

<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr TE Phungula Tel No: (031) 314 7026
<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: RecruitDBN25-07@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NS Nxumalo
<u>POST 31/86</u>	:	<u>SCM CLERK: PROVISIONING AND LOGISTICS REF NO: 2025/94</u>
<u>SALARY</u>	:	R228 321 per annum
<u>CENTRE</u>	:	Mmabatho Regional Office
<u>REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES</u>	:	Mr. P Ndukulu Tel No: (018) 386 5270
<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: RecruitMBT25-02@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr T. Oagile
<u>POST 31/87</u>	:	<u>DRIVER: LOGISTICAL SERVICES REF NO: 2025/95 (X3 POSTS)</u>
<u>SALARY</u>	:	R163 680 per annum

<u>CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	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: Recruitment25-35@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 31/88</u>	:	<u>DRIVER REF NO: 2025/96</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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.
<u>DUTIES</u>	:	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.
<u>ENQUIRIES APPLICATIONS</u>	:	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: RecruitJHB25-05@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr M Mudau
<u>POST 31/89</u>	:	<u>DRIVER: LOGISTICS & PROVISIONING REF NO: 2025/97</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	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