



Circular 09 of 2019/20

Posted: 2019/08/18, 19 & 22

Closing Date: 06/09/2019

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.

CHIEF ENGINEER - GRADE A

Ref. DPW 01/08/2019, Sarah Baartman Regional Office (Port Elizabeth)

An all-inclusive remuneration package of R 1 042 827 per annum (OSD)

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

KPA'S: 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 management methods. 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.

CHIEF ARCHITECT: HEALTH PORTFOLIO (BUILDINGS)

Ref No: DRPW 02/08/2019, Centre: Head Office (Bhisho)

An all-inclusive remuneration package of R 898 569 per annum (OSD)

REQUIREMENTS: A Bachelor's Degree in Architecture or relevant qualification. Six years post qualification Architectural experienced. Valid driver's license. Compulsory Registration with SACAP as a Professional Architect

KPA's: Architectural Design and analysis effectiveness: (i) Perform final review and approvals or audits on architectural designs according to design principles or theory. (ii) Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology (b) **Maintain architectural operational effectiveness:** (i) Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources (ii) Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability (iii) Monitor and maintain efficiencies according to organisational goals to direct or redirect architectural services for the attachment of organizational objectives.(c) **Financial Management:** (i) Ensure the availability and management of funds to meet the MTEF objectives within the architectural environment/services; (ii) Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives; (iii) Manage the commercial value add of the discipline-related programmes and projects: (iv) Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles; (v) Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. (d) **Governance:** (i) Allocate, monitor and control resources; (ii) Compile risk logs and manage significant risk according to sound risk management practice and organisational requirements; (iii) Provide Technical consulting services for the operation of architectural related matters to minimise possible architectural risks; (iv) Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment; (v) Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to Departmental objectives. (e) **People Management:** (i) Manage the development motivation and utilisation of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to

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organisational needs and requirements; (ii) Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve Departmental objectives.

CHIEF ARTISAN- GRADE A: BUILDINGS X3 POSTS

Ref No: DPW 03/08/2019, Centre: Amathole Regional Office (Dutywa/ Butterworth Depot Construction) X1 Post

Ref No: DPW 04/08/2019, Amathole Regional Office (Willowvale Depot Construction) X1 Post

Ref No: DPW 05/08/2019, Amathole Regional Office (Middledrift Depot) X1 Post

Salary Package: R 386 487 per annum (OSD)

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

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

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

ASSISTANT DIRECTOR: FLEET SERVICES

COMPONENT: ASSET MANAGEMENT

Ref No: DRPW 06/08/2019, Centre: Head Office (Bhisho)

Salary Notch: R376 596.00 per annum (Salary Level 9)

MINIMUM REQUIREMENTS: A Bachelor's Degree/ National Diploma in Fleet/ Transport Management, Public Management/ Public 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 salary 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: FACILITIES MANAGEMENT X2 POSTS

Ref No: DRPW 07/08/201, Centre: Amathole Regional Office (East London) X1 post

Ref No: DRPW 08/08/201, Centre: Alfred Nzo Regional Office (Mount Ayliff) X1 post

Salary Notch: R376 596.00 per annum (Salary Level 9)

REQUIREMENTS: A Bachelor's Degree/ National Diploma in Public Management/Property Management/Real Estate/Facilities Management qualification with five (4) years' experience working in the property management environment of which three (3) years must be at supervisory level 7/8. Advanced computer skills • Good communication skills. A valid driver's license is a requirement.

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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 survey regarding office accommodation requirement for Provincial User Departments within the Region. Manage the space planning project of offices. Facilitate User Forum meetings. Manage income leases. Ensure the administration and performance of buildings within the region as to obtain maximum yields on investments, optimum level of maintenance and utilization. Supervise staff according to the PMDS. Prepare reports for management and other stakeholders.

ASSISTANT DIRECTOR: LEASES **COMPONENT: PROPERTY MANAGEMENT AND DEVELOPMENT**

Ref No: DRPW 09/08/2019, Centre: Head Office (Bhisho)
Salary Notch: R376 596.00 per annum (Salary Level 9)

REQUIREMENTS: A Bachelor's Degree/ National Diploma in Finances/Accounting/Legal/Property Management with at least a minimum of four years' experience in the property management or finance industry of which three years must be at a supervisory level or salary level 7/8. A valid driver's license.

KNOWLEDGE AND SKILLS: Knowledge and understanding of Government procurement systems and property legislation. – Good financial management and strong negotiation skills. Sound analytical and problem solving skills.

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 timeous payments of rental payments. Liaison with the Clients departments and landlords to ensure client satisfaction. Prepare submissions for the approval of office accommodation to the bis committee. Ensure optimal utilization of state and leased properties and generate revenue to the best benefits of the Government and as required by PFMA. Ensure that monthly reconciliations are done regarding all the monies payable to the municipality to avoid fruitless and wasteful expenditure. Submission of all statistical monthly reports to the head of section. Compile budget for hiring of office accommodation, repairs and refurbishments of leased properties. Financial control over expenditure of allocated funds. Supervise and develop and evaluate all staff that report to you.

PROJECT COORDINATOR: EXPANDED PUBLIC WORKS PROGRAMME

Salary Package: R 316 791 per annum (Level 08)
Ref No: DPW 10/08/2019, Centre: Amathole Regional Office (East London)

MINIMUM REQUIREMENTS: A Bachelor's Degree/ National Diploma in Public Management/ Public Administration/ Development studies/ Community Development with at least 3 years' relevant experience in Expanded Public Works Programme. 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 (verbal and written), Presentation skills, Meeting procedures, Self-organization, Resource Management, Conflict resolution, Customer and quality management, Personal 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

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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. Conduct social facilitation for new projects within the region

ARTISAN FOREMAN GRADE A: BUILDINGS

Salary Package: R 304 263 per annum (OSD)

Ref No: DPW 11/08/2019, Centre: Chris Hani Regional Office (Whittlesea Depot Construction)

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.

KPA's: (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.

PERSONAL ASSISTANT: OFFICE OF THE DIRECTOR: MANAGEMENT ACCOUNTING

Salary Package: R257 508.00 Per Annum (Level 07)

(Ref: DPW 12/08/2019) Head Office (Bhisho)

MINIMUM REQUIREMENTS: An appropriate Bachelor's Degree or National Diploma in Office Management/ Management. At least two (2) years relevant experience as a secretary or providing administrative support at senior level. Advanced knowledge of Microsoft Office packages and document management. Must have good interpersonal, organizational and communication skills (written/verbal) and advanced planning. Must be customer focused, adaptable and detail conscious. Experience in customer relations and client liaison is also a prerequisite. The successful applicant must be able to maintain confidentiality and work independently with minimum supervision.

KPA's: Provide a secretarial/receptionist support service to the Director: Taking and typing of minutes, ensuring the efficient flow of information, liaising with clients, schedule and manage appointments, screening of calls. Render administrative support services: - i.e. collate, compile and submit monthly, quarterly, annual and management reports to various structures within and outside the department. Provide assistance in the technical formatting of submissions for the Director from time to time. Develop and maintain an efficient filing system within the Director's office. Ensure that travel arrangements are well coordinated, prioritize issues in the Director. Procure office supply for the Director's office i.e. groceries, stationery, printing supplies etc. Provide logistical support to Director (i.e. well-coordinated travelling arrangements, arranging conferences, meetings, refreshments and documentations). Support Director with the administration of his/her budget as well prepare his/her S&T claims. Study the relevant Public Service and departmental prescripts/ policies and other documents and ensure that the application thereof is understood properly: - remains up to date with regard to the prescripts/policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the Director; remains abreast with the procedures and processes that apply in the office of the Director.

CHIEF PERSONNEL OFFICER: HR PROVISIONING

COMPONENT: HUMAN RESOURCE ADMINISTRATION AND PRACTICES

Ref No: DRPW 13/08/2019, Centre: Head Office (Bhisho)

Salary Notch: R257 508.00 per annum (Salary Level 7)

REQUIREMENTS: A Bachelor's Degree/ National Diploma in Human Resource Management/ Industrial Psychology/ Public Management with a minimum of two (2) years' experience in Human Resource Provisioning. Computer literacy in all MS Office, Microsoft word and Excel packages • Certificate of Peral Introduction, Peral Establishment and Personnel Administration is Compulsory. A valid driver's license will be an added advantage.

COMPETENCIES: Public Service Act, Proclamation 103 of 1994 as amended Public Service Regulations. Basic conditions of Employment Act. Analytical skills. Problem solving skills. HRM policies and procedures. Performance management. Report writing. Computer Literacy. Conflict management. Presentation. Working in a team.

KPA's: Supervise human resource provisioning services. Supervise processes for advertising of positions, recruitment, selection and filling of positions. Ensure validation of qualifications. Supervise assumption of duties. Supervise issuing of letters of appointment

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contracts. Supervise probation processes and confirmation of appointments. **Supervise deployment** - Supervise personnel utilization and mobility through transfers, translations in rank, promotions and secondments. Maintain high standards by ensuring that the team/section produce 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 necessary guidance and development opportunities. Ensure timeously development of Work Plans and Personal Development Plans (PDP's) for all employees in the Section. Supervise daily employee performance and ensure timeously Performance Assessments of all subordinates. Approve transitions on Persal.

CHIEF PERSONNEL OFFICER: HR ADMINISTRATION
COMPONENT: HUMAN RESOURCE ADMINISTRATION AND PRACTICES

Ref No: DRPW 14/08/2019, Centre: Head Office (Bhisho)

Salary Notch: R257 508.00 per annum (Salary Level 7)

REQUIREMENTS: A Bachelor's Degree/ National Diploma in Human Resource Management/Public Administration/ Public Management with at least 2 years' experience in Human Resource Administration. Must have Persal Introduction Certificate. A Valid Code 08 drivers licence will be an added advantage

KNOWLEDGE AND SKILLS: Knowledge of Persal System. Knowledge of HR Prescript. Computer literate. Good communication skills (verbal and written), problem solving and decision making skills.

KPA's: Supervise and administer all functions to service benefits, conditions of service which includes housing and state guarantees, housing allowance, all types of leave (PILIR), overtime, long service recognition, resettlements, termination of service, leave reconciliation, auditing of files for leave discounting, and pension. Approval of transactions on Persal and PCM. Supervise and develop staff. Prepare monthly, quarterly and annual reports on Personnel Administration issues and provide statistics. Sign together with subordinate's yearly work plan agreements. Ability to work under pressure. Any other duties as determined by Management

PERSONNEL OFFICER: HR PROVISIONING
COMPONENT: HUMAN RESOURCE ADMINISTRATION AND PRACTICES

Ref No: DRPW 15/08/2019, Centre: Head Office (Bhisho)

Salary Notch: R173 703.00 per annum (Salary Level 5)

REQUIREMENTS: Grade 12 (Senior Certificate). Relevant qualification in Human Resource Management/ Industrial Psychology/ Public Management and relevant experience in HR Provisioning will be an advantage. Computer literacy in MS Office packages. Knowledge of Persal will be an added advantage.

KNOWLEDGE AND SKILLS: Public Service Act. Proclamation 103 of 1994 as amended Public Service Regulations. Basic conditions of Employment Act. Report writing. Computer Literacy.

KPA's: Process Human Resource Provisioning services. Process advertising of positions, recruitment, selection and filling of positions. Process validation of qualifications. Process assumption of duties. Process issuing of letters of appointment contracts. Process confirmation of probation appointments. **To process deployment** – To process personnel utilization and mobility through transfers, translations in rank, promotions and secondments.

PERSONNEL OFFICER: HUMAN RESOURCE MANAGEMENT

Ref No: DRPW 16/08/2019, Centre: Alfred Nzo Regional Office (Mount Ayliff)

Salary Notch: R173 703.00 per annum (Salary Level 5)

REQUIREMENTS: • Grade 12 (Senior Certificate). Relevant qualification in Human Resource Management/ Industrial Psychology/ Public Management and relevant experience in HR Management will be an advantage. Knowledge of HR prescripts and understanding of conditions of service and staff provisioning. A fair understanding of Public Service Regulations and HR policies. Knowledge and ability to use HR Information Management system

KNOWLEDGE AND SKILLS: •Computer literacy • Good communication skills •Problem solving• Good interpersonal relations.

KPA's: • Responsible for a variety of administrative duties related to staff provisioning and conditions of service •Ensure correct remuneration of staff in the Department • Maintenance of establishment on Persal system •Maintain accurate HR records on all assigned activities •Ensure efficient and effective processing of service benefits and incentives of all employees including employees

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exiting the department • Administer HR processes at operational level • Perform any other duties that may be assigned. • Administer leaves and PILIR cases in the region

ARTISAN PRODUCTION - GRADE A: BUILDINGS (X2 POSTS)

Salary Package: R 190 653 per annum (OSD)

Ref No: DPW 17/08/2019, Centre: Amathole Regional Office (Peddie Depot x1 post)

Ref No: DPW 18/08/2019, Centre OR Tambo Regional Office (Bota Sigcawu and KD Matanzima Depot X1 Post)

MINIMUM REQUIREMENTS: Appropriate Trade Test Certificate (Plumbing). 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.

DRIVER: FLEET SERVICES (X2 POSTS)

COMPONENT: ASSET MANAGEMENT

Ref No: DRPW 19/08/2019, Centre: Head Office (Bhisho)

Salary Notch: R145 281.00 per annum (Salary Level 4)

REQUIREMENTS: Grade 10/ standard 8 certificates. Relevant experience in Driving /Code B with 3 Years' experience as a driver. A Valid Code 8 driver's license with PDP (an endorsed drivers licence). Good verbal and written Communication skills. Must be able to work night duty, Weekends and Public holidays.

KPA'S: Provide transport services: Fill in log sheets before and after trips. Receive work instructions and respond. Receive and record documents. Load and dispatch items. Transport office officials from point A to point B and re-collect. Render vehicle Maintenance functions: Check and verify the vehicle condition. Check fuel, water and oil levels. Check lights, windscreen, wipers, hooter, tyre condition and check vehicle license. Check dates for vehicle service and report. Check vehicle defects, dents and report.

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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 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 **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

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Applications for posts in **Alfred Nzo Region (Mount Ayliff)**: Hand Deliver - Department of Public Works, Corner of Nkosi Senyukele Jojo & Ngqubusini, off Ntsizwa Street, Mt Ayliff, 4735, Block- G- enquiries can be directed to Ms N Gcabi or Ms L Mncwabe Tel 039 254 6942/ 6764 or Post to Private Bag X3556, Kokstad, 4700,

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.**