

Circular 05 of 2019/20

Posted: 2019/06/16

Closing Date: 05/07/2019

DEPARTMENT OF PUBLIC WORKS

CHIEF ENGINEER - GRADE A (STRUCTURAL/CIVIL): BUILDINGS

Salary Notch: R 1 042 827.00 Per Annum

Ref No: DPW 01/06/2019, Centre: Amathole Regional Office (East London)

Minimum Requirements: An Engineering Degree (B Eng / BSC (Eng.) or relevant qualification. Six years post qualification experience as a registered Professional Engineer. A valid driver's license. Compulsory registration with ECSA as a Professional Engineer.

Duties: Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles theory. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and Maintain engineering services and management methods. Manage the executive of Maintenance strategy through the provisioning of appropriate structures, systems and resources.

Governance: Allocate, control, monitor and report on all resources. Provide technical support services for the operation on engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing activities e. g short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investments. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.

Financial Management: Ensure the availability and management of funds to meet MTEF objectives within the engineering environment/ services. Manage the operational capital projects portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management

People Management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering 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.

QUANTITY SURVEYOR (3 POSTS)

Salary Package: R 618 732 per annum (OSD)

Ref No: DPW 02/ 06/2019, Centre: Head Offices (Bhisho) Health Portfolio X2 Posts

Ref No: DPW 03/06/2019, Centre: Amathole Regional Office (East London) X1 Post

Minimum Requirements: A Degree in Quantity Survey or relevant qualification. Three years Quantity Survey experience is required. A valid driver's license. Compulsory registration with SACQSP as a Professional Quantity Surveyor

KPA's: • Perform quantity survey activities on buildings, structures or facilities: - Co-ordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure Administration and budget planning: - Manage resources, prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Report on expenditure and service delivery. Research and development: - Continuous professional development according to council guidelines. Research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/ councils on quantity survey related matters

CONTROL ENGINEERING TECHNICIAN: BUILDINGS

Salary Package: R 446 202 per annum (OSD)

Ref No: DPW 04/06/2019, Centre: OR Tambo Regional Office (Mthatha)

Minimum Requirements: National Diploma in Engineering or equivalent qualification with 6 years post qualification technical experience. Compulsory Registration with the Engineering Council of South Africa as a Professional Engineering Technician. A valid driver's license is compulsory.

KPAs: Manage technical serviced and support in conjunction with the Engineers, Technologists and associates in field, workshop and technical office activities. Ensure promotion of safety in line with statutory and regulatory requirements. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Ensure quality assurance of technical design with specifications and authorize/ make recommendations for approval by relevant authority. **Manage administrative and related functions:** - To provide inputs in the budgeting process. Compile and submit reports as required. Provide and consolidate inputs to

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 5 of 2019/20

CLOSING DATE: 05 JULY 2019



the technical /engineering operational plan. Ensure the development, implementation and maintenance of data base. Manage, supervise and control technical and related personnel and assets. **Research and Development:** - Continuous professional development to keep up with the new technologies and procedures. Research/ literature studies on technical engineering technology to improve expertise and to liaise with the relevant bodies/councils on engineering related matters.

CONTROL ARCHITECTURAL TECHNICIAN

Salary Package: R 446 202.00 per annum (OSD)

Ref No: DPW 05/06/2019 Amatole Regional Office (East London) Sub Component: Buildings

MINIMUM REQUIREMENTS: National Diploma in Architecture. Six years post qualification technical experience. A Valid driver's license. Compulsory registration with SACAP as a Professional Architectural Technician.

SKILLS: Problem solving and analysis. Decision making. Team work. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. People management

KPAs: Project coordination. Technical design and analysis knowledge. Research and Development. Computer-aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Provide support to Architect with regards to management of projects office administration. Proper archiving of architectural drawings in compliance with Architectural Act.

ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT

Salary Package: R376 596.00 per annum (Level 09)

Ref No: DPW 06/06/2019, Centre: Joe Gqabi Regional Office (Sterkspruit)

Ref No: DPW 07/06/2019, Chris Hani Regional Office (Queenstown)

MINIMUM REQUIREMENTS: An appropriate Bachelor's Degree or National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration/ Commerce/ Auditing with four (4) years relevant experience in Supply Chain Management: Acquisition or Demand Management of which three (3) years must be at supervisory level or level 7/ 8. A valid driver's license

SKILLS AND KNOWLEDGE: Computer skills in Microsoft Office Applications. Relevant work experience and knowledge of the PFMA and National Treasury Regulations and SCM prescripts. Extensive working experience in Demand and or Acquisition Management. Extensive knowledge and working experience in Public Sector procurement process, rules and regulations: PFMA, PPPFA, BBBEE, Treasury Regulations and Supply Chain Management prescripts

DUTIES: Management of the effective and efficient implementation of acquisition management processes. Management of SCM Bid Adjudication Committee, Bid Evaluation Adjudication Committees and secretariat functions. Ensure that proper and adequate processes are in place to update and maintain the bid processes in line with appropriate with legislation. Implement the acquisition management systems and appropriate acquisition management internal controls and audit trails in the Department. Managing of the maintenance of the bid and quotation registers Provide strategic support, advice and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Management of staff.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 5 of 2019/20

CLOSING DATE: 05 JULY 2019

ASSISTANT DIRECTOR: LOGISTICS MANAGEMENT

Salary Package: R376 596.00 Per Annum (Level 09)

Supply Chain Management

(Ref: DPW 08/06/2019), Head Office (Bhisho)

MINIMUM REQUIREMENTS: An appropriate Bachelor's Degree or National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration/ Commerce/ Auditing with four (4) years relevant experience in Supply Chain Management of which three (3) years must be at supervisory level or level 7/ 8 in Logistics Management. A valid driver's license. LOGIS literacy, is a requirement.

KNOWLEDGE AND SKILLS: Knowledge of Public Service legislation/policies/prescripts and procedures. Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts. Background in Logistical processes and procedures, and office procedures. Highly motivated, Creative and the ability to engage with service providers, end-users and stakeholders with matters related to Logistics and procuring of goods and services. The ability to plan, in tight timeframes and to work under pressure. Computer skills in Microsoft Office Applications. Computer knowledge. Good communication skills (verbal and written). Conversant, with the skills to capture and work on LOGIS System. Reconciliations on BAS. Decision making, Problem solving skills.

KPAs: Management the implementation of Logistical procedures and policies. Management of Logistical operations. Checking and control of all documents submitted for procurement process. Management of commitments/ orders on LOGIS. Management of the 0-9 file and accruals. Maintenance of all relevant registers and reports. Authorizing of departmental orders and commitments. Issuing of manual orders. Management of compliance to Provincial Price Index. Management and reconciliation of transactions against LOGIS reports. Verify and handling of Logistical audit enquiries. Management of staff.

ASSISTANT DIRECTOR: FLEET MANAGEMENT (SUPPLY CHAIN MANAGEMENT)

Salary Package: R 376 596 per annum (Level 09)

Ref No: DPW 09/06/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A Bachelor's Degree/ National Diploma in Fleet/ Transport Management, Public Management/ Administration, Commerce, Financial Accountancy, Auditing with 4 years relevant working experience in fleet Management of which 3 years must be at a Supervisory level or level 7/ 8. Knowledge of PFMA and National treasury regulations and Supply Chain Management Prescripts, Knowledge of the departmental, mandate and its relationship with stakeholders in the sector and client departments. A valid driver's license.

KNOWLEDGE AND SKILLS: Extensive knowledge of fleet management services, excellent analytical, numeric, communication and report writing skills, Computer skills in Ms Word, Ms Excel and PowerPoint, People Management skills with ability to deal with stakeholders at all levels. Ability to work in a team, Ability to work under pressure and meet tight deadlines.

KPAs: Control all Departmental Transport/ Fleet. Monitor adherence to transport legislations and policies. Maintain vehicle accident reports. Manage and monitor SLA with contracted suppliers. Maintain vehicle asset registration fleet service history. Co-ordinate the provision of official and subsidized vehicles to the Department. Provide maintenance and co-ordinate the use of Government Motor Transport within the branches of the Region. Manage and supervise staff in the fleet management component. Monitor and manage submissions of all returns. Prepare transport estimates. Monitor the registration and licensing of the Departmental fleet.

ASSISTANT DIRECTOR: INNOVATION AND EMPOWERMENT, EPWP

Salary Package: R 376 596 per annum (Level 09)

Ref No: DPW 10/06/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A Bachelor's Degree/ National Diploma in Development studies/ Community Development. 4 years' relevant experience in Community Development of which 3 years must be at a Supervisory level or level 7/ 8. A valid driver's license.

KEY COMPETENCIES: Project management principles, Meeting procedures, Report writing, Stakeholder and customer relationship management, EPWP principles and guidelines, Meeting procedures, Report writing, Stakeholder and Customer relationship management principles, Policy management, Communication skills

KPAs: Facilitate training of EPWP beneficiaries. Promote enterprise development. Contribute to the development of artisans and labour intensive practitioners. Facilitate and implement NYS. Facilitate and implement contractor development programme. Create work opportunities by implementing EPWP flagship programmes at the same time creating assets and delivering services at community

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 5 of 2019/20

CLOSING DATE: 05 JULY 2019



level that contribute towards poverty alleviation. Provide support in terms of social facilitation and compliance with the EPWP norms and standards. Facilitate the creation of alternative income, job and sustainable livelihood opportunities for household contractors.

CHIEF ARTISAN- GRADE A: BUILDINGS

Salary Package: R 386 487 per annum (OSD)

Ref No: DPW 11/06/2019, Centre: OR Tambo Regional Office (Lusikisiki Depot)

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.

PROJECT COORDINATOR: COMMUNITY DEVELOPMENT EPWP (2 POSTS)

Salary Package: R 316 791 per annum (Level 08)

Ref No: DPW 12/06/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A Bachelor's Degree/ National Diploma in Development studies/ Community Development with at least 3 years' relevant experience in Community Development. A valid code 8 driver's license.

KEY COMPETENCIES: Project management principles, Meeting procedures, Report writing, Stakeholder and customer relationship management, EPWP principles and guidelines, Meeting procedures, Report writing, Stakeholder and Customer relationship management principles, Policy management, Communication skills (verbal and written), Presentation skills, Meeting procedures, Self-organization, Resource Management, Conflict resolution, Customer and quality management, Persal knowledge.

KPAs: Render Project conceptualization: - Analyse applications received from the community, Coordinate meetings to evaluate received applications. Consult the community from which the application came from to verify whether the project is still relevant. Define the project and provide feedback to the applications on the status of their application. **Render Project Planning:** Conduct community mobilization. Ensure community development and empowerment. Participate in environmental impact assessment. Establish project steering committee. Represent department in Municipal Independent Development Plans (IDPs) review meetings. **Render Project Management:** Liaise with community structures in the form of local authorities regarding project implementation. Facilitate project site handover meetings. Conduct regular workshops to change driver behavior. Facilitate payment of project beneficiaries. Contract project beneficiaries and orient them on their roles and responsibilities. Manage progress in all approved projects. Ensure community report back sessions on project progress. **People management:** - Manage the development, motivation and utilization of subordinates to ensure competent knowledge base for the continued success of the sub directorate. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve sub directorate objectives. Provides leadership, organizes and administers the work effort of assigned subordinates

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 5 of 2019/20

CLOSING DATE: 05 JULY 2019



SENIOR PROVISIONING ADMINISTRATION OFFICER: SUPPLY CHAIN MANAGEMENT

Salary Package: R 316 791 per annum (Level 08)

Ref No: DPW 13/06/2019, Centre: Head Office (Bhisho)

MINIMUM REQUIREMENTS: An appropriate Bachelor's Degree or National Diploma in Supply Chain Management/ Logistics Management/ Public Management/ Public Administration/ Commerce/ Auditing/ Marketing majoring in Supply Chain Management with at least three (3) years relevant experience in Logistics Management. A valid driver's license. LOGIS literacy, is a requirement.

KNOWLEDGE AND SKILLS: Knowledge of Public Service legislation/policies/prescripts and procedures.

Knowledge and skills of Supply Chain Management processes, Public Finance Management Act, Treasury Regulations, PPPFA, BBBEE and other relevant prescripts.

Background in Logistical processes and procedures, and office procedures. Highly motivated, Creative and the ability to engage with service providers, end-users and stakeholders with matters related to Logistics and procuring of goods and services. The ability to plan, and to work under pressure. Advanced Computer knowledge. Good communication (verbal and written). Conversant, with the skills to capture and work on LOGIS System.

KPA's: Supervising the implementation of Logistical procedures and policies. Supervising of Logistical operations. Checking and control of all documents submitted for procurement process. Management of commitments/ orders on LOGIS. Management of the 0-9 file and accruals. Management of staff, and their performance. Maintenance of all relevant registers and reports. Authorizing of departmental orders and commitments. Issuing of manual orders. Reporting's on the price index. Reconciliation of transactions to LOGIS reports. Checking and control, verify and authorize orders for goods and services on LOGIS. Verify, and update supplier reminders. Ensure accurate capturing of data on the LOGIS System. Ensure compliance to legislation. Update and ensure maintenance on registers. Supervising of staff and their performance.

SENIOR PROVISIONING ADMINISTRATION OFFICER: LEASES

Salary Package: R 316 791 per annum (Level 08)

Ref No: DPW 14/06/2019, Centre: Head Office (Bhisho)

MINIMUM REQUIREMENTS: -An Appropriate B Degree or National Diploma in Public Management/ Public Administration/ Property Studies/ Real Estate. A minimum of 3 years' relevant experience in the Property Management or Administration or Property Industry-

KNOWLEDGE AND SKILLS: Knowledge and understanding of Government procurement systems and property legislation. – Good administrative and communication skills, Client liaison skills, organizational skills, computer literacy skills management and strong negotiation skills. – Sound analytical and problem solving skills. Able to function independently-unsupervised. A valid code B driver's license.

KPAs: Obtain cost effective hired office accommodation for Provincial Public Work's client departments according to the market trends. –Liaison with the landlords to ensure clients' needs are fulfilled. -Liaison with the Clients departments and landlords to ensure client satisfaction. –Prepare submission/s for the recommendations and approval of the bid committees –Ensure optimal utilization of leased properties. Ensure contract management of all projects assigned including the timeous payments of rentals and municipal services and document and records management. Ensure Submission of all statistical monthly reports to the Head of the section. Supervise, develop and evaluate all staff that report to you. Follow-up on decisions taken at meetings.

ARCHITECTURAL TECHNICIAN PRODUCTION GRADE A

Salary Package: R 311 859 per annum (OSD)

Ref No: DPW 15/06/2019, Amatole Regional Office (East London) Sub Component: Buildings

MINIMUM REQUIREMENTS: National Diploma in Architecture. Three years post qualification technical experience. Valid driver's license. Compulsory registration with SACAP as a Professional Architectural Technician.

SKILLS: Problem solving and analysis. Decision making. Team work. Creativity. Financial management. Customer focus and responsiveness. Communication. Computer skills. Planning and organising. People management. Change management

KPAs: Project coordination. Technical design and analysis knowledge. Research and

Development. Computer-aided Architectural applications. Knowledge of legal compliance. Technical report writing. Technical consulting. Provide support to Architect and Architectural Control Technician with regards to management of projects office administration. Proper archiving of architectural drawings in compliance with Architectural Act.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 5 of 2019/20

CLOSING DATE: 05 JULY 2019

ARTISAN FOREMAN GRADE A: BUILDINGS

Salary Package: R 304 263 per annum (OSD)

Ref No: DPW 16/06/2019, Centre: OR Tambo Regional Office (Port St Johns Depot)

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. Experience in earthmoving equipment.

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 to 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.

WORKS INSPECTOR: BUILDINGS

Salary Package: R 208 584 per annum (Level 06)

Ref No: DPW 17/06/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A National Diploma in Built Environment OR N3 and passed trade test in Built Environment. A valid driver's license. 2 years' experience in built environment and computer literacy.

KPAs: Render basic inspection service of work done on minor new and existing structures on a project basis: Check if new and /or maintenance work undertaken on project sites are in compliance with all relevant regulations and legislation. Conduct inspection on work done, or to be done, to check that proper quality control is maintained. Compile an estimate of repairs and costs for minor new works and maintenance work to be undertaken. Analyse and compile relevant documentation for work to be done on minor new and existing structures: Draw up quotation documents and compile specifications. Participate in the adjudication process and provide recommendations on quotations. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors: Inspect the work done by contractors to determine whether it is in compliance with all relevant prescribed standards. Advise and guide contractors in respect of the relevant legislation and regulations. Compile payment documents. Compile and process variation orders and requests for the extension of deadlines. Ensure effective contract administration. Timely development of reports on problems emanating from projects.

ARTISAN PRODUCTION - GRADE A: BUILDINGS (2 POSTS)

Salary Package: R 190 653 per annum (OSD)

Ref No: DPW 18/06/2019, Centre: OR Tambo Regional Office (Lusikisiki) Brick Laying

Ref No: DPW 19/06/2019, Centre OR Tambo Regional Office (Lusikisiki) Plumbing

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.

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 5 of 2019/20

CLOSING DATE: 05 JULY 2019



ADMINISTRATIVE CLERK: ASSET MANAGEMENT

Salary Package: R 173 703 per annum (Level 05)

Ref No: DPW 20/06/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: Grade 12 (Senior Certificate). Relevant experience in Asset Management will be an advantage. Basic knowledge of administrative processes. Computer literacy. Good communication (verbal and written) and report writing skills. Interpersonal relationship.

KPAs: Provide administrative support services. Draft routine correspondence (type documents) and track records submitted for processing. Write memorandums and compile monthly reports. Handle routine procurement matters. Facilitate and coordinate procurements of goods and services for the office. Ensure safekeeping of all records.

SECURITY OFFICER: FACILITIES MANAGEMENT (6 POSTS)

Salary Package: R 122 595 per annum (Level 03)

Ref No: DPW 21/06/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: Grade 9 (Std 7) or Abet level 3 with 2 years' relevant experience, Registration with the Security Office Board (PSIRA), Security Training Grade C.

KPAs: Enforce access control regulation of the entrances. Conduct regular patrols in and around the entire perimeter fencing. Prevent situations which could result in fire and/ or safety hazards. Ensure that emergency exits are free of any obstruction. Check if fire extinguishers are serviced. Report all security breaches to the Senior Security Officer. Ensure compliance with the key control policy of a particular building. Write all incidents to the occurrence book. Report security breaches to the control room immediately.

MESSENGER: OFFICE SERVICES (2 POSTS)

Salary Package: R 102 534 per annum (Level 02)

Ref No: DPW 22/06/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: A Grade 9 / STD 7/ ABET Level 4 Certificate with one year relevant experience. Good communication skills, able to read write. Must be able to communicate with people. Good team player.

KPAs: Collect and deliver mail and parcels inside the department. Collect and deliver mail at neighboring departments and outside the department. Sorting of mail and delivering of urgent mail.

CLEANER: FACILITIES MANAGEMENT

Salary Package: R 102 534 per annum (Level 02)

Ref No: DPW 23/06/2019, Centre: OR Tambo Regional Office (Mthatha)

MINIMUM REQUIREMENTS: Abet of grade 10. Grade 12 will be advantageous. 0-2 years cleaning experience. Poses good communication skills, be able to work shifts including weekends and public holidays. Be able to rotate when required. Honest and reliable. Poses physical strength and to cope with physical demands of the position. Be able to work as a team.

KPAs: Clean floors and offices using vacuum cleaners and other cleaning equipment. Clean and dust furniture using cleaning and detergents. Ability to operate cleaning machines and equipment. Empty office dust bins, provide fresh water to the offices on a daily basis.

ARTISAN ASSISTANT: CONSTRUCTION

Salary Package: R 102 534 per annum (Level 02)

Ref No: DPW 24/06/2019, Centre: OR Tambo Regional Office (Qumbu)

MINIMUM REQUIREMENTS: A Grade 9 / STD 7/ ABET Level 4 Certificate with one-year relevant experience. Ability to read and write. Committed and hardworking. Experience will be added advantage. Ability to perform routine tasks

KPAs: Assist in maintenance of buildings. Execute manual labour as required for maintenance tasks allocated to the unit. Must be prepared to render assistance after hours in the event of emergency. Assist at any other duties that may be tasked from time to time.

WITHDRAWAL OF POSTS

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 5 of 2019/20

CLOSING DATE: 05 JULY 2019



Persons applied for the positions advertised in the in Local Newspapers, **Provincial Office of the Premier and Department of Public Works and the DPSA website posted on the 19, 21, 23 May 2019** with the closing date **07 June 2018** must please note that the following posts have been withdrawn until Further Notice.

- 1. Assistant Director: Immovable Asset – Chris Hani Regional Office (Queenstown) with ref no: DPW 12/05/2019**
- 2. Assistant Director: Asset Management – Joe Gqabi Regional Office (Sterkspruit) with Ref no: DPW 10/05/2019**
- 3. Salary Controller: PERSAL Management – Head Office (Bhisho) with Ref no: DPW 13/05/2019**
- 4. Control Security Officer: Facilities Management – Joe Gqabi Regional Office with Ref no: DPW 11/05/2019**
- 5. Senior Admin Officer: Asset Management – Head Office (Bhisho) with Ref no: DPW 23/05/2019**
- 6. Safety Officer: Human Resources Management – Sara Baartman Regional Office (Port Elizabeth) with Ref no: DPW 32/05/2019**
- 7. Admin Officer: Facilities Management – Amathole Regional Office (East London) with Ref No: DPW 39/05/2019**

CLOSING DATE: 05 July 2019 @15H00

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

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. Enquiries: Ms N. Mtoba 040 602 4270 or Ms S. Mdoda 040 602 4140,

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

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

For **Joe Gqabi Region (Sterkspruit): Hand Delivery:** Bensonvale College, Sterkspruit, 9762 or **post to** Department of Public Works, Private Bag X5002, Sterkspruit, 9762. Enquiries: Ms. H. Galeni or Mr. S. Dimalisile Tel: 051 611 9800

For **Chris Hani Region (Queenstown): Hand Delivery:** 1 Corner Road, Kings Park, Queenstown, 5320, or **post to** Private Bag X7114, Queenstown, 5320. Enquiries: Ms L. Mazwi Tel: 045 807 6662 or Ms N. Ndawo 045 807 6676

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 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

PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR 5 of 2019/20

CLOSING DATE: 05 JULY 2019

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.**