

**Circular 07(b) of 2019/20**

**Posted:** 2019/07/21 & 22

**Closing Date:** 08/08/2019

## **DEPARTMENT OF PUBLIC WORKS**

*The Department of Public Works 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.*

### **DIRECTOR: EXPANDED PUBLIC WORKS PROGRAMME (PROVINCIAL COORDINATION)**

*An all-inclusive remuneration package: R 1 005 063 per annum (level 13)*

*(Ref No: DPW 01/07/2019), Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** A Bachelor's Degree (NQF level 7 as recognized by SAQA) in Development Studies/ Human Resource/Public Administration/Management Service with five (5) years' relevant experience at Middle Managerial level. A valid driver's licence.

**KNOWLEDGE AND SKILLS:** Departmental service delivery principles. PSR, PFMA, PSA. Departmental Strategic Planning. Departmental Annual Performance Plan. Knowledge of collective bargaining procedures. Asset management procedures. Various other national legislation and other strategies on Urban Renewal, Rural Development, poverty Alleviation, HIV/AIDS, Community Based Public Works Programmes. Provincial Growth and Development Plan for the Eastern Cape. All other HR related public sector legislation and procedures. Stakeholder and customer relationship management principles. Policies and Procedures. Government Programmes. Occupational Health & Safety. Procurement directives. 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: Manage engagement with public bodies in the province across all sectors:** Manage and facilitate implementation of EPWP by all municipalities and other provincial departments. Manage the development of sector business plans based on the public bodies' commitments towards achieving the national set targets. Monitor the compliance of the municipalities and other provincial departments on EPWP Ministerial Determination requirements. Manage and ensure the empowerment of public bodies to increase their investment on job creation initiative. **Manage coordination and consolidation of EPWP Business Plans;** Manage the collection and collation of all public bodies' plans (list of projects to be implemented) and intended contributions towards job creation. Ensure that the plans are linked to the provincial targets set up by National Public Works. Manage the signing of the public bodies' plans by Heads of the institutions. **Manage stakeholder relations:** Represent the department in the provincial cluster committees. Manage the submission of EPWP performance report to MuniMec and other strategic structures. Manage the participation of EPWP in all IGR for a. Manage maintenance of functional Provincial and District Steering Committees. Manage communication with public bodies and communities on new strategic developments and requirements of EPWP. **Manage promotion of visibility of the EPWP:** Manage marketing and branding of the programme. Manage profiling of the project. Manage the coordination and implementation of the September month activities. (September was declared as EPWP month and provincial roadshows are conducted). **Manage and lead provision of support to sector departments and municipalities:** Manage the provision of one on one intervention to public bodies intended to address the challenges in respect of EPWP implementation. Manage the empowerment of public bodies to understand and be able to report on the reporting system. Manage the implementation of Data Quality Assessment. Manage the project visit to verify whether the projects are implemented and correctly the reported. Manage the provision of technical support to all public bodies. **Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives:** 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 Directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

### **DEPUTY DIRECTOR: LABOUR RELATIONS**

*(DPW 02/07/2019) Head Office Bhisho*

*Salary Package: R 733 257.00 Per Annum (Level 11)*

**MINIMUM REQUIREMENT:** An appropriate Bachelor 's Degree or National Diploma in Labour Relations or Labour Law/ Public Management/ Social Science with labour Relations or Labour law as majors. 5 years' relevant experience of which three years must be at an Assistant Director level/ Junior Management level experience in dispute resolution or Labour Relations environment. Good communication skills (verbal, presentation and report writing). A practical understanding of the Public Service prescripts dealing with

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misconduct. Public Service Act, Public Service Regulation, and PSCBC Resolution no.2 of 1999 as amended by Resolution no.1 of 2003, the relevant provisions a chapter 7 of the SMS handbook and Labour Relations Act, Proven Managerial and leadership credentials. Computer Literacy. Sound knowledge of labour legislation and labour relations practices. Good negotiation, conflict management, strategic capability, administration and analytical skills. Ability to plan and organize. An understanding of the Public Service Regulatory Framework. Computer literacy in all MS Office packages. A Valid driver's licence.

**DUTIES:** Manage the implementation of the grievance procedures. Facilitate investigation of grievances. Handle disputes/appeals upon unfair labour practice and /or unfair dismissal. Make appropriate recommendations. Monitor the implementation of decisions. Compile and submit reports to the Office of Public Service Commission. Manage the handling of disputes (unfair labour practices, unfair dismissal). Represent the departmental at Commission for Conciliation Mediation and Arbitration/Bargaining Council. Monitor the implementation of the awards. Compile reports and submit to the top management. Manage the handling of Disciplinary matters. Facilitate investigations of disciplinary cases. Ensure the protection and confidentiality of the information gathered during investigation Deal with employees' representative queries on a matter under investigation. Ensure that sound labour relations between management Labour through functional and active Labour Forum at Head Office and Regional offices. Analyse labour relations trends within the department and prepare recommendations to management. Render Labour Relation support both to Head office and Regional offices matters. Monitor the Implementation of the outcome of the disciplinary hearing. Manage appeals arising from disciplinary hearings. Management of resources. Manage human resources. Ensure effective management of all physical assets. Compile, control and monitor the budget.

### **PRINCIPAL ARTISAN SUPERINTENDENT: BUILDINGS**

*(Ref No: DPW 03/07/2019), Centre: Joe Gqabi Regional Office (Sterkspruit)*

*Salary Notch: R733 257.00 per Annum (Salary Level 11)*

**MINIMUM REQUIREMENTS:** A recognized National Diploma in the built environment/ Artisan (Trade Certificate) in Building Construction with at least eight (8) years relevant experience in the built environment of which three (3) years must be at an Assistant Director level/ Junior Management level. Proven Experience as an Artisan Foreman in Building Construction projects. Computer Literacy. Knowledge of project and Programme management. A valid driver's licence.

**KPA's:** Responsible for the overall management of the in-house maintenance unit. Maintenance of government buildings. Construction of minor new works. Responsible for the departmental artisan development program. Responsible for the management of resources (financial and human). Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties, which may be allocated from time to time by supervisors in line with the responsibilities of the Department. Manage the assets of the directorate by holding regular inspections of tools and equipment registers. Planning for future depot equipment requirements and specifications under the guidance of the Head of Buildings. Assist with the preparation of specifications by means of obtaining quotations from the suppliers for repairs and renovations to existing government structures. Ensure the correct usage of government vehicles and equipment. Assist with the motivation for new equipment and tools. Identify and assist with redundant plant disposal within the Region. Ensure safekeeping of the Directorate's assets as well as make recommendations for the upgrading of the security requirements as and when necessary. Supervise the workshop planning by means of ensuring the implementation of preventative maintenance by conditional assessments monthly. Supervise and inspect the quality and quantity of work done or services rendered by the contractors. People Management: Manage the development and utilization of human resources for the discipline and ensure competent knowledge base for continued success of technical services according to organizational needs and requirements. Manage subordinates' key performance areas and taking actions to correct deviations to achieve departmental objectives. Perform any other duties, which may be allocated from time to time by supervisors in line with the responsibilities of the Joe Gqabi Depots.

### **CONTROL SECURITY OFFICER: FACILITIES MANAGEMENT**

*Salary Package: R376 596 Per Annum (Level 9)*

*(Ref: DPW 04/07/2019) Chris Hani Regional Office (Queenstown)*

**NB!! Please note this is a re-advertisement all persons applied before need to re-apply**

**MINIMUM REQUIREMENTS:** A National Diploma in Security Management/Policing/Law/Public Management/Public Administration with a minimum of 4 years' experience in the security field of 3 years should be at supervisory level or salary level 7/ 8. Registration with the Private Security Industry Regulatory Authority (PSIRA) with Grade B. A valid driver's licence

**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. Presentation skills

**KPA's:** Manage and oversee security within the region. Assist in the drafting and reviewing of security policies, plans and procedures. Conduct security threat and risk assessments 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

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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. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS and ensure compliance with the Occupational Health and Safety Act in all operations.

### **ASSISTANT DIRECTOR: ASSET MANAGEMENT X2 POSTS**

*Salary Package: R376 596 Per Annum (Level 9)*

*(Ref: DPW 05/07/2019) Chris Hani Regional Office (Queenstown) X1 POST*

*(Ref: DPW 06/07/2019) Joe Gqabi Regional Office (Sterkspruit) X1 POST*

**MINIMUM REQUIREMENTS:** A recognized Bachelor's degree in Public Administration/ National Diploma in Public Management/Property Management/Real Estate with at least 4 years' relevant experience of which 3 years must be at supervisory level or salary level 7/8. Proven relevant experience in the administration and management of properties is necessary. Candidates with relevant experience in State Land Administration will be given first preference. Basic knowledge and understanding of PFMA and Treasury Regulations. Candidates with GIS knowledge and experience will be advantageous for the post in Asset Register unit. Computer literate, MS Office. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Computer literacy, ability to write letters and memorandums, as well as to compile reports for the Manager. Must have the ability to read and interpret topographical maps, S.G diagrams, Title Deeds. Knowledge and understanding of property and land related legislation. Knowledge and understanding of the definition of State Land. Very good communication skills and leadership skills – both verbal and writing. Filing and office management skills. People management and problem solving skills. Must be able to work independently as well as in team. Ability to work under pressure. A sense for accuracy and detail is very important.

**KPA's:** Assist with the administration and management of provincial State Land. Conduct land use audits and investigations. Conduct quality check applications and reports to the Provincial State Land Disposal Committee (PSLDC) and other property forums and meetings. Address enquiries related to State Land matters. Assist with the enhancement of the immovable asset register through the verification of property data and obtaining value added information. Liaise with various stakeholders in the private and public domain regarding property, including the State Attorney and Chairperson of the PSLDC, Data cleaning. Co-ordinate the vesting of State Land. Conduct research work related to property matters. Maintain property registers (e.g. immovable asset register/LOGICA). Manage the safe keeping of security document i.e. Title Deeds • Compile monthly and quarterly reports on all issues pertaining to Asset Management • Supervision of Staff • Assist the Manager with other related tasks and duties which may be assigned from time to time. Promote and maintain work ethics as enshrined in the Batho Pele principles including engendering awareness to combat the scourges of HIV/AIDS. **It will be expected from the official to travel extensively within the borders of the Province and to work overtime when necessary.**

### **ASSISTANT DIRECTOR: FACILITIES MANAGEMENT**

*Salary Package: R376 596 Per Annum (Level 9)*

*(Ref: DPW 07/07/2019) Chris Hani Regional Office (Queenstown)X1 POST*

*(Ref: DPW 08/07/2019) Joe Gqabi Regional Office (Sterkspruit)X1 POST*

**MINIMUM REQUIREMENTS:** A Bachelor's Degree/National Diploma in Facilities management. Property Management/Public Management and Real Estate with 4 years working experience in Property Management environment of which 3 years must be at a supervisory level or salary level 7/8. Advanced computer skills. Good communication skills. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Sound Knowledge of Communication and influencing skills in person and in writing. Knowledge and Understanding of GIAMA and Advanced Computer skills. Analytical and problem solving. Ability to lead and manage teams & projects. Team work. Attending to detail but also the ability to see the implications. Basic Knowledge and understanding of PFMA and Treasury regulations.

**KPA's:** Assist client departments in drafting inputs for the compilation of their immovable asset management plans. Manage inspection and condition assessment on leased and state owned buildings in the region. Manage compliance of norms and standards in the utilization of offices by User Department. Manage the rendering of cost effective and efficient cleaning, gardening and maintenance services. Conduct needs surveys regarding office accommodation requirement for the provincial User Departments within the region and assist with the prioritization of their requirements. Manage the space planning project of offices. Facilitate User Forum meetings.

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Manage client relations by ensuring effective liaison with User Departments on various levels. Manage the appointment and supervision of service providers and consultancy. Ensure the administration and performance of buildings within the region as to obtain maximum yields on investments, optimum levels of maintenance and utilization, and client satisfaction. Supervise staff according to the PMDS and identify areas of the business where inefficiencies may occur and recommend solutions. Prepare reports for management and other relevant stakeholders. Promote and maintain work ethics as enshrined in the Batho Pele. principles including engendering awareness to combat the scourges of HIV/AIDS and ensure compliance with the Occupational Health and Safety Act in all operations.

### **ASSISTANT DIRECTOR: ACQUISITIONS AND DISPOSALS**

*Salary Package: R376 596 Per Annum (Level 9)*

*(Ref: DPW 09/07/2019) Head Office (Bhisho)*

**MINIMUM REQUIREMENTS:** A Bachelor's Degree/National Diploma in Real Estate /Property Valuation field with 4 years' relevant experience Property /Real Estate Management/ Property Valuations of which 3 years must be at a supervisory level or salary level 7/8. Must be Registered with the South African Council for Property Valuers Profession in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Candidate Valuer or Professional Associated Valuer. A valid unendorsed driver's licence. Knowledge of valuation of various types of properties, valuation methods and applicable legislation such as: PFMA, PVA, GIAMA, MPRA, Expropriation Act 63 of 1975 (as amended) and Act 108 of 1996 (Constitution). Effective communication, Project planning, Advanced report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving and presentation skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, Conflict resolution and Self Starter. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

**KPA's:** Assist in the managerial and administrative functions related to Property /Real Estate Management/ Property Valuations: Conduct valuation and inspections on various properties. Determine market rentals for state and privately-owned properties and verify rentals for privately owned properties for lease purposes by applying the relevant methods of valuation. Evaluate valuation reports submitted by Valuers in private practice by checking that the valuation has been done according to sound valuation principles and methods. **Office administration:** Participate in procurement processes for procurement of private Valuers and related duties. Liaise and interact with Service Providers and facilitate skills transfer. Ensure effective records maintenance on the record and filing management system. Ensure effective utilization of resources allocated. **Research and development:** Keep up with property market trends. Research/literature on valuation techniques and procedures; Liaise with relevant bodies/councils on property valuations/property/real estate management. Assist in reviewing and contesting municipal valuations on state owned properties, lodge objections where necessary to enable savings on municipal rates levied. Represent the Department in valuation disputes and relevant fora. Assist in driving the mentorship programme for Candidate Valuers and associated initiatives. Promote the interest of the Valuer's profession in general. Conduct feasibility studies, prepare options analysis reports, determine highest and best use of land and buildings and viability studies on different types of investment properties; Conduct land administration and other real estate related research and compile comprehensive reports on properties for investment and related purposes.

### **SALARY CONTROLLER: PERSAL MANAGEMENT**

*Salary Package: R376 596 Per Annum (Level 9)*

*(Ref: DPW 10/07/2019) Head Office (Bhisho)*

**NB!! Please note this is a re-advertisement all persons applied before need to re-apply**

**MINIMUM REQUIREMENTS:** A Bachelor's degree/ National Diploma in Human Resource Management/ Financial Management/ Public Management with four (4) years' experience in the PERSAL Management Unit environment of which three (3) years' must be at a supervisory level or salary level 7/8. Possession of relevant PERSAL Certificates on PERSAL Controllers; Salary Administration; Establishment Administration; Leave Management Courses is a must. Knowledge of the SCC system. Excellent knowledge of Human Resource Regulatory Framework that governs Public Service. Proven experience and knowledge in the utilisation of Microsoft programmes like Access, Excel and V-Lookup applications are essential as the candidates will be subjected to a practical test in the said applications. A valid driver's license.

**SKILLS AND COMPETENCIES:** Thorough knowledge and understanding of user access security on PERSAL. An innovative and creative person with sound organizing and planning skills. Interpersonal and good communication skills. All-round computer literacy. Report writing skills.

**KPA's:** Monitor the PERSAL Suspense File. Manage review of activities of PERSAL users as dictated by National Treasury, Provincial Treasury and departmental management. Monitor interaction between users and revisers. Approval/ Authorization of suspense file transactions and verification with source documents. Evaluation and recommendations to the Departmental PERSAL Coordinator changes to the system in line with the SCC. Extract, manipulate and analyse PERSAL information. Up – to- date PERSAL database and adherence to Minimum Information Standards. Perform PERSAL control functions and supervisory duties. Render support and

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advisory services to all departmental clients with regards to Salary Administration services. Continuous training for all PERSAL users within the department.

### **SENIOR PROVISIONING ADMIN OFFICER: ASSET MANAGEMENT**

*Salary Package: R316 791.00 Per Annum (Level 8)*

*(Ref: DPW 11/07/2019) Head Office (Bhisho)*

**NB!! Please note this is a re-advertisement all persons applied before need to re-apply**

**MINIMUM REQUIREMENTS:** An appropriate Degree/ National Diploma in Public Administration/ Public Management/ Business Management, Marketing majoring in Supply Chain Management or Finance coupled with at least 3 years' appropriate experience in Movable Asset Management. A valid driver's licence. Previous experience in dealing with prestige accommodation (MPL residences) assets.

**KNOWLEDGE AND SKILLS:** Knowledge asset management procedures, applicable legislation such as: PFMA, Treasury Regulations, Ministerial Handbook, Asset Management Framework, Batho Pele etc. Effective communication, Project management, report writing, Computer literacy, Planning and organizing, Diplomacy, Interpersonal problem solving skills, Innovative, Creative, Hardworking, Self-motivated, Ability to work under pressure, Ability to communicate at all levels, Analytical thinking, honesty and integrity. Willingness to work longer hours and adapt to work schedules in accordance with professional requirements.

**DUTIES:** Procurement, delivery and relocation of furniture for prestige accommodation. Barcoding of assets and capturing of assets in the asset register. Completion of asset movement forms and updating movements in the asset register. Conduct physical verification of assets in MPL residences as well as in the department. records maintenance on the record and filing management system. Liaise and interact with Service Providers, Prestige Unit in Legislature, Special Programmes and NGOs. Assist in disposal of redundant furniture from prestige accommodation.

### **ENGINEERING TECHNICIAN - GRADE A**

*Salary Package: R311 859.00 Per Annum (OSD)*

*(Ref: DPW 12/07/2019) Sarah Baartman Regional Office (Port Elizabeth)*

**REQUIREMENTS:** A National Diploma or Bachelor's Degree in Civil Engineering. Three (3) years post qualification technical (Engineering) experience. A Valid driver's license. Compulsory registration with ECSA as a Professional Engineering Technician.

**KNOWLEDGE AND SKILLS:** Project Management. Technical design and analysis knowledge. Research and development. Computer-aided engineering applications. Knowledge of legal compliance. Technical report writing. Technical consulting.

**KPA's:** Render technical services: - Assist Engineers, Technologists and associates in field, workshop and technical office activities, promote safety in line with statutory and regulatory requirements; evaluate existing technical manuals, standard drawings and procedures to incorporate new technology and produce technical designs and specifications and submit for evaluation and approval by the relevant authority. Perform administrative and related functions: - Provide inputs into budgeting process as required; Compile and submit reports as required; Provide and consolidate inputs to the technical/engineering operational plan. Develop, implement and maintain database and Supervise and control technical and related personnel and assets. Research and Development: - Continuous professional development to keep up with new technologies and procedures; Research/literature studies on technical engineering technology to improve expertise and liaise with relevant bodies/councils on engineering-related matters.

### **SAFETY OFFICER: HUMAN RESOURCE MANAGEMENT**

*Salary Package: R257 508.00 Per Annum (Level 07)*

*(Ref: DPW 13/07/2019) Sarah Baartman Region (Port Elizabeth)*

**NB!! Please note this is a re-advertisement all persons applied before need to re-apply**

**MINIMUM REQUIREMENTS:** Bachelor's Degree or National Diploma in Safety Management /Human Resource Management with at least 2 years' relevant experience in Occupational Health and Safety. A valid driver's license.

**KNOWLEDGE AND SKILLS:** Good knowledge of OHS Act and Compensation for Occupational Injuries and Diseases Act, No 130 of 1993. Good knowledge of risk management control measures.

**DUTIES:** Ensure implementation of health and safety services; investigate accidents reported within the region. Maintain quality improvement standards on health and safety. Conduct orientation, induction and in – service training to employees on procedure related to safety, e.g. firefighting, disaster evacuations etc. Participate in quality management plans and policy developments and improvement and advise management. Keep files for different reports, daily control registers, inspection registers, defect reports as required by law, regulations and SABS standards, injury on duty investigation reports, safety representatives' inspection reports and health and safety committee meetings. Establish and facilitate the functioning of SHE committees according to the OHS Act. Implement Peer education to prevent the spread of HIV/Aids in the workplace. Monitoring payment of IOD cases within the region. Conduct Hazard identification and Risk Assessment (HIRA).

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### **ADMINISTRATIVE OFFICER (FACILITIES MANAGEMENT)**

*Component: Fixed Asset Management*

*Salary Package: R257 508.00 Per Annum (Level 7)*

*(Ref: DPW 14/07/2019) Amathole Regional Office (East London)*

**NB!! Please note this is a re-advertisement all persons applied before need to re-apply**

**MINIMUM REQUIREMENTS:** A Bachelor's Degree or National Diploma in Public Management/ Public Administration/ Management/ Real Estate/ Facilities Management with a minimum of 2 years' experience in the property field. A valid driver's license will be an added advantage.

**KNOWLEDGE AND SKILLS:** GIAMA, PFMA, Computer literacy, report writing, communication, good interpersonal.

**KPA's:** Conclude lease agreements with tenants. Open and update tenant files. Liaise with tenants to provide the copies of the signed lease agreements. Update the Income lease register accurately. Confirm property ownership through deeds-web. Conduct physical verification to prevent sub-letting in state properties. Liaise with Finance component to provide signed copies of lease agreements. Allocate office space to user departments. Assist to implement the parking policy in the region. Organise client forum meetings.

### **ADMINISTRATIVE OFFICER: MONITORING AND EVALUATION (EPWP)**

*Salary Package: R257 508.00 Per Annum (Level 7)*

*(Ref: DPW 15/07/2019) Head Office (Bhisho)*

**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:** Knowledge Sound knowledge of EPWP and the reporting system. Computer literacy. Communication skills, written and verbal.

**KPA'S:** Support public bodies to understand the EPWP reporting requirements. Support the compilation of EPWP quarterly reports. Conduct site visits and Data Quality Assessments to ensure data integrity and reliability. Assist public bodies with data capturing support. Conduct one-one with public bodies with intention of unblocking reporting challenges they may be experiencing. Assist in organizing M&E training for the public bodies.

### **WORKS INSPECTOR: BUILDINGS X2 POSTS**

*(Ref: DPW 16/07/2019), OR Tambo Regional Office (Mthatha)*

*Salary Notch: R 208 584 per annum (Level 6)*

**MINIMUM REQUIREMENTS:** Bachelor's Degree or National Diploma in Buildings OR N3 Environment OR N3 and passed trade test in Buildings environment OR Registered as an Engineering Technician. A valid driver's license. A valid driver's license. 2 years' experience in built environment and computer literacy.

**KPA'S:** 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. Analyze 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. Timeous development of reports on problems emanating from projects.

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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](http://www.ecprov.gov.za) or [www.dpsa.gov.za](http://www.dpsa.gov.za) or [www.ecdpw.gov.za](http://www.ecdpw.gov.za)

Applications can be forwarded through one of the following options:

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### **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. Dumalisile 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

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

**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 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.**