

DEPARTMENT OF PUBLIC WORKS & INFRASTRUCTURE

The Department of Public Works & Infrastructure in the Eastern Cape is an equal opportunity, affirmative action employer. Women and persons with disability are encouraged to apply. Employment Equity targets of the Department will be adhered to.

LABOUR RELATIONS SPECIALIST: LABOUR RELATIONS (1 YEAR CONTRACT)

An all-inclusive remuneration package of R 733 257 per annum (Level 11)

Ref No: DPWI 01/07/2020, Head Office

MINIMUM REQUIREMENTS: A Bachelor's Degree NQF Level 7 in Labour Relations/Labour Law. Five (5) years relevant experience of which three (3) years must be at an Assistant Director Level/Junior Management level in the investigation of misconduct cases in the Public Service and Chairing of Disciplinary hearings. A valid driver's licence.

KNOWLEDGE AND SKILLS: A practical understanding of the Public Service Prescripts dealing with misconduct, including the Public Service Act, PSCBC Resolution No. 2 of 1999 as amended by Resolution 1 of 2003, Chapter 7 of the SMS handbook, Code of Conduct for the Public Service and the PFMA.

KPA's: Investigate misconduct cases, Chair Disciplinary cases, Represent the employer in the disciplinary cases, represent the employer in other forums when needed, prepare and submit reports and memorandum pertaining to cases investigated, prepare and finalize the Chairperson's reports within set time limits.

CHIEF ARTISANS- GRADE A: BUILDINGS (X 2 Posts)

Ref No: DPWI 02/07/2020, Alfred Nzo Regional Office (Mount Frere X1 Post)

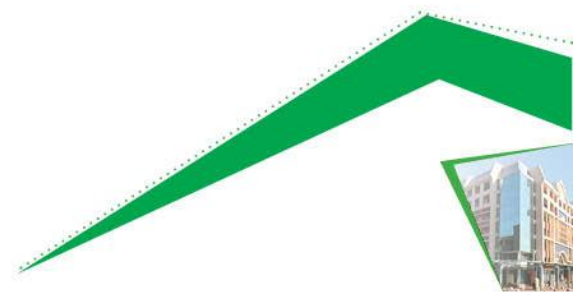
Ref No: DPWI 03/07/2020, Alfred Nzo Regional Office (Maluti X1 Post)

Salary Notch: R 386 487 per annum (OSD)

MINIMUM REQUIREMENTS: An appropriate Trade Test Diploma certificate. Ten (10) years post qualification experience required as an Artisan/ Artisan Foreman. A Valid driver's license.

KNOWLEDGE AND SKILLS: Project Coordination. Technical design and analysis knowledge. Research and development. Computer- Aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Production, process knowledge and skills.

KPAs: Manage technical services: - Manage technical services and support in conjunction with Technicians/ Artisans and associate in field, workshop and technical office activities; Ensure the promotion of safety in line with statutory and regulatory requirements; Provide inputs into existing technical manuals, standard drawings and procedures to incorporate new technology; and ensure quality assurance in line with specifications. **Manage administrative and related functions:** - Provide inputs into budgeting process; compile and submit reports as required; Provide and consolidate inputs into technical operational plan; Update databases and manage artisans and related personnel and assets. **Financial Management:** - Control and monitor expenditure according to budget to ensure efficient cash flow management; and Manage the commercial value add of the discipline –related activities and services. **People Management:** - Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success technical services according to organizational needs and requirements; Manage subordinates key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives. **Maintain and advance expertise:** - Continuous individual development to keep up with technologies and procedures; Research/ literature studies on technical/ engineering to improve expertise; Liaise with relevant bodies/ councils on technological/ engineering- related matters.



CONTROL WORKS INSPECTOR: ELECTRICAL (INSPECTORATE SERVICES)

Ref No: DPWI 04/07/2020, OR Tambo Regional Office (Mthatha)

Salary Notch R470 040 per annum (Level 10)

MINIMUM REQUIREMENTS: A National Diploma in Engineering or equivalent. A N3 and passed trade test in the built environment. Registration as an Engineering Technician. Minimum of 3 years relevant experience in the field. A Valid driver's licence

KNOWLEDGE AND SKILLS: Buildings Legislation. National Building Regulations. Electrical Installation Regulations, 2009. SANS 10142 Medium voltage fixed electrical installations. SANS 10313 Earthing, Bonding and Lightning Protection. SABS Codes. Quality Control of all buildings. Management of people, risk change and promotion of team work. Management. Good verbal, writing and communication skills. Conflict Management skills. Computer literacy. Client orientation and customer focus skills. Report writing skills and Self – Management. PW371, Municipal bi-laws. GIAMA. Occupational Health and Safety Act No. 85 of 1993.

DUTIES: Manage and coordinate quality control of new works and maintenance projects. Manage and monitor compliance with the National Building Regulations in inspection of properties. Manage government used facilities condition assessment. Manage inspections on DPW used buildings, coordinate condition assessment report with a view of effecting maintenance. Manage inspections on client used/ leased buildings, coordinate condition assessment report with a view to advice fixed property management/ Immoveable Asset. Attend meetings and submit reports. Monitor SMMED with respect to quality control. Recommend the appointment of clerk of works for each projects where SMMEs are appointed. Coordinate resources such that the frequency of inspections is increased on sites where SMMEs are involved. Manage assistance of EPWP in development of SMMEs. Identify skills development needs and recommend training and development opportunities. Ensure quality control and effective and efficient work flow by Works Inspectors and report on all work allocated. Monitor proper utilization of stores, equipment and expenditure. Administer performance and development system.

ASSISTANT DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME

Monitoring and Evaluation

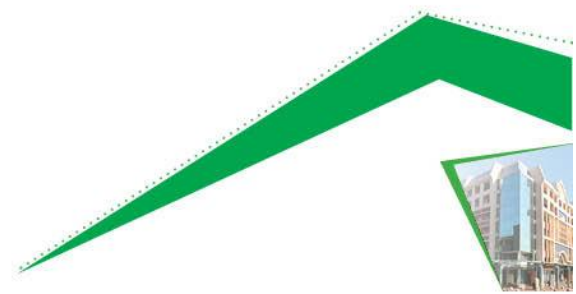
Ref No: DPWI 05/07/2020, Amathole Regional Office

Salary Notch R376 596.00 per annum (Level 09)

MINIMUM REQUIREMENTS: A recognised Bachelor's Degree NQF Level 7 in Social Sciences/Public Administration/Public Management/Community Development/Development Studies. Four (4) years working experience in EPWP environment of which three (3) years must be at a supervisory level or salary 7 or 8. A valid driver's license.

KNOWLEDGE AND SKILLS: Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA) Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution / Problem Solving

DUTIES: **Facilitate reporting of work opportunities in the EPWP by stakeholders and ensure that reporting is aligned to the business plan targets** Implement sector business plan which will include all Environmental Projects in both Municipal and departments. Conduct one on one engagements to encourage reporting on Municipalities and Departments. Monitor projects and follow up on non-performance through the Reporting system. Verify Projects and files to encourage compliance. Facilitate capacity building of officials from public bodies so as to understand the EPWP reporting system, its operations and time frames. **Monitor integration and implementation of EPWP by stakeholders** Promote compliance to EPWP Ministerial determination. Monitor compliance with UIF and COIDA. Implement EPWP Guidelines on EPWP projects. Conduct project visit as part of verification. **Monitor performance of the district on EPWP** Coordinate, collect, and retrieve data on the system. Develop terms of reference for the study to be undertaken. Provide updates concerning the study to be undertaken. Populate data collection tool for the evaluation study. Submit report of evaluation study conducted for norms and standards **Facilitate capacity building of Stakeholders** Identify and invite stakeholders to be trained. Facilitate



capacity building and compile training materials. Provide technical support to EPWP stakeholders. Engage on one on one consultation with stakeholders. **Manage the allocated resources** Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the Chief Directorate. Manage daily employee performance and ensure timely

ASSISTANT DIRECTORS: EPWP TECHNICAL SUPPORT SERVICES X 6 (1 YEAR CONTRACT)

Ref No: DPWI 06/07/2020, Alfred Nzo Regional Office (X 3 posts)

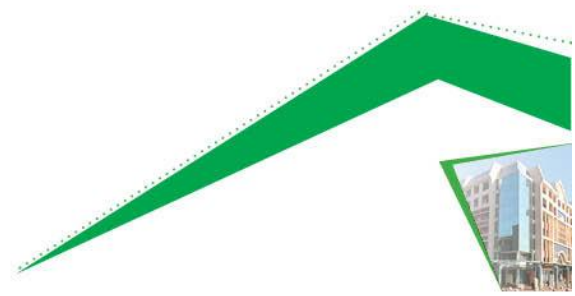
Ref No: DPWI 07/07/2020, Sara Baartman Regional Office (X 3 posts)

Salary Notch R376 596.00 per annum (Level 09)

MINIMUM REQUIREMENTS: A recognised Bachelor's Degree NQF Level 7 in Social Sciences/Public Administration/Public Management/Community Development/Development Studies. Four (4) years working experience in EPWP environment of which three (3) years must be at a supervisory level or salary 7 or 8. A valid driver's license. Operating in a Built environment will be an added advantage.

KNOWLEDGE AND SKILLS: Knowledge of Construction Industry and Project Management. Public Service Act. Public Service Regulations of 2016. Public Finance Management Act (PFMA). Applicable Legislation and Prescripts. Government Programmes. Information Management. Policies and Procedures. Citizen Focus and Responsiveness. Develop others. Applied Technology Basics. Applied Strategic Thinking. People Management. Networking and Building Bonds. Diversity Management. Report Writing. Computer Literacy. Negotiation. Communication and Information Management. Presentation. Analytical. Budget and Financial Management. Project / Management. Strategic Management. Motivational. Conflict Resolution /Problem Solving.

DUTIES: Provide technical support to municipalities implementing Emerging Contractor Development Facilitate and manage implementation of the programme; continuously monitor the development of the projects; Compile feedback reports on the programme; Ensure improved performance of staff on the current projects. Provide assistance in quality assurance of assets constructed; Compile and submit updated reports on progress and management of large projects model. **Facilitate planning for EPWP/ Projects and monitor adherence to EPWP prescripts** Engage relevant stakeholders around the objectives of EPWP. Provide support to public bodies to ensure compliance with EPWP guidelines. Provide tender and design guidelines to ensure proper labor intensive execution of projects. Inform the relevant municipality about planned projects to be implemented within its boundaries. Provide assistance to public bodies in identifying suitable EPWP projects. Develop plans to meet targets. Ensure alignment within existing planning mechanism such as IDP/SDBIP submissions. **Facilitate and monitor project designs.** Engage stakeholders on particular policies and procedures. Conduct workshop to public bodies in labor intensive methods. Provide assistance to municipalities in setting and proclaiming EPWP wage rate. Review and align municipality contracting documents to EPWP guidelines and Supply Chain Management processes. Facilitate training of contractors in labor intensive methods of construction. **Facilitate and monitor reporting and performance of projects** Support public bodies to develop effective management information systems and processes. Provide assistance in ensuring that reporting is done on EPWP projects implemented. Review progress of public bodies, including reviewing site visit reports and performance information. Manage generation of reports. Identify and understand blockages to implementation and developing innovative methodologies for resolving them. Monitor implementation of planned interventions. Submit monthly reports on the municipality performance. Give monthly feedback to municipality officials and activate project interventions where necessary. Report monthly to the joint infrastructure team. **Provide assistance on the implementation of EPWP Integrated Grant** Determine parties eligible for EPWP grant as well as basis for its allocation and distribution. Ensure that signed agreement meets EPWP targets and requirements. Monitor project implementation and management. Report on performance and achievements of set targets. Make necessary interventions on non-performing projects and report thereof



ENGINEERING TECHNICIAN - GRADE A: BUILDINGS (HEALTH PORTFOLIO)

Ref No: DPWI 08/07/2020, Head Office (Bhisho)

Salary Notch R311 859.00 per annum (OSD)

MINIMUM REQUIREMENTS: A recognised Bachelor's Degree / National Diploma in Electrical/ Civil Engineering or relevant qualification. Three years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with Engineering Council South Africa (ECSA) as a Professional Engineering Technician

KNOWLEDGE AND SKILLS: Technical: Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal Compliance. Technical report writing. Technical Consulting. **Generic:** Problem solving and analysis. Decision making. Team work. Creativity. Customer focus and responsiveness. Communication. Computer skills. People management. Planning and organising • Change management • People management

DUTIES: Render technical services: - (i) Assist Engineers, Technologists and associates in field, workshop and technical office activities. (ii) Promote safety in line with statutory and regulatory requirements; (iii) Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology; and (iv) Produce technical designs with specifications and submit for evaluation and approval by the relevant authority. **Perform administrative and related functions:** - (i) Provide inputs into the budgeting process as required; (ii) Compile and submit reports as required; (iii) Provide and consolidate inputs to the technical/engineering operational plan; (iv) Develop, implement and maintain databases; and (v) Supervise and control technical and related personnel and assets. • **Research and development:** - (i) Continuous professional development to keep up with new technologies and procedures; (ii) Research/literature studies on technical engineering technology to improve expertise; and (iii) Liaise with relevant bodies/councils on engineering-related

ARTISAN FOREMAN GRADE A: BUILDINGS (X3 POSTS)

Ref No: DPWI 09/07/2020, (Carpentry) OR Tambo Regional Office (Lusikisiki x1 post)

Ref No: DPWI 10/07/2020, (Bricklaying) OR Tambo Regional Office (Port St Johns x1post)

Ref No: DPWI 11/07/2020, (Bricklaying) Amathole Regional Office (Dutywa x1post)

Salary Notch: R 304 263.00 per annum (OSD)

MINIMUM REQUIREMENTS: Appropriate trade test certificate. Valid driver's license. Five years post qualification experience as an Artisan. Must be able to work after hours at remote construction site.

KPAs: (a) Design:- Supervise and produce designs according to client specification and within limits of production capability (b) Production: Produce objects with material and equipment according to job specification and recognized standards; Quality assurance of produced objects (c) Maintenance:- Inspect equipment and /or facilities for technical faults; Repair equipment's and facilities according to standards; Test repair equipment and / or facilities against specifications; Service equipment and /or facilities according schedule; Quality assure serviced and maintained and/or facilities (d) Perform administrative and related functions: Update register of maintained and repaired faults; Obtain quotations and purchase (order) required equipment and materials; Compile and submit reports as required; Provide inputs to the operational plan; Ensure adherence to safety standards, requirements and regulations (e) Human and Capital Resource Management: Supervise and mentor staff; Planning of resources; Scheduling of works (f) maintain and advance expertise: Continuous individual development to keep up with new technologies and procedures; Research/ literature studies on technical/engineering technology to improve expertise.

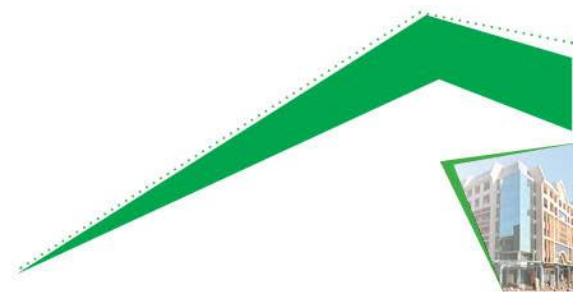
ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION (EPWP)

Ref: DPWI 12/07/2020, Chris Hani Regional Office (Queenstown)

Salary Notch: R257 508.00 per Annum (Level 7)

PURPOSE: Assist in the coordination, reporting and monitoring of EPWP projects.

MINIMUM REQUIREMENTS: National Diploma in Public Admin/management/Development Studies/ Monitoring and Evaluation. At least two years' experience in the EPWP M&E environment. Code 8 driving license.



KNOWLEDGE AND SKILLS: Computer Literacy, Communication Skills. Facilitation Skills. Ability and willingness to travel. Sound and knowledge of Government Protocol processes and regulations. Knowledge of Expanded Public Works Programmes. Understanding of EPWP Guidelines, understanding of Monitoring and Evaluation processes. EPWP Reporting System. Knowledge of PFMA. Report writing skills. Ability to work effectively with stakeholders at various levels. Problem solving skills. Ability to work under extreme pressure

KPA'S: The incumbent will be responsible for a wide variety of administrative tasks which includes, but is not limited to the following: Community participation in all community based public programmes in all Sectors of EPWP e.g. Infrastructure, Social, Environment and Non State Sector projects • Monitor Data Quality Assessment in all implemented projects • Social facilitation • Give Technical support to all Public bodies in the region • Supervise subordinates within the region • Coordinate and attend meetings • Monitor incentive grants and evaluation reports • Knowledge of EPWP reporting system • Draw performance report from EPWP reporting system for public bodies on monthly basis • Manage filing system .

ADMINISTRATION CLERK: PROVINCIAL CO-ORDINATION (EPWP) (X2 POSTS)

Ref No: DPWI 13/07/2020, O.R. Tambo Regional Office (Mthatha) x1 post

Ref No: DPWI 14/07/2020, Amatole Regional Office (East London) x1 post

Salary Notch: R173 703.00 per annum (Level 5)

REQUIREMENTS: Grade 12 (Senior Certificate), relevant experience in EPWP will serve as an added advantage. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship. Knowledge of the Expanded Public Works Programme (EPWP).

KPA's: Provide administrative support services. Draft routine correspondence and track records submitted for processing. Arrange stakeholder engagement meetings with public bodies. Check EPWP compliance on projects. Handle routine procurement matters. Ensure safe keeping of all records. The candidate will also be required to provide Social Facilitation support

ARTISAN PRODUCTION - GRADE A: BUILDINGS (7 POSTS)

Salary Notch: R 190 653.00 per annum (OSD)

Ref No: DPWI 15/07/2020, (Painting, Bricklaying) OR Tambo Regional Office (Mthatha x2 posts)

Ref No: DPWI 16/07/2020, (Painting, Carpentry) OR Tambo Regional Office (Qumbu x 2 posts)

Ref No: DPWI 17/07/2020, (Painting) OR Tambo Regional Office (Port St Johns x 1 post)

Ref No: DPWI 18/07/2020, (Bricklayer) Alfred Nzo Regional Office (Mount Frere x1 post)

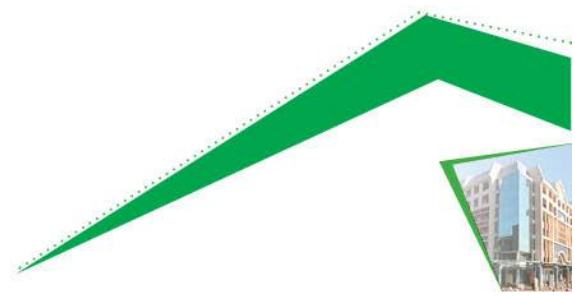
Ref No: DPWI 19/07/2020, (Electrical) Amatole Regional Office (Fort Beaufort x1 post)

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate. A Valid driver's license.

KNOWLEDGE AND SKILLS: Technical analysis knowledge. Technical report writing. Production, process knowledge and skills, problem solving and analysis. Communication. Decision making. Team work.

KPAs: Design: Produce designs according to client specifications and within limits of production capability. **Production:** Produce objects with material and equipment according to job specification and recognized standards. Quality assurance of produced objects. **Maintenance:** - Inspects equipment and /or facilities for technical faults. Repair equipment according to standards. Test repair equipment and /or facilities against specifications. Service equipment and /or facilities according to schedule. Quality assure serviced and maintained equipment and /or facilities. **Perform administrative duties and related functions:** - Compile and submit reports; Provide inputs to the operational plan; Keep and maintain job record/ register; and Supervise and mentor staff. **Maintain expertise:** - Continuous individual development to keep up with the new technologies and procedures.

CLOSING DATE: 14 August 2020



APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

TO OBTAIN MORE INFORMATION ON REQUIREMENTS AND FUNCTIONS: visit www.ecprov.gov.za or www.dpsa.gov.za or www.ecdpw.gov.za
Applications can be forwarded through one of the following options:

DEPARTMENT OF PUBLIC WORKS

Applications for posts in for **Head Office Bhisho**, Hand Delivery: Room 2-09, second Floor, Corner of Siwani and Independence Avenue, Qhasana Building, Bhisho, Post to: The Director: HR Practices and Administration, Department of Public Works, Private Bag X0022, Bhisho, 5605. **Alternatively applications can be forwarded to e-recruitment-bhisho@ecdpw.gov.za**

; Enquiries: Ms S. Mdoda Tel: 040 602 4140 or Mr M.D Kwaza Tel 040 602 4274

Applications for posts in for **Amathole Region (East London)**: Hand Delivery: Department of Public Works, Corner of Amalinda & Scholl, Cambridge, 5201 or Post to: Department of Public Works, Private Bag X13004, Cambridge, 5201, Enquiries Mr Z. Tana / Ms L. Magama Tel: 043 711 5772; **Alternatively applications can be forwarded to e-recruitment-amathole@ecdpw.gov.za**

Applications for posts in for **OR Tambo Region (Mthatha)**: Hand Delivery: K.D. Matanzima Building, Owen Street, Mthatha, 5099 or Post to: Department of Public Works, Private Bag X5009, MTHATHA, 5099 Enquiries Mr V. Sokhahleleka/ Ms V. Potelwa Tel: 047 505 2767; **Alternatively applications can be forwarded to e-recruitment-ortambo@ecdpw.gov.za**

Applications for posts in **Chris Hani Region (Queenstown)**: Hand Delivery: 1 Corner Road, Kings Park, Queenstown, 5320, or post to Private Bag X7114, Queenstown, 5320. Enquiries: Ms N. Ndawo Tel: 045 807 6676 or Mr L. Nkalweni Tel: 045 807 6679; **Alternatively applications can be forwarded to e-recruitment-chrishani@ecdpw.gov.za**

Applications for posts in **Alfred Nzo Region (Mount Ayliff)**: Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- enquiries can be directed to Ms N Gcabi Tel: 039 254 6842 or Ms L Mncwabe Tel 039 254 6764 or Post to Private Bag X3556, Kokstad, 4700.

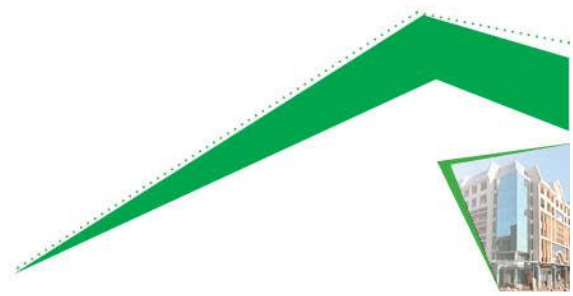
Alternatively applications can be forwarded to e-recruitment-alfrednzo@ecdpw.gov.za

Applications for posts in **Sarah Baartman Region (Port Elizabeth)**: Hand deliver: Department of Public Works, Cnr Albany and Westbourne Road, Central, Port Elizabeth, 6000 or Post to: Private Bag X 0004, Port Elizabeth, 6000, Enquiries: Ms C. Bermoskie Tel: 041 390 9026 or Ms A. Meyer Tel: 041 390 9032; **Alternatively applications can be forwarded to e-recruitment-sarahbaartman@ecdpw.gov.za.**

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as originally certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and



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Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: Females and Disabled persons are encouraged to apply to SMS positions.**