



Province of the

EASTERN CAPE

ROADS & PUBLIC WORKS

It is the Department's intention to give preference to women and disabled people in filling of the following positions. Therefore, applications from females and people with disabilities are encouraged.

Deputy Director

Ref No: DRPW 01/2016

Component: CIDP

Centre: Head Office (Bhisho)

An all-inclusive remuneration package of R674 979 per annum (Level 12)

Requirements: • A three year Degree / National Diploma in Public Administration/ Management. A recognised degree in Quantity Surveying/ Engineering or Construction Projects Management will be added advantage. • **5 years' experience in SMME Development of which 4 years must be at an Assistant director level in the Public Sector** • Understanding of the CIDB regulations • A valid drivers' licence

Knowledge and skills: • Knowledge of Project and Programme Management • Applied Skills in Resource Management including amongst others team and People Management • Conflict Management • Planning and organising skill • Negotiation and Presentation Skills. • Client Orientation and Customer Focus.

Duties: • Lead and Manage CIDP Programme in DRPW • Manage implementation of • Integrated Contractor Development Programme (ICDP) • Control and provide strategic guidance to subordinates for optimal performance • Reporting, monitoring and evaluation to ensure effective service delivery • Manage implementation of APTCOD programme • Promotion of Black Economic Empowerment (BEE) in the procurement of goods and services in the manufacturing and supply of material during project implementation

Deputy Director

Component: Corporate Services

Ref No: DRPW 02/2016

Centre: Alfred Nzo Regional Office (Mount Ayliff)

An all-inclusive remuneration package of R 674 979 p.a. (Level 12)

Requirements: • A Bachelor's Degree/ National Diploma in Human Resources Management / Public Management/ Administration/ Social Science with at least five (5) years' experience in Human Resource Management of which three (3) years should be **at Assistant Director Level** • Computer literacy in all MS Office packages • A Valid driver's license • Knowledge of Persal is Compulsory. • Knowledge of Persal Management.

Knowledge and skills: • Knowledge of the PFMA • Knowledge of new Public Service Regulations • Knowledge of all policies and procedures relating to human resources in the organization • All legislation pertaining directly/indirectly to Skills Development • Employment Equity legislation • Employment Relations • Internal policies and procedures relating to the above legislation • The inter-relationship between the organization and external customers

Duties: •Manage the following Human Resources Sub Components; Recruitment and Selection, HR Planning, Human Resource Development, Personnel Management Information System, Office Services, Registry and ICT. •Manage Budget Planning and Compilation for the region. •Conditions of Service. •Management of Human Resources in the HR Component. •Co-ordinate Employee Relations, Health and Wellness. •Compilation of monthly, quarterly and annual reports.

Deputy Director

Ref No: DRPW 03/2016

Component: ICT Infrastructure

Center: Head Office (Bhisho)

Salary Notch R 569 538 per annum (Level 11)

Requirements: • 3 year Degree or Diploma in ICT • 5 Years' experience in the field of network administration services in any network operating system and in the field of LAN and WAN Design and commissioning of which 3 years must be at an Assistant Director level. A valid driver's license

Knowledge and skills: Good knowledge in Information Management, systems and Technology(IMST) planning process for and organization that includes, Information Plan, system architecture, network architecture and security architecture
Extensive and expert knowledge in VoIP, Converged network, Local Area Network design including core, distribution and access layer infrastructure, data storage, business continuity practices, cabling standards, information System Security and related policies and legislations.

Duties: • Plan, design, implement and monitor LAN and WAN infrastructure, IP telephony and other audio communication infrastructure projects. • Wide Area Network (WAN) infrastructure within the core of the VPN. • Technical advice, applied research and technology testing as well as involvement in projects for consolidating and standardization of network entities.
• Manage the administration of Network Operating system and directory services. • Render Microsoft Enterprise Agreement Administration services. • Commission and de-commission LAN infrastructure. • Technical advice, applied research and technology testing in LAN infrastructure. • Development of policies, procedures, norms and standards for LAN infrastructure. • To plan, install, maintain and monitor LAN connectivity lines in all offices.
• Maintain Video conference/communication infrastructure and solutions. • Implement and Manage Unified Communication System

GISc Professional - Grade A

Ref No: DRPW 04/2016

Component: Information Communication Technology

Center: Head Office (Bhisho)

Salary Notch R 476 064 per annum (OSD)

Requirements: • 4 year B Degree in GISc (NQF Level 7) qualification • Three years post qualification GISc professional experience required. • Valid driver's license • Compulsory registration with PLATO

Duties: •(a) Provide GISc to support institutional decision making (i) Plan coordinate and facilitate GISc projects activities (ii) Undertake the system requirements analysis (iii) Conduct the cost benefit analysis (iv) Execute the functional requirements analysis (v) Manage and supervise Benchmarking (vi) Develop the conceptual database design (vii) Execute high level user

requirement analysis (viii) Develop processing model and workflow diagram
(ix) Develop, implement spatial and other standards (x) Determine capacity requirements (xi) Perform monitor and evaluate
(b) Policy making and institutional strategic guidance (i) Identify and understand underlying strategic issues (ii) Identity and analyse relevant strategic information (iii) Oversee the process of advance spatial analysis and modelling for institutional strategic guidance (iv) Develop and evaluate alternative strategic solutions (v) Recommend the best possible policy direction
(c) Research (i) Identify, Investigate and evaluate new technologies (ii) Advise on research viability and feasibility (iii) Undertake environmental scanning to understand the problems in the GISc industry and advise accordingly (iv) Develop appropriate plan to respond to the research problem (v) Compile reports and make relevant proposals (vi) Participate and liaise with relevant bodies and councils on GISc matters
(d) Project and Financial Management (i) Manage human resource requirements (ii) Draft tender documents and terms of reference (iii) Draft services level agreements (iv) Determine project cost and quality level (v) Develop contingency plans (vi) Adhere to financial legislations and regulations (vi) Adhere to financial legislations and regulations (vii) Review and monitor budget to ensure that the required financial procedures are adhered to.

Assistant Director

Ref No: DRPW 05/2016

Component: Human Resource Administration

Center: Head Office (Bhisho)

Salary Notch R 361 659 per annum (Level 10)

Requirement: •A recognized 3 years Bachelor's degree/ National Diploma/ NQF level 6 in Public Administration / Human Resources Management •A minimum of 3-5 years in Human Resource Administration of which three (3) must be at a supervisory level or alternatively Grade 12 (Matric) with at least ten years relevant experience •A Valid Driver's license. •Extensive knowledge and experience of PERSAL System. •Advanced level of computer literacy (Ms Word, Excel, and PowerPoint) will be an added advantage.

Knowledge and skills: •Incapacity code. •Public Service Act, •Proclamation 103 of 1994 as amended Public Service Regulations. •Basic conditions of Employment Act •Analytical skills. Problem solving skills. •Policy development skills. •Must have effective interpersonal relations and conflict management skills with regard to people management.

Duties: •Ensure the management of human resource benefits and handling of service terminations •Facilitate the implementation of leave benefits, allowances, Housing and state Guarantees, Pension, Long service awards, Injury on duty, Medical Aid, Overtime, Resettlement issues •Ensure safe-keeping of personnel records •To manage the administrative/ personnel needs of staff in the Department and to assist in the management of the conditions of service for all staff of the Department. •Manage all PERSAL functions. •Writing of submissions, memos and letters. Facilitate and coordinate records management functions. Address records management enquiries to ensure correct implementation of National Archives practices. •Ensure the successful implementation of departmental matters relating to records management.

Assistant Director: Community Development

Ref No: DRPW 06/2016

Component: Extended Public Works Programme

Center: Alfred Nzo Regional Office (Mt Ayliff)

Salary Notch R 361 659 per annum (Level 10)

Requirements: • Degree/Diploma in Public Administration/Management, Human Resource Management, Finance, Built Environment with at least three to five (3-5) years' experience in project management, contract administration or social facilitation of which 3 years must be at supervisory level •Willingness to travel •Exposure to preparing financial reports and presentations• Knowledge of financial management and ability to manage budget • Analytical and excellent communication skills (verbal and written) •Knowledge of the Expanded Public Works Programme and PFMA • Extensive computer literacy (Microsoft office, Excel and PowerPoint). • A valid drivers' license• Extensive knowledge of project management • Post graduate qualification in project management will be an added advantage.

Skills: • Tactful and interpersonal style •Self-motivated •Good attitude• Team player• Self-reliant and innovative

Duties: • Financial Management in line with PFMA • Document management, Checking documents for correctness, validity, ensuring that they are compliant with the minimum required standards and signing them off •Management of contractors, consultants and stakeholders on project related issues• management of social facilitation of departmental projects • Management of Stakeholders • Staff Performance management in line with public service prescripts

Control Works Inspector

Ref No: DRPW 07/2016

Sub-Component: Mechanical

Centre: OR Tambo Regional Office (Mthatha)

Salary Notch: R361 659 per annum (Level 10)

Requirements: •National Diploma in Mechanical and a minimum of three years' experience in Built Environment field. •Artisan with N3: Mechanical Engineering stream and a 6 years' experience in Built Environment field. •A valid Code B driver's license. •SAMTRAC (or equivalent) will be an added advantage.

Knowledge: •An understanding of Mechanical Building Services. •An understanding and application of SABS Mechanical Standards, SANS 10400, SANS 204, PW371-A Second Edition, OHS Act and Construction Regulation 2014, Joint Building Construction Contracts (JBCC), Infrastructure Delivery Management System (IDMS) and any other Built Environment related Acts and regulations. •Excellent communication skills; Computer literacy; analyzing and solving problems and Leadership skills. •Basic knowledge of Public Finance Management Act, Treasury regulations, Construction Industry Development Board prescripts and any relevant construction industry standards. •Willingness to work in both urban and rural environment, and travelling extensively.

Duties: • Project Quality Management on Built Environment related infrastructure projects. Government Facilities condition assessment to determine compliance with relevant regulations and for maintenance purposes. •Monitoring of project team on both new and maintenance

projects. •Diagnosing, analyze and implement solution on Mechanical related building services projects. •Supervision of subordinates at sub-section level (Mechanical)

Control Works Inspector
Ref No: DRPW 08/2016
Sub-Component: Education
Centre: OR Tambo Regional Offices (Mthatha)
Salary Notch: R361 659 per annum (Level 10)

Requirements: •National Diploma in Architecture and a minimum of three years' experience in Built Environment field. •A valid Code B driver's license. •B Tech will be an added advantage.

Knowledge: •An understanding of Building Services. •An understanding and application of SABS Standards, SANS 10400, SANS 204, PW371-A Second Edition, OHS Act and Construction Regulation 2014, Joint Building Construction Contracts (JBCC), Infrastructure Delivery Management System (IDMS) and any other Built Environment related Acts and regulations. •Excellent communication skills; Computer literacy; analyzing and solving problems and Leadership skills. •Basic knowledge of Public Finance Management Act, Treasury regulations, Construction Industry Development Board prescripts and any relevant construction industry standards. •Willingness to work in both urban and rural environment, and travelling extensively.

Duties: •Project Quality Management on Built Environment related infrastructure projects. Government Facilities condition assessment to determine compliance with relevant regulations and for maintenance purposes. •Monitoring of project team on both new and maintenance projects. •Diagnosing, analyze and implement solution on related building services projects. •Supervision of subordinates at sub-section level

Control Works Inspector (X2 posts)
Ref No: DRPW 09/2016
Sub-Component: Health & Agriculture
Centre: OR Tambo Regional (Mthatha)
Salary Notch: R361 659 per annum (Level 10)

Requirements: •National Diploma in Building related field and a minimum of three years' experience in Built Environment field. Artisan with N3: built Engineering stream and a 6 years' experience in Built Environment field. •A valid Code B driver's license. •Experience in Quality Inspection field will be an added advantage.

Knowledge: •An understanding of Building Services. •An understanding of SABS Standards, SANS 10400, SANS 204, PW371-A Second Edition, OHS Act and Construction Regulation 2014, Joint Building Construction Contracts (JBCC), Infrastructure Delivery Management System (IDMS) and any other Built Environment related Acts and regulations. •Excellent communication skills; Computer literacy; analyzing and solving problems and Leadership skills. •Basic knowledge of Public Finance Management Act, Treasury regulations, Construction Industry Development Board prescripts and any relevant construction industry standards. •Willingness to work in both urban and rural environment, and travelling extensively.

Duties: •Project Quality Management on Built Environment related infrastructure projects. Government Facilities condition assessment to determine compliance with relevant regulations and for maintenance purposes. •Monitoring of project team on both new and maintenance projects. •Diagnosing, analyze and implement solution on related building services projects. •Supervision of subordinates at sub-section level

Control Security

Ref No: DRPW 10/2016

Component: Security Administration

Centre: Amathole Regional Offices (East London)

Salary Notch: R361 659 per annum (Level 10)

Requirements: •A National Diploma in Security Management/ Policing/ Law or any relevant qualification with a minimum of 5 years' experience in the security field of which 3 should be on a supervisory level. Registration with the Private Security Industry regulation Authority (PSIRA) with Grade B. •A valid driver's license.

NB: SSA Security Managers course and Project Management is an added advantage.

Knowledge and Skills: •Sound Knowledge of security administration field. Knowledge of the MISS and MPSS. Contract management of private security. •Investigation skills. Sound management and interpersonal skills. •Good communication skills at all levels. •Computer literacy and Presentation skills.

Duties: •Manage and oversee security within the region. Assist in the drafting and reviewing of security policies. Assist in the drafting and reviewing of security policies, plans and procedures. Conduct security threat and risk assessment as well as security audits within the region. •Monitor Compliance with the Miss, MPSS and other security legislation. Evaluate and improve the effectiveness of security measures and procedures. Create, develop and maintain a security awareness and training programme for the region. •Facilitate and coordinate the vetting of employees, prospective employees and service providers in the region. •Manage and co-ordinate the investigation of security breaches in the department. •Manage and monitor compliance to service level agreements with security service providers. •Supervise work schedules to assure deadlines are met. Provide reports to manager regarding effectiveness of security and make recommendations for adoption of new products. •Provide reports to line management on a regular basis. Reports to the Director: Security Management.

Assistant Director

Ref No: DRPW 11/2016

Component: Internal Audit

Center: Head Office (Bhisho)

Salary Notch R 289 761 per annum (Level 09)

Requirements: • A Bachelor's Degree/ National Diploma or equivalent qualification with major's in Accounting and Auditing or equivalent qualification• Advance knowledge of Public Service, advanced knowledge and experience in Internal Audit with a minimum of 4-5 years •Advanced knowledge and understanding of IIA Standards• Knowledge and understanding of the Regulation Framework for the Public Service e.g. PFMA, Public Service Regulations, National and Provincial Treasury Regulations and other relevant prescripts, broad knowledge of project management. Must be registered with IIA• A valid driver's license• Must be prepared to travel •Must be

prepared to work irregular, long hours and work overtime • Must be prepared to disclose their financial interests

Skills: • Good communication skills, Computer literacy, Strategic thinking and report writing
• Good interpersonal and problem solving, innovative and strong management skills.

Duties: • Conduct departmental risk assessment • Assist in the development of Strategic Audit Plan, Annual Internal Audit Coverage Plan and quarterly reports to management and Audit committee • Coordinate and manage of all audit assignments • Ensure proper management of all audit assignments within the budgetary time parameters, report on all audit findings and follow-up on remedial actions by management • Ensure efficient and effective utilization of resources on audit assignments. • Assist the department including management with the compliance with laws and regulations. • Control, manage and direct activities to ensure smooth functioning of the Directorate. • Assist in the development of Strategic Audit Plan, Annual Internal Audit Coverage Plan and quarterly reports to management and Audit committee • Support, coach, mentor and develop subordinates • Ensure acceptable quality and compliance to International Standards for the Professional Practice of Internal Auditors issued by the Institute of Internal Auditors(SA).

Assistant Director: (Office Manager)

Ref No: DRPW 12/2016

Component: Office of the Chief Audit Executive

Center: Head Office (Bhisho)

Salary Notch R 289 761 per annum (Level 09)

Requirements: • An appropriate Bachelor's degree/diploma with majors in Accounting and/or Auditing or equivalent qualification Auditing with advanced computer skills • A minimum of 3 - 5 years in the Internal Audit/Risk Management and experience in office management • Excellent understanding of the standards of the Institute of Internal Auditors (IIA) and ability to fully comply with IIA standards • Be adaptable and able to meet deadlines on assignments, juggle multiple demands and to work with all types of officials in the department • Strong skills in negotiating, relationship building, problem solving, and timely problem escalation. • Excellent time management and organizational skills • Detail oriented but able to quickly grasp the big picture • Ability to adapt to change quickly and multi-task • Strong analytical, written & verbal communication, interpersonal, and relationship building skills • Systems knowledge and familiarity • Valid driver's licence.

Knowledge and skills: • Good interpersonal , organizational, communication and record-keeping skills • The ability to liaise at Senior Management level and ability to work and cope under pressure are important prerequisites • Experience in customer relations and client liaison is also a prerequisite • The successful applicant must maintain confidentiality and be able to work independently, with minimum supervision • The applicant must have advanced computer literacy in MS Office packages (MS Word, MS PowerPoint, MS Excel), and have excellent Intranet and Internet capabilities • The applicant must also have excellent typing skills • A working knowledge of LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage • The person must be multi-tasked and performance result driven orientated, motivated, work independently, meet deadlines and accept responsibility • The applicant should have a keen interest and understanding of the Internal Auditing environment. • Extensive knowledge in Public Sector, Standards for the Professional Practices of Internal Auditing (SPPIA), Treasury Regulations, PFMA, Public Service regulations, National and Provincial Treasury Regulatory Framework and other relevant prescripts

Duties: • Analyses and concludes on effectiveness and efficiency of control environment
• Identifies control gaps and opportunities for improvement. Prepares timely reports for executive management, the Audit Committee and the HOD's Office • Acts as primary client liaison within Internal Audit Directorate to all the stakeholders' • Provides advice on internal control and participates in enhancing internal audit standards and practices within the Unit.
• Researches new or technical subjects when required to support Internal Audit • Maintain open communication with management and audit committee • Co-ordinate Continued Professional development of the unit and maintain records on CPD of the unit • Maintain filing system of the unit • Manage financial and human resources of the unit.

Assistant Director: (Office Manager)

Ref No: DRPW 13/2016

Component: Office of the Chief Information Officer

Center: Head Office (Bhisho)

Salary Notch R 289 761 per annum (Level 09)

Requirement: • A Degree/ Diploma in Administration Management, Office Management and Technology, Management. • A minimum of 3 - 5 years of Office Management experience. Valid driver's licence.

Knowledge and Skills: • Knowledge of Public Service legislation/policies/prescripts and procedures • Basic knowledge of financial administration • Good telephone etiquette • Computer literacy • Sound organizational skills • Good people skills • High level of reliability • Written communication skills • Ability to act with discretion • Ability to do research and analyze documents and situations and provide reports, . Knowledge of SITA Act. Knowledge of ICT Environment and background, financial background will be added advantage. The applicant must have advanced computer literacy in MS Office packages (MS Word, MS PowerPoint, MS Excel), and have excellent Intranet and Internet capabilities • The applicant must also have excellent typing skills • A working knowledge of LOGIS and BAS Financial systems and Supply Chain Management procedures will be an added advantage

Duties: • Manage physical and financial resources of the office • Co-ordinate and consolidation of report • Planning and organizing in the office of the Chief Information Officer • Provide administrative executive support to the Chief Information Officer, Manage financial and human resources of the unit ,Acts as primary client liaison within ICT Unit to all the stakeholders',

Knowledge and Skills: • Knowledge of Public Service legislation/policies/prescripts and procedures • Basic knowledge of financial administration • Good telephone etiquette • Computer literacy • Sound organizational skills • Good people skills • High level of reliability • Written communication skills • Ability to act with discretion • Ability to do research and analyze documents and situations and provide reports, .knowledge of ICT Environment and background.

Duties: • Manage physical and financial resources of the office • Co-ordinate and consolidation of report • Planning and organizing in the office of the Chief Director: Buildings • Provide administrative executive support to the Chief Director: Buildings.

Assistant Director: EAP
Ref No: DRPW 14/2016
Component: Employee Health and Wellness Programme
Center: Head Office (Bhisho)
Salary Notch R 289 761 per annum (Level 09)

Requirements: • Three year degree in the Behavioral Sciences. • Social work and/or Psychology. 3-5 years' experience in the Employee Health and Wellness Programme field, with special focus in Wellness Management/ Therapeutic Counseling. • Valid Drivers' License. Registration with relevant Professional Association

Knowledge and skills: • Understanding of the Employee Health and Wellness Programme Strategic Framework for the Public Service. • Advanced knowledge and working experience in Employee Health and Wellness. • Ability to interpret and apply legislation, policies, regulations and procedures; and • Functional knowledge of interrelatedness of Employee Health and Wellness pillars and HRM. • Excellent communication (verbal and written) • Computer Literacy. • Self-Management • People and performance Management • Crisis Management. • Conflict Resolution/Problem solving. • Networking • Report Writing. • Presentation. • Programme/ Project Management

Duties: • Co-ordinate and implement Wellness Management services in the department. • Co-ordinate and write reports. • Co-ordinate and assist in Programme implementation according to Operation Plan. • Assist in monitoring and evaluation of Wellness Management implementation. • Analysis of trends and Develop and maintain relevant Wellness Data base

Assistant Director: Demand Management (X1 Post)
Directorate: Supply Chain Management
Ref No: DRPW /2016
Centre: Joe Gqabi Regional Office (Sterkspruit)
Salary Notch: R289 761 (Level 9)

Requirements: • A Bachelor's Degree or National Diploma in Commerce/Supply Chain Management/ Logistics Management/ Financial Management/Financial Accounting/ Public Management/Public Administration with at least three to five (3-5) years relevant experience in Supply Chain Management of which a minimum three (3) years relevant supervisory experience. • Computer skills in Microsoft Office Applications • Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts • Experience in Demand and Acquisition Management • Knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, CIDB, Treasury Regulations and Supply Chain Management prescripts • A valid driver's license.

Knowledge and Skills: • Knowledge of Supply Chain Management, Demand and Acquisition Management processes, Public Finance Management Act (PFMA), Treasury Regulations, PPPFA, BBBEE and other relevant prescripts • Knowledge of SCM Office procedures and Bid Administration • Decision making • Background in procurement or competencies in administration of bids • Computer skills • Problem solving • Writing skills • Analytical Skills • Creativity • Ability to engage with service providers with matters related to acquisition of goods or services • Highly motivated. • Good understanding of Acquisition/ Demand Management processes • Ability to work under pressure.

Duties: · The successful candidate will ensure that resources required to fulfil the demand needs identified in the departmental strategic planning as well as business, operational and project plans are delivered at the correct time, price, place, and that the quantity and quality will satisfy those needs. · Manage the establishment and maintenance of a supplier database to ensure compliance in implementation of effective and efficient service delivery. · Manage and advise the specification committee to ensure compliance to relevant legislation. · Assist end users with the development of procurement plans. · Consolidate departmental procurement plans and facilitate procurement of construction projects as per the Procurement Plan. · Coordinate demand inputs from Construction Branches and offer assistance so as to have budget alignment in terms of MTEF. · Monitor compliance and adhere · Monitor compliance and adherence to policies, procedures and processes pertaining to demand management.

Works Inspector
Ref No: DRPW 15/2016
Sub-Component: Mechanical
Centre: OR Tambo Regional Office (Mthatha)
Salary Notch: R 158 985per annum (Level 6)

Requirements: ·National Diploma/Qualified Artisan in Mechanical related field. ·One year experience in Buildings Construction. ·A valid Code B driver's license. ·SAMTRAC (or equivalent) will be an added advantage.

Knowledge: ·An understanding of Mechanical Building Services. An understanding and application of SABS Mechanical Standards, SANS 10400, SANS 204, PW371-A Second Edition, OHS Act and Construction Regulation 2014, Joint Building Construction Contracts (JBCC) and any other Built Environment related Acts and regulations. ·Excellent communication skills, Computer literacy, analyzing and solving problems and Leadership skills. Basic knowledge of Public Finance Management Act, Treasury regulations, Construction Industry Development Board prescripts and any relevant construction industry standards. · Willingness to work in both urban and rural environment, and travelling extensively.

Duties: · Project Quality Management on non-complex Building related infrastructure projects. Government Facilities condition assessment to determine compliance with relevant regulations and for maintenance. ·Monitoring of project team on both new and maintenance projects.

Works Inspector (X3 Posts)
Ref No: DRPW 16/2016
Sub-Component: Electrical
Centre: OR Tambo Regional Office (Mthatha)
Salary Notch: R 158 985 per annum (Level 6)

Requirements: ·National Diploma/Qualified Artisan in Electrical related field. · One year experience in Buildings Construction. ·A valid Code B driver's license. ·SAMTRAC (or equivalent) will be an added advantage.

Knowledge: •An understanding of Electrical Building Services. An understanding and application of SABS Electrical Standards, SANS 10400, SANS 204, PW371-A Second Edition, OHS Act and Construction Regulation 2014, Joint Building Construction Contracts (JBCC) and any other Built Environment related Acts and regulations. •Excellent communication skills, Computer literacy, analyzing and solving problems and Leadership skills. •Basic knowledge of Public Finance Management Act, Treasury regulations, Construction Industry Development Board prescripts and any relevant construction industry standards. •Willingness to work in both urban and rural environment, and travelling extensively.

Duties: • Project Quality Management on non-complex Building related infrastructure projects. •Government Facilities condition assessment to determine compliance with relevant regulations and for maintenance. •Monitoring of project team on both new and maintenance projects.

The Provincial Administration of the Eastern Cape is an equal opportunity, affirmative action employer. Applications must be submitted on form **Z83**, obtainable from any Public Service Department and should be accompanied by original certified copies of qualifications, Identification Document, A valid driver's license where required and recent updated comprehensive CV. The Z83 form must be appropriately filled and signed or else applications will not be considered.

1. Applications for **Head Office (Bhisho)** should be forwarded for the attention: Director: Human Resource Practice and Administration, Department of Roads and Public Works, Private Bag X0022, Bhisho, 5605.

Alternatively, application can be hand delivered at the following address: Room 2.09, 2nd Floor, Qhasana Building, Corner of Siwani Avenue, Independence Avenue, Bhisho, 5605.

Enquiries: Mr. M.D Kwaza Tel: 040 602 4274 or Ms. N. Mtoba: 040 602 4268/ 4270/ 4273/ 4272 /4271/4272.

2. Applications of post in **Amathole Regional Office (East London)** should be forwarded for the attention of the Regional Director: Amathole Regional Office, Department of Roads and Public Works, Private Bag X 13004, Cambridge, East London, 5201

Alternatively, applications can be hand delivered at the following address: Department of Roads and Public Works Offices, Cnr. Scholl & Amalinda Main Road, Summerpride, East London, Next to the SPCA (Ezinjeni)

Enquiries: Ms T Xhati/ Ms T Vooi: 043 711 5742

3. Applications for posts in Alfred Nzo Regional Office (Mount Ayliff) should be forwarded for the attention: Regional Director: Department of Roads and Public Works; Private Bag X 3556; Kokstad; 4700

Alternatively, applications can be hand delivered at the following address: Corner of Nkosi Senyukele, Jojo and Ngqubusini Street-Off Ntsizwa Street, Mount Ayliff, 4735.

Enquiries can be directed to: Mr M. Solomon / Mr L. Bana @ 039 254 6761/ 6700/6775

4. Applications for post in **OR Tambo Regional Office (Mthatha)** should be forwarded for the attention: Regional Director: OR Tambo, Department of Roads and Public Works, Private Bag X 5009, Mthatha, 5099

Alternatively, applications can be hand delivered at the following address: Room 38, 5th Floor KSD Matanzima Building Corner of Victoria and Owen Street, 5099

Enquiries: Mr. M Bonde Tel: 047 505 2711 or Mr. V. Sokhahleleka: 079 3845922

5. Applications for Joe Gqabi Regional Office (Sterkspruit) should be forwarded for the attention: Regional Director: Department of Roads and Public Works, Private Bag X 5002 Sterkspruit, 9762

Alternatively, applications can be hand delivered at the following address: Department of Roads and Public Works Offices, Bensonvale College Building, Sterkspruit, 9762

Enquiries: Mr. S. Dumalisile / Mr. M. Tshwaku: Tel - 051 611 9800

The Provincial Administration of the Eastern Cape is an equal opportunity, affirmative action employer. Applications must be submitted on form **Z83**, obtainable from any Public Service Department and should be accompanied by original certified copies of qualifications, Identification Document, A valid driver's license where required and recent updated comprehensive CV.

The first page of the Z83 form must be appropriately filled or else applications will not be considered.

NB: No faxed, e-mailed or late applications will be considered. Failure to submit the required documentation will lead to the disqualification of candidates.

Communication including correspondence will only be entered into with shortlisted candidates.

Recommended candidates will undergo comprehensive reference checks which include qualification verification and Personnel Suitability Checks. All SMS appointments are subject to a competency assessment.

NB: People with foreign qualifications must attach a SAQA Verification letter.

Closing Date: 04 March 2016

The Department of Roads and Public Works reserves the right not to make an appointment