct Authority and others. Coordinate capacity building workshops for EPWP Officials in the province. Manage the administrative related functions-: Facilitate EPWP training related meetings in the province and ensure provision of secretariat function to the meetings. Ensure good record management. Respond to queries with regard to EPWP training. Provide support in the management of the budget for the sub-directorate.

**ENQUIRIES
APPLICATIONS**

: Ms. B. Nkasela Tel No: (021) 402 2080
 : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Register the application in the book. People with disabilities are encouraged to apply

FOR ATTENTION

: Ms. C Rossouw

POST 10/120

: **SENIOR ADMINISTRATION OFFICER: ACQUISITION: INFRASTRUCTURE
REF NO: 2023/119**

**SALARY
CENTRE
REQUIREMENTS**

: R331 188 per annum
 : Head Office (Pretoria)
 : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences. Relevant 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 supervise, 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

BBBEE/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. Mr. V Baliso Tel No: (012) 406 1540
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
FOR ATTENTION : Ms NP Mudau

POST 10/121 : **CHIEF HORTICULTURIST REF NO: 2023/120**

SALARY : R331 188 per annum
CENTRE : Mmabatho Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Horticulture or equivalent qualification and relevant experience; Knowledge of departmental guidelines and policies; A valid driver's license; Appropriate supervisory experience; Computer literacy; Good communication, reporting and interpersonal skills; Knowledge of pest control management and irrigation installation will be an added advantage.

DUTIES : Plan and develop horticultural activities (landscaping, gardening and plot plant maintenance, floral arrangements, special events), Supervise contractors, Maintain and control equipment and stock, procure goods and services, Conduct site meetings, as well as develop progress reports and authorize invoices, Assist on training developmental plan/strategies on departmental staff and contractors, Carry out general office administration.

ENQUIRIES : Mr. L. Mntanywa Tel No: (018) 386 2311
APPLICATIONS : Mmabatho Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or Hand Deliver at 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735.
FOR ATTENTION : Mr T. Oagile

POST 10/122 : **SENIOR ORGANISATIONAL DEVELOPMENT PRACTITIONER REF NO: 2023/121**
 (36 Months Contract)

SALARY : R331 188 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Management Services, Operations Management, Industrial Psychology or equivalent qualification. Relevant experience in Organisational development. Knowledge: Public Service Regulations and prescripts; Organisational Design principles; Job evaluation processes and procedures; job evaluation system. Skills: Interpersonal skills; Report writing; Basic problem solving skills; Computer literacy.

DUTIES : Conduct job evaluations in the Department; Develop, review and advice on job descriptions and specifications; develop and maintain the departmental organisational structure and post establishment in line with the strategic plan; Compile work study, investigations report based on findings and recommendations; Provide advice on organisational design, job evaluation procedures and policies; Undertake general work study administrative functions and Maintain a good filing system.

ENQUIRIES : Ms H Kgaditse Tel No: (012) 406 2033
APPLICATIONS : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.

FOR ATTENTION : Ms NP Mudau

POST 10/123 : **PERSONNEL PRACTITIONER: HUMAN RESOURCES RECRUITMENT**
REF NO: 2023/122 (X4 POSTS)

SALARY : R269 214 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 06) in Human Resource Management, Human Resources Administration, Management Science, Behavioural Science and/or Social Science. Appropriate relevant experience in Human Resource Recruitment. Willing to adapt work schedule in accordance with office requirements. Knowledge: Standards, practices, processes and procedures related to HR Recruitment, Structure and functioning of the Department, Employment Equity Plan of the Department, Public Service Act and Regulations, Employment Equity Act, Basic Conditions of Employment Act, Codes of Remuneration, Public Finance Management Act, Conflict management and Project management. Skills: Numeracy, Interpersonal and diplomacy skills, Advisory skills, Supervisory skills, General administration and organisational skills, Computer utilisation, Analytical thinking, Problem solving skills, Communication and report writing abilities. Personal Attributes: Creative, Ability to work under stressful situations, Ability to communicate at all levels, People orientated, Punctuality, Assertive, Hard-working, Self-motivated and Ability to work independently.

DUTIES : Administer the advertisement of positions process: Facilitate the completion of staff requisition forms by the relevant units. Scrutinise the information on the staff requisitions to ensure all is in order for advertisement. Assist line manager with the drafting of advertisements. Obtain quotes for placement of advertisements. Request approval of adverts. Verify placed adverts in order to identify errors. Administer the selection process and appointments: Receive applications and create a list of applicants' profiles. Organise and participate in the shortlisting of candidates. Invite and organise logistics for short listed candidates. Represent human resource in interviews of short listed applicants. Verify certificates and qualifications for the recommended candidates and do the reference checking. Draft the submission and appointment letters for recommended candidates. Draft submissions for contract creations and appointments. Prepare necessary documentation to be completed by the appointed candidate. Liaise with relevant units for the administration of the appointments in the PERSAL system. Facilitate internal employee transfers: Receive and analyse the requests for transfers. Verify the employee transfer related information and required documentation. Liaise with the relevant units to verify the vacancy and salary level of the identified positions. Draft a submission for the approval of the delegated authority. Ensure that the transfers are carried out in accordance with the applicable procedure and processes. Inform the applicant in writing and the units of the outcome for further processing. Respond to queries about the transfer process and provide assistance as required. Assist with personnel planning requirements: Keep abreast of latest developments in applicable prescripts. Participate in the process of gathering information and requirements for Head office or the regional office. Participate in the consolidation process as directed. Provide advice to line managers with regards employment equity plan. Render general supervision and ensure good record management of recruitment information: Assist with training and development of subordinates. Quality assure work performed by subordinates. Ensure that performance appraisal of subordinate are carried-out. Ensure safe keeping of all the staff requisitions and application documents in line with the applicable. Keep updated records on all recruitment activities. Assist with preparation and consolidation of reports on human resources recruitment issues. Liaise with all the relevant stakeholders as required and assist with audit queries.

ENQUIRIES : Ms MM Magane Tel No: (012) 406 1552
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 : Ms NP Mudau

POST 10/124 : **STATE ACCOUNTANT: INTERNAL CONTROL REF NO: 2023/123**

SALARY : R269 214 per annum
CENTRE : Port Elizabeth Regional Office

<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Internal Auditing/Financial Management or equivalent. Relevant experience in Supply chain management. Knowledge of Financial and SCM prescripts (GAAP and GRAP standards) and international Accounting standards, Working Knowledge of Government Financial systems (BAS, PERSAL, & LOGIS), Knowledge and understanding of the PFMA, Treasury Regulations, Supply Chain Management Framework, National Treasury Guidelines on Irregular and Fruitless and Wasteful expenditure, Good communication skills both written and verbal. Ability to work under pressure and meet deadlines, Willingness to work irregular hours. Valid driver's licence, Ability to adapt in accordance to office requirements.
<u>DUTIES</u>	:	Manage the irregular, fruitless and wasteful expenditure Investigation process. The effective investigation of cases of irregular and fruitless & wasteful expenditure presented to the Technical Advisory Committee (TAC). Review, analyse and verify the correctness of investigation findings. Produce comprehensive investigation reports with appropriate recommendation/s. Ensure irregular and fruitless and wasteful expenditure registers are updated after adjudication by the delegated authority. Review the adequacy of evidence gathered to substantiate the investigation conclusion. Coordinate and present investigated cases at the Technical Advisory Committee (TAC). Regularly review and submit progress reports on the investigation. Arrange and hold information sharing sessions with staff on causes of irregular and fruitless and wasteful expenditure. Compile and present report on causes of irregular and fruitless and wasteful expenditure. Perform pre-audit and post-audit duties.
<u>ENQUIRIES</u>	:	Mr. M Tshangana Tel No: (041) 408 2097
<u>APPLICATIONS</u>	:	Port Elizabeth Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056.
<u>FOR ATTENTION</u>	:	Ms S Mafanya
<u>POST 10/125</u>	:	<u>ADMINISTRATION OFFICER: ACQUISITION (SUPPLY CHAIN MANAGEMENT) REF NO: 2023/124</u>
<u>SALARY</u>	:	R269 214 per annum
<u>CENTRE</u>	:	Bloemfontein Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Purchasing Management/Public Administration/ Public Management. Relevant 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.
<u>DUTIES</u>	:	Execute, facilitate, support, and performance manage the following SCM functions, Compile bid documents in line with standard bid document requirement. Check the tender documentation to confirm if it is in line with applicable SCM prescripts and processes. Provide assistance in the review of the scope of the terms of reference. Submit the draft tender advert template for verification. Submit advert for placement in the tender bulletin and website for the required time period. Assist in monitoring validities of closed tenders. Arrange and attend bid specification committee. Prepare register for bidders. Check the compliance with SCM prescripts and processes. Respond to queries during the tender/bid briefing sessions. Open bid documents and check the responsiveness and non-responsiveness of documents. Assists in scoring of all responsive bids. Liaise with bidder on administrative issues relating to bid submitted. Verify original tax clearance certificate. Verify the prohibition status of the recommended Company and its Directors with National Treasury. Check Company's Status on CIPRO website (trading status and ownership). Arrange bid committee meetings (bid adjudication/evaluation/sub-bid) and necessary

logistics. Prepare all the relevant documentation for the bid committee meetings (including attendance register, declaration of interest and signature documents). Compile meeting minutes. Prepare scoring model/tender recommendation and evaluation reports. Preparation/ screening of recommendation for Adjudication. Communicate queries on submissions discussed by Regional bid Adjudication committee. Distribute adjudicated submissions to relevant units. Maintain good record keeping of all minutes, approved submissions and other relevant documentation. Perform quality control on the work delivered by SCM clerks. Provide information on audit queries. Compile letters for the approval of the delegated authority to communicate of the outcome of the BAC or with successful and unsuccessful bidders in line with the established policy. Attend to queries related to acquisition management. 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 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 BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

- ENQUIRIES** : Mr. M Mnyaka Tel No: (051) 408 7369
- APPLICATIONS** : Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street Bloemfontein, 9300.
- FOR ATTENTION** : Mr D Manus
- POST 10/126** : **ADMINISTRATION CLERK: ORGANISATIONAL DEVELOPMENT REF NO: 2023/125 (X2 POSTS)**
(36 Months Contract)
- SALARY** : R181 599 per annum
- CENTRE** : Head Office (Pretoria)
- REQUIREMENTS** : A Grade 12 or equivalent qualification. Experience in administration support within Organisational Development environment will be an added advantage. Knowledge: Wide range of office administrative tasks; Good telephone etiquette; Computer literacy; Relevant legislations; Basic financial administration, Skills: Advanced communication (verbal and written); Sound organisational skill; Ability to communicate well with people at deferent levels; Interpersonal skills; Office administration and Planning and organising.
- DUTIES** : Provide administration services and manage correspondence and data. Maintain database, 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. Facilitate procurement of goods and services. Maintain a leave register and personnel records. Arrange travelling and accommodation. 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** : Ms H Kgaditse Tel No: (012) 406 2033
- APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria.
- FOR ATTENTION** : Ms NP Mudau