



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

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

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

## **DEPARTMENT OF PUBLIC WORKS**

### **ERRATUM**

Persons interested in applying for the positions advertised in the **Provincial Office of the Premier and Department of Public Works and the DPSA website** on the with 21, 22 June 2019 with the closing date **08 August 2019** must please note that the following changes have been made, which should be read as follows:

#### **1. The Requirements for the post of Works Inspectors X2 posts: Buildings – OR Tambo Regional Office (Mthatha), with Ref No: DPW 16/07/2019 should be as follows:**

**Requirements:** A Bachelor's Degree/ National Diploma in Buildings OR N3 Environment OR N3 and passed trade test in Buildings environment. 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. Advice 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 can be forwarded through the following options:**

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

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**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.**