

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works is an equal opportunity, affirmative action employer. The intention is to promote representativity in the Public Service through the filling of these posts and with persons whose appointment will promote representativity, 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.



- APPLICATIONS** : May Be Forwarded To The Correct Regional Office/Centre: Applications May Be Forwarded To:
Head Office Applications: Post: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand-delivery: The CGO Building, Corner Bosman and Madiba Streets, Pretoria. For Attention: Ms. N.P. Mudau.
Durban Regional Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
Mmabatho Regional Applications: The Regional Manager, Department of Public Works, Private Bag X120, Mmabatho 2735 or 810 Corner Albert Luthuli Drive and Maisantwa Streets, Unit 3, Mmabatho, 2735. For Attention: Mr T. Oagile
Cape Town Regional Office: 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. For Attention: Ms. C Rossouw
Umtata Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 7099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. For Attention: Ms N Mzalisi
Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th Floor, Nelspruit. For Attention: Mr E Nguyuzza
Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms M Masubelele
Polokwane Regional Applications: The Regional Manager, Department of public works, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. For Attention: Mr. NJ Khotsa
- CLOSING DATE** : 10 December 2021 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 must submit copies of qualifications, identity document and driver's licence (where applicable) and any other relevant documents, such copies need not be certified when applying for the post. The communication from the 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.

OTHER POSTS

- POST 42/94** : **DEPUTY DIRECTOR: ACQUISITIONS (PROPERTY MANAGEMENT) REF NO: 2021/348**
- SALARY** : R744 255 per annum (All-inclusive salary package) (total package to be structured in accordance with the rules of the Middle Management Service) Cape Town Regional Office
- CENTRE REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Supply Chain Management/B.Com Accounting Science/Economics/ Public Management/Administration (Management Science). Extensive credible experience as an Assistant Director, with appropriate functional working experience in Supply Chain Management in Acquisition Management or Contract Management and extensive experience on management of resources. Shortlisted candidate will undergone competency assessment and those who passed will be invited for interviews. Valid driver's licence at least Code 8 (EB). Legislative Requirements: Practical knowledge and experience on implementation of Broad Based Black Economic Empowerment, Public Service Act, Public Finance Management Act, National Treasury Regulations, Preferential Procurement Policy Framework Skills. Good Knowledge of public sector procurement experience, Knowledge of strategic planning and budgeting, ability to develop, interpret and apply policies, CIDB strategies and legislation. Understanding of Government budgeting processes, experience in working with service providers/consultants. Knowledge of Public Service financial legislative frameworks, Understanding of Financial management; Risk Management; Knowledge and understanding of contract management. KEY SKILLS: Negotiation Skills and Technical Proficiency, Business Writing Communication (verbal and written), Customer Focus and Responsiveness, People and Performance Management, Diversity Management, Interpersonal, Conflict management, Planning and Organising Problem solving and decision making, Team Leadership; Computer literate (especially with regard to MS Word, Excel, Projects and Power point), Basic Numeric skills and Excellent Presentation Skills.
- DUTIES** : Develop and implement the acquisition Management systems and appropriate acquisition Management internal controls and audit trails in the Department. Facilitate and manage the business process cycle (inviting, evaluating, adjudicating, and awarding) for all bids in terms of SCM regulations. Ensure proactive management and tracking of tenders and quotations for goods and services. Eligible knowledge of acquisition for REMS and Infrastructure Projects. Provide regular progress report to management highlighting procurement trends, problems, risks, deviation, delays and make appropriate recommendations for improvements. Manage the Departmental Bid Evaluation and Adjudication Committees secretariat. Compile and analyse management reports from various strategic activities. Provide strategic report, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of human resource related issues including the implementation and facilitation of adherence to policies and process in Acquisition Unit.
- ENQUIRIES** : Mr E Dlamini, Tel: (021) 402 2082

POST 42/95 : **ASSISTANT DIRECTOR: IAR GIS REF NO: 2021/349**
(36 Months Contract)
Re-Advertisement: people who previously applied are encouraged to re-apply)

SALARY : R628 014 per annum (OSD Salary Package)
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF level 6) in Geography, Science, Information Technology and Property Management. Registration with SAGC will be an added advantage. At least 3-5 years' experience in Geographic Information Systems and Asset Management. Experience in State land administration and verification of immovable assets will be an added advantage. Valid drivers Licence. 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 : Perform desktop GIS planning. Geographical referencing of administrative geographical data: Analysis, geo-coding, editing of land data. Investigate, localize and spatially link the cadastral data to the IAR. Manage the process of capturing and digitizing of building foot prints to support field verification processes. Build effective partnerships with internal and external stakeholders. Research and document suitable GIS concepts to assist in enhanced workflows. Assist Director in defining and controlling spatial data on the Immovable Asset Register database. Maintain alpha-numeric data structures to ensure data links with spatial data. Support in the development of GIS Dashboards and Mobile apps for DPW and public works sector. Render in-house GIS training sessions to the staff and other business units within the Department.

ENQUIRIES : Mr. M Chauke, Tel: (012) 406 1144

POST 42/96 : **CONTROL WORKS MANAGER: MECHANICAL REF NO: 2021/350**

SALARY : R477 090 per annum
CENTRE : Umtata Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Mechanical or Trade Certificate plus related technical experience plus relevant experience in the management position in the built environment. Ability to plan, organise and manage people and resources. A valid driver's license. Computer literacy. Knowledge and understanding of OHSA, PFMA, Treasury regulations, National Building regulations and Environment Conservation. Sound analytical and good written verbal communication skills.

DUTIES : Manage minor projects, unplanned maintenance, building condition surveys, asset register with reference to building work. Monitor work performance of Works Managers and Contractors. Analyse all reports submitted by Works Managers. Responsible for site inspections and reports and attend Client liaison meetings. Negotiate with Contractors. Assist Facilities Management activities such as cleaning, horticultural security and other contracts. Compile Scope of Works and prepare specifications, estimates and quotations. Ensure all work complies with building regulations and OHSA and all relevant construction regulations and specifications. Compile technical and monthly reports.

ENQUIRIES : Mr R Mabandla, Tel: (047) 502 7000

POST 42/97 : **ASSISTANT DIRECTOR: PROPERTY BUDGET ADMINISTRATION REF NO: 2021/351**
Directorate: Property Budget Management

SALARY : R382 245 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in the project/property budget administration field, built environment or financial/budget management with appropriate experience in project budget administration. Knowledge of the Works Control System (WCS) and the ability to source and analyse information to formulate financial reports. Sound budgeting, financial, programme management (relevant to the built environment) and administrative skills. Possess analytical, and problem-solving skills. Have an understanding of the various facets of the built (construction) environment. Computer literacy in MS

		Office (with specific reference to MS Word, MS Excel, MS PowerPoint and MS Outlook).
<u>DUTIES</u>	:	Key responsibilities: Assist with the programming of services on the Works Control system (WCS); Approve authorisations on WCS once confirmation of funding is approved by the relevant stakeholders; Liaise with Client Departments for confirmation of funding; Liaise with Project Managers on budget related matters; Report shortages or surplus of funds to the DD: PBM; Monitor the Implementation programmes in terms of expenditure, cash flow projections, forced tender dates and the overall data integrity of WCS and ensure constant updating where applicable to PBA; Assist with budget control of the Capital Works and Repair and Refurbishment budgets; Distribute the monthly Programme Management schedules to the relevant executing units and return the updated documents to the relevant Head Office stakeholders on receipt thereof; Prepare monthly presentations and submit to DD: PBM before the due dates; Attend various meetings as and when required; Arrange the allocation/re-allocation meetings and ensure that all stakeholders (internal and external) are notified of the meetings well in advance; Manage the human resources of the unit.
<u>ENQUIRIES</u>	:	Ms L van den Heever, Tel: (012) 406 1136
<u>POST 42/98</u>	:	<u>ASSISTANT DIRECTOR: MOVABLE ASSET MANAGEMENT (SCM) REF NO: 2021/352</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R382 245 per annum Cape Town Regional A three year tertiary qualification (NQF Level 6) in Supply Chain Management/ Logistics/Public Administration/ Public Management/Equivalent tertiary qualification. Extensive supervisory experience in Movable Asset Management. Sound knowledge and understanding of pertinent policies related to Movable Asset Management, National Treasury Regulations, Supply Chain Management, PFMA, PPPFA Act and Regulations, and Code of Conduct. Knowledge: Thorough knowledge and understanding of Standard Charts of Accounts (SCOA) and applicable financial business systems (LOGIS and BAS). Skills: Excellent verbal and written communication skills, Problem Solving, Analytical skills and Computer literacy. An ability to handle confidential information. All shortlisted candidates will write an assessment and those who passed the assessment will be invited for an interview. A valid driver's license. Personal Attributes: Clientele/ customer relation's skills, good interpersonal skills; decision making skills; presentations skills (including report writing), hard-working and highly motivated. Ability to work effectively and efficiently under pressure; willing to adapt to work schedule in accordance with directorate's requirements.
<u>DUTIES</u>	:	Ensuring overall effective Management of Movable Asset Unit. Bar-code new assets and update on LOGIS System. Track and authorize movements of movable assets and make sure that it is captured on LOGIS. Consolidate and submit acquisition plan to Head Office for the Region in each financial year. Plan and report physical verification of assets. Manage the quarterly and annual verification of movable assets and other Sate Lite Offices. Maintenance and updating of the movable Assets Register on LOGIS. Manage disposals of assets and keep records of redundant, unserviceable and obsolete assets. Manage the repairs process of movable assets. Attend to all audit queries within specified time frames. Conduct monthly asset register audit and correct all discrepancies within specified time frame. Interact with asset controllers with regards to asset management. Check and verify request forms if SCOA allocations and ICN's are used when procuring assets. Manage and monitor financial reporting processes on movable assets. Perform Monthly reconciliation of Assets between BAS and LOGIS. Compile a reconciled Annual Financial Statement for Movable Assets Management. Effective management of resources within the Unit.
<u>ENQUIRIES</u>	:	Ms. N Poswa, Tel: (021) 402 2198
<u>POST 42/99</u>	:	<u>SENIOR ADMIN OFFICER: ACQUISITION MANAGEMENT REF NO: 2021/353</u>
<u>SALARY CENTRE</u>	:	R321 543 per annum Pretoria Regional Office

- REQUIREMENTS** : A three year tertiary qualification (NQF Level 6) in Logistics / Supply Chain Management / Purchasing or Public Management. Experience in Supply Chain Management environment. An experience in the bid/tender and administration will be an added advantage. Thorough knowledge and understanding of government procurement systems and relevant legislation; supply chain management; management of databases; built environment industry; monitoring and evaluation theory and methodology; monitoring and evaluation systems. Good verbal and written communication skills; basic numeracy; advanced interpersonal and diplomacy skills; problem solving skills; decision making skills; ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
- DUTIES** : Supervise the Procurement Office. Co-ordinate the procurement and processing of bids. Scrutinise specifications. Co-ordinate the compilation of agenda for the Bid and Sub-bid Committees. Compile accurate minutes of the proceedings of the bid and sub-bid committees. Advise the Bid and Sub-bid Committees on procurement processes and prescripts. Assist in all Procurement related functions. Liaise with project managers and project leaders with respect to bid recommendation submissions. Follow up on decisions made by sub-bid committees. Ensure timeous distribution of minutes to members of the Bid and Sub-bid Committees of all decisions taken. Maintain records for the awarding of bids and reporting thereof on monthly basis. Assist in scrutinising bid recommendations. Check submitted bids for responsiveness criteria. Perform any other assigned duties in relation to the implementation of the SCM. Supervise subordinates. Custodian for all records of awards approved by Supply Chain Management and Bid Committees.
- ENQUIRIES** : Mr M. Raphesu, Tel: (012) 310 5161
- POST 42/100** : **CHIEF WORKS MANAGER: MECHANICAL TECHNICAL MAINTENANCE REF NO: 2021/354**
- SALARY** : R321 543 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in mechanical field couple with extensive experience in the technical field or N6 plus a trade certificate with extensive experience. Applicable knowledge of the PFMA, OHSA, national building regulations and building standards. A candidate must be in a possession of a driver's license. Willingness to travel. Computer literate. Ability to work under pressure and to solve problems. Knowledge of HVAC, fire-fighting equipment, kitchen equipment, steam boilers and reticulation, mechanical pumps, bore boles, waste and water treatment. Property and facilities management skills. Knowledge of government procurement process and system. Good analytical skills. Strong verbal and written communication skills.
- DUTIES** : Prepare specifications/scope of work for unplanned, routine/planned maintenance, minor new works and the associated costs. Prepare submissions for delegation 12. Ensure that projects are approved. Prepare and monitor progress reports. Arrange for first and final deliveries. Prepare, update assets register (mechanical). Compile scope of works and prepare estimates as well as technical reports. Certification and verification of invoices/quotation. Prepare and compile submissions and progress report on a monthly basis.
- ENQUIRIES** : Mr JM Mabala, Tel: (012) 310 5092
- POST 42/101** : **CHIEF WORKS MANAGER ELECTRICAL TECHNICAL MAINTENANCE REF NO: 2021/355**
- SALARY** : R321 543 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Electrical engineering and relevant technical experience or N6 plus successfully completed trade test. Valid driver's license. Computer literacy. Knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conversation Act as well as the Government Procurement system, UPS, stand-by generators, . Willingness to travel and work irregular hours. Understanding of condition assessment. Sound analytical and good written and verbal communication skills. Ability to work under pressure.

<u>DUTIES</u>	:	Assist Controls Works Manager with the management of electrical maintenance services. Attend to planned and unplanned maintenance request from clients. Inspect leased building, optimum use of electrical equipments and installation. Inspect electrical meter readings and the effective usage of electricity. Inspect and certify municipal account on electricity consumption. Compile scope of works and prepare estimates as well as technical reports. Certification of quotations and invoices. Overtime and stand-by duties. Prepare and compile submissions and progress report on a monthly basis.
<u>ENQUIRIES</u>	:	Mr JM Mabala, Tel: (012) 310 5092
<u>POST 42/102</u>	:	<u>CHIEF WORKS MANAGER: MECHANICAL REF NO: 2021/356(02 POSTS)</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Nelspruit Regional office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) or equivalent qualification in a built management disciplines with extensive experience in the technical field, i.e. mechanical or N3 plus trade test and 5-10 years in the technical field. Extensive knowledge of mechanical regulations. Occupational health and safety act. Public finance management act. A driver's licence. Registration with a professional body in the built environment would be an advantage. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Management and planning skills. Knowledge and understanding of the government procurement system.
<u>DUTIES</u>	:	manage day-to-day mechanical maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing state accommodation. Manage project cost estimates, monitor and control the process of controlling changes in line with the allocated day-to-day maintenance budget. Conduct site inspection to ensure compliance with specification set out by the department. Ensure compliance with OHSA. Assist in the development of building programmes and conditional surveys and report regularly to management on the progress thereof. Manage the budget. Render a coordinated and professional service at all levels regarding the maintenance and management of DPW clients
<u>ENQUIRIES</u>	:	Mr S Khumalo, Tel: (013) 1010 130
<u>POST 42/103</u>	:	<u>CHIEF WORKS MANAGER (BUILDING) PROPERTY MANAGEMENT REF NO: 2021/357</u>
<u>SALARY</u>	:	R321 543 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF Level 6) in the building industry, relevant experience in the technical field or N3 plus trade test and 5 to 10 years in the technical field. Applicable knowledge of PFMA, OHSA, National Building Regulations and Environment Conservation Act as well as the Government Procurement System. A valid driver's license. Willingness to travel and work irregular hours. Computer literacy. Ability to work under pressure. Project Management skills, Property and facilities management skills. Sound analytical and good written and verbal communication skills.
<u>DUTIES</u>	:	Assist Control Works Manager with the management of building projects. Attend to planned and unplanned maintenance requested from the clients. Investigate customers complains, new services required and the associated costs. Compile and prepare scope of works, estimates and technical reports. Compile and negotiate service level agreements contractors. Prepare specification/scope of work for unplanned maintenance, minor new works and the associated costs, Verify and Certify invoices from contractors. Manage updating and maintenance of Asset Register, Ensure drawings comply with the OHSA and National Building Regulations. Compile monthly reports. Inspect and certify municipal accounts for rates payments on State properties
<u>ENQUIRIES</u>	:	Ms M Llali, Tel: (018) 386 5379
<u>POST 42/104</u>	:	<u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: PROFESSIONAL SERVICES REF NO: 2021/358</u>
<u>SALARY</u>	:	R261 372 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three year tertiary qualification (NQF level 6) in Management Assistant, Secretariat, Office Management or equivalent. The ability to liaise at Senior

Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an added advantage.

DUTIES : Manage the traffic in the office of the Chief Director, efficient and effective Human Resources, Financial administrative support. Perform the duties of the Chief Director User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the Chief Director. Provision stationery and supplies, Maintaining an electronic post register for management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Director and organise training facilities, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget for the Chief Director and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.

ENQUIRES : Ms V Manzini, Tel: (012) 4061341/ (082) 739 6768

POST 42/105 : **ADMINISTRATIVE OFFICER: PROPERTY PAYMENTS REF NO: 2021/359**

SALARY : R261 372 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Finance/Business Management/Public Management/Accounting or related qualification. Appropriate experience in finance/payments or experience in the account payments section. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's licence. Computer literacy. The following will serve as recommendations: knowledge of BAS and PMIS, knowledge of property industry, knowledge of procurement and tender regulations. Good verbal and written communication skills.

DUTIES : Timeous payment of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of inquiries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.

ENQUIRIES : Mr B H Berends, Tel: (021) 402 2309

POST 42/106 : **ADMINISTRATIVE OFFICER: SECURITY MANAGEMENT REF NO: 2021/360**

SALARY : R261 372 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A three year tertiary qualification (NQF Level 6) in Security/Risk Management, Public Management or equivalent qualification. Grade B Psira Certificate, intensive and relevant working experience in Security Management. The following will be advantage; Sound knowledge of Criminal Procedure Act, Minimum Information Security Standard, Control of Access to Public Premises and Vehicles Act, Computer literacy. Knowledge of PFMA and Occupational Health and Safety Act [OHSA]. A valid driver's license (Code 8) and be willing to travel and work after hours. The applicant must be willing to undergo the process of security clearance.

DUTIES : Assist with the management of the security service unit at the Regional Office and all the state properties falling within the jurisdiction of the Regional Office. Conduct physical site inspections, conduct security appraisals and security breach investigations. Conduct pre-employment screening and company screening. Assist in development and monitoring of sound security policy, strategy and implementation thereof. Assist in the preparation of reports submission to management and relevant stake holders. Liaise with SSA,

SAPS, and other stake holder in the field of security. Conduct the Threat and Risk Assessment (TRA) on departmental special events, advice on security matters and keep track of development in the security field for the purpose of reviewing security measures within the unit. Understanding of contract management, taking of fingerprints and assist in any other general duties assigned by your supervisor.

ENQUIRIES : Ms S Segale, Tel: (021) 402 2327

POST 42/107 : **ARTISAN: WORKSHOP REF NO: 2021/361 (02 POSTS)**

SALARY : R193 512 per annum
CENTRE : Pretoria Regional Office
Plumbers (2 Post)

REQUIREMENTS : Grade 10 and a completed Trade Test Certificate as Plumber and Electrician. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. A valid driver's license.

DUTIES : Maintain and repair technical faults related to plumbing and electrical installations according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Quality assure serviced and maintained equipment and/or facilities. Keep and maintain job record/register of maintained and repaired faults. Report writing.

ENQUIRIES : Mr I More, Tel: (082) 803 5321

POST 42/108 : **ADMINISTRATIVE CLERK: FACILITIES MANAGEMENT REF NO: 2021/362**

SALARY : R176 310 per annum
CENTRE : Pretoria regional Office

REQUIREMENTS : Senior Certificate/Grade 12. Good telephone etiquette. Demonstrative computer literacy. Advanced communication (verbal and written). Sound organisational skill. Good people skill. Ability to communicate well with people at different levels. Basic numeracy. Interpersonal skills. Office administration and organisational skills. Planning and organizing. Ability to act with tact and discretion

DUTIES : Record, organize, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide personnel administration clerical support services within the component:-Maintain a leave register for the component. Keep and maintain personnel records in the component. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

ENQUIRIES : Mr S Kutu, Tel: (012) 310 5993

POST 42/109 : **REGISTRY CLERK: REGISTRY REF NO: 2021/363**

SALARY : R176 310 per annum
CENTRE : Pretoria Regional Office

REQUIREMENTS : Senior Certificate/Grade 12 with appropriate relevant working experience in the central registry environment, completion of the Records Management course is a prerequisite. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.

DUTIES : Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the

register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to clients enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.

ENQUIRIES : Ms S. Maruma, Tel: (012) 310 5166

POST 42/110 : **ADMINISTRATIVE CLERK: IMMOVABLE ASSET REGISTER (VERIFICATION) REF NO: 2021/364 (03 POSTS)**
 Re-Advertisement: people who previously applied are encouraged to re-apply (36 Months Contract)

SALARY : R176 310 per annum
CENTRE : Cape Town Regional Office
REQUIREMENT : A Senior Certificate/Grade 12/equivalent qualification and relevant working experience in office administration duties. Driver's license required. Report writing skills, good interpersonal relations, good general office administrative and organization skills, Basic numeracy, computer literacy.

DUTIES : Assist in physical verification of NDPWI assets. Perform support function to ASD and DD Physical Verification. Perform desktop planning and confirmation of ownership of land parcels. Assist with GIS spatial data checks. Check and verify property data on relevant database and ERP solution. Do approvals for all transactions passed by regions from mobile application. Administer the performance of physical verification activities to provide status information around existence and condition of all Immovable Assets in the register. Ensure data accurateness in the IAR. Verify documents and do deeds searches. Assist with property information to other units. Perform physical verification of sites and condition assessment.

ENQUIRIES : Mr. S Sokhela Tel, (012) 406 1143

POST 42/111 : **PRINCIPAL BOILER OPERATOR REF NO: 2021/365 (02 POSTS)**

SALARY : R176 310 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : Senior Certificate/Grade 12. Recognized national steam certificate. Appropriate working experience. Interpersonal skills. Basic literacy. Technical skills. Motivational skills. Supervisory skills. Planning and organizing. Knowledge of Boiler Operation. Occupational Health and Safety Act. Operation of equipment, tools and materials. Knowledge of general built environment

DUTIES : Supervise the operations of a boiler:-Ensure correct usage and flow of chemicals. Monitoring boiler pressure in accordance with demand. Monitor the steam pressure constantly. Monitoring the water/fuel level in the boiler. Undertake routine inspection on the boiler performance and attend to malfunctioning and defects. Ensure adherence and compliance with occupational and health standards and the occupational health and safety acts. Ensure that the boiler environment is well maintained. Ensure proper usage of protective clothing. (Self. /Visitors/ Sub-ordinates) Ensure that the boiler environment is clean and safe. Ensure that the brine tank and water filter are cleaned as prescribed. Ensure the removal ash from boilers, gritt arrester and smoke box. Compliance with occupational and health Perform boiler operation administration duties:-Log and keep record of all daily operations; Control and keep record of mechanical tools, equipment, material and maintain them in good working condition; Supervise employees to ensure an effective service delivery;-Develop and update the monthly duty roaster; Allocate duties and perform quality control on the work delivered in line with specifications

ENQUIRIES : Mr P. Ramoroka, Tel: (072) 108 4345

POST 42/112 : **BOILER OPERATOR REF NO: 2021/366 (02 POSTS)**

SALARY : R147 459 per annum
CENTRE : Pretoria Regional Office

- REQUIREMENTS** : Senior Certificate/ Grade 12 and an equivalent recognized national steam certificate. Operation of machinery. Interpersonal skills. Basic literacy. Technical skills. Knowledge of Boiler Operation. Occupational Health and Safety Act. Operation of equipment, tools and materials. Knowledge of general built environment
- DUTIES** : Ensure correct usage and flow of chemicals-Request chemicals from stores as required. Test quality of water of softeners as well the returning flows of condensate water. Fill chemical tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitoring boiler pressure in accordance with demand Monitor the steam pressure constantly. Check the correct temperature of hot well pumps. Adjust the stoker for efficient steam delivery. Report all defects immediately. Monitoring the water/fuel level in the boiler-Check the feed water pumps-level and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemical at all times. Control the flow of fuel. Ensure adherence and compliance with occupational and health standards and the occupational health and safety act. .Ensure that the boiler environment is well maintained. To ensure the removal ash from boilers, gritt arrester and smoke box.
- ENQUIRIES** : Mr P Ramoroka, Tel: (072) 108 4345
- POST 42/113** : **TRADESMAN AIDS: WORKSHOP REF NO: 2021/367 (03 POSTS)**
- SALARY** : R124 434 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A Grade 10 Certificate or Abet level 4 Certificate plus general experience of workshop practices and clerical services. Good communication, leadership and organizational skills. Code 8 driver's license will be an added advantage.
- DUTIES** : The incumbent will assist with the maintenance and repairs technical faults related to mechanical, building, carpentry, painting, scaffolding, plumbing, welding, electrical and boiler operating and cleaning of equipment. Assists Artisans with obtaining quotations related to equipments and materials required cut grass and clean surrounding environments at sewage plants, fish ponds and boiler houses.
- ENQUIRIES** : Mr I More, Tel: (082) 803 5321
- POST 42/114** : **DRIVER: WORKSHOP REF NO: 2021/368**
- SALARY** : R124 434 per annum
CENTRE : Pretoria Regional
REQUIREMENTS : ABET/ Grade 10 coupled with relevant experience. Valid driver's license. Good writing skills. The following will serve as recommendation: Ability to read and write and good interpersonal skills. Good interpersonal / Human relation skills and possess the ability to communicate freely and easily with other employees, the general public and clients.
- DUTIES** : To render a service as a driver and to ensure safe transportation of mail, officials, tools and equipment. Drive departmental officials, clients and visitors as may be requested; transport mechanical material and equipment to sites; Complete transport schedule regarding trips travelled. Carryout general housekeeping of the boiler house; Report defects and faults to the supervisor. Remove rubbish and cut-off material from mechanical sites to dumping sites.
- ENQUIRIES** : Mr I More, Tel: (082) 803 5321
- POST 42/115** : **DRIVER: WORKSHOP REF NO: 2021/369**
- SALARY** : R124 434 per annum
CENTRE : Cape Town Regional
REQUIREMENTS : Grade 12/STD 10, Workshop Tools, Equipment & Machinery relevant driving experience. A Valid driver's license coupled with PDP. Must have knowledge in OHSACT, 85 of 1993. Must have the ability to work under pressure. Must have good communication skills and must be able to report effectively.
- DUTIES** : Transport Workshop tools, Equipment & Machinery from one Institute to the other. Transport Officials from one Institute to the other. To transport any other work related items as per instruction by the superior. Ensure compliance as per OHSAct, 85, of 1993. Assist with loading and off-loading any delivery in the section. Should be trustworthy. Adherence requirement of the job.

ENQUIRIES : Mr Porta Nova M Tel No: (021) 402 2348/ Mr Stephens M: (021) 402 2334/Mr Mudau T: (021) 402 2333

POST 42/116 : **GROUNDSMAN: FACILITIES MANAGEMENT REF NO: 2021/370 (05 POSTS)**

SALARY : R104 073 per annum
CENTRE : Pretoria Regional Office
REQUIEREMENTS : A Junior Certificate or Abet level 4 certificate plus appropriate experience of horticultural practices and clerical services. Good communication, leadership and organizational skills. Code eight driver's license will be an advantage.

DUTIES : The incumbent will be responsible for maintenance of flowerbeds and planting of annuals and perennials, removing weeds in hard surfaces, sweeping hard surfaces, maintaining law edges, integrating and fertilizing lawns, reporting faults and fertilizing lawns, collecting and of garden refuse on to Trucks and bakkies, collecting and loading of household refuse on to trucks and bakkies and cleaning of equipment.

ENQUIRIES : Mr HC Mambana, Tel: (012) 342 2033

POST 42/117 : **CLEANER REF NO: 2021/371 (2 POSTS)**

SALARY : R104 073 per annum
CENTRE : Polokwane Regional Office (Thohoyandou Magistrate Court)
REQUIREMENTS : ABET level 3 / or Grade 10 certificate. (A senior certificate/ Abet Level 4 will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Knowledge on usage of cleaning materials and equipment will be an added advantage. Ability to handle cleaning equipment and conduct stock count.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices, pavements and courtyards. Scrubbing, mopping and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors. Effective use of cleaning agents. Maintain general hygienic and safe environment. Provisioning of sufficient amounts of toiletries, replenish or replace as required.

ENQUIRIES : Mr M.P. Morudu, Tel: (015) 291 6386

POST 42/118 : **CLEANER REF NO: 2021/372 (4 POSTS)**

SALARY : R104 073 per annum
CENTRE : Durban Regional Office (Ekuvukeni and Other Areas)
REQUIREMENTS : A Junior Certificate, ABET or equivalent qualification. Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. Knowledge of usage of cleaning materials and equipment will be an added advantage.

DUTIES : Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, office floors, court yard, parking area and pavements. Scrubbing, mopping and polishing floors. Dust and polish furniture, clean windows, doors and walls.

ENQUIRIES : Mr S Ngcobo, Tel: (031) 3147176