

## 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. Please note that for positions targeted for people with disabilities, successful candidate will be required to complete the EEA1 form on appointment***



**CLOSING DATE**  
**NOTE**

: 12 September 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.

## OTHER POSTS

**POST 31/63** : **CHIEF WORKS MANAGER: ELECTRICAL COMPONENT: FACILITIES MANAGEMENT REF NO: 2025/71**

**SALARY** : R397 116 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6) in Electrical Engineering, accompanied by proven technical experience OR (N3 plus trade test completed successfully plus 3-5 years technical experience in the built environment). A valid driver's licence; computer literacy; knowledge and understanding of PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

**DUTIES** : Attend to planned and unplanned maintenance request from the clients. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Electrical equipment and installation. Inspection of electrical meter readings; effective utilization of electrical and certification of Municipal Accounts (Monitor water consumption). Ensure that all electrical equipment's and installations comply with the SANS requirements and standards. Ensure electrical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Electrical discipline. Prepare and compile monthly reports.

**ENQUIRIES** : Mr T Mohapi Tel No: (051) 408 7354  
**APPLICATIONS** : 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: [RecruitBLOEM25-02@dpw.gov.za](mailto:RecruitBLOEM25-02@dpw.gov.za)

**FOR ATTENTION** : Mr D Manus

**POST 31/64** : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2025/72**

**SALARY** : R397 116 per annum  
**CENTRE** : Bloemfontein Regional Office  
**REQUIREMENTS** : A three-year tertiary qualification (NQF Level 6) in Mechanical Engineering accompanied by proven technical experience within the Mechanical environment (Planned & Unplanned maintenance), OR (N3 plus trade test in Fitter & Tuner, Boiler and Millwright plus 3-5 years technical experience in the mechanical environment (Planned & Unplanned maintenance). A valid driver's licence; computer literacy. Extensive knowledge and understanding of Mechanical Regulations, PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

**DUTIES** : Attend to planned and unplanned maintenance request from the client's departments. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports.

**ENQUIRIES** : Mr. T Mohapi Tel No: (051) 408 7354  
**APPLICATIONS** : 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: [RecruitBLOEM25-03@dpw.gov.za](mailto:RecruitBLOEM25-03@dpw.gov.za)

**FOR ATTENTION** : Mr D Manus

<b><u>POST 31/65</u></b>	:	<b><u>CHIEF WORKS MANAGER: BUILDING REF NO: 2025/73 (X5 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Durban Regional office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 6)/ National Diploma in the built environment disciplines, relevant working experience in the technical field OR (N3 plus trade test completed successfully plus 3 - 5 years technical experience in the built environment Building management or maintenance). Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, valid code EB or C1 Driver's license, must be prepared to travel. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills. Computer literate. Good interpersonal skills. Good budgeting and estimating skills, Management and planning skills, Knowledge and understanding of the Government procurement system, Knowledge and understanding of Project Management. Problem solving, willing to adapt work schedule in accordance with professional requirements.
<b><u>DUTIES</u></b>	:	Manage day-to-day general building maintenance project activities, to facilitate effective maintenance project (term contracts), execution in terms of cost, quality and time management on an existing State building. Manage projects cost estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, assist in the development of building program and conditional surveys in buildings and reporting regularly to management on the progress thereof. Conduct site inspections to ensure compliance to specifications set out by the Department, Budget management, Render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.
<b><u>ENQUIRIES</u></b>	:	Mr MF Dube Tel No: (031) 3147076 / (082) 698 3774
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitDBN25-04@dpw.gov.za">RecruitDBN25-04@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NS Nxumalo
<b><u>POST 31/66</u></b>	:	<b><u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2025/74</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 6)/ National Diploma in the Electrical environment disciplines with relevant working experience in the technical field, electrical industry management or maintenance. OR (N3 plus trade test completed successfully plus 3-5 years technical experience in the built environment). Extensive knowledge of the Electrical Regulations, Occupational Health and Safety Act, Public Finance Management Act, valid code EB or C1 Driver's license, must be prepared to travel. Registration with a professional body in the Electrical environment would be an added advantage - Wireman's License. Good verbal and written communication skills. Technical report writing. Procurement process and systems, Computer literate. Good interpersonal skills. Good numeracy budgeting and estimating skills, financial administration, Programme and project Management and planning skills, Knowledge and understanding of the Government procurement system, Knowledge and understanding of Project Management. Problem solving, willing to adapt work schedule in accordance with professional requirements.
<b><u>DUTIES</u></b>	:	Manage day-to-day general electrical maintenance project activities, to facilitate effective maintenance project (term contracts), execution in terms of cost, quality and time management on an existing State building. Manage projects cost estimates and monitor maintenance budget. Conduct site inspections to ensure compliance to specifications set out by the Department, ensure compliance with OHSA, assist in the development of building program and conditional surveys in buildings and reporting regularly to management on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients.
<b><u>ENQUIRIES</u></b>	:	Mr MF Dube Tel No: (031) 3147076 / (082) 698 3774
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitDBN25-05@dpw.gov.za">RecruitDBN25-05@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NS Nxumalo
<b><u>POST 31/67</u></b>	:	<b><u>CHIEF WORKS MANAGER: BUILDING REF NO: 2025/75</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Nelspruit Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 6) in Building /Civil/ Structural Engineering or Architect with relevant experience OR (N3 plus Trade Test in Plumbing/ Carpentry/ Bricklaying or related field with 3-5 years related technical experience). A valid driver's license is required. Extensive knowledge of Occupational Health and Safety Act and National Building Regulations (i.e SANS 10400 etc) and PFMA. Registration or candidacy with a profession body in the built environment would be advantageous. Good verbal and written communication skills. Computer literacy. Good interpersonal skills. Good budgeting and estimating skills. Project management skills. Knowledge and understanding of the government procurement processes (SCM directives and circulars)
<b><u>DUTIES</u></b>	:	Manage day to day maintenance of state owned buildings. Facilitate effective project execution in terms of cost, quality and time in the state owned properties. Manage project costs and budgets. Conduct site inspections to ensure compliance with specifications set out by the department and laws. Ensure OHSA and regulations compliant. Assist in development of building programs and conduct conditional surveys and report regularly on the progress thereof. Render a coordinated and professional service at all levels regarding the maintenance and management of DPWI clients. Update asset register.
<b><u>ENQUIRIES</u></b>	:	Ms PN Bendlela Tel No: (013) 753 6361
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitNEL25-03@dpw.gov.za">RecruitNEL25-03@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr E Nguyuzza
<b><u>POST 31/68</u></b>	:	<b><u>CHIEF WORKS MANAGER: MECHANICAL REF NO: 2025/76</u></b>
<b><u>SALARY</u></b>	:	R397 116 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A three-year tertiary qualification (NQF Level 6)/ National Diploma (T/N/S streams) or related, or (N3 plus a passed trade test in the relevant environment, and 3-5 years related technical experience). Valid driver's license. Knowledge: Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards; Technical knowledge of the mechanical environment. Procurement process and systems, Property and facilities management. Skills: Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy, financial administration. Personal attributes: Resourceful; creative; ability to communicate at all levels; ability to work under stressful situations; assertive. Willing to adapt work schedule in accordance with office requirements. Willingness to travel and work irregular hours. Committed to designated tasks.
<b><u>DUTIES</u></b>	:	Identify needs and requirements of new work and repairs through the investigation of customer complaints and new services required. Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Inspect new and/or maintenance work undertaken on project sites to ensure that it is being done in compliance with all relevant regulations and legislation and that proper quality control is maintained. Analyse and compile relevant project documentation for new and existing structures, through inter alia the following. Develop and interpret plans and sketches. Draw-up quotation documents and compile specifications, bills of quantities and bid documents. Adjudicate and provide recommendations on quotations and bids. Liaise with relevant stakeholders in respect of technical aspects. Project sites: Advice and guide contractors in respect of the compliance to legislation and procedures. Verify invoices and certify progress of payments. Check and process variation orders and make recommendations on requests for the extension of deadlines. Brief

		contractors and consultants on projects and certify claims for fees. Provide advice and guidance on the interpretation and application of legislation, policies and procedures. Ensure quality control and effective and efficient workflow of work done by Works Inspectors and report on all work allocated. Monitor the proper utilisation of equipment, stores and expenditure. Administer the departmental performance management and development system.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr R Majal Tel No: (021) 402 2300
	:	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: <a href="mailto:RecruitCPT25-12@dpw.gov.za">RecruitCPT25-12@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 31/69</u></b>	:	<b><u>CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2025/77</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R397 116 per annum
	:	Cape Town Regional Office
	:	A three-year tertiary qualification (NQF level 6) in the Electrical Engineering discipline with relevant extensive technical experience, OR (N3 plus a passed trade test in the relevant environment, and 3-5 years related technical experience). A valid driver's license. Wire man license will be additional advantage. Ability to plan, organize and manage resources. Computer literacy. Knowledge and understanding of the Public Finance Management Act (PFMA), Occupational Health and Safety Act (OHSA), National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Proven knowledge and understanding of estimating and scheduling techniques. Willingness to travel and work irregular hours. Sound analytical and good written and verbal communication skills. Registration with a professional body will serve as an advantage.
<b><u>DUTIES</u></b>	:	Manage minor projects, unplanned maintenance, building condition surveys and the asset register with reference to Electrical works, do site inspections and reports on leased buildings, assist in site handovers, first and final deliveries including the close out reports, facilitate negotiations with contractors, compile the scopes of work and prepare specifications estimates, ensure all work executed complies with PW 371 standards and specifications, compile technical reports.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. Ailwei Nekhwevha Tel No: (021) 402 2301
	:	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: <a href="mailto:RecruitCPT25-13@dpw.gov.za">RecruitCPT25-13@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>POST 31/70</u></b>	:	<b><u>PERSONAL ASSISTANT TO THE CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: 2025/78</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R325 101 per annum
	:	Head Office (Pretoria)
	:	A three-year tertiary qualification (NQF Level 6) in Secretariat Diploma/ Management Assistant, Office Administration, Office /Business Management or related qualifications. Relevant working experience in office administration. The ability to liaise at Senior Management level and ability to work and cope under intense pressure are important prerequisites. Maintain confidentiality and be able to work independently, with minimum supervision. Advanced computer literacy in MS office packages (MS Word, MS Excel and MS PowerPoint). Experience in customer relations and client liaison, in addition, applicants must have the knowledge of budgeting processes and how to apply them. Knowledge of Government Procurement processes will be an added advantage.
<b><u>DUTIES</u></b>	:	Manage the traffic in the office of the Chief Director, efficient and effective Human Resources, Financial administrative support. Perform the duties of the Chief Director User Clerk in the office of incoming and outgoing post. Maintain a filing registry in the office of the Chief Director. Provision stationery and supplies, Maintaining an electronic post register for management of the Chief Director's diary, Schedule meetings and telephone management, Make official travel arrangements for the Chief Director, Assist with the preparation and development of Chief Director's presentations, reports and minutes of

		meetings, Arrange official functions for the office of the Chief Director, Assist in the identification and development of training material for the Chief Director and organise training facilities, Responsible for procurement processes within the office of the Chief Director and manage the petty cash, Assist in the development of the MTEF budget for the Chief Director and develop and maintain a monthly commitment register, Ensure the security profile and classification of documentation reports and information related to the office.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. K Segole Tel No: (012) 406 1362/Ms. K Manamela Tel No: (012) 406 1776
	:	Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: <a href="mailto:Recruitment25-33@dpw.gov.za">Recruitment25-33@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 31/71</u></b>	:	<b><u>ARTISAN PRODUCTION (GRADE A) ELECTRICAL - WORKSHOPS REF NO: 2025/79</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R243 597 per annum, (OSD salary package)
	:	Kimberly Regional Office
	:	Appropriate Trade test Certificate in electrical. Valid driver's license. Knowledge of Occupational Health and Safety Act 85, of 1993 and regulations. Must have General knowledge of Electrical tools, equipment in the workshops. The inherent requirements of the job. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Electrical works.
<b><u>DUTIES</u></b>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to Government buildings. Must be willing to work overtime if required, and compile progress reports on projects and monitor Tradesman Aid and learners. Report directly to Artisan Foreman or Chief Artisan. Must have vast knowledge of Occupational Health and safety Act 85 of 1993. It will be expected of the incumbent to participate to participate in various expeditions including assisting other Regional Office if needs arise.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr G Maano Tel No: (053) 838 5366
	:	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: <a href="mailto:RecruitKIM25-07@dpw.gov.za">RecruitKIM25-07@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms V Tidikwe
<b><u>POST 31/72</u></b>	:	<b><u>ARTISAN: PRODUCTION GRADE A REF NO: 2025/80</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R243 597 per annum
	:	Gqeberha Regional Office
	:	Appropriate Trade Test Certificate in Bricklaying and Plastering. A Valid drivers licence. Knowledge of Occupational Health and Safety Act 85, of 1993 and regulations. Must have General knowledge of Bricklaying and Plastering tools and equipment in the workshops. The inherent requirements of the job. It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform maintenance on Government Buildings in relation to Bricklaying and Plastering works.
<b><u>DUTIES</u></b>	:	Produce designs according to client specification and within limits of production capability. Inspect equipment and/or facilities for technical faults; Maintain and repair technical faults related to building, plastering and scaffolding according to standards; Test repair equipment and/or facilities against specifications; Service equipment according to schedule; Quality assure serviced and maintained equipment and/or facilities. Compile and submit reports, provide inputs to the operational plan, keep and maintain job record/register of maintained and repair faults
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr V. R. Maqetuka Tel No: (041) 408 2199
	:	Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: <a href="mailto:RecruitPE25-05@dpw.gov.za">RecruitPE25-05@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms P Buwa

<b><u>POST 31/73</u></b>	:	<b><u>ADMINISTRATION CLERK: ORGANISATIONAL DESIGN (OD) AND JOB EVALUATION (JE) REF NO: 2025/81 (X2 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Head Office (Pretoria)
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12. Knowledge of Organisational Development services will be an added advantage. Knowledge: Wide range of office administrative tasks; Good telephone etiquette; Computer literacy; Relevant legislations; Basic financial administration Skills Communication (verbal and written); Sound organisational skill; Ability; Interpersonal skills; Office administration and Planning.
<b><u>DUTIES</u></b>	:	Provide clerical and secretarial support for OD and Job Evaluation processes. Manage incoming and outgoing correspondence and maintain accurate records. Maintain and update OD related databases, registers, and statistical reports. Handle routine enquiries. Update the organisational structure as directed. Keep and maintain the filing system for the unit. Draft and type basic letters, memos, and other routine correspondence as needed. Maintain the unit's incoming and outgoing mail/registers. Facilitate the procurement of goods and services for the unit. Coordinate travel and accommodation arrangements for the unit.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mrs N Silulwane-Mjindi Tel No: (012) 406 1982
	:	Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: <a href="mailto:Recruitment25-34@dpw.gov.za">Recruitment25-34@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 31/74</u></b>	:	<b><u>REGISTRY CLERK: SUPPLY CHAIN MANAGEMENT REF NO: 2025/82</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	:	A senior certificate/ Grade 12. Knowledge of records/ documents management, a file plan, mail and courier service procedures. Knowledge Information Act (PAIA) and National Archives and Records Service Act (NARSA). Knowledge of electronic document and records management system (EDRMS). Competencies needed: Planning and organizing skills. Communication (verbal and written) Skills. Problem solving skills, Customer care and Client orientation skills. Computer literacy. Liaison skills, Analytical skills, Interpersonal Skills. Telephone etiquette. Good leadership Skills. Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.
<b><u>DUTIES</u></b>	:	Receive mail from Post Office and internal clients. Open, stamp, sort mail and record in the register. Receive parcels delivered by hand and record in the register. Render courier service: package documents, place in envelopes, address envelopes; place them in and outgoing tray and record mail in the mail register. File and retrieve files on-site and off-site storage. Control movement of files and access to files. Index, scanning, faxing. Photocopying. Reload franking machine, register priority mail, receive and date stamp invoices and forward to finance. Register supply of files to officials and maintain register of files opened and make follow up if the file is not returned back to Registry after the due date. Issue reference no according to the approved file plan. Attend to client's enquiries; assist in the absence of the supervisor. Perform any other administrative tasks as requested by the supervisor.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms Q. Tom Tel No: (012) 406 2046
	:	The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or Hand delivery at: 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: <a href="mailto:RecruitPTA25-08@dpw.gov.za">RecruitPTA25-08@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms K. Tlhapane/ Ms MC. Lekganyane
<b><u>POST 31/75</u></b>	:	<b><u>SUPPLY CHAIN MANAGEMENT CLERK REF NO: 2025/83 (X3 POSTS)</u></b> (One (1) position is targeted for persons with disabilities)
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	:	A senior certificate/ Grade 12. Knowledge of Demonstrative computer literacy (word processing, spreadsheets, presentations); wide range of office management and administration tasks. Advanced communication, basic

		numeracy, interpersonal relations and general office administrative and organizational skills. Must be computer literate.
<b><u>DUTIES</u></b>	:	Administrate office correspondence, documents and reports; organise meetings and workshops, and document record thereof; draft and type correspondence and documents; manage the flow of information and documents in the office; manage communication to and from the office. Assist with ordering of material and equipment from suppliers; administer documentation for requisitions and reports; submit invoices for payment. Organise office logistical matters and act as general receptionist; administer placements, work schedules and consolidated leave record of component staff.
<b><u>ENQUIRIES</u></b>	:	Ms Q. Tom Tel No: (012) 406 2046
<b><u>APPLICATIONS</u></b>	:	The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or Hand delivery at: 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: <a href="mailto:RecruitPTA25-09@dpw.gov.za">RecruitPTA25-09@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms K. Tlhapane/ Ms MC. Lekganyane
<b><u>POST 31/76</u></b>	:	<b><u>ADMINISTRATIVE CLERK: WORKSHOP REF NO: 2025/84</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Pretoria Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/ Grade 12. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Register and file new job cards, make follow up on outstanding job cards, monitor the updating of information on job cards, circulation of information on job cards. Settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders, maintain statistical information, support effective and efficient administration of workshops, ensure continuous adherence to OHSA policies.
<b><u>ENQUIRIES</u></b>	:	Mr. S Kutu Tel No: (012) 310 5993
<b><u>APPLICATIONS</u></b>	:	The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or Hand delivery at: 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Streets Pretoria or email to: <a href="mailto:RecruitPTA25-10@dpw.gov.za">RecruitPTA25-10@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms K. Tlhapane/ Ms MC. Lekganyane
<b><u>POST 31/77</u></b>	:	<b><u>SENIOR ACCOUNTING CLERK: FINANCE (BATCH CONTROLLER) REF NO: 2025/85</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Bloemfontein Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12 (A Grade 12/ Senior Certificate with Accounting as a Subject will serve as an added advantage). Knowledge of a financial environment will be advantages. Knowledge of relevant legislation, regulations and policies. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
<b><u>DUTIES</u></b>	:	Reporting to the State Accountant the incumbent of this position will take responsibility for: The main responsibility of this post relates to the safekeeping and management of documents (Batch Control) including the monitoring and controlling of the adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions. Monitor and control all documents relating to the different transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. It could be expected of the incumbent to assist in the budget formulation, compiling of a cash flow budget as well as the monthly reporting. As well as performing duties related to the cashier functions.
<b><u>ENQUIRIES</u></b>	:	Mr. M Mokoena Tel No: (051) 408 7376
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitBLOEM25-04@dpw.gov.za">RecruitBLOEM25-04@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr D Manus



<b><u>POST 31/78</u></b>	:	<b><u>SENIOR REGISTRY CLERK REF NO: 2025/86</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Durban Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12, plus Knowledge of the National Archives and Records of South Africa Act, No 43 of 1996, as amended. Computer literacy. Ability to identify and arrange different types of records. Ability to work under pressure and take initiative. Knowledge of disposal of records. Proven communication, organizing and interpersonal skills. (Knowledge of Logis and Reapatala systems will be an added advantage).
<b><u>DUTIES</u></b>	:	Manage the more advanced duties of the Registry Clerk. Keep registers, eg for stamps, registered mail, certified mail and others. Handle postal articles. Keep the file index up to date and maintain files. Keep and manage amendments, annual reports and delegations. Updating of the invoice Register for both PMTE and NDPWI.
<b><u>ENQUIRIES</u></b>	:	Mr BH Khanyeza Tel No: (031) 314 7038
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitDBN25-06@dpw.gov.za">RecruitDBN25-06@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NS Nxumalo
<b><u>POST 31/79</u></b>	:	<b><u>SENIOR SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2025/87</u></b>
		Key Post Statement: To support the delivery of security services in the Department; manage physical security-related duties, security control room and other security functions within the Chief Directorate.
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Kimberley Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12 and a Grade B (PSIRA) Certificate; Familiarity with security legislation will serve as an advantage. Computer literacy. Ability to work independently, analyse problem areas and initiate corrective measures. Valid driver's licence and the willingness to travel on a regular basis. Good communication skills at all levels. Good writing and analytical skills. Knowledge of security systems will serve as an added advantage.
<b><u>DUTIES</u></b>	:	Assist with the management of the security operations at the Regional Office and all state properties falling within the jurisdiction of the regional office. Render administrative support to the section. Prepare documents for pre-screening and vetting. Assist in the preparation of reports and submissions to Regional Management and other stakeholders. Liaise with NIA, SAPS, SANDF and other stakeholders in the security environment. Conduct security awareness. Assist in any other general duties assigned by the supervisor.
<b><u>ENQUIRIES</u></b>	:	Mr K Balepile Tel No: (053) 838 5330
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitKIM25-08@dpw.gov.za">RecruitKIM25-08@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms V Tidikwe
<b><u>POST 31/80</u></b>	:	<b><u>ADMINISTRATIVE CLERK: MOVABLE ASSETS REF NO: 2025/88</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Kimberley Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12. Knowledge of Movable Asset Management. Computer literacy. Record keeping skills, communication skills and good interpersonal skills. Knowledge of the following: PFMA, Treasury Regulations, Preferential Procurement Policy Framework Act (PPPFA).
<b><u>DUTIES</u></b>	:	Establish, implement and maintain appropriate systems, Policies and Procurement procedures to ensure effective, efficient and economical management of the Department Assets. Ensure that the Asset Register is maintained and updated daily with all requisitions, movements and disposals. Ensure proper reporting and reconciliation on assets. Co-ordinate annual stocktaking. Conduct inspections on a quarterly basis. Investigate shortages and surpluses and compilation of report findings, internal control and asset management. Responsible for recording transfers, movements, audits and disposal of assets.

<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms MF Allen Tel No: (053) 838 5245
	:	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: <a href="mailto:RecruitKIM25-09@dpw.gov.za">RecruitKIM25-09@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms V Tidikwe
<b><u>POST 31/81</u></b>	:	<b><u>ADMINISTRATIVE CLERK: ACQUISITION MANAGEMENT (SCM) REF NO: 2025/89</u></b>
<b><u>SALARY CENTRE REQUIEREMENTS</u></b>	:	R228 321 per annum
	:	Gqeberha Regional Office
	:	A Senior Certificate/Grade 12. (A Grade 12/ Senior Certificate with Commercial Subject will serve as an added advantage). Computer literate in Ms Word/Excel. The candidate should be well organized person and should be prepared to work under pressure. Basic knowledge of PFMA and PPPFA and other relevant Supply Chain Management legislation. A valid code 8 driver's license will be an added advantage.
<b><u>DUTIES</u></b>	:	Invite quotation from suppliers according to the relevant stakeholders, keeping and maintain suppliers database, generate orders on Logis, administrate suppliers transversal contract, administrate department cell phones contracts, compile reports in respect of order transactions. Liaise with internal and external clients in respect of suppliers. Ensure compliance of provisioning policies in respect of goods and services. Assist on sport checks of e-class accountability store.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. T.E. Matiso Tel No: (041) 408 2007
	:	Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056 or email to: <a href="mailto:RecruitPE25-06@dpw.gov.za">RecruitPE25-06@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms P Buwa
<b><u>POST 31/82</u></b>	:	<b><u>ADMINISTRATION CLERK: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2025/90</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum
	:	Gqeberha Regional Office
	:	A Senior Certificate/Grade 12 certificate. Knowledge of WCS. Knowledge of PFMA, Financial Administration, Budgetary and procurement processes, financial systems, good verbal and written communication skills, good report writing, basic numeracy, office administrative and organizational skills. The ability to manage confidential information, advanced interpersonal and diplomacy skills, problem solving skills, decision making skills and computer literacy are all advantageous.
<b><u>DUTIES</u></b>	:	Effectively and efficiently manage the office to relieve the manager of various administrative and clerical tasks, liaise and interact with other managers, staff and stakeholders and provide support, gain or provide information as and when required, liaise and interact to gain or provide information. Facilitate access to information or referral to appropriate persons, processing of WCS payments for consultants and contractors/suppliers. Effectiveness of transport, travel and accommodation arrangements.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr. S. L. Jikeka Tel No: (041) 408 2074
	:	Gqeberha Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. Or email to: <a href="mailto:RecruitPE25-07@dpw.gov.za">RecruitPE25-07@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms P Buwa
<b><u>POST 31/83</u></b>	:	<b><u>REGISTRY CLERK: PROVISIONING AND LOGISTICS REF NO: 2025/91</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R228 321 per annum
	:	Cape Town Regional Office
	:	A Senior Certificate/Grade 12. Knowledge and understanding of records/ documents management, mail and courier service procedures. Knowledge of Minimum Information Security Standards (MISS) Act, National Archives Act 43 of 1996, Records Service Act (NARSA) and Promotion to Access Information Act (PAIA). Computer literacy is also recommended. Customer care and client

		orientation skills. Ability to work under pressure and take initiatives. Understanding of financial systems (SAGE and Archibus). Ability to work with sensitive information. Proven communication, organizing and interpersonal skills. Willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	The successful candidate will be required to maintain the filing system and records. Manage the flow of files and records, track and traces files and manage sensitive documentation. Render administrative support, serving internal and external clients. Manage the receipt and distribution of documents. Receive, Verify and register invoices on Reapatala System. Drawing or downloading of Reapatala reports and filing thereof (electronically and manually) Uploading of documents on Archibus system. Postage and mailing of departmental documents to various destinations and render Courier service. Perform any other related tasks as per Supervisor's instructions including office duties.
<b><u>ENQUIRIES</u></b>	:	Lithabile Mgwadleka Tel No: (021) 402 2032
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitCPT25-14@dpw.gov.za">RecruitCPT25-14@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms. C Rossouw
<b><u>NOTE</u></b>	:	People with disabilities are encouraged to apply.
<b><u>POST 31/84</u></b>	:	<b><u>ADMIN CLERK: HELP DESK AND COMPLAINTS REF NO: 2025/92</u></b> This post is targeted for people with disabilities only.
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Johannesburg Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12. Knowledge: Office administration, Reapatala, Public Finance Management Act (PFMA), Treasury Regulations, Financial management and administration, State budgetary systems, Financial systems, Archibus and Logis. Skills: numeracy, accounting, organising, interpersonal skills, diplomacy, ability to follow a pro-active and creative problem, solving approach, communication, computer literacy. Personal Attributes: Ability to work under stressful situations, hardworking, and team player.
<b><u>DUTIES</u></b>	:	Address enquiries or refer them to the necessary manager. Follow up on outstanding complaints and queries, ensure resolutions of meetings are addressed within established timeframes and administer the Archibus System. Update and maintain electronic and physical records for procurement instructions. Furnish information for reports to internal and external stakeholders. Record, organise, store, capture, update and retrieve correspondence and data. Make photocopies and receive or send facsimiles, distribute documents/packages to various stakeholders as required, keep and maintain the filing system for the component. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Keep and maintain the asset register of the component. Assist with ordering of material and equipment from suppliers. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation. Distribute personnel pay slips and ensure that a payroll certificate has been signed and submitted to HR. Maintain a leave register for the component. Plan the diary for the sub-directorate. Book a meeting venue, arrange meetings and confirm attendance with stakeholders. Take minutes and distribute to meeting attendees. Assist with procurement of a service provider for catering where required.
<b><u>ENQUIRIES</u></b>	:	Mr KC Muthivheli Tel No: (011) 713 6097
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitJHB25-04@dpw.gov.za">RecruitJHB25-04@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr M Mudau
<b><u>POST 31/85</u></b>	:	<b><u>SENIOR SECURITY OFFICER: SUPERVISOR REF NO: 2025/93</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Durban Regional Office

<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12 certificate or equivalent. Security Certificate (A minimum of 1 year study). Grade C PSIRA Certificate. Knowledge of access control procedures, measure for the control and movement of equipment and stores, prescribed security procedure (MISS, NIA, Protection of Information Act etc.) and the authority of security officer under these documents, relevant emergency procedures. Effective communication analytical and numerical skills, organisation and planning, ability to meet deadlines, ability to work in a team, interpersonal skills, problem solving skills, motivational skills, ability to operate equipment and machines. Analytical thinking, ability to work under stressful situations, ability to communicate at all levels, good interpersonal relationship and hard-working and willing to work shifts.
<b><u>DUTIES</u></b>	:	Supervise the security functions performed by the security officers/service providers, ensuring adherence department security policies. Allocate duties to security officers/service providers, monitor outcomes and institute the necessary corrective measures to address deviations from norms and standards. Monitor access control to prevent unauthorised entry into buildings and other premises. Authorisation of the equipment, documents and stores into and out of the building or premises. Inspect and report all none functioning of security measures (e.g. X-Ray machines, walk through metal detectors, security lights etc.) Check incidents/occurrence registers. Monitor and Provide support in case of emergencies. Render administrative and related functions, determining rosters, shift schedules and overtime. Monitor performance of employees and determine training needs. Control leave and related personnel matter in line with HR procedures and prescripts. Provide security related services. Administer key control system. Identify risks and threats to the security of the department. Provide information regarding incidents to investigating officer. Monitor and respond to alarm system Ensure that unauthorised persons and dangerous objects do not enter the building or premises. Issue access cards to employees. Verify the validity of access cards. Monitor CCTV in security control room to identify suspicious Activities.
<b><u>ENQUIRIES</u></b>	:	Mr TE Phungula Tel No: (031) 314 7026
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitDBN25-07@dpw.gov.za">RecruitDBN25-07@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NS Nxumalo
<b><u>POST 31/86</u></b>	:	<b><u>SCM CLERK: PROVISIONING AND LOGISTICS REF NO: 2025/94</u></b>
<b><u>SALARY</u></b>	:	R228 321 per annum
<b><u>CENTRE</u></b>	:	Mmabatho Regional Office
<b><u>REQUIREMENTS</u></b>	:	A Senior Certificate/Grade 12. Knowledge: Interpersonal skills, hardworking, people orientated, ability to work under pressure. Understand Advance SCM Concepts, Procurement Policies, Tender Procedures, Logis Literacy, Financial Systems (LOGIS) (BAS), knowledge of payments, orders, posting. Skills: Organising, and Time management Planning, Problem solving, and report writing, ability to work with sensitive information. Computer Literacy, Communication, General Office Management.
<b><u>DUTIES</u></b>	:	Render clerical support in the requisition process of goods and services. Generate orders on LOGIS. Compile generic reports in respect of order transactions. Provide support in the process of receiving and distribution of stock as well as stock control. Administer paper work for distribution of goods. Capture invoices from suppliers. Render clerical support to transport and travel services. Receive and process PW21s forms. Capture travel and accommodation arrangements. Render general clerical support services. Maintain good record keeping. Control and maintain equipment and inventory. Support administrative activities.
<b><u>ENQUIRIES</u></b>	:	Mr. P Ndukulu Tel No: (018) 386 5270
<b><u>APPLICATIONS</u></b>	:	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: <a href="mailto:RecruitMBT25-02@dpw.gov.za">RecruitMBT25-02@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr T. Oagile
<b><u>POST 31/87</u></b>	:	<b><u>DRIVER: LOGISTICAL SERVICES REF NO: 2025/95 (X3 POSTS)</u></b>
<b><u>SALARY</u></b>	:	R163 680 per annum

<b><u>CENTRE REQUIREMENTS</u></b>	:	Head Office (Pretoria)
	:	A Senior Certificate /Grade 12 and a valid drivers license (code 8 or 10), willing to adapt work schedule in accordance with office requirements. A public drivers permit would be an added advantage. Knowledge: Operation of machinery and tools. Department's procurement process, Occupational Health and Safety Act. Skills: effective communication (verbal and written). Interpersonal skills, Time Management skills. Planning of processes. Good customer service. Operation of heavy-duty photocopying machine. Personal attributes: Safety conscious, confidentiality, trustworthy and hardworking. Have ability to work under pressure, establish and maintain harmonious working relationships with co-workers, staff and external clients.
<b><u>DUTIES</u></b>	:	Collect post, parcels and documentation and deliver to specified persons /destinations. Ensure proper control of the movement of documents. Drive departmental officials, clients and visitors as may be requested. Perform inspections on fleet vehicles on a daily basis. Report all damages / services dates to the Transport Officer. Taking vehicles for car wash. Render auxiliary administrative support as required by the Transport Office. The successful candidate will be responsible for the provision of management support service with regards to document requests of heavy-duty bulk photocopying. Procurement of reproduction equipment's and stationery. Manage and control access of the Photocopying room. Ensure protection of information at all times. Ensure that all documents have been neatly bonded and stapled accordingly. Inform clients when documents are ready for collection. Provide bulk shredding and messenger services as requested. Ensure all the equipment are serviced as required. Provide meter readings to suppliers. Provide monthly stats to the supervisor. Perform any other related tasks as per supervisor's instructions including office duties.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Ms. MR Masemola Tel No: (012) 406 1785
	:	Head Office Applications: The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or Hand deliver at 256 Madiba Street, CGO Building, Pretoria or email to: <a href="mailto:Recruitment25-35@dpw.gov.za">Recruitment25-35@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Ms NP Mudau
<b><u>POST 31/88</u></b>	:	<b><u>DRIVER REF NO: 2025/96</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 680 per annum
	:	Johannesburg Regional Office
	:	A Senior Certificate /Grade 12 and a valid driver's license (code 8 or 10). A public drivers permit would be an added advantage. Knowledge of Minimum Information Security Standards (MISS) Act, basic literacy, basic numeracy. Skills: Effective communication (verbal and written), interpersonal relations, planning of work processes, time management, driving skills. Personal Attributes: Hard working, trustworthy, punctuality, accuracy, polite, helpful, honesty and flexibility.
<b><u>DUTIES</u></b>	:	Collect cleaning materials, cleaning machines, and documentation and deliver to specified persons/ destinations. Drive departmental officials and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Complete transport schedule regarding trips travelled. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Report any accidents, injuries, and vehicle damage. Support Facilities Management related activities.
<b><u>ENQUIRIES APPLICATIONS</u></b>	:	Mr VG Msimango/KC Muthivheli Tel No: (011) 713 625 1097
	:	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: <a href="mailto:RecruitJHB25-05@dpw.gov.za">RecruitJHB25-05@dpw.gov.za</a>
<b><u>FOR ATTENTION</u></b>	:	Mr M Mudau
<b><u>POST 31/89</u></b>	:	<b><u>DRIVER: LOGISTICS &amp; PROVISIONING REF NO: 2025/97</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R163 680 per annum
	:	Polokwane Regional Office
	:	A Senior Certificate/ Grade 12 certificate or equivalent. Valid drivers' license. Possession of PDP shall serve as an added advantage. Ability to read and

write. Good interpersonal skills. Ability to communicate freely and easily with other employees, clients and the general public.

**DUTIES**

: Perform general messenger and delivery services: Collect post, parcels and documentation and deliver to specified persons/destinations, ensure proper control over the movement of documents and face value documents, Collect office consumables. Perform driver-related services: Drive departmental officials, clients and visitors as may be requested, receive items and documents for transport and ensure that they are safely transported to their destinations, complete transport schedule regarding trips travelled. Take proper care of the assigned departmental vehicle: Perform daily inspections on all assigned vehicles, at the beginning of each shift, Provide accurate time records of the departmental vehicle's comings and goings. Render auxiliary administrative support as required-: Support registry related activities. Support operator related activities.

**ENQUIRIES**

: Ms MC Mamabolo Tel No: (015) 293 8005

**APPLICATIONS**

: 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: RecruitPLK25-03@dpw.gov.za

**FOR ATTENTION**

: Mr. NJ Khotso