

## 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.*

**APPLICATIONS**

- : **Head Office:** The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention Ms NP Mudau
- Pretoria Regional Office:** The Regional Manager, Department of Public Works, Private Bag x 229, Pretoria, 0001 or Hand deliver to AVN Building corner Andries and Skinner Street, Pretoria. For Attention: Ms K. Tihapane/ Ms MC. Lekganyane
- Cape Town Regional Office:** Cape Town Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. For Attention: Ms. C Rossouw
- Nelspruit Regional Office:** Nelspruit Regional Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. For Attention: Mr EK Nguyuza
- Kimberly Regional Office:** The Regional Manager, Department of National Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301. Or Hand Deliver at 21 – 23 Market Square Street, Old Magistrate Court, Kimberley. For Attention: Ms V Tidikwe
- Durban Regional Office:** The Regional Manager, Department of Public Works, Private Bag X54315, Durban, 4000. Hand Deliver at Corner Dr Pixley Kasem and Samora Machel Streets Durban. For Attention: Ms NS Nxumalo
- Bloemfontein Regional Office:** The Regional Manager, Department of Public Works, P/Bag X 20605, Bloemfontein, 9300 or Hand Delivered to 18 President Brandt Street, Bloemfontein, 9300. For Attention: Mr D Manus
- Mthatha Regional Office:** 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. For Attention: Ms N Mzalisi
- Mmabatho Regional Office:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho. For Attention: Mr. T. Oagile
- Gqeberha Regional Office:** The Regional Manager, Department of Public Works, Private Bag X 3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For Attention: Ms S Mafanya/ Ms. P Buwa
- Polokwane Regional Office:** The Regional Manager, Department of Public Works Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1st Floor, Polokwane. For Attention: Mr. NJ Khotsa
- Johannesburg Regional Office:** The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. For Attention: Mr M Mudau

**CLOSING DATE****NOTE**

- : 08 May 2026 at 16H00
- : Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPWSA 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/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: For emailed applications, please submit a Single PDF document or One Attachment per application to the email address designated on 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 using the required single pdf document.

#### **OTHER POSTS**

- POST 13/157** : **DEPUTY DIRECTOR: HUMAN RESOURCES MANAGEMENT REF NO: 2026/164**
- 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** : Kimberly Regional Office
- REQUIREMENTS** : A minimum of 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 Human Resources Management at a Junior managerial level (Assistant Director equivalent). Valid driver's licenses. 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.
- DUTIES** : 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. 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

**ENQUIRIES** : Ms V Tidikwe Tel No: (053) 838 5351  
**APPLICATIONS** : For Kimberly: email to: [RecruitKIM26-08@dpw.gov.za](mailto:RecruitKIM26-08@dpw.gov.za)

**POST 13/158** : **ASSISTANT DIRECTOR: INTERNAL COMMUNICATIONS & MOBILISATION REF NO: 2026/165**

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three-year relevant tertiary qualification/ National Diploma (NQF 6) in Communication Science/Media studies or Journalism or Marketing. Relevant years' experience at supervisory level. relevant years functional experience in internal communications, web (online) content management, media/public relations, and/or communication services. Knowledge: Departmental Policies and Procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles. Skills: Extensive Knowledge in Internal communications and practices. Planning and Organising, Interpersonal, Computer literacy, Communication Skills, Problem solving skills, Listening and observation, Negotiation skills, and Leadership skills. Valid driver's license.

**DUTIES** : Provide internal communication services for staff members. Make use of communication platforms such as the intranet, website, email, exclaimer, MS Teams, MS Sharepoint, and other MS Office platforms to communicate internal messages. Develop content to be used in internal publications, posters and email banners. Proof-read and edit articles for internal publications and posters. Source out, develop and disseminate content for email banners, posters and publications. Create, develop and manage online content for intranet, website and social media. Manage and mentor interns and junior staff in the unit.

**ENQUIRIES** : Mr. Motlhabane Skade Tel No: (012) 406 1835  
**APPLICATIONS** : For Head Office (Pretoria): email to: [Recruitment26-32@dpw.gov.za](mailto:Recruitment26-32@dpw.gov.za)

**POST 13/159** : **ASSISTANT DIRECTOR: ORGANISATIONAL DESIGN AND JOB EVALUATION REF NO: 2026/166**

**SALARY** : R468 459 per annum  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : A minimum of three-year relevant tertiary qualification/ National Diploma (NQF 6) in Management Services/ Work Study/ Operations Management / Industrial Psychology. Relevant years' experience on supervisory level within the Organisational Design field; Job evaluation Certificate. Knowledge: Public Service Regulations, Public Services Act, PFMA, Other relevant legislations; Organisational Design; Job Evaluation System and Processes; MPSA Directives; Policy development. Skills: Advanced communication (verbal and written); Problem Solving; Analytical Thinking; Decision Making; Sound Organisational; Interpersonal; Planning and Organising; Technical Report Writing; Project Management; Relationship Management; Negotiation; Motivational and People Management skills.

**DUTIES** : Develop and implement organisational design and job evaluation policies and guidelines that support high performing organisation. Interpret DPWI strategic goals, annual performance plans and reports and translate them into organizational design interventions. Develop and maintain the organisational structure and ensure alignment to the strategic plans of the department. Manage organizational design investigations in line with relevant prescripts. Implement and maintain job evaluation system and processes. Ensure jobs

within the organisation are clearly described and aligned to the departmental objectives. Conduct regular audit on the organisational structure and recommend changes to make the organization more effective. Develop and maintain structural changes, Job descriptions and Job Evaluation databases. Implement change management interventions. Conduct workshops to create awareness on OD interventions. Manage and develop employees.

- ENQUIRIES** : Mr R Mahlatjie Tel No: (012) 406 1289  
**APPLICATIONS** : For Head Office (Pretoria): email to: [Recruitment26-33@dpw.gov.za](mailto:Recruitment26-33@dpw.gov.za)
- POST 13/160** : **SENIOR ADMINISTRATION OFFICER: ACQUISITION– INFRASTRUCTURE**
- SALARY** : R397 116 per annum  
**CENTRE** : Head Office (Pretoria) Ref No: 2026/167 A (X1 Post)  
Kimberly Regional Office Ref No: 2026/167 B (X1 Post)
- REQUIREMENTS** : A minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Administration / Management Sciences. Relevant work experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.
- DUTIES** : Execute, facilitate, support supervise, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.
- ENQUIRIES** : Mr. Mr. V Baliso Tel No: (012) 406 1540  
For Kimberly M Allen Tel No: (053) 838 5245  
**APPLICATIONS** : For Head Office (Pretoria): email to: [Recruitment26-34@dpw.gov.za](mailto:Recruitment26-34@dpw.gov.za)  
For Kimberly Regional Office: email to: [RecruitKim26-14@dpw.gov.za](mailto:RecruitKim26-14@dpw.gov.za)

**POST 13/161** : **ADMINISTRATION OFFICER: ACQUISITION – INFRASTRUCTURE REF NO: 2026/168 (X1 POST)**

**SALARY CENTRE REQUIREMENTS** : R325 101 per annum  
: Head Office (Pretoria)  
: A Minimum of three-year tertiary qualification (NQF Level 06) in Supply Chain Management/ Purchasing Management/ Business Management/ Economics/ Finance / Public Administration/ Administration / Management Sciences. Relevant years of experience in Procurement / Supply Chain Management. Experience in Construction or Infrastructure Procurement will be an added advantage. Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, including the Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Act, CIDB Act, CIDB Regulations and CIDB Practice Notes and Guides. Understanding of government procurement systems and processes within the built environment is essential. Good verbal and written communication skills, the ability to manage confidential information, advanced interpersonal and negotiation skills, problem solving skills, decision making skills and computer literacy are critical competency areas. The ability to work and deliver under pressure and within tight time frames is essential.

**DUTIES** : Execute, facilitate, support, and performance manage the following SCM functions - Demand: Conduct needs assessments by collecting and analyzing relevant data, categorizing commodities and confirming availability of funds, Coordinate and collate business/line functions' and Regional inputs for procurement plans, Conduct a market and industry analysis, Identify/implement preference points system and appropriate goals per commodity in terms of preferential procurement policy objectives, Oversee; coordinate and advise on the process of drafting specifications/terms of reference and special conditions of contract. Acquisitions: ensure that the bid/quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Provide and account for SCM administrative and technical support to ALL Bid Committees, systems and related structures. Ensure that procurement source documents are verified, standard bidding documents are compiled, captured and authorized in accordance with departmental policies and procedures and compliant with applicable legislative requirements, SCM Performance Reporting: Consolidate monthly Head Office and Regional Offices' inputs to produce SCM performance reports against the Annual Performance Plan, Collate data; prepare reports and presentations for management use, Monitor and report on BBBEE/Preferential Procurement spending in terms of the Department's targets and report on a weekly/monthly basis on performance against the Procurement Plan. Risk Management: participate, support and provide assistance in the conduct of the annual SCM Risk Assessment and development of the SCM risk universe, response plan and quarterly strategic/operational risk reports. Regularity Audit Support: Coordinate Internal and External Audit engagement processes, steer the SCM response process and provide analysis of audit queries, management responses and Audit conclusions. Ensure timeous reporting to Treasury and Auditor General (AG). Perform any other assigned duties in relation to the implementation of the Supply Chain Management system of the PMTE/DPWI.

**ENQUIRIES APPLICATIONS** : Mr. V Baliso/ Mr. N Maluleke Tel No: (012) 406 1540 / (012) 406 1099  
: For Head Office (Pretoria): email to: [Recruitment26-35@dpw.gov.za](mailto:Recruitment26-35@dpw.gov.za)

**POST 13/162** : **STATE ACCOUNTANT: PROPERTY PAYMENTS**

**SALARY CENTRE** : R325 101 per annum  
: Pretoria Regional Office Ref No: 2026/169 A (X2 Posts)  
: Cape Town Regional Office Ref No: 2026/169 B (X1 Post)  
: Johannesburg Regional Office Ref No: 2026/169 C (X1 Post)  
: Polokwane Regional Office Ref No: 2026/169 D (X1 Post)  
: Kimberly Regional Office Ref No: 2026/169 E (X2 Posts)  
**REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Financial Management or related qualification. Relevant years of experience in the relevant field. Basic understanding of PFMA, Treasury Regulations and property related legislations. A valid driver's license. Computer literacy. Knowledge of property management processes and systems: SAGE and

- PMIS, knowledge of property industry, knowledge of property payments, knowledge of procurement and tender regulations. Good verbal and written communication skills. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements.
- DUTIES** :
- Timeous processing of payments of accounts received from municipalities, service providers and landlords in respect of rates, municipal services and accommodation leased by the Department. Ensure that all property payments invoices are countersigned and authorized. Ensure that all payments comply with related prescripts, delegations and procedures. Provide budget inputs on property payments and liaise with clients regarding property payments. Compilation and rendering of accounts to tenants and clients in respect of accommodation and services provided by the department. Handling of queries from municipalities, service providers, property owners, tenants and clients. Monitor and follow up on outstanding balances on relevant accounts. Writing monthly reports. Assist in capturing of batches and general administration of the section.
- ENQUIRIES** :
- For Kimberly Mr L Botshobana Tel No: (053) 838 5272  
 For Pretoria Ms. M Vuso Tel No: (012) 310 5111  
 For Cape Town Mr. B Berends Tel No: (021) 402 2309  
 For Johannesburg Peter Mongwenyana at (072) 153 0375
- APPLICATIONS** :
- For Pretoria: email to: [RecruitPTA26-32@dpw.gov.za](mailto:RecruitPTA26-32@dpw.gov.za)  
 For Cape Town: email to: [RecruitCPT26-40@dpw.gov.za](mailto:RecruitCPT26-40@dpw.gov.za)  
 For Johannesburg: email to: [RecruitJHB26-11@dpw.gov.za](mailto:RecruitJHB26-11@dpw.gov.za)  
 For Polokwane: email to: [RecruitPLK26-09@dpw.gov.za](mailto:RecruitPLK26-09@dpw.gov.za)  
 For Kimberly: email to: [RecruitKIM26-09@dpw.gov.za](mailto:RecruitKIM26-09@dpw.gov.za)
- POST 13/163** :
- STATE ACCOUNTANT: INTERNAL CONTROL**
- SALARY CENTRE** :
- R325 101 per annum  
 Nelspruit Regional Office Ref No: 2026/170 A (X1 Post)  
 Kimberley Regional Office Ref No: 2026/170 B (X1 Post)
- REQUIREMENTS** :
- A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Auditing / Financial Management / Supply Chain Management / Accounting. Appropriate years of experience in Supply Chain Management / Internal Control / Compliance Management / Auditing / Financial Management / Accounting. Knowledge of Property Industry, Financial prescripts (GAAP and GRAP standards), working knowledge of Government Financial systems (SAGE, ARCHIBUS, PMIS, WCS, LOGIS, BAS), Public Finance and Management Act, National Treasury Regulations (Directives and guidelines), ICT Procurement, Supply Chain Management Framework, Skills and personal attributes: administrative skills, report writing, good communication skills (written and verbal), interpersonal skills, organising and planning, goal and solution orientated, assertiveness, people and client orientated, team player, innovative, ability to work under stressful conditions and meet deadlines, dedicated, hardworking, ability to communicate at all levels, trustworthy, attention to detail, ability to adapt in accordance to office requirements.
- DUTIES** :
- The effective implementation of internal compliance impacting on Finance and Supply Chain Management performance. Monitor whether finance and supply chain objectives are consistent with Government's broader policy. Ensure that the Departmental SCM processes are aligned with those standards that support International best practice. Implement Finance and SCM processes, Standard Operating Procedure manuals, Delegations documents and identify opportunities for alignment with legislation. Communicate new prescripts from National Treasury. Identify and communicate internal control deficiencies. Identify potential risks. Provide support in the implementation of departmental loss control system. Manage acceptance of tenders by verifying completeness and correctness of documentation to ensure legally binding documents on respective parties. Verify by scrutinizing the bid/ contract documents for compliance. Perform pre and post audit procedures on bids awarded to identify instances of non-compliance. Conduct Assessments on reported cases of financial misconduct. Validate possible non-compliant transactions. Provide inputs to the report on non-compliant transactions. Compile the disclosure notes for Irregular Expenditure and Fruitless & Wasteful Expenditure to the financial statements. Compile monthly registers for Irregular Expenditure and Fruitless & Wasteful Expenditure. Audit coordination process between Auditor General and the Department (Main Account and Trading Entity). Receive information requests and audit queries from auditors and identify responsible

branches / units for dissemination. Update records / schedules of requests and audit queries. Provide information requested by the auditors within agreed time. Follow up with branches / units on outstanding responses and requested information. Assist with arranging of Audit Steering Committee meetings and meetings between branch heads and the auditors. Assist with developing Audit Action Plan that addresses all the findings raised by auditors. Assist with inputs/update of the risk register. Provide administrative and supervisory services to support effective functioning of the sub-directorate. Maintain and report registers of pre/ post audit transactions and submit to supervisor. Administer the flow of information in and out of the office. Ensure adherence to developed and approved internal controls.

- ENQUIRIES** : For Nelspruit Mr SF Mathikwane Tel No: (013) 753 6322  
For Kimberley Mr NA Mushidzi Tel No: (053) 838 5351
- APPLICATIONS** : For Nelspruit: email to: [RecruitNEL26-11@dpw.gov.za](mailto:RecruitNEL26-11@dpw.gov.za)  
For Kimberley: email to: [RecruitKIM26-10@dpw.gov.za](mailto:RecruitKIM26-10@dpw.gov.za)
- POST 13/164** : **STATE ACCOUNTANT: BUDGET**
- SALARY CENTRE** : R325 101 per annum  
Kimberley Regional Office Ref No: 2026/171 A (X1 Post)  
Nelspruit Regional Office Ref No: 2026/171 B (X1 Post)
- CENTRE** : Durban Regional Office Ref No: 2026/171 C (X2 Posts)  
Cape Town Regional Office Ref No: 2026/171 D (X1 Post)
- REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Finance Management or finance related. Relevant years of experience in the relevant field. Willing to adapt work schedule in accordance with office requirements Knowledge: Financial prescripts (GAAP and GRAP); International standards and property industry; Working knowledge of Government Financial Systems (e.g. PERSAL, PMIS, WCS, LOGIS, BAS) ; Knowledge and understanding of the Public Finance Management Act, National Treasury Regulations (Instruction Notes, directives and guidelines) and Supply Chain Management Framework; Tender Solutions Suites; ICT Procurement. Skills and personal attributes: Communication skills both written and verbal; Interpersonal skills; Administrative skills; Report writing; Problem solving skills and decision-making skills; Numerical, analytical and financial skills; Ability to work under pressure and meet deadlines; Computer literacy (MS Word, Excel, PowerPoint and Outlook). Personal Attributes: Ability to communicate at all levels; Assertiveness, accuracy and attention to detail; Dedicated; Hardworking; Ability to work under stressful conditions; Team player; People and client orientated. Goal and solution orientated; Trustworthy; Leadership; Valid driver's license; Willingness to travel and work irregular hours.
- DUTIES** : Consolidate and check financial supporting information for planning purposes: Check and verify the necessary financial supporting documents required for the strategic and annual performance planning process. Check and verify the relevant financial information required in the evaluation and development of business and project plans. Consolidate the supporting information for various financial planning processes. Participate in the budget preparation process: Consolidate budget information for the completion of the Medium Term Expenditure Framework (MTEF) and Estimates National Expenditure (ENE) in compliance with National Treasury guidelines, Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure, Prepare, consult and implement the adjustment estimate process. Monitor the recording of adjustments on the accounting system and review the record of supporting documentation. Capture the budget and adjustments on the accounting system. Assess where rollovers are required, by reviewing expenditure against budget. Coordinate the Rollover requests and virement submissions including request for additional funding. Assess whether the approved rollovers are updated on the accounting system. Monitor and report on expenditure against the budget: Monitor the capturing of financial information on the monthly reporting templates. Consolidate, check and verify the information in the in-year monitoring reports for the department. Collate financial and non-financial performance information to be included in the annual report. Collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting. Notify responsibility managers on possible over/under spending. Request monthly /weekly expenditure report on

BAS and SAGE to detect any misallocation allocation and ensure journals are processed for rectification. Liaise with programme managers regarding monthly expenditure reports analysis and advise accordingly in terms of PFMA. Provide administration support services to support the effective functioning of the Directorate: Provide logistical arrangement in the sub-directorate. Administer the flow of information in and out of the office. Compile schedules, invoices and financial statements. Prepare administration reports as required. Adhere to developed and approved internal controls.

**ENQUIRIES** : For Kimberley Mr. Luthando Botshobana Tel No: (053) 838 5272  
 For Nelspruit Mr PM Cossa Tel No: (013) 753 6390  
 For Cape Town Ms. A Bakubaku Tel No: (021) 402 2101  
**APPLICATIONS** : For Kimberley: email to: [RecruitKIM26-11@dpw.gov.za](mailto:RecruitKIM26-11@dpw.gov.za)  
 For Nelspruit: email to: [RecruitNEL26-12@dpw.gov.za](mailto:RecruitNEL26-12@dpw.gov.za)  
 For Durban: email to: [RecruitDBN26-02@dpw.gov.za](mailto:RecruitDBN26-02@dpw.gov.za)  
 For Cape Town: email to: [RecruitCPT26-41@dpw.gov.za](mailto:RecruitCPT26-41@dpw.gov.za)

**POST 13/165** : **STATE ACCOUNTANT: FINANCIAL ACCOUNTING**

**SALARY CENTRE** : R325 101 per annum  
 : Cape Town Regional Office Ref No: 2026/172 A (X3 Posts)  
 : Durban Regional Office Ref No: 2026/172 B (X3 Posts)  
 : Gqeberha Regional Office Ref No: 2026/172 C (X1 Post)

**REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Financial Management / Accounting/ Cost Accounting or related qualification. Relevant years of experience in a Financial Accounting environment. Knowledge of BAS and LOGIS. A valid (Code B or higher) driving license. Knowledge: Public Finance Management Act, National Department of Treasury regulations, guidelines and directives, Understanding of Governments financial delegations, Standard Charts of Accounts (SCOA), Government Budget systems and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP). Skills: Good verbal and written communication skills; Problem solving skills; Decision making skills; Numeracy. Personal attributes: Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Able to establish and maintain networks. Trustworthy. Assertive. Hard-working. Self-motivated. Ability to work independently.

**DUTIES** : Render goods and services expenditure management services - Authorise payments on BAS, SAGE and LOGIS. Administer suspense Accounts. Prepare, maintain and update a detailed payment register for all payments received and processed at Finance. Track and ensure that all payments are paid in 30 days. Ensure payments are adequately supported (e.g. order numbers, invoices). Prepare, capture and authorise journals. Prepare and process related journals. Resolve queries from regions (e.g. re-issues, re-submissions, recalls and cancellations). Maintain safe and proper document control for all financial source documents. Prepare monthly reconciliation of Financial Systems. Attend to queries from Clients, service providers, internal line functions, Internal Auditors and external Auditors (AGSA). Keep regions regularly updated. Safekeeping and monitoring of documents in the batch room. Provide inputs for the Interim and Annual financial statements. Collect and process information to determine expenditure against budget. Ensure correct classification in line with GRAP. Respond to audit queries. Provide administrative and supervisory services to support effective functioning of the sub-directorate. Supervise the handling of logistical arrangements in the sub-directorate. Administer the flow of information in and out of the office. Supervise subordinates and ensure performance management and development. Prepare administration reports as required. Supervise continuous adherence to developed and approved internal controls. Provide support and guidance to line functions in relation to Financial Accounting processes and procedures.

**ENQUIRIES** : For Cape Town Ms. A Bakubaku Tel No: (021) 402 2101  
 For Durban Mrs. DC Mngoma Tel No: (031) 314 7018  
**APPLICATIONS** : For Cape Town: email to: [RecruitCPT26-42@dpw.gov.za](mailto:RecruitCPT26-42@dpw.gov.za)  
 For Durban: email to: [RecruitDBN26-03@dpw.gov.za](mailto:RecruitDBN26-03@dpw.gov.za)  
 For Gqeberha: email to: [RecruitPE26-17@dpw.gov.za](mailto:RecruitPE26-17@dpw.gov.za)

**POST 13/166** : **ADMINISTRATION OFFICER: SCM DEMAND MANAGEMENT**

**SALARY** : R325 101 per annum

<b><u>CENTRE</u></b>	:	Bloemfontein Regional Office Ref No: 2026/173 A (X1 Post) Kimberley Regional Office Ref No: 2026/173 B (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Supply Chain Management/Public Procurement /Purchasing Management /Public Management/Public Administration /Logistics Management /Financial Management or related. Relevant extensive experience in Supply Chain Management/ Demand and Acquisition Management. Knowledge of Supply Chain Management Framework, procurement procedures and regulations. Knowledge of government procurement systems, tender and quotation procedures, Supply Chain Management practice notes, PFMA, PPPFA, Treasury Regulations, B-BBEE, CIDB, Constitution of South Africa Act, interpersonal, co-ordinating and organizing skills, confidentiality and reliability, ability to work under tight deadlines and pressure. Good communication skills (verbal and written). Computer literacy, Valid driver's Licence.
<b><u>DUTIES</u></b>	:	Provide admin support in the research and needs analysis for the Department. Collect and collate information for the Departmental Annual Procurement Plan. Provide support in the process of drafting specifications/terms of reference and Review Specifications and Terms of Reference (TOR) received. Provide secretariat support to the relevant Committees by Compiling accurate minutes of the proceedings of Bid Committees meetings and general admin. Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with relevant delegations and directives. Ensure that tender/ quotation documents comply with standard operating procedures (SOP). Keep correct records on SCM committee decisions in a form of minutes. Provide information for quarterly and annual reports. Provide information on Audit queries. Review receipting of goods and services rendered. Assist Head of the Unit with all Procurement related functions and also perform any other duties in relation to the implementation of SCM policies.
<b><u>ENQUIRIES</u></b>	:	For Bloemfontein Ms. MD Mabusu Tel No: (051) 408 7444 For Kimberley Ms GJ Aysen Tel No: (053) 838 5221
<b><u>APPLICATIONS</u></b>	:	For Bloemfontein: email to: <a href="mailto:RecruitBLOEM26-19@dpw.gov.za">RecruitBLOEM26-19@dpw.gov.za</a> For Kimberley: email to: <a href="mailto:RecruitKIM26-12@dpw.gov.za">RecruitKIM26-12@dpw.gov.za</a>
<b><u>POST 13/167</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: UTILISATION AND CONTRACT ADMINISTRATION</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum Pretoria Regional Office Ref No: 2026/174 A (X1 Post) Mthatha Regional Office Ref No: 2026/174 B (X1 Post) Mmabatho Regional Office Ref No: 2026/174 C (X1 Post) Cape Town Regional Office Ref No: 2026/174 D (X3 Posts) Johannesburg Regional Office Ref No: 2026/174 E (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Real Estate Management/ Property related qualification. Relevant experience in the field. A valid driver's license. Knowledge: Public Finance Management Act. Financial administration. Procurement directives and procedures. Programme and project planning. Market research. Property economics. Reporting procedures. GIAMA. Property Law. BBBEE. Treasury Regulations. The PIE Act. Report writing. Skills: Accounts and numeric skills. Analytical thinking. Communication skills. Interpersonal skills. Problem solving skills. Organising and planning skills. Goal and solution orientated. Assertiveness. People and client orientated. Innovative. Ability to work under stressful conditions. Hard working. Ability to communicate at all levels. Must be prepared to travel. Willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Provide administration support to achieve an optimal utilisation of state properties: Administer cost determinations and verifications. Report on unlawful occupations and facilitate the clearing of state land. Introduce available properties to potential clients. Investigate the utilisation potential of state properties: Undertake site visits and conditions surveys to determine utilisation potentials. Assess the provisions of and remove restrictive conditions from title deeds regarding the utilisation of s Render general administrative support: Prepare and disseminate information to appropriate employees regarding contract status. Maintain the filing system with a file for each contract that includes original contract, all correspondence, changes/deviations, amendments, clarifications and payment schedules. Facilitate contractor meetings. Prepare all documentation to resolve disputes. Facilitate the

		rezoning of properties.
<b><u>ENQUIRIES</u></b>	:	For Pretoria Mr. ST Tshilwane Tel No: (012) 310 5127 For Mthatha Ms. N Twatwa Tel No: (047) 502 7019/(047) 502 7106 For Mmabatho Mr. K.E Sibanda Tel No: (018) 386 5211 For Cape Town Ms. M Rapudi at (066) 261 1047 For Johannesburg Ms F Khoza (JHB) Tel No: (011) 713 6079
<b><u>APPLICATIONS</u></b>	:	For Pretoria: email to: <a href="mailto:RecruitPTA26-33@dpw.gov.za">RecruitPTA26-33@dpw.gov.za</a> For Mthatha: email to: <a href="mailto:RecruitMTH26-13@dpw.gov.za">RecruitMTH26-13@dpw.gov.za</a> For Mmabatho: email to: <a href="mailto:RecruitMBT26-10@dpw.gov.za">RecruitMBT26-10@dpw.gov.za</a> For Cape Town: email to: <a href="mailto:RecruitCPT26-43@dpw.gov.za">RecruitCPT26-43@dpw.gov.za</a> For Johannesburg: email to: <a href="mailto:RecruitJHB26-12@dpw.gov.za">RecruitJHB26-12@dpw.gov.za</a>
<b><u>POST 13/168</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PROPERTY ACQUISITIONS AND LEASING</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum Gqeberha Regional Office Ref No: 2026/175 A (X1 Post) Mthatha Regional Office Ref No: 2026/175 B (X1 Post) Mmabatho Regional Office Ref No: 2026/175 C (X2 Posts) Polokwane Regional Office Ref No: 2026/175 D (X2 Posts)
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Property Management, Real Estate, Property Law or related qualification. Appropriate experience in Real Estate or Property Acquisition. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives of forms of acquisition of property (expropriation, common law and prescriptions etc) negotiation skills. A valid driver's licence is a must have. Willingness to travel extensively.
<b><u>DUTIES</u></b>	:	Procure leased fixed properties or rights in fixed properties to be utilised by client departments, Keep track of the property market and its trends. Negotiate property purchases. View tendered or identified properties. Negotiate lease terms with Landlords and manage signing of lease agreements. Do site inspections to ensure optimal utilisation of leased buildings. Manage lease renewals to ensure that leases are renewed in time. Attend to both clients and landlords complaints in leased buildings. Perform general administrative duties within the office.
<b><u>ENQUIRIES</u></b>	:	For Gqeberha Ms A Meyer Tel No: (041) 408 2067 For Mthatha Ms. P Ngomane Tel No: (012) 492 3337 For Mmabatho Ms. J Setlhoke Tel No: (018) 386 5223 For Polokwane Ms M.B Lekgoathi Tel No: (015) 291 6411
<b><u>APPLICATIONS</u></b>	:	For Port Elizabeth: email to: <a href="mailto:RecruitPE26-18@dpw.gov.za">RecruitPE26-18@dpw.gov.za</a> For Mthatha: email to: <a href="mailto:RecruitMTH26-14@dpw.gov.za">RecruitMTH26-14@dpw.gov.za</a> For Mmabatho: email to: <a href="mailto:RecruitMBT26-11@dpw.gov.za">RecruitMBT26-11@dpw.gov.za</a> For Polokwane: email to: <a href="mailto:RecruitPLK26-09@dpw.gov.za">RecruitPLK26-09@dpw.gov.za</a>
<b><u>POST 13/169</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: CONSTRUCTION PROJECT MANAGEMENT</u></b>
<b><u>SALARY CENTRE</u></b>	:	R325 101 per annum Cape Town Regional Office Ref No: 2026/176 A (X3 Posts) Pretoria Regional Office Ref No: 2026/176 B (X1 Post) Kimberly Regional Office Ref No: 2026/176 C (X3 Posts)
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Public Administration/Public Management/ Project Management or related qualification. Experience in Office Administration/ Project Administration field. Computer literacy (MS Word, PowerPoint, Excel, and Outlook). Proficiency in English as business language i.e. verbal communication, report writing, letter writing and data capturing. Knowledge of Office management and administration, Reporting procedures, Project administration, Project principles and methodologies, Knowledge of legal compliance, PFMA, SCM and National Treasury Regulations. Ability to work independently. Knowledge of WCS would be an advantage.
<b><u>DUTIES</u></b>	:	Monitor and administer construction projects claims and payments: - Collect/ receive invoices from Registry Services. Capture invoice on Re-a-Patala system. Forward the invoice to the relevant stakeholders. Identify discrepancies related to payment certificates. Update payments on WCS. Keep the Project Manager(s) abreast with the budget adjustments as required. Attend, respond and redirect enquiries related to the project invoices and payments. Updating of WCS on daily basis. Provide projects administrative

support services to the Chief/Construction Project managers: Administer office correspondence, documents and reports. Monitor, update and maintain the WCS and Re-a-patala database. Disseminate status reports on the development of the project. Handle queries from consultants and contractors. Liaise with stakeholders relevant to the office. Attend to audit queries. Render general clerical support services to the component: - Provide supply chain clerical support services. Monitor the communication and administer the flow of information and documents in the office. Maintain the filing system and records for projects documents and the unit where required. Maintain a leave register for the component. Provide financial administration support services. Capture an Render secretariat and logistical support service to the Committees and internal and external meetings: Arrange meetings and workshops for the unit with internal and external stakeholders. Prepare and type documents presentations and reports; Draft agenda and record minutes/decisions. Communicate to relevant role-players and follow-up on progress made. Compile submissions and reports. Ensures that travel arrangements are well coordinated. Complete and submit S&Ts forms', update component expenditure. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : For Kimberly S Cosa Tel No: (053) 838 5356/079 516 9085  
For Cape Town Mrs. R Davids Tel No: (021) 402 2047  
For Pretoria Mr L Ngobeni Tel No: (012) 492 3470/ Mr T Masina Tel No: (012) 310 5254

**APPLICATIONS** : For Cape Town: email to: [RecruitCPT26-44@dpw.gov.za](mailto:RecruitCPT26-44@dpw.gov.za)  
For Pretoria: email to: [RecruitPTA26-34@dpw.gov.za](mailto:RecruitPTA26-34@dpw.gov.za)  
For Kimberly: email to: [RecruitKIM26-15@dpw.gov.za](mailto:RecruitKIM26-15@dpw.gov.za)

**POST 13/170** : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER**

**SALARY** : R325 101 per annum  
**CENTRE** : Mmabatho Regional Office Ref No: 2026/177 A (X1 Post)  
Cape Town Regional Office Ref No: 2026/177 B (X1 Post)

**REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Commerce, Real Estate Management, Project Management, Business Administration, Asset Management or equivalent qualification. Appropriate relevant experience in Property/Immovable Asset Register Management. Experience in State land administration and verification of immovable assets (land and buildings) or related. Effective communication skills. Good report writing skills. Computer literacy. Negotiation Skills. Decision Making Skills. Excellent Interpersonal skills. Ability to work under pressure, high level of reliability and deadline driven. A valid driver's license.

**DUTIES** : Carry out the physical verification of immovable assets. Conduct and administer physical verification of immovable assets in line with IAR verification support tools. Identify and record improvements to state property in IAR. Correctly capture disposals in the IAR. Participate in the vesting of land parcels and endorsements of Title Deeds. Provide admin support for Immovable Asset Register projects. Ensure the safekeeping of all project documentation. Provide administrative support services to Immovable Asset Register Sub-Unit.

**ENQUIRIES** : For Mmabatho Mr. S Sokhela Tel No: (012) 406 1143  
For Gqeberha Mr. ZDL Twala Tel No: (041) 408 2072  
For Cape Town Ms. L Mahlombe at (066) 170 2219

**APPLICATIONS** : OR Mmabatho: email to: [RecruitMBT26-12@dpw.gov.za](mailto:RecruitMBT26-12@dpw.gov.za)  
For Cape Town: email to: [RecruitCPT26-45@dpw.gov.za](mailto:RecruitCPT26-45@dpw.gov.za)

**POST 13/171** : **STATE ACCOUNTANT: ACCOUNTS PAYABLES REF NO: 2026/178**

**SALARY** : R325 101 per annum  
**CENTRE** : Pretoria Regional Office

**REQUIREMENTS** : A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Financial Management or related qualification, with relevant experience in the field. Knowledge of the Public Finance Management Act 1999 and Treasury Regulations. Good Communication Skills, Computer Literacy and ability to work under pressure. Knowledge of BAS/SAGE, PERSAL and LOGIS. PMIS and WCS will be an added advantage.

**DUTIES** : Capturing and authorization of payments on various transversal systems. Capture journals on BAS/SAGE, check payments for correctness. Capture inputs in the preparation of interim and annual financial statements. Update the 30-days payment report and render financial support to line function. Attend to

		queries from internal and external clients. Manage suspense accounts and prepare monthly reconciliations between business systems.
<b><u>ENQUIRIES</u></b>	:	Ms. L Mabuso Tel No: (012) 310 5929
<b><u>APPLICATIONS</u></b>	:	For Pretoria: email to: <a href="mailto:RecruitPTA26-35@dpw.gov.za">RecruitPTA26-35@dpw.gov.za</a>
<b><u>POST 13/172</u></b>	:	<b><u>ADMINISTRATIVE OFFICER: PROVISIONING REF NO: 2026/179</u></b>
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Kimberley Regional Office
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Supply Chain Management, Finance or Procurement or public Administration or related qualification. related supply chain experience. Knowledge: Database management; monitoring and evaluation theory, methodology and systems; supply chain management; procurement management. Thorough knowledge and understanding of government procurement systems and relevant legislation; built environment industry. Skills: Good verbal and written communication skills; basic numeracy; statistical skills. Ability to work under stressful situations; ability to communicate at all levels; ability to work independently. Willing to adapt work schedule in accordance with office requirements.
<b><u>DUTIES</u></b>	:	Conduct needs assessments for the compilation of the Departmental Annual Procurement Plan; Liaise with relevant units to submit procurement plans; Collect and collate information from the relevant units; Check if the submitted information is accurate and complete; Liaise with relevant units for necessary follow-ups; Liaise with Finance regarding the availability of budget; Consolidate into procurement plan and table for approval by the accounting officer; Maintain complete and accurate requisition register:- Keep all records of end user procurement requirements in the Requests Register; Update the relevant data base. The provision of secretariat services to the relevant Committees -: Arrange committee meetings with all role-players; prepare attendance register, declaration of interest and signature documents; record and keep minutes; Attend to related queries; Receive and check all submissions to SCM committees. Check compliance on submissions to SCM committee; Keep correct records on decisions; Distribute adjudicated submissions to relevant units.
<b><u>ENQUIRIES</u></b>	:	Ms GJ Aysen Tel No: (053) 838 5221
<b><u>APPLICATIONS</u></b>	:	For Kimberly: email to: <a href="mailto:RecruitKIM26-13@dpw.gov.za">RecruitKIM26-13@dpw.gov.za</a>
<b><u>POST 13/173</u></b>	:	<b><u>ADMINISTRATION OFFICER: PROPERTY DISPOSALS REF NO: 2026/180</u></b> Real Estate Management Services
<b><u>SALARY</u></b>	:	R325 101 per annum
<b><u>CENTRE</u></b>	:	Cape Town Regional Office
<b><u>REQUIREMENTS</u></b>	:	A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Town and Regional Planning, Property Law, Real Estate and/ or Property Studies/Public Administration or Law Degree; Appropriate experience within a property management environment. Knowledge of Department policies, procedures and processes regarding the disposals of State Immovable Assets will be added advantage. Sound knowledge and understanding of State Land Disposals Act, Government Immovable Asset Management Act, Preferential Procurement Policy Framework Management, Broad-Based Black Economic Empowerment. Supply Chain Management and treasury Regulations. Good communication (verbal and written) skills and the ability to communicate at all levels. Good analytical, planning, organizing and financial management skills. High levels of computer proficiency. Ability to work within diverse team, working extended hours and the willingness to travel extensively is necessary. Must have a valid driver's license.
<b><u>DUTIES</u></b>	:	Conduct research to obtain information for the disposal of property and the compilation of reports. Conduct site inspections, Prepare information to be presented at the Provincial State Land disposals and Vesting Committee (PSLDVC) to support disposal of property. Implement the disposal process in terms of property donation, Servitude, removal of restrictive condition, long term lease. Provide admin support in redressing of the property ownership problem through Land Reform. Liaise with Regional Land claims Commission to check for claims against property to be disposed. Prepare submission to obtain concurrence from Minister of Rural Development and Land Reform. Prepare submission to obtain approval from Minister of National Department

of Public Works & Infrastructure (NDPWI). Administer financial processes on the disposal of fixed assets. Keep an accurate Property Disposal documentation. Liaise with land owners and other stakeholders.

**ENQUIRIES**  
**APPLICATIONS**

: Mr M Nyali Tel No: (021) 402 2171  
: For Cape Town: email to: [RecruitCPT26-46@dpw.gov.za](mailto:RecruitCPT26-46@dpw.gov.za)

**POST 13/174**

: **ADMINISTRATION OFFICER: SCM ACQUISITIONS REF NO: 2026/181**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R325 101 per annum  
: Bloemfontein Regional Office  
: A minimum three-year tertiary qualification/ National Diploma (NQF level 6) in Supply Chain Management/ Procurement / Public Management or Administration / Logistics Management / Financial Management / Business Management / Accounting with relevant extensive years of experience in Acquisitions Management / Supply Chain. Knowledge of Government procurement procedures and regulations. Knowledge of government procurement systems, tender and quotation procedures, Supply Chain Management practice notes, PFMA, PPPFA, Treasury Regulations, B-BBEE, CIDB, Constitution of South Africa Act and Procurement delegations. High level of computer literacy, interpersonal, co-ordinating and organizing skills, confidentiality and reliability, ability to work under tight deadlines and pressure. Good communication skills (verbal and written). Drivers license.

**DUTIES**

: The successful candidate will be performing the following duties: Implement Supply Chain Management policy and ensure that all procurement of goods or services is in accordance with relevant delegations and directives, Review Specifications and Terms of Reference (TOR) received, and Bid Registers, invite tenders and update the tender register, ensure compliance with SCM legislation and policies, Perform and facilitate all tender/ quotations administration transactions. Compile accurate minutes of the proceedings of Bid Committee meetings. Ensure advertising of bids on the Government Tender Bulletin and other relevant media, organizing briefing sessions, administer opening and closing of bid and quotation box, accurate recording of bids received and render secretariat services to the Bid Committees (RBSC, RBEC and RBAC) Maintain electronic and manual filing of bid documents, Monitor the validity of bids until award stage. Prepare scoring model/ tender recommendations. Ensure that tender/ quotation documents comply with standard operating procedures (SOP). Keep correct records on SCM committee decisions in a form of minutes. Provide information for quarterly and annual reports. Provide information on Audit queries. Review receipting of goods and services rendered. Assist Head of the Unit with all Procurement related functions and also perform any other duties in relation to the implementation of SCM policies.

**ENQUIRIES**  
**APPLICATIONS**

: Ms. MD Mabusu Tel No: (051) 408 7444  
: For Bloemfontein: email to: [RecruitBLOEM26-20@dpw.gov.za](mailto:RecruitBLOEM26-20@dpw.gov.za)

**POST 13/175**

: **ARTISAN PRODUCTION (GRADE A): ELECTRICAL WORKSHOP REF NO: 2026/182**

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R243 597 per annum, (OSD salary package)  
: Bloemfontein Regional Office  
: Appropriate Trade Test in Electrical. A 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 workshop. The inherent requirement of the job: It will be expected of the incumbent to climb ladders for inspection, work in confined spaces and perform electrical maintenance on Government Buildings in relation to electrical works.

**DUTIES**

: 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 and when 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 in various expeditions including assisting other Regional Office if needs arise.

**ENQUIRIES**  
**APPLICATIONS**

: Mr. M Mashinini Tel No: (051) 408 734  
: For Bloemfontein: email to: [RecruitBLOEM26-21@dpw.gov.za](mailto:RecruitBLOEM26-21@dpw.gov.za)

<b><u>POST 13/176</u></b>	:	<b><u>ADMIN CLERK: PROFESSIONAL SERVICES (CONSTRUCTION PROJECT MANAGEMENT)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum Pretoria Regional Office Ref No: 2026/183 A (X1 Post) Cape Town Regional Office Ref No: 2026/183 B (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum National Senior Certificate/ Grade 12/ equivalent qualification. Computer literacy including Microsoft Office (word, excel, power point). Good verbal and written communication skills. Basic knowledge of treasury regulations and financial management, report writing and submissions. Ability to work under pressure. Good interpersonal relations skills and telephone etiquette.
<b><u>DUTIES</u></b>	:	Provide general project delivery support. Draft correspondence as required. Coordinate documentation requirements on multiple concurrent projects. Print, photocopy and bind documentation folders. Maintain contractor and consultant database. Co-ordinate audits queries. Co-ordinate the submission of the monthly PMO report and keep record of PMO's in filing system. Facilitate the processing of invoices for consultants, contractors and suppliers. Ensure compliance with invoicing requirements. Ensure payments authorisations. Render secretariat support service to the professionals' committees and internal meetings. Arrange meetings and workshops for the unit. Prepare and type correspondence and documents. Render office administration support. Process forms and documents related to claim advances of staff attached to the office. Ensures that travel arrangements are well coordinated. Process subsistence and travel claims. Administrate leave arrangements.
<b><u>ENQUIRIES</u></b>	:	For Pretoria Mr L Ngobeni Tel No: (012) 492 3470/ Mr T Masina Tel No: (012) 310 5254 For Cape Town Mrs. R Davids Tel No: (021) 402 2047
<b><u>APPLICATIONS</u></b>	:	For Cape Town: email to: <a href="mailto:RecruitCPT26-47@dpw.gov.za">RecruitCPT26-47@dpw.gov.za</a> For Pretoria: email to: <a href="mailto:RecruitPTA26-36@dpw.gov.za">RecruitPTA26-36@dpw.gov.za</a>
<b><u>POST 13/177</u></b>	:	<b><u>ACCOUNTING CLERK (BATCH CONTROLLER)</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum Mthatha Regional Office Ref No: 2026/184 A (X1 Post) Cape Town Regional Office Ref No: 2026/184 B (X1 Post)
<b><u>REQUIREMENTS</u></b>	:	A minimum National Senior Certificate/ Grade 12/ equivalent qualification. Valid Driver's license will serve as 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's functions.
<b><u>ENQUIRIES</u></b>	:	For Mthatha Ms. P Sani Tel No: (012) 492 3122 For Cape Town Nomnandi Ndiyane Tel No: (021) 402 2108
<b><u>APPLICATIONS</u></b>	:	For Mthatha: email to: <a href="mailto:RecruitMTH26-15@dpw.gov.za">RecruitMTH26-15@dpw.gov.za</a> For Cape Town: email to: <a href="mailto:RecruitCPT26-48@dpw.gov.za">RecruitCPT26-48@dpw.gov.za</a>
<b><u>NOTE</u></b>	:	Practical exercise/ test will form part of the selection process
<b><u>POST 13/178</u></b>	:	<b><u>ADMIN CLERK: WORKS MANAGEMENT REF NO: 2026/185</u></b>
<b><u>SALARY CENTRE</u></b>	:	R228 321 per annum Mthatha Regional Office
<b><u>REQUIREMENTS</u></b>	:	A minimum National Senior Certificate/ Grade 12/ equivalent qualification. Must have Knowledge computer literacy (word processing, spreadsheets, and presentation), Reapatala, Archibus, Wox4u and papertrail. Good verbal and written communication skills. Basic Knowledge of public finance act, Accruals,

report writing and submissions. Sound general office administrative and organizational skills. Ability to work under pressure, independently and to be trustworthy. Good interpersonal relations skills and basic numeracy. Willing to adapt work schedule in accordance with office requirements. Three year qualification (NQF Level 6) in administration qualification as recognized by SAQA will serve as an advantage.

**DUTIES** : Ensure co- ordination and record complaints. Ensure all complaints are recorded and attended to. Approve complaints on Archibus System. Update the status on Worx4u system using quotations. Capture quotation on the spread sheet. Follow up on quotations from work managers. Check quotation versus the complaint and calculations. Administer and capture payments. Capture approved fund on the system and forward to SCM for Order. Follow up on outstanding orders to be issued from SCM. Compile Accruals. Compile 415 forms with the reports and for forward to works managers. Receive 415 from control works manager forward to delegated Authority for fund approval. The incumbent will be responsible to perform office administrative activities and liaise with stakeholders relevant to the office. Prepare documents for meetings, presentations and reports and organize office logistical matters. General receptionist and make required transport, travel and accommodation arrangements. correspondence, documents and reports, draft and type correspondence and documents. Manage the flow of information and documents in the office and the communication to and from the office. Processing of forms and documents related to claims, payments, invoices and consultant fees relevant to office.

**ENQUIRIES** : Ms L Mpukane Tel No: (047) 502 7040  
**APPLICATIONS** : For Mthatha: email to: [RecruitMTH26-16@dpw.gov.za](mailto:RecruitMTH26-16@dpw.gov.za)

**POST 13/179** : **ADMINISTRATIVE CLERK: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/186**

**SALARY** : R228 321 per annum  
**CENTRE** : Cape Town Regional Office  
**REQUIREMENTS** : A minimum National Senior Certificate/ Grade 12. No experience required. Advanced communication (verbal and written) Sound organisational skill, Good people skill, Language skills, Ability to communicate well with people at deferent levels, Basic numeracy, Interpersonal skills, Office administration and organisational skills, Planning and organising, Ability to act with tact and discretion. Willing to adapt work schedule in accordance with office requirements.

**DUTIES** : Record, organise, store, capture and retrieve correspondence and data. Update registers and statistics. Handle routine enquiries. Make photocopies and receive or send facsimiles. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Liaise with internal and external stakeholders in relation to procurement of goods and services. 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. Maintain a leave register for the component. Keep and maintain personnel records in the component. Keep and maintain the attendance register of the component. Arrange travelling and accommodation. Capture and update expenditure in component. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component.

**ENQUIRIES** : Mr D Gqibela Tel No: (021) 402 2315  
**APPLICATIONS** : For Cape Town: email to: [RecruitCPT26-49@dpw.gov.za](mailto:RecruitCPT26-49@dpw.gov.za)

**POST 13/180** : **REGISTRY CLERK: PROVISIONING AND LOGISTICS MANAGEMENT REF NO: 2026/187**

**SALARY** : R228 321 per annum  
**CENTRE** : Bloemfontein Regional Office Ref No: 2026/187 A (X1 Post)  
 Kimberly Regional Office Ref No: 2026/187 B (X1 Post)  
**REQUIREMENTS** : A minimum National Senior Certificate/ Grade 12. No experience required. Understanding of central registry environment. Completion of a Records Management or Archives course will be an added advantage. Understanding

of records/ documents management, file plan, mail and courier service procedures. Knowledge of Promotion of Access to Information Act (PAIA), Promotion of Administrative Justice Act (PAJA) National Archives, and Records Services Act. Knowledge and understanding of Disposal process. Good communication skills (Written& verbal), Computer literacy in MS Office software 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.

**DUTIES** : Provide registry counter services: attend to client's enquiries, handle telephonic and other enquiries received. Receive all mails, sort, register and dispatch mail. Distribute notices on registry issues. Postage and Mailing of departmental documents to various destinations and render courier services. Open and close files according to record classification system. Filing/ storage, tracing (electronically/manually) and retrieval of documents and files. 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 filling thereof (electronically and manually) Operate office machines in relation to the registry function: open and maintain franking machine register, frank post and record money and update register on a daily basis.

**ENQUIRIES** : For Bloemfontein Ms. E Venter Tel No: (051) 408 7457  
For Kimberly M Allen Tel No: (053) 838 5245

**APPLICATIONS** : For Bloemfontein: email to: [RecruitBLOEM26-22@dpw.gov.za](mailto:RecruitBLOEM26-22@dpw.gov.za)  
For Kimberly: email to: [RecruitKIM26-16@dpw.gov.za](mailto:RecruitKIM26-16@dpw.gov.za)

**POST 13/181** : **DATA CAPTURER: EPWP REF NO: 2026/188**

**SALARY** : R193 359 per annum

**CENTRE** : Cape Town Regional Office

**REQUIREMENTS** : A minimum National Senior Certificate/ Grade 12/ equivalent qualification. No experience required. Knowledge of: Able to work with Microsoft packages. Good understanding of EPWP. Skills: Computer literacy, planning and organising, problem solving, analytical thinking, interpersonal skills, report writing. Personal attributes: Ability to work under stressful situations, Ability to communicate at all levels, Highly motivated, Trustworthy, Punctuality, Assertive, Hard-working, Ability to work independently. Prepared to travel, Willing to adapt work schedule in accordance with office requirements, willing to learn.

**DUTIES** : Collect EPWP projects data from the implementing public entities. Collect or receive data from the implementing departments, districts and local municipalities. Draft monthly and quarterly reports of all data collected. Verify and query missing data and errors observed during data collection. Provide effective data capturing of EPWP projects collected from implementing bodies. Capture data into the Integrated Reporting System and Infrastructure Management Information. Make regular backups of data. Provide information to components. Offer advice and guidance to public bodies on the process of capturing data and agree on deadlines for the capturing of required information. Render administration support to the unit. Monitor the communication and administer the flow of information and documents in the office.

**ENQUIRIES** : Ms. B Nkasela Tel No: (021) 402 2080

**APPLICATIONS** : For Cape Town: email to: [RecruitCPT26-50@dpw.gov.za](mailto:RecruitCPT26-50@dpw.gov.za)