

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure 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

: 06 June 2025 at 16H00

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. NOTE: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>.note :For emailed applications, please submit a Single document or One Attachment per application to the email address designated for the specific position. Kindly Note that the emailed applications and attachments should not Exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted. Although an email application option is available, applicants are encouraged to hand deliver their application.

ERRATUM: The position of Deputy Director-General: Corporate Services with Ref No: 2025/21 as advertised on Public Service Vacancy Circular 15 dated 09 May 2025 with the closing date of 23 May 2025, limited submission of applications via email and omitted to provide the options to submit applications by hand delivery and post. In this regard applications can be submitted to: The

Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria OR email to: Recruitment25-01@dpw.gov.za. As a result, the closing date is extended to 06 June 2025. For Attention: Ms NP Mudau.

OTHER POSTS

<u>POST 17/61</u>	:	<u>CHIEF ELECTRICAL ENGINEER (GRADE A) REF NO: 2025/22</u>
<u>SALARY</u>	:	R1 266 450 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE REQUIREMENTS</u>	:	Pretoria Regional Office Bachelor's degree in Electrical Engineering (B. Eng. or BSC. Eng.) with six (06) years relevant post-qualification experience in various facets of Electrical engineering. Compulsory registration as a Professional Engineer with ECSA/ knowledge of Electrical engineering best practices and aspects of the building and construction environment, extensive knowledge of and experience in the development, implementation and oversight of recovery plans when projects are lagging. Knowledge of PFMA, OHSA, Supply chain management, Contract Management, Good technical and innovative problem-solving abilities. Computer literacy and experience in the application of Electrical Engineering software in the use of dashboards to track progress, Good interpersonal skills and negotiation skills. Applied knowledge of all Built environment legislations/regulating requirements. Excellent writing and presentation skills. A valid driver's license and the ability/willingness to travel.
<u>DUTIES</u>	:	Provide technical lead in proposal preparations, define technical resources requirements for successful work execution, perform final review and approval or audits on new engineering designs according to design principles, set maintenance standards specifications and service levels according to organizational objectives to ensure optimum operational availability. Compile risk logs and manage significant risk and provide technical consulting services for the operation on engineering related matters, Allocate, control, monitor expenditure according to budget, check tender documentation for inviting tenders. Monitor the performance of and exercise control over appointed consultants in connection with the design and execution of work, as well as maintenance to existing structures and infrastructure and scrutinize and approve fee accounts of consulting engineers. Mentor, train and develop candidates and related technical personnel to promote skills/knowledge transfer. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr D Sewada Tel No: (012) 310 5030 Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria. Or email to: RecruitPTA25-06@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms. K. Tihapane/ Ms. MC. Lekganyane
<u>POST 17/62</u>	:	<u>CHIEF CIVIL ENGINEER (GRADE A) REF NO: 2025/23</u>
<u>SALARY</u>	:	R1 266 450 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE REQUIREMENTS</u>	:	Durban Regional Office Engineering degree in Civil engineering (B Eng/ BSC (Eng) or relevant qualification with six (06) years post qualification experience. Valid driver's license. Compulsory registration with ECSA/Relevant council as a Professional Engineer. Knowledge: Various facets of Civil Engineering practice, including knowledge of construction methods, techniques and system applied in full spectrum of the Civil Engineering profession. Knowledge of contract building law to the extent applied in the profession. All aspects of the building Engineering design and analysis, engineering operational communication, process knowledge maintenance knowledge, to extent applied in the profession. Technical consulting. A good understanding and competence in the context of the built environment. Legislative and legal aspects of built environment developments and informed decision-making. Knowledge and understanding of National Government's strategic visions and goals as well as Provincial and Local Government strategies and policies. Knowledge of the real estate industry and asset management is advantageous. Experience in

	conducting Feasibility Studies would be advantageous as well as knowledge in the Real Estate Industry and Asset Management. Skills: Well-developed project management, analytical, planning, legal compliance, interpersonal, communication, executive report-writing and presentation skills as well as computer literacy. Must be an innovative and creative thinker, resourceful, people orientated, assertive, hard-working and self-motivated, be able to use Professional judgment in decision making and be able to work under pressure.
<u>DUTIES</u>	: To lead and manage the technical aspects of Civil Engineering projects within the Built Environment, oversee design, construction and maintenance of infrastructure. Champion the conceptualization and detailed designs of in-house projects within the Durban regional Office of DPWI PMTE. Mentor the candidate engineers. Provide technical support to Project Managers in evaluating effectiveness and \ efficiency of solutions offered by Consultants. Evaluate construction activities and to ensure that the consultants design(s) are executed and performed to acceptable standards. Maintain operational agreements between Client Departments and the National Department of Public Works, ensuring compliance to the requirements of the relevant Acts. Review, analyse and evaluate state owned facilities, specification drawings and details against industry best practice norms as applicable to new, rehabilitation and/or maintenance projects. Evaluate facilities / buildings to determine if they conform to industry acceptable norms, standards and specifications. Identify the risks associated with different types/categories of buildings and the construction thereof. Provide technical input, guidance and interpretation of feasibility studies on various projects. Advise and identify innovative alternative solutions to promote sustainability and cost effectiveness in buildings. Make recommendation on value enhancing strategies for the government property portfolio. Project manages the compilation of feasibility study reports within a multidisciplinary team and according to given time frames. Make forecast on the performance of state fixed assets while considering micro and macro-economic policies and the impact thereof on state investment and the property industry. Assess the financial and socio-economic benefits for all property investment / disinvestment option. Apply policies, methods, best practices and standards well as ensure compliance with Departmental requirements and legislation. Identify technical and functionality solutions and market trends and risk for specified portfolio and project solutions. Provide inputs into the development of business processes and guidelines for making sound investment decisions. Executive report writing.
<u>ENQUIRIES</u>	: Mr T Mbhele Tel No: (031) 314 7163
<u>APPLICATIONS</u>	: Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. Or email to: RecruitDBN25-01@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms NS Nxumalo
<u>POST 17/63</u>	: <u>DEPUTY DIRECTOR: LARGE PROJECTS (EPWP) REF NO: 2025/24</u>
<u>SALARY</u>	: R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<u>CENTRE</u>	: Head Office (Pretoria)
<u>REQUIREMENTS</u>	: A three-year tertiary qualification (NQF Level 6) in Civil engineering, Quantity Surveying, Construction Management. Relevant years of experience in the construction industry, with at least three (3) at Junior managerial level (Assistant Director equivalent). Knowledge of the working of government and the Expanded Public Works Programme. Knowledge of different forms of contracts, including their application to government contracts. Knowledge of labour-intensive construction methods. Knowledge of Management Information Systems. Financial management and knowledge of the PFMA and DORA. Advanced technical, report writing and presentation skills. Analytical and innovative thinking skills. Project Management skills. Driving licence. The position requires extensive travelling, and the candidate must be able and willing to travel. More experience than specified will be an added advantage.
<u>DUTIES</u>	: Assist public bodies to identify infrastructure projects/programmes for the application of EPWP principles. Advocate for public bodies to adopt labour intensive approaches in designing infrastructure projects to optimise job creation. Assist public bodies in setting work opportunity targets and develop plans to meet those targets. Liaise with relevant stakeholders to ensure buy-in

		and participation in EPWP. Facilitate labour-intensive capacity-building workshops. Create an enabling environment for SMME participation on infrastructure projects. Carry out labour-intensity analysis of different infrastructure projects. Compile progress reports on the technical support provided to public bodies. Facilitate reporting of work opportunities created on infrastructure projects on the EPWP reporting system. Facilitate identification of project/programme training needs and training of EPWP participants. Conduct site and public body visits to monitor EPWP compliance. Assist in managing the component's budget, including compiling budget reports.
<u>ENQUIRIES</u>	:	Ms N. Manyisane Tel No: (012) 492 1433
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/64</u>	:	<u>DEPUTY DIRECTOR: MONITORING EPWP REF NO: 2025/25</u> Chief Directorate: EPWP Monitoring and Evaluation
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Information Systems, Development Studies, Public Administration, or equivalent qualification in related field. Relevant years' experience in the relevant field at a Junior managerial level (Assistant Director equivalent). Knowledge: Knowledge of poverty alleviation programmes of government. Extensive knowledge of EPWP reporting requirements and systems employed. Ability to work under pressure and meet deadlines. Proficiency in Ms Excel spreadsheets & Sound numerical and analytical acumen. A Valid drivers' licence. Willingness to travel extensively. Skills: Advanced report writing. Strong interpersonal, communication, facilitation and presentation skills. Digital literacy. Project management.
<u>DUTIES</u>	:	Lead the development and implementation of EPWP capacity building frameworks and interventions across all spheres of government. Develop guidelines and manuals to enhance consistent and accurate reporting across all stakeholders. Coordinate training programmes and technical support to enhance capabilities for effective EPWP reporting. Monitor and evaluate the impact of capacity building initiatives and recommend improvements. Provide support on system related audit queries, ensuring timely response, documentation, and compliance with audit standards and departmental procedures.
<u>ENQUIRIES</u>	:	Ms. T Maluleke Tel No: (012) 492 1465
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/65</u>	:	<u>DEPUTY DIRECTOR: DATABASES EPWP REF NO: 2025/26</u> Chief Directorate: EPWP Monitoring and Evaluation
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Information Management, Data Science, Monitoring & Evaluation, Statistics. Relevant functional work experience in data management or analysis, Monitoring and evaluation, performance reporting, database and information systems management at a Junior managerial level (Assistant Director equivalent). Knowledge: Expanded Public Works Programme, EPWP reporting requirements; Prescripts governing the EPWP Skills: Data analysis and visualization tools, Data governance and quality assurance standards, Sound numerical and analytical acumen, advanced report writing, strong interpersonal and communication skills. Presentation. Willingness to adapt to a working schedule in accordance with office requirements. Willingness to travel for work purposes. Valid driver's License.
<u>DUTIES</u>	:	Develop and publish EPWP performance reports for various stakeholders, ensuring alignment with reporting timeframes. Promote data quality across all

EPWP sectors by facilitating data quality forums, implementing validation checks, conducting verification exercises, and offering technical support to reporting public bodies. Extract and analyse EPWP data from single or multiple data sources to generate accurate insights. Prepare presentations for use at national, provincial and municipal EPWP coordination forums, intergovernmental platforms, and strategic meetings. Provide support on data-related audit queries, ensuring timely response, documentation, and compliance with audit standards and departmental procedures.

ENQUIRIES APPLICATIONS : Ms. T Maluleke Tel No: (012) 492 1465
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-04@dpw.gov.za
FOR ATTENTION : Ms NP Mudau

POST 17/66 : **DEPUTY DIRECTOR: PROPERTY VALUATION SERVICES REF NO: 2025/27**

SALARY : R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

CENTRE REQUIREMENTS : Head Office (Pretoria)
: A three-year tertiary qualification (NQF Level 06) in Real Estate (Property Valuations) plus appropriate relevant experience in property valuations at a Junior managerial level (Assistant Director equivalent). Registration with the South African Council of Valuers (in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer. A valid unendorsed driver's license. Knowledge of valuation of all types of properties and applicable legislation such as the Constitution of RSA, PFMA, GIAMA, MPRA, Property Valuation Act 14 of 2017, Expropriation Act 63 of 1975 (as amended) and project planning. Effective communication, advanced report writing, computer literacy, planning and organizing, diplomacy, interpersonal problem solving and presentation skills. Innovative, creative, hardworking, self-motivated, ability to work under pressure, ability to communicate at all levels, analytical thinking, conflict resolution and self-starter. Willingness to work long hours and adapt to work schedules in accordance with professional requirements.

DUTIES : Management of valuation projects and undertake ad hoc valuation of properties as and when delegated by the Director Valuation Services. Provide competitive and credible valuations. Compile fully motivated valuation reports for submission and assessment by the Land Affairs Board and liaise with the Board on valuation matters. Review and contest municipal valuations on state owned properties lodge objections where necessary to enable savings on municipal rates levied. Undertake valuations that comply with Accounting Standards, in the compilation of an accurate, reliable and GRAP complaint Asset Register. Conduct International Valuations on behalf of the State, represent the Department in valuation disputes. Provide input into the appointment of private valuers. Consider and comment on valuations received from both private and internal valuers. Assist in driving the mentorship Programme for candidate valuers and associated initiatives. Promote the interest of the valuers' profession in general.

ENQUIRIES APPLICATIONS : Mr. H Ndlovu Tel No: (012) 406 1888
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-05@dpw.gov.za
FOR ATTENTION : Ms NP Mudau

POST 17/67 : **DEPUTY DIRECTOR: EPWP TECHNICAL SUPPORT REF NO: 2025/28**

SALARY : R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

CENTRE REQUIREMENTS : Head Office (Pretoria)
: A three-year tertiary qualification (NQF Level 6) in Civil Engineering; A relevant management experience at a Junior managerial level (Assistant Director equivalent). Valid driver's license. The candidate must have Knowledge of the Expanded Public Works Programme (EPWP), construction Industry, programme and project management, Experience in Labour-intensive methods of construction; Knowledge of the structure and functioning of the department and government; Ability to communicate at all levels; Ability to meet tight deadlines whilst delivering excellent results; possess analytical and good

	interpersonal skills; Ability to work independently. Willing to travel. Willing to adapt to a work schedule in accordance with office requirements.
<u>DUTIES</u>	: Assist with management of the provision of technical support to all national departments and State-Owned Enterprises implementing Infrastructure projects to ensure compliance with EPWP prescripts. Ensure implementation of the Expanded Public Works Programme (EPWP) projects in the Infrastructure Sector, providing assistance in the following: selection of suitable projects, design of projects promoting the use of labour-intensive methods, setting of targets, development of EPWP policies. Liaison with various National Departments like; Department of Human Settlements, Department of Water and Sanitation, Department of Energy and Electricity, Waterboards, ESKOM, to ensure that adequate technical support is provided to national departments and SOEs in the implementation of EPWP projects. Provide assistance to national departments and SOEs in quarterly reporting on the EPWP Reporting System. Provide assistance on the implementation of the EPWP Integrated Grant. Ensure monthly technical support reports are submitted timeously.
<u>ENQUIRIES</u>	: Mr O Tiya Tel No: (012) 492 1408
<u>APPLICATIONS</u>	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-06@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 17/68</u>	: <u>DEPUTY DIRECTOR: PROPERTY DISPOSAL REF NO: 2025/29</u>
<u>SALARY</u>	: R1 059 105 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 tertiary qualification (NQF Level 6) in Property Management, Town and Regional Planning and Property Law, relevant experience in Property Management (Property Disposals or Utilization and Contract Administration (UCA)) at a Junior managerial level (Assistant Director equivalent). Valid driver's license. Knowledge of GIAMA, 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.
<u>DUTIES</u>	: Manage short term and long term or permanent disposals 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. Assist the Branch with any duties as delegated or required by management.
<u>ENQUIRIES</u>	: Mr. N. Mathivha Tel No: (012) 310 5027
<u>APPLICATIONS</u>	: Pretoria Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X229, Pretoria, 0001 or Hand Deliver to AVN Building corner Andries and Skinner Street, Pretoria. Or email to: RecruitPTA25-07@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms. K. Tlhapane/ Ms. MC. Lekganyane

<u>POST 17/69</u>	:	<u>DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2025/30</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein Regional Office A three-year tertiary qualification (NQF Level 6) in Built Environment (Mechanical Engineering /Electrical Engineering/Building/Construction Management/Structural Engineering/Quantity Survey, Facilities Management and Property/Real Estate Management, and appropriate relevant experience in Property Management, Construction Management, Integrated Facilities Management or Programme Management with relevant experience in the built/ facilities management environment at a Junior managerial level (Assistant Director equivalent). A valid Driver's license. Knowledge: Occupational Health and Safety Act and other building regulations, General built environment including mechanical, electrical and civil, Water Services Act and National Environmental Management Act (NEMA), Horticultural processes/regulations and Cleaning Industry. Public Financial Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patient, Understanding, Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative.
<u>DUTIES</u>	:	To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy; monitor and evaluate the impact and effectiveness of the policies; provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. The effective supervision of resources-oversee the development and training of staff; supervise the budget expenditure of Facilities Management sub-units (Cleaning Services/Horticulture/ OHS and Workshop); direct preparation of financial statements and report on status of State Facilities.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms T Zulu Tel No: (051) 408 7306 Bloemfontein Regional Office Applications: The Regional Manager, Department of Public Works, P/Bag X20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300. Or email to: RecruitBLOEM25-01@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr D Manus
<u>POST 17/70</u>	:	<u>DEPUTY DIRECTOR: REAL ESTATE MANAGEMENT SERVICES REF NO: 2025/31</u>
<u>SALARY</u>	:	R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE REQUIREMENTS</u>	:	Cape Town Regional Office A three-year tertiary qualification (NQF Level 6) in Real Estate Management, Property Management, Financial management, Management sciences or Law Degree or related qualification with relevant experience in the property management at a Junior managerial level (Assistant Director equivalent). Extensive experience in State land administration and verification of immovable assets (land and buildings) will be an added advantage. Valid driver's licence. Willingness to travel. Knowledge: Broad Based Black Economic Empowerment Act, Public Finance Management Act, GIAMA, Treasury Regulations, Supply Chain Management framework, Preferential Procurement Policy Framework, State Land Disposal Act, Procurement directives and procedures. Government Budget procedures. Skills: Computer Literacy, Time management, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy, Problem solving, Facilitation skills, Effective

	communication. Personal Attributes: Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated and Creative.
<u>DUTIES</u>	: Manage the Regional property portfolio, oversee the rentals for both Lease-in and lease-out, do monthly reconciliation to ensure accurate rental paid/received. Co-ordinate with other units to recover over payments and non-payments. Ensure effective and efficient state property information management. Verify confirmation of funds from client departments. Make findings regarding offices and procured accommodation. Support the inspection and selection of suitable accommodation according to the requirements of client departments. Support in negotiating terms and condition of contracts and leases. Compile monthly reports regarding procured properties. Provide inputs on the functional negotiation processes. Ensure lease agreements are within industry trends. Ensure optimal procurement practices are followed for all properties. Conduct component's monthly report meetings. Administrate employment related processes and staff reports of the section. Compile budget and expenditure reports.
<u>ENQUIRIES</u>	: Mr D Gqibela Tel No: (021) 402 2315
<u>APPLICATIONS</u>	: 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 Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-10@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms. C Rossouw
<u>POST 17/71</u>	: <u>DEPUTY DIRECTOR: IMMOVABLE ASSET REGISTER REF NO: 2025/32</u>
<u>SALARY</u>	: R1 059 105 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	: Mmabatho Regional Office
<u>REQUIREMENTS</u>	: A three-year tertiary qualification (NQF Level 6) in Commerce, Property Management, Built Environment, Asset Management, Business Administration, Public Administration or equivalent. Extensive relevant experience in State land administration and verification of immovable assets (land and buildings) at a Junior managerial level (Assistant Director equivalent). Experience in managing projects. Valid drivers licence. Willingness to travel. Excellent inter-personal Skills and Presentation Skills. Negotiation, Communication and networking Skills. Ability to work under pressure and deadline driven. Advanced MS Office Skills. Proven Skills in MS Project or similar tool skills is an added advantage. Prioritizing and managing workflow and to be outcome orientated. Use initiative but be flexible, energetic and able to act with authority. Provide support to Programme Managers. Good Verbal and written communication Skills. Understanding the mandate of the Department. People Management Skills, Strategic leadership and Economic orientation.
<u>DUTIES</u>	: Effectively manage the life-cycle of immovable assets under the custodianship of DPW through physical verification and condition assessment of these assets. Assist the Director to develop, review and implement Immoveable Asset Register (IAR) policies, frameworks and guidelines in collaboration with other National and Provincial custodians of immovable assets. Coordinate physical verification logistics and activities to provide status information around the existence of all immovable assets in the register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Ensure that the surveying of DPW land parcels including State Domestic Facilities is completed. Manage the vesting of land parcels and endorsement of title deeds under the custodianship of DPW/ PMTE. Provide appropriate support to other projects within the Asset Registry Unit. Manage, coach and monitor performance of subordinates.
<u>ENQUIRIES</u>	: Mr. Siboniso Sokhela Tel No: (012) 406 2043
<u>APPLICATIONS</u>	: 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. Or email to: RecruitMBT25-01@dpw.gov.za
<u>FOR ATTENTION</u>	: Mr T. Oagile

<u>POST 17/72</u>	:	<u>DEPUTY DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 2025/33</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification in Management Services/Operations Management /Industrial Psychology or equivalent qualification. Relevant years' experience at an Assistant Director level within the Organisational development field; Job evaluation certificate. Knowledge: Public Service Regulation, Public Services Act, PFMA, Other relevant legislations; Organisational development; Job evaluation System and processes; MPESA directives; Policy development; Basic financial administration. Skills: Advanced communication (verbal and written); Problem solving; Analytical thinking; Decision making skills; Sound organisational skill; Interpersonal skills; Planning and organising; Technical report writing, Programme and project management; Relationship management; Negotiation; Motivational skills and people management skills.
<u>DUTIES</u>	:	Develop and implement organizational design policies / strategies that support high performing organisation. Interpret DPWI strategic goals, annual performance plans and annual reports and translate them into organizational design interventions. Manage the development and maintenance of organisational structure and ensure alignment to the strategic plans of the department. Manage the organizational development investigations including the creation/abolition/reconfiguration of posts in line with relevant prescripts. Organisational Development contracting and application of work-study techniques. Manage the implementation and maintenance of job evaluation system and processes. Conduct regular audit on the organisational structure and recommend changes to make the organisation more effective. Develop and maintains Job descriptions and Job Evaluation databases. Manage and implement change management and organisational design interventions. Ensure compliance with relevant prescripts (e.g. PSR, PSA, DPSA Directives, etc.). Conduct workshops to create awareness on OD interventions. Ensure effective management and development of employees.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr R Mahlatjie Tel No: (012) 406 1289
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/73</u>	:	<u>DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT (X2 POSTS)</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Cape Town Regional Office and Kimberly Regional Office Cape Town Regional Office Ref No: 2025/34A Kimberly Regional Office Ref No: 2025/34B
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Human Resource Management, Human Resource Training and Development, Public Management, Public Administration, Management Services, Labour Relations or related. A relevant functional experience in the Human Resources Management at a Junior managerial level (Assistant Director equivalent). Valid driver's licence. Knowledge: Human Resource Management Policies. Human Resources Systems and Procedures. Performance Management. Project Management. Public Service Act, Regulations and Resolutions. Recruitment and Selection Strategies. Code of Remuneration. All Labour Legislations. Code of good conduct in the Public Service. Departmental Policies and Procedures. Batho Pele principles. Human Resource Management Practices and Systems. SKILLS: Management. Interpersonal. Communication (Verbal and Written). Computer literacy. Negotiation. Presentation. Report writing. People Management. Problem solving. Decision making skills. Working knowledge and experience of PERSAL.
<u>DUTIES</u>	:	Manage the Human Resource support services and the implementation of all the Human Resource policies, procedures and relevant prescripts. Manage the effective implementation of recruitment and selection policy and procedures. Manage the effective implementation of Performance Management Policy. Manage the coordination of Human Resource Development interventions and

		the implementation of Human Resource Development Policies and Programs. Manage the administration of service benefits and leave of staff in the province. Manage the implementation of sound labour relations and matters of mutual interest. Advise line managers and employees on all HRM related matters. Manage subordinates. Plan and allocate work accordingly.
<u>ENQUIRIES</u>	:	D Gqibela Tel No: (021) 402 2315 Mr S Xulu Tel No: (053) 8385 334
<u>APPLICATIONS</u>	:	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 Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT25-11@dpw.gov.za For Attention: Ms. C Rossouw Kimberley Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. Or email to: RecruitKIM25-05@dpw.gov.za For Attention: Mr S Xulu
<u>POST 17/74</u>	:	<u>DEPUTY DIRECTOR: COSTING, FUNDING & BUDGET MANAGEMENT</u> <u>REF NO: 2025/35</u> Component: PMTE Finance
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Economic and Financial Management with relevant Junior managerial level (Assistant Director equivalent) experience in Financial Management and Infrastructure Project budgeting. A candidate must have knowledge of the Public Finance Management Act (PFMA); Sage X3; Activity-based costing; Treasury Regulations Government Budgeting Procedures; Financial directives and procedures; MS Office – Word, Excel & Power Point. Understanding of budget and financial management principles and advanced financial concepts. Knowledge of Works Control System (WCS), Supply Chain Management processes and Generally Recognised Accounting Practice (GRAP) will be advantageous. Strong strategic planning, problem solving and analytical skills; strong communication skills (at all levels), both written and verbal, and good interpersonal skills; computer literate, willing to adapt work schedule in accordance with professional requirements. Ability to work independently.
<u>DUTIES</u>	:	Implement and maintain all internal and external budgetary planning processes and policies. Provide advisory services to divisional directors and managers on all areas of budget management. Effective management of PMTE financial sustainability in terms of budget management and cash flow. Effective communication with stakeholders regarding budget and expenditure analyses. Effectively plan, manage, organise, direct, supervise, and perform professional budgeting activities relating to overall budget management processes. Manage the budget and expenditures of the directorate. Manage the administration and development of staff. Ensure capacity and sustainability of staff of the directorate.
<u>ENQUIRIES</u>	:	Mr. M Mathabatha Tel No: (012) 406 1968
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-08@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/75</u>	:	<u>DEPUTY DIRECTOR: ACQUISITION – GOODS AND SERVICES: BID</u> <u>ADMINISTRATION REF NO: 2025/36</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the MMS)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Supply Chain Management/Purchasing Management/Public Administration/Logistics Management. Extensive relevant experience in Procurement/Supply Chain Management at a Junior managerial level (Assistant Director equivalent). Experience in Goods and Services/Prestige 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, Preferential Procurement Regulations as shall have been promulgated by the National Treasury. Understanding of government procurement systems and processes within the prestige environment is essential. Good knowledge of public sector procurement experience, knowledge of strategic planning, ability to develop, interpret and apply policies and legislation. 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. KEY SKILLS: Business writing communication, Client focus and responsiveness, People and Performance Management, Diversity Management, Team Leadership; Computer Literate (especially with regard to MS Word, Excel, Projects and PowerPoint), Basic Numeric skills and Excellent presentation skills.

DUTIES

: Actively participate in the design, implementation and management of the institutional arrangements for the procurement of Goods and Services / Prestige as part of the supply chain management system of the Department. 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, compile a risk 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 APPLICATIONS

: Mr. X Makhonco Tel No: (012) 406 1760
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-09@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

POST 17/76

: **DEPUTY DIRECTOR: RISK MANAGEMENT REF NO: 2025/37**

SALARY

: R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

CENTRE REQUIREMENTS

: Head Office (Pretoria)
: A three-year tertiary qualification (NQF Level 6) in Risk Management, Strategic Management, or a related field. A relevant experience in a risk management environment at a Junior managerial level (Assistant Director equivalent). A valid driver's license is required. Sound knowledge of enterprise risk management frameworks (such as ISO 31000 and COSO), governance frameworks (such as King IV), and applicable public sector legislation including the PFMA. Skills and competencies: Strong analytical, research and project management skills. Excellent written and verbal communication, including advanced report writing. Proven ability to manage risk information systems and conduct business impact assessments. Computer literacy, ability to work under pressure, independently and meet deadlines. Attributes: A proactive, innovative and results-oriented professional with a high level of integrity. The candidate must possess strong interpersonal skills and the ability to interact at senior levels within the organization.

DUTIES

: The successful candidate will be responsible for the development and implementation of departmental risk strategies and risk appetite frameworks in

alignment with national standards and legislative frameworks. Coordinate the collection and analysis of risk data and conduct enterprise risk assessments to identify, evaluate and mitigate key departmental risks. Facilitate the development of risk registers and implementation plans across branches. Prepare strategic risk reports and dashboards for management and oversight bodies. Provide risk advisory services to senior management and programme managers, including inputs on business continuity plans and emerging risks. Conduct business impact assessments and support the implementation and monitoring of business continuity plans. Participate in audits, governance reviews, and provide inputs for strategic documents and compliance reports. Engage with external stakeholders and regulatory bodies to align departmental practices with industry's best practices. Manage the sub directorate: Ensure effective communication within the team and with other units. Establish and maintain proper controls and quality assurance processes for all work outputs. Compile and submit required reports and serve on departmental or transversal task teams as required. Ensure that the work of the sub-directorate meets the highest quality standards and is delivered within set deadlines.

<u>ENQUIRIES</u>	:	K Sebatl Tel No: (012) 406 1351
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-10@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/77</u>	:	<u>DEPUTY DIRECTOR: STRATEGIC PLANNING REF NO: 2025/38</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) in Public Management, Public Administration, Business Management or Management. A relevant experience in a strategic planning environment at a Junior managerial level (Assistant Director equivalent). A valid driver's license is required. In-depth knowledge of strategic management and business planning processes, government planning frameworks, and applicable legislation and standards (including the Public Finance Management Act, Public Service Act and Regulations, Treasury guidelines, and relevant norms in the built environment sector). Good understanding of the functioning of national, provincial and local government, and of departmental governance processes. Skills: Excellent analytical and problem-solving skills, strategic thinking, and project management capabilities. Strong communication skills (including advanced report writing and presentation skills) and interpersonal skills. Research skills. Proven planning and organising skills, with proficiency in research and financial analysis. Personal Attributes: Innovative, creative and resourceful leader who is people oriented. Able to work independently and effectively under pressure, meet tight deadlines, and maintain a high level of professionalism and integrity. Computer literacy (proficiency in MS Office). Added advantage will be proficiency in economic analysis and the ability to interpret economic trends to inform strategic planning and policy development.
<u>DUTIES</u>	:	Coordinate the departmental strategic planning process: Develop the Department's Strategic Plan and Annual Performance Plan (APP) in line with national policies and the National Development Plan, including conducting environmental scans (analysis of internal performance, external trends, and regulatory impacts) and integrating the Minister's policy priorities into planning documents. Ensure alignment of the strategic planning process with other key processes such as risk management, budgeting (MTEF), service delivery improvement initiatives, and audit action plans, to ensure a coherent and integrated planning approach. Implement appropriate tools, templates and systems for effective strategic planning processes and provide training and support to branches on these tools. Oversee the development of the annual operational and business plans for departmental budget programmes: conduct diagnostic analyses of current program status, and evaluate strategic options, define roles and responsibilities of stakeholders. Support public entities and councils: Participate in and advise on the strategic planning processes of the Department's public entities). Attend entities' strategic planning sessions to provide guidance on sector priorities and ensure alignment with the Department's goals. Review the Strategic Plans and APPs submitted by public entities for consistency with the Framework for Strategic Plans and Annual

		Performance Plans, provide written feedback, and conduct follow-up sessions to assist them in refining their plans. Manage the Sub-Directorate: Manage human resources and administrative functions of the unit, including developing the sub-directorate's operational plan and monitoring its implementation. Ensure effective communication within the team and with other units. Establish and maintain proper controls and quality assurance processes for all work outputs. Compile and submit required reports and serve on departmental or transversal task teams as required. Ensure that work of the sub-directorate meets the highest quality standards and is delivered within set deadlines.
<u>ENQUIRIES APPLICATIONS</u>	:	K Sebati Tel No: (012) 406 1351
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-11@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/78</u>	:	<u>DEPUTY DIRECTOR: FINANCIAL ACCOUNTING (PMG AND RECONCILIATION): PMTE FINANCE REF NO: 2025/39</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Pretoria)
	:	A three-year tertiary qualification (NQF Level 06) in Financial Accounting, Management Accounting, Finance or related field plus extensive and appropriate experience in financial accounting, finance as well as relevant and appropriate Junior managerial level (Assistant Director equivalent) working experience. A valid driver's licence. A candidate must have knowledge of GRAP accrual accounting, financial accounting, PFMA and Treasury Regulations, ERP systems and Government transversal systems (PMG, Safety Net, PMIS, WCS, PERSAL and Logis) which are desirable. A candidate must be knowledgeable in financial policies, procedures, circulars and directives. The candidate must possess the following. Skills: problem solving, analytical and innovative thinking, planning, organising, written and verbal and good interpersonal skills and proficiency with computers. A candidate must be willing to work irregular hours and go the extra mile.
<u>DUTIES</u>	:	Setting the Paymaster general (PMG) sub-directorate business plan and facilitating the achievement of set objectives. Oversee the management and financial accounting guidance of the PMG sub-directorate, internal controls, reconciliation of suspense and general ledger accounts and the approval of related journals. Manage the entity's bank account – inflow and outflow of funds, monitor, track and authorise duly signed and supported telegraphic transfers and ensure transactions are verifiable and in compliance with the PFMA and Treasury Regulations. Review and authorise monthly bank reconciliations, general ledger and/or suspense accounts and clear suspense accounts timeously. Ensure that period closure is timeous and complete with no open transactions for any given period. Develop policies and enhance ongoing improvements to business processes within the sub-directorate. Identify policy gaps and key areas for further development to improve efficiency of financial systems and innovative technology, including narratives and flow charts. Attend to ad hoc requests by management. Ensure effective document control of all journals and related documents. Review and sign off all monthly reporting to the National Treasury. Provide PMG related inputs for the preparation of financial statements in line with GRAP. Interact with internal and external auditors (AGSA) to ensure accuracy and resolution of audit findings and related matters. Build and maintain good working relations with employees, clients and all stakeholders to produce solutions to issues.
<u>ENQUIRIES APPLICATIONS</u>	:	KTE Seletela Tel No: (012) 406 1222
	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-12@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/79</u>	:	<u>DEPUTY DIRECTOR: REVENUE AND DEBT REF NO: 2025/40</u> Component: PMTE: Finance
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Financial Accounting or related. A relevant finance experience at a Junior managerial level (Assistant Director equivalent). Audit articles will be an advantage. A valid driver's licence. Willingness to travel. Knowledge: A candidate must have knowledge of Financial and ERP systems (BAS, PMIS SAGEX3) public sector experience, PMFA, GRAP. SAGE Financial Systems experience will be an advantage. Skills: Strong administrative, analytical and communication skills (both written and verbal), computer literacy with advanced Excel skills and good interpersonal skills. Presentation and report writing skills, organizing and planning, problem solving, diplomacy, ability to work independently and under pressure to meet tight deadline. Team player with strong negotiation skills.
<u>DUTIES</u>	:	Effectively manage accounts receivables as well as implement and maintain debt risk management system. Co-ordinate the financial processes for the recovery of funds owed to the department. Compile invoices and claims based on consolidated details; calculate monthly advance charges for Client Departments. Ensure timeous payment of advances on accommodation charges; Ensure that clients are billed timeously. Manage the compilation of Accounts Receivable reports and GRAP accounting of leases; assist regional offices to reconcile the accounts and ensure completeness and accuracy. Collate all sub-directorate financial reports, including Regions. Manage timeous resolution of audit queries. Record and manage claims issued to National Government Departments, for accuracy and recoverability. Communicate with client departments regarding non-payment of services and advances. Monitor and manage the consolidated payments reconciliation from Financial System (SAGEX3). Report on revenue collected by the department, follow up on non-payment of invoices and communicate with the Debt Management team. Ensure effective and efficient management of the Sub-Directorate and assist in identifying areas that need improvement, ensure reports are compiled timeously. Provide management support to the line manager, with compilation of annual financial statements.
<u>ENQUIRIES</u>	:	Ms S Ngamlana Tel No: (012) 406 1221
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-13@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/80</u>	:	<u>EXECUTIVE OFFICE MANAGER: CFO'S OFFICE REF NO: 2025/41</u> Component: Chief Financial Officer
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Financial Management/Financial Accounting or related qualification as an added advantage plus appropriate Junior managerial level (Assistant Director equivalent) experience in the finance and / or office management/administration within finance. A valid driver's licence. Knowledge of relevant Public Service Regulations and Project management. Knowledge: Knowledge of the property or finance industry, Property management processes and systems, Procurement and tender regulations, Public Finance Management Act, Generally Recognised Accounting Practice, Modified Cash Basis, Treasury Regulations, financial delegations and applicable financial management legislation. Skills: Effective communication skills (verbal and written), Advanced report writing skills, Numeracy and accounting, Computer literacy, Ability to work with Senior Managers, Organisational and planning, Relationship management, Project and Financial management, Interpersonal and diplomacy skills, Facilitation and Presentation skills, Analytical thinking, Problem solving skills, Motivational skills. Stakeholder and client liaison and Report writing. Personal Attributes: Innovative, Creative, Solution orientated – ability to design ideas without direction, Ability to communicate at all levels, People orientated, Hard-working and highly motivated. Resourceful, Creative, Trustworthy, Ability to work independently and Ability to work under pressure and stressful situations. People orientated.
<u>DUTIES</u>	:	Prepare and consolidate financial reports on behalf of the CFO; Act as formal channel of communication between office of the CFO and other Departments and organisations; Compile briefing notes as well as other financial documentation to adequately prepare the CFO for such meetings; Contribute

to the development and promotion of the programmes under the jurisdiction of the CFO; Undertake research in the financial environment and inform CFO of such outcomes in strengthening the position of the Branch within the wider context of its mandate; Represent CFO at meetings as and when required; Consolidate all Chief Director's reports to produce a monthly and quarterly Branch report; Ensure efficient records management; Manage the flow of correspondences, documents and reports in the office of the CFO; co-ordinate and organise office activities; Develop the work plan for the unit and ensure effective prioritisation and resource planning; Agree on the training and development needs of the unit; Compile monthly cash-flow and expenditure projections for office of the CFO; Manage compliance of the unit against finance, asset management, supply chain and procurement regulations and policy requirements; Co-ordinate and compile reports on behalf of the CFO for submission to the Director-General, Ministry, governance structures and oversight bodies.

**ENQUIRIES
APPLICATIONS**

: Ms NP Mudau Tel No: (012) 406 1548
: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-14@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

POST 17/81

: **EXECUTIVE OFFICE MANAGER REF NO: 2025/42**
Branch: Governance, Risk and Compliance
Component: Office of the Deputy Director-General Governance, Risk and Compliance

SALARY

: R849 702 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).

**CENTRE
REQUIREMENTS**

: Head Office (Pretoria)
: A three-year tertiary qualification (NQF Level 06) in Public Management, Public Administration, Business Management, Office Management, Management as recognised by SAQA. appropriate Junior managerial level (Assistant Director equivalent) experience in the relevant field. A valid driver's licence. A good knowledge of policies and procedures, governance/secretarial protocol preferable in the public sector, document management and archiving, planning, organising, and coordinating. Good computer skills, report writing, time management, and minute-taking skills should be the strengths of those aspiring for this appointment. An advantage would be a good understanding of financial matters relating to public entities or in the public sector. Skills in communication, interpersonal relations, and Microsoft Office. Advanced administrative, organisational, budgeting, financial management, time management, planning, problem-solving, decision-making, technical proficiency, and leadership skills.

DUTIES

: The executive office manager will Prioritise and schedule appointments, meetings and conferences and alert to appointments. Organise and co-ordinate all internal / external meetings and workshops including preparing agendas, sending out invitations and take accurate/quality minutes for all meetings that are chaired by the DDG. Manage local and international travel arrangements and attend to all other relevant logistics. Handle inquiries, maintain a stakeholder database and contact list, oversee a digital filing system and physical archive of legal and relevant documents, manage the Deputy Director-General's schedule, and assist in meeting preparation. The manager will brief the DDG on communications, manage information flow, coordinate the DDG's office, track division projects, and handle logistical arrangements for visitors. Effective filing and archive systems must be maintained. Skills: Basic analytical and problem-solving skills, strategic thinking, and project management capabilities. Strong communication skills (including advanced report writing and presentation skills) and interpersonal skills. Research skills. Proven planning and organizing skills, with proficiency in research and financial analysis. Personal Attributes: Innovative, creative and resourceful leader who is people oriented. Able to work independently and effectively under pressure, meet tight deadlines, and maintain a high level of professionalism and integrity. Computer literacy (proficiency in MS Office) and a valid driver's license are required. Added advantage will be proficiency in report writing and management of sensitive and high-profile stakeholders.

ENQUIRIES

: Mr. L Mahlangu Tel No: (012) 406 1977

<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-15@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/82</u>	:	<u>DEPUTY DIRECTOR: FINANCE REF NO: 2025/43</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 6) in Financial Management or related. Relevant experience at a Junior managerial level (Assistant Director equivalent). A valid driver's licence. Knowledge of Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Departments Reconciliation processes, understanding of Governments financial delegations. Management of government's department's chart of accounts, Government Budget systems and procedures, Government Financial System, Supply chain Management, Financial prescripts (GAAP and GRAP). Skill Good verbal and written communication skills, Basic numeracy, Problem solving, Decision making, Numeracy, Statistical, Advanced interpersonal and diplomacy. Personal Attributes Analytical thinking, Innovative, Creative, Trustworthy, Hardworking, Resource, and Ability to work under stressful situations.
<u>DUTIES</u>	:	Make recommendations for changes and improvements to existing financial guidelines, standards, policies and procedures. Manage the implementation of financial guidelines, standards, policies, procedures and strategies and related treasury prescripts. Ensure the development and implementation of support tools, provide advice and guidance in various fora in relation to the financial guidelines. Manage financial accounting and reporting: Manage account receivable and accounts payable. Oversee the reconciliation of transactions. Assist in the tracking of invoices to ensure invoices are paid within 30 days of receipt. Compilation of accurate financial inputs for reporting purposes, including creation of audit file with supporting schedules and evidence. Responsible for providing responses to audit findings, discussing technical audit issues with AGSA as well as providing guidance on audit issues to line function and finance units within the region. Assist in the development and monitoring of the audit action plan. Manage the collection and collation of budget inputs for budget planning and control, Monitor revenue collected, and expenditure incurred and submit reports and plans as required. Analyse inputs related to Medium Term Expenditure Framework. Undertake quarterly reviews on the management of budget allocated to components. Provide general supervision of employees. Allocate duties and do quality control of the work delivered by supervisees. Advice and lead supervisees with regard to all aspects of the work. Manage performance, conduct and discipline of supervisor. Develop, implement and monitor work systems and processes to ensure efficient and effective functioning.
<u>ENQUIRIES</u>	:	Mr. PMR Mongwenyana Tel No: (012) 406 1816
<u>APPLICATIONS</u>	:	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. Or email to: RecruitJHB25-01@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 17/83</u>	:	<u>DEPUTY DIRECTOR: REGIONAL SECURITY MANAGER REF NO: 2025/44</u>
<u>SALARY</u>	:	R896 436 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service).
<u>CENTRE</u>	:	Nelspruit Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Security Management field/discipline/ Social Science/ Behavioral Science or related. Extensive experience in security management at a Junior managerial level (Assistant Director equivalent). SSA Security Managers course. Valid A Valid Driver's license. Must be prepared to travel. Willingness to successfully attend prescribed training courses. Prepared to work irregular and long hours. The candidate must obtain a Top-Secret Security clearance from SSA Security clearance. Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (MISS) and Minimum

Physical Security Standards (MPSS). Disciplinary procedures and what constitutes unprofessional conduct. Regional Business Processes. National Information Security policy. Risk and threats 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 regulation and fire protection and communication security). Security environment (State Security Agency), South African Police Service). Security breaches and investigations. Skills: Leadership and management skills. Effective communication at all levels. Report writing. Presentation skills. Planning and organizing. Programme and project management. Interpersonal and diplomacy skills. Computer literacy. Detecting skills. Analytical thinking. Problem solving skills. Decision making skills. Motivational skills. Conflict management.

DUTIES

: Conduct physical security audits to the building to determine suitability of physical security measures. Conduct threats and risk assessment and implement recommendations. Create security awareness regarding access control measures and compliance thereof. Manage access control security system and maintenance thereof. Provide and manage access cards to staff and visitors. Develop and manage related security registers (laptop, visitors, etc.). Develop and implement procedures for the movement of movable assets and information documents. Identify information security risks and threats to the security of the department and vulnerabilities in the organisational capacity to counter such. Develop and implement appropriate information security measures and procedures. Advise Regional Manager regarding the security implications of executive decisions. Facilitate the management of information security-related issues by the Security Committee. Maintain records of information security breaches/incidents. Conduct information security audits. Monitor the extent of information security compliance. Ensure effective implementation of information security recommendations. Recommend interventions/ improvements/ disciplinary measures where appropriate. Conduct After-hours inspections. Compile and provide management reports. Develop security specifications for the tender. Leading regarding the procurement of service providers. Develop and implement service level agreement for security service providers. Conduct periodic inspections to guarded sites. Hold regular meetings with security service providers. Process payment of service providers. Identify staff who deal with sensitive information for vetting. Conduct vetting and screening awareness to the regional staff. Liaise and interact with Head of Vetting and Screening and also facilitate access of service providers to prestige installations. Coordinate screening of recommended candidates for employment and Service providers. Provide pre-employment screening results to Regional HR. Liaise with SCM and Project Management for screening of appointed service providers. Develop and implement security breaches reporting procedures. Investigate all reported security breaches incidents and write reports. Report security breaches to the SSA or SAPS. Develop, implement, evaluate and monitor the performance agreements with security personnel. Assess performance of security staff. Supervise and mentor security staff. Maintain discipline.

ENQUIRIES APPLICATIONS

: Mr PT Mashiane Tel No: (013) 753 6303
: 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. Or email to: RecruitNEL25-01@dpw.gov.za

FOR ATTENTION

: Mr E Nguyuzo

POST 17/84

: **CONSTRUCTION PROJECT MANAGER (PRODUCTION) (GRADE A) REF NO: 2025/45**

SALARY CENTRE REQUIREMENTS

: R879 342 per annum, (all-inclusive OSD salary package)
: urban Regional Office
: National Higher Diploma (Built Environment field) with a minimum of 4 years and six months certified experience. B-Tech (Built Environment field) with a minimum of 4 years certified managerial experience. Honours degree in any Built Environment field with a minimum of 3 years' experience. Valid driver's license. Compulsory registration with the SACPCMP as a Professional Construction Project Manager on appointment. Computer literacy. Knowledge and understanding of the following Acts: The Public Finance Management Act,

		Occupational Health and Safety Act as well as Building Regulations and Environmental Conservation Act. Knowledge and understanding of the Government Procurement System, good planning, financial and budget skills, Sound analytical and good written and verbal communication skills. Knowledge and understanding of the NEC, JBCC and GCC form of contract.
<u>DUTIES</u>	:	Contribute to project initiation, scope definition and scope change control for envisaged projects. Full project management function, cost, quality and time control. Manage project cost estimates and control changes in line with allocated budgets. Plan and attend project meetings during the project phases. Assist with the compilation of projects documentation to support project processes. Implement project administration processes according to Government requirements. Ensure implementation of procurement activities and adherence thereof to Government policies. Provide assistance in implementing and assuring that project execution is in accordance with the approved project norms and time schedules. Support the project environment and activities to ensure that project objectives are delivered timeously. Manage and engage in multi-disciplinary construction teams regarding the construction/maintenance of facilities. Ensure that construction projects are implemented and executed as envisaged in the acquisition/ procurement plan and that high quality projects are delivered within time, cost and quality framework.
<u>ENQUIRIES</u>	:	Mr T Mbhele Tel No: (031) 314 7163
<u>APPLICATIONS</u>	:	Durban Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. Or email to: RecruitDBN25-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 17/85</u>	:	<u>PROFESSIONAL TOWN PLANNER REF NO: 2025/46</u> Directorate: Town Planning Services
<u>SALARY</u>	:	R761 157 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Valid driver's license. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. 5 Knowledge and Skills: Familiar with Built Environment related legislations / policies and plans. In-depth understanding of all Town and Regional Planning processes. Well-developed Project Management skills. Knowledge of Public Finance Management Act (PFMA), treasury regulations and other related government prescripts. Understanding of property development. Stakeholder management skills, problem solving, decision making, communication, interpersonal, report writing, presentation skills, negotiation skills and computer literacy. Personal Attributes: Willing to adapt on work schedule in accordance with office requirements. Ability to work under pressure, willing to travel extensively and ability to communicate at all levels. People orientated, innovative, flexibility and ability to adapt to change. Analytical thinking, hardworking and highly motivated.
<u>DUTIES</u>	:	Leading a team of professionals from different fields from the Department of Public Works & Infrastructure and private sector to marshal and implement property development. Provide professional Town and Regional Planning advice in terms of professional qualifications and experience. Facilitate rapid and punctual delivery of land for the construction of new accommodation for national departments in line with Site Delivery Programme linked to land acquisition and disposal. Conduct research with regards to international best practice process and guidelines. Verify and interpret client department needs, preferences and space norms. Facilitate community involvement / participation and stakeholder support. Prepare site identification audit/ report. Analysis, approval and preparation and site clearance certificates for the proposed development. Apply quality control and verify appropriate site delivery and proactively remove constraints that restrain site clearance progress. Review and formulate Service Level Agreements (SLAs) and Memorandum of Understanding (MoUs) with other state organs/ parastatals and other SOSs. Provide professional and technical support to implementing teams at Head Office or regional level. Facilitate financial management process which

		contains allocation of budget, payment of consultants, expenditure and human resources. Facilitate and co-ordinate projects for site delivery best practice. Managing private consultants, SOSs/NGOs and officials regarding governmental processes and legislative framework. Develop, implement and maintain the Strategic development plans. Implement relevant Government policies, legislations, Acts and Regulatory Laws in property development. Retrospectively evaluate projects and verify compliance with legal and development conditions. Timely facilitate progress reporting and effective briefing of client. Understand the needs of the clients, prepare terms of reference, brief consultants and scrutinise development conditions. Execute land availability negotiations and entering into service-level agreements with various relevant institutions service providers such as Ingonyama Trust Board, Communal and Traditional land owners, parastatal etc. Resolve environmental impact issues, traffic engineering, heritage impact, land use issues, site demarcation and site development plans etc. Resolve economic development and planning related matters that affect the South African Provinces. Prepare comprehensive reports and conduct public participation processes with all affected stakeholders. Participate on the formulation and updating of the District and Municipalities Integrated Development Planning (IDPs) meetings.
<u>ENQUIRIES</u>	:	Mr M Ganiso Tel No: (012) 406 1035
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-16@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/86</u>	:	<u>PROFESSIONAL TOWN AND REGIONAL PLANNER: OSD GRADE A REF NO: 2025/47</u> Branch: Real Estate Investment Services Chief Directorate: Planning And Precinct Development Directorate: Metropolitan Planning
<u>SALARY</u>	:	R761 157 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the OSD)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	An appropriate B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Valid driver's license. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Programme and Project Management experience. Background of Town Planning legal framework (legislation, policies, bylaws). Experience in land use management and land development applications (Rezoning, Subdivision, Township Establishment, etc.), and integrated precinct planning and development. Willing to travel extensively. Knowledge And Skills: Conversant with built environment related legislation and policies. In depth understanding of property development. Stakeholder management skills. Problem solving; Decision making; Communication; Interpersonal, Report writing, Presentation; Computer literacy; Ability to design layout and drafting of maps (GIS) and Negotiation skills.
<u>DUTIES</u>	:	Manage spatial development for state accommodation solutions within the spatial development plans (frameworks) / integrated development plans (IDP) of metropolitan municipalities to ensure integration. Ensure verification and Interpretation of Client departments' needs, preference and space norms. Ensure community involvement and stakeholders support in projects. Manage site analysis/ audit; site clearance processes for development. Provide timely progress reports and briefings to client departments. Ensure the appointment, briefing, administration and payment of professional service providers in accordance with DPW and other related government guidelines. Prepare consultant appointment terms of reference and scrutinize development conditions. Ensure effective relationship with Client departments, User Demand Managers, Portfolio Managers, Professional Services, Head & Regional Office Project Managers as well as other relevant government role players. Apply project quality control and pro-actively remove constraints that delay the site clearance process. Negotiate land availability and enter into service level agreements with service providers and various stakeholders. Provide professional and technical support to the implementation teams at Head and Regional offices. Develop and inform relevant stakeholders of site clearance processes. Verify and evaluate project compliance with legal and

		development conditions. Resolve issues pertaining to environmental and heritage impact, traffic engineering, land use, site demarcation and site development plans. Resolve any town planning and other related development matters that affect client sites or assets. Drafting and mapping of concepts for Government Precinct plan using GIS, Computer Aided Design software. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct location report. Provide professional advice on town planning issues. And perform any professional responsibilities that may be delegated by Principals in the Directorate.
<u>ENQUIRIES</u>	:	Ms E Mpondo Tel No: (012) 406 1733
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-17@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/87</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER MR6 REF NO: 2025/48</u>
<u>SALARY</u>	:	R586 956 per annum, (OSD salary package)
<u>CENTRE</u>	:	Johannesburg Regional Office
<u>REQUIREMENTS</u>	:	A Tertiary Qualification (LLB) with at least 8 years' appropriate post qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, prepare to travel on an ad hoc basis, will to adapt work schedule in accordance with professional requirements, a valid driver's license. Knowledge: Constitution of the Republic of South Africa, Mandate and Functions of the Department, System and Operation of South African Courts of Law Interpretation of Legislation, Functioning of National, Provincial and Local Government, Public Service Act, Promotion of Access to Information Act. Skills: Legislation drafting skills Excellent communication, Research and Application of the Law, Report writing skills, Organising and planning, Computer literacy, Analytical thinking, Interpersonal skills, Time management, Motivational skills, Ability to provide professional in-house legal assistance and advice.
<u>DUTIES</u>	:	Provide and supervise litigation services: Search and find all relevant documents for instituting and conducting an action, application and proceeding, Consult with clients, witnesses, colleagues, advocates, experts, Study court records, police dockets, contract, witness statements, case and other law, Prepare court documents which includes pleadings, affidavits, opinions, heads of arguments, notices, briefing documents applications and others. Prepare cases for court by issuing subpoena, Appear in court, lead evidence. Draft legal documents that provide clear motivation or justification for a particular position pertaining to the case, and propose the approach to be followed to ensure success in this regard: Consult with client and other persons to obtain information required for the drafting of contracts to be entered into, Research the law applicable to the specific contracts, Drafts documents that comply with the standards and requirements of the courts and any other statutory requirements, Use precedents appropriately. Provide and supervise dispute resolutions services: Successfully conduct an interview in order to determine the client's goals and objectives, Advise the client on possible courses of action during the consultation process, in relation to legal entitlements and client's instructions, Obtain all relevant information and documents from respective parties, Furnish respective parties with decision, Understand and apply mediation, arbitration and conciliation skills and practice, Preside over arbitration matters, consider and after hearing legal arguments, make an award that is legally justifiable. Manage administration and advocacy support on legal matters: Receive and peruse correspondence from the various offices of the State Attorney and draft responses thereto, to ensure that they are in accordance with the instructions of the Department, Receive and peruse summonses served on the Department, consider the claims and forward them to the Office of the State Attorney with clear instructions on whether to settle or defend the claims. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand: Consult and read legislation applicable in a particular matter, Refer to applicable precedent and read on case law, Consult and read legal text including on-line publications, Identify, interpret, and apply results of research, Present motivation/proposals on the how the specific case should be approached to obtain a desirable/ justifiable outcome / result. Manage the Sub-directorate: Ensure maintenance of

		discipline, manage performance and development, Establish, implement and maintain efficient and effective communication arrangements.
<u>ENQUIRIES</u>	:	Ms. J Mabaso Tel No: (011) 713 6051
<u>APPLICATIONS</u>	:	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. Or email to: RecruitJHB25-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 17/88</u>	:	<u>SENIOR LEGAL ADMINISTRATION OFFICER: LEGAL CONTRACTS ADMINISTRATION (MR6) REF NO: 2025/49</u>
<u>SALARY</u>	:	R586 956 per annum, (OSD salary package)
<u>CENTRE</u>	:	Polokwane Regional Office
<u>REQUIREMENTS</u>	:	A four-year degree (LLB) with at least 8 years appropriate post-qualification experience or 8 years' experience as an in-house legal advisor or legal/contract administrator, willingness to travel on an adhoc basis and adapt to a work schedule in accordance with professional requirements. A valid driver's licence. Knowledge: Specialised knowledge of law of contracts and general administration of contracts within an organizational context, Legal research and professional legal assistance, in-depth knowledge of the framework for Supply Chain Management [Regulations in terms of the Public Finance Management Act, 1999 (Act No. 1 of 1999) (PFMA)], Code of Conduct for Supply Chain Management Practitioners, the PFMA, Treasury Regulations, the Preferential Procurement Policy Framework, Act, 2000 (Act no. 5 of 2000), the State Information Technology Agency Act, 1998 (Act No. 88 of 1998), the Public Service Act, 1994 (Act No 103 of 1994), Public Service Regulations and Other relevant legislation. Skills: Thorough and proven legal drafting, communication and presentation skills, Sound analytical and problem identification and solving. Language proficiency. Maintenance of confidentiality of information. Computer literacy. Relationship management. Decision-making skills. Interpersonal and diplomacy. Motivational. Negotiation.
<u>DUTIES</u>	:	Manage departmental contracts and related legal matters (issue letters of acceptance to contractors; verify the correctness of contract documentation legally binding documents for respective parties; manage and safeguard guarantees; manage and implement court orders as instructed; ensure the Safe keeping of legal records and documents, such as contracts, guarantees, etc; and engage with Legal Services and Contract Administration, Head Office, as and when required). Ensure the extent of managed contracts and related legal matters. Ensure the extent and effectiveness of the safety and integrity of legal records, provide advice, guidance and options regarding the interpretation and implementation of contracts and related legal matters, implement and monitor delegated powers as required by National Treasury and the PFMA, Conduct research and provide professional legal assistance, advise and support, Draft and verify legal documents, Render assistance to and liaise with the office of the State Attorney, in conjunction with Head Office Legal Services regarding litigation and arbitrations in which the Department is involved, Provide an advisory and supportive role to Project Managers and Regional Office, Ensure the extent and effectiveness of advice, guidance and options provided, Ensure the extent of compliance with related standards, Ensure the extent and effectiveness of legal assistance provided.
<u>ENQUIRIES</u>	:	Ms. P Muvhali Tel No: (012) 406 3007
<u>APPLICATIONS</u>	:	Polokwane Regional Office 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. Or email to: RecruitPLK25-01@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. NJ Khotsa
<u>POST 17/89</u>	:	<u>OFFICE MANAGER: MTHATHA REGIONAL OFFICE REF NO: 2025/50</u>
<u>SALARY</u>	:	R468 459 per annum
<u>CENTRE</u>	:	Mthatha Regional Office
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Office Administration, Management or related with relevant working experience in rendering support to senior management. A valid Drivers licence. Excellent verbal and written communication skills. Exceptional report writing, presentation, general office, events management and project management skills. Computer literate

		(MSWord/Excel/PowerPoint/MS Project). Good understanding of PFMA, PPPFA, GIAMA and Government policies relating to Public Works. Sound financial management and budgeting skills. Strong analytical skills and assertiveness. Good interpersonal relations. Ability to work under pressure. Ability to deal with and manage outside stakeholders as well as internal staff.
<u>DUTIES</u>	:	Ensure the smooth functioning of the Regional Manager's office and uphold a positive image in the office. Set up systems to co-ordinate the flow of correspondence between the Regional Manager, Head Office and within the Regional Office and other Stakeholders. Track and follow up issues on behalf of the Regional Manager to ensure that issues are dealt with timeously. Ensure proper preparation of documentation and assist the Regional Manager by ensuring compilation of quality reports and other communication. Ensure that the administrative matters in the office of the Regional Manager are dealt with. Co-ordinate activities of the Regional Manager and provide advisory function. Assist with compilation of presentations and executive reports. Accompany the Regional Manager to meetings as and when required. Attend to all delegated functions and take to conclusion such actions. Consolidate all components reports to produce a monthly office report. Fully prepare for meetings. Take and distribute minutes of meetings. Monitor & report progress on all decisions taken. Assist the regional manager in the evaluation and analysis of regional management's quarterly business plans reports to ensure adherence to set targets and liaise with management in writing, on non-adherence on the Regional Manager's behalf. Collate Monitoring & Evaluation as well as the Risk Register Information for reporting. Ensure the security profile and classification of documents and information related to the office. Assist in organizing for the region's special events. Compile, monitor and manage the budget of the Regional Manager, including monthly state of expenditure and MTEF reports.
<u>ENQUIRIES</u>	:	Ms N Hlengwa Tel No: (047) 502 7010
<u>APPLICATIONS</u>	:	mthatha regional office applications: The Regional Manager, Department of Public Works, Private Bag X5007, Sutherland Street, Mthatha 5099 or Hand Deliver at 29 Sutherland Street, PRD II Building, 5th Floor, Mthatha. Or email to: RecruitMTH25-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms N Mzalisi
<u>POST 17/90</u>	:	<u>STATE ACCOUNTANT: BUDGET ANALYSIS REF NO: 2025/51</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A three-year tertiary qualification (NQF Level 06) in Financial Accounting or Management Accounting or related finance qualification. A relevant year of experience within the finance and accounting field. Knowledge of Basic Accounting System (BAS), Treasury Regulations, MS – Word, Excel & PowerPoint and Government budgeting procedures.
<u>DUTIES</u>	:	Monitor and investigate expenditure for misallocations purpose, Capture and reconcile original, adjustment budget and shifting of funds on BAS. Request expenditure reports from BAS and distribute to line function managers. Collect and register budget inputs from line managers. Ensure accurate expenditure allocations of SCOA items. Maintain proper filling system. Provide support to Head and Regional Offices regarding budget allocations and expenditure items.
<u>ENQUIRIES</u>	:	Ms M Mphahlele Tel No: (012) 406 1710
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-18@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/91</u>	:	<u>SENIOR ADMINISTRATION OFFICER: OFFICE OF DIRECTOR-GENERAL REF NO: 2025/52</u>
<u>SALARY</u>	:	R397 116 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	three-year tertiary qualification (NQF Level 06) in Public Administration/ Management or related qualification. Relevant working experience in the office of the Director General, Executive and higher offices will be an advantage. A valid Driver 's licence. Knowledge: Government regulatory framework; Minimum Information Security Standards (MISS) Act; Departmental strategic goals and objectives and service delivery programmes; Built environment

industries and related professional bodies; Public Finance Management; Public Service Regulation; Public Service Act; National Minimum Information Requirement; Regulations of the National Archives and records Service of South Africa Act and related records management processes; Archive standards and procedures. Personal Attributes: People orientated; High level of reliability; Hard working; Resourceful; Self-motivated; Trustworthy; Multilingual; Creative. Skills: Effective communication (verbal and written); Report writing; Computer literacy; Basic numeracy; Statistical analysis; Interpersonal and diplomacy skills; Analytical; Problem solving skills; Interpretation skills; Solution oriented. Other: Willing to adapt work schedule in accordance with office requirements.

DUTIES

: Provide effective management of documents in the office of the DG: Receive, register and allocate reference number to the received correspondence; Scrutinise routine submissions/ reports and make notes and/or recommendations for the manager; Forward correspondence to the Director and DG for action; Redirect correspondence to branches/units as per DG instruction/action and maintain copies documents; Make follow up on referred correspondence/submission; Coordinate feedback from branches, refer to the DG (as feedback on the assigned task) and dispatch accordingly; Renders administrative support services:- Record the engagements of senior managers; Ensure the effective flow of information and documents to and from the office; Ensure the safekeeping of all documentation in the office in line with relevant legislation and policies; Obtain inputs, collates and compiles reports, e.g progress reports, monthly reports and management reports; Responds to enquiries received from internal and external stakeholders; Collect, analyse and collate information requested by the manager; Clarify instructions and notes on behalf of the manager; Ensure that travel arrangements are well coordinated; Manage the leave register and telephone accounts for the unit; Handle the procurement of standard items like stationary, refreshments etc. for the activities for the manager and the unit. Provides support to manager regarding meetings: Scrutinise documents to determine actions/information/other documents required for meetings; Collect and compile all necessary documents for the manager to inform them on the contents; Record minutes/decision and communicates to relevant role-players, follow-up on progress made; Prepare briefing notes for the manager as required; Coordinates logistical arrangement for meetings when required. Ensures effective and efficient management of the ODG's Registry:-Manage registry access control; Maintain the database/register of received correspondence; Operates and ensure that office equipment are in good working order; Maintain copies of all documents produced, prior to dispatching; Maintain an effective and well-structured filing system; Ensure classification of information; Implement the records disposal policy for ODG; Manage the system of tracing and tracking correspondence. Supports the ODG with the administration of the budget: Collects and coordinates all the documents that relate to the office budget; Assist manager in determining funding requirements for purposes of MTEF submissions; Keep record of expenditure commitments, monitors expenditure and alerts manager of possible over and under spending; Check and correlates BAS reports to ensure that expenditure is allocated correctly; Identify the need to move funds between items, consults with the manager; Compares the MTEF allocation with the requested budget and informs the manager of changes. Supervise employees to ensure an effective service delivery: General supervision of employees; Allocate duties and perform quality control on the work delivered by supervisees; Advice and lead supervisees with regard to all aspects of the work; Manage performance, conduct and discipline of supervisees; Ensure that all supervisees are trained and developed to be able to deliver work of the required standard efficiently and effectively.

ENQUIRIES APPLICATIONS

: Ms O Muthambi Tel No: (012) 406 1409
: Head office applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-19@dpw.gov.za

FOR ATTENTION

: Ms NP Mudau

POST 17/92

: **PERSONAL ASSISTANT (X2 POSTS)**

SALARY CENTRE

: R325 101 per annum
: Head Office (Pretoria)

	PA Office of the CFO Ref No: 2025/53A (X1 Post)
	PA office DDG governance, risk and compliance Ref No: 2025/53B (X1 Post)
<u>REQUIREMENTS</u>	: A three-year tertiary qualification (NQF Level 06) in Secretarial Diploma, Public Management, Public Administration, Business Management, Management, Office Support or related as recognised by SAQA. In addition, the incumbent must have: Relevant years of experience at an office administration or clerk or assistant officer or administrative assistant. A valid driver's license. An understanding of policies and procedures, governance/secretarial protocol generally, document management and archiving, planning, organising, and coordinating. Good computer skills, report writing, time management, and minute-taking skills should be the strengths of those aspiring for this appointment. A good understanding of financial matters. Skills in communication, interpersonal relations, and Microsoft Office. Organisational, budgeting, financial management, time management, planning, problem-solving, decision-making, technical proficiency, and leadership skills.
<u>DUTIES</u>	: The Personal Assistant will prioritise and schedule appointments, meetings and conferences and alert to appointments. In addition, the incumbent will: Acting as a first point of contact: dealing with correspondence and phone calls. Managing diaries and organising meetings and appointments. Manage access control to the manager/executive. Booking and arranging travel, transport and accommodation. Organising events and conferences. Reminding the manager/executive of important tasks and deadlines. Typing, compiling and preparing reports, presentations and correspondence. Managing databases and filing systems. Implementing and maintaining procedures/administrative systems. Liaising with staff, suppliers and clients. Collating and filing expenses. Conducting research and write reports on behalf of the manager. Skills: Basic analytical and problem-solving skills, strategic thinking, and project management capabilities. Strong communication skills (including advanced report writing and presentation skills) and interpersonal skills. Research skills. Proven planning and organising skills, with proficiency in research and financial analysis. Personal Attributes: The incumbent must be efficient, discrete, flexible, self-motivated, organised, proactive and a good communicator. Advanced-level skills in Word for Windows and Microsoft PowerPoint. And at least an intermediate-level knowledge of Microsoft Excel. Added advantage will be proficiency in report writing and management of sensitive and high profile stakeholders.
<u>ENQUIRIES</u>	: Ms. NP Mudau Tel No: (012) 406 1548 Mr. L Mahlangu Tel No: (012) 406 1977
<u>APPLICATIONS</u>	: Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-20@dpw.gov.za for CFO and Or email to: Recruitment25-21@dpw.gov.za for Governance, Risk and Compliance
<u>FOR ATTENTION</u>	: Ms NP Mudau
<u>POST 17/93</u>	: <u>REGISTRY CLERK (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2025/54</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R228 321 per annum : Head Office (Pretoria) : A Senior Certificate/Grade 12. Knowledge of records/ documents management, file plan, mail and courier service procedures. Knowledge of Information Act (PAIA) and National Archives and Records Services Act. Knowledge and understanding of Disposal process. Good communication skills (Written & verbal), Computer literacy in MS Office software with an Advanced Excel as well as good telephone etiquette are essential. Customer care and client orientation skills. Ability to work in a team and independently. Ability to work under pressure.
<u>DUTIES</u>	: Provide Document management Services: attend to client's enquiries, handle telephonic and other related queries. Receive all mails Manual& Electronical), register and dispatch mail. Facilitate Postage and Mailing of departmental documents to various destinations and for the courier services. Open and close files according to record classification system. Filing/ storage, tracing (electronically/manually) and retrieval of documents and files. Maintain a system where all completed correspondence files are stored. Ensure proper record keeping of all the documentation. Administer termination during transfer from one office to another. Render administrative support, serving internal and

		external clients. Manage the receipt and distribution of documents. Maintain the filing system, archives and records. Administer the movement of files. Prepare, open and place files for daily use. Update register on a daily basis.
<u>ENQUIRIES</u>	:	Ms OB Muthambi Tel No: (012) 406 1409
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-22@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 17/94</u>	:	<u>RECEPTIONIST (OFFICE OF THE DIRECTOR-GENERAL) REF NO: 2025/55</u>
<u>SALARY</u>	:	R193 359 per annum
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A Senior Certificate/Grade 12. Willing to adapt work schedule in accordance with office requirements. Knowledge of Departmental Policies and Regulation; Government Legislatives; Minimum Information Security Standards (MISS) Act; General office administration functions. Basic communication skills; Computer literacy; Basic numeracy; Interpersonal relations; Organisational skills; Basic Financial Management skills. Resourceful; Presentable; Professional demeanour; Creative; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Trustworthy; Assertive; Hard-working; Self-motivated; Ability to work independently.
<u>DUTIES</u>	:	Render reception services to the Office of the Director General. Receive and direct telephonic and electronic calls and messages. Liaise with clients, managers and related stakeholders as directed. Receive and engage visitors. Keep a logbook of each day's visitors. Ensure a clean reception area. Exercise control of access to the Office of the Director General. Support the security profile of the Office. Arrange and provide refreshments for visitors /clients as directed. Provide general administrative support services to the office of the Director General. Receive and administer the flow of information and documents in the Office. Prepare and distribute documents as directed. Assist with enquiries related to the Office. Administer the procurement process of office equipment and stationery. File/ store, trace and electronically and manually retrieve documents and files. Assist with processing of claims for travel and accommodation. Assist with administration of leave for staff in the office of the Director General. Provide general secretarial services to the office of the Director General. Assist with arrangement of meetings. Organise logistics for the meeting. Assist with preparation of documentation for the meetings. Execute all claims for travel, accommodation and rental cars. Assist with effective flow of information and documents: Direct received submission to relevant managers within the office of the Director General. Ensure the safekeeping documentation. Responds to enquiries received from internal and external stakeholders as directed. Draft documents as required.
<u>ENQUIRIES</u>	:	Ms OB Muthambi Tel No: (012) 406 1409
<u>APPLICATIONS</u>	:	Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment25-23@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau