

DEPARTMENT OF PUBLIC WORKS AND INFRASTRUCTURE

The Department of Public Works and Infrastructure is an equal opportunity, affirmative action employer. The intention is to promote representatively in the Public Service through the filling of these posts and with persons whose appointment will promote representatively, will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.

**CLOSING DATE**

: 20 March 2026 at 16H00

NOTE

: Applications must be submitted on the prescribed Z83 application form (obtainable from any Public Service Department or on the DPSA website link: <https://www.dpsa.gov.za/newsroom/psvc/>, which must be signed, initialled and dated by the applicant, and must be accompanied by a detailed curriculum vitae (CV) only. Candidates are not required to submit certified copies of qualifications and related documents on application. Only shortlisted candidates will be required to submit certified copies of qualification and other related documents on or before the date of interview, which should not be older than six months. Should an application be submitted using incorrect/old Z83 application form, such an application will be disqualified. Further take note of the following on completion of Z83 application form: PART A and PART B must be fully completed. PART C - PART G: Noting that there is a limited space provided applicants may refer to CV or indicate. This will be acceptable as long as the CV has been attached and provides the required information. Page 1 of the Z83 application form must be initialled and page 2 signed and dated by the applicant. Failure to comply with the above instructions may result in an application being disqualified. Applicants applying for more than one advertised post must submit separate Z83 application forms and CVs in respect to each post being applied for. Should an application be received where an applicant has applied for more than one posts on the same Z83 application form, the applicant will be considered for the first post indicated on the Z83 application form only. Applications will be received via post/courier services, hand deliveries or email. Late applications will not be considered. Regulation 57 (c) and 67 (9) of the Public Service Regulations 2016, as amended, requires the executive authority to ensure that he or she is fully satisfied of the claims being made and the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment, respectively. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Note: It is the responsibility of all applicants to ensure that foreign qualifications are evaluated by SAQA. Due to large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to shortlisted candidates only. Should you not have heard from us within three months from the closing date, please regard your application as unsuccessful. Entry level requirements for SMS posts: in terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1 a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Governance (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. Note: For emailed applications, please submit a single PDF document or One Attachment per application to the email address designated on the specific position. Kindly note that the emailed applications and attachments should not exceed 15MB. It remains the candidate's responsibility to ensure that their application is successfully submitted using the required single pdf document.

ERRATUM: Kindly note that the following positions were advertised in Public Service Vacancy Circular 05 dated 13 February 2026 with closing date of 13 March 2026, Director: HR Planning and Recruitment with Ref No: 2026/47, Centre Head Office, Director: Strategic Planning – Strategic Management with

Ref No: 2026/55, both positions are withdrawn. Kindly note that the words "experience at" was inadvertently omitted from the requirements of the following post: Director: EPWP Beneficiary Training - Partnership Support with Ref No: 2025/53.

OTHER POSTS

- POST 08/301** : **DEPUTY DIRECTOR: INDUSTRY RESEARCH REF NO: 2026/56**
- SALARY** : R1 059 105 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF 6) in Built Environment, Finance, Economics, Mathematics, Statistics or equivalent qualification. Appropriate relevant work experience in the property or construction industries or in a data analytics or research related role at a Junior Management level (Assistant Director equivalent). Knowledge: Competence in Microsoft Office applications. High competence in MS Excel (advanced). Competence in research and report compilation. Knowledge and understanding of various data analytics softwares. Understanding of analytical tool development. Knowledge of property investment and management. Good project and people management skills. Personal Attributes: Excellent interpersonal, communication and analytical skills. Ability and willingness to work under pressure. Able to work independently. Dedicated, diligent and focused. Passionate about knowledge and research. Good presentation skills. Innovative thinking. Must be able to take initiative. Commitment to excellence in every aspect of work.
- DUTIES** : Research and analyse financial, economic, social and other trends and topics independently. Perform data analysis and documentation of insights. Prepare comprehensive business reports. Perform portfolio analysis, benchmarking and performance measurement. Work closely with stakeholders with different backgrounds to validate analyses and output. Provide technical assistance to other units within the business. Develop analytical tools (models and dashboards) and investment related policies for the Department.
- ENQUIRIES APPLICATIONS** : Mr M Konyana Tel No: (012) 406 1590/060 923 1671
: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-20@dpw.gov.za
- FOR ATTENTION** : Ms NP Mudau
- POST 08/302** : **DEPUTY DIRECTOR: PROPERTY ACQUISITIONS REF NO: 2026/57**
- SALARY** : R1 059 105 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)
- CENTRE REQUIREMENTS** : Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF 6) in Real Estate Management / Property Management / B.Com plus relevant years of experience within the Real Estate Management environment at a Junior Management level (Assistant Director equivalent). Knowledge: Government Immovable Asset Management Act, Public Finance Management Act; Financial administration; Procurement Regulations, Directives and Procedures; Familiar with different acquisition models currently used in acquiring accommodation / immovable assets. Programme and Project management. Delivery of accommodation to user departments; Property market research. Skills: Advanced report writing skills; Computer literacy; Presentation skills; Ability to work under pressure; Ability to communicate at all levels; Team player; Analytical thinking; Must be prepared to travel; A valid driver's license; Willing to adapt to work schedule in accordance with professional requirements.
- DUTIES** : Effective management of user accommodation plans with a particular focus on acquisition of immovable assets / accommodation facilities. Provide guidelines and inputs on drafting and implementing property acquisition plans. Ensure that acquired properties are effectively put into use and meet the needs of user departments. Analyze feasibility and investment reports and guide the branch accordingly on effective implementation. Management and administration throughout the immovable asset life-cycle of acquired properties; Ensure integration of asset operation, maintenance and disposal during the planning and acquisition stages of the immovable assets. Ensure effective

administration and performance of buildings to meet clients service delivery objectives; Ensure that acquired buildings are user-friendly and accessible; Ensure quality of reports, acquisition contracts and responses to oversight bodies; Manage and improve relationships with key stakeholders; Manage disputes related to asset planning and acquisition; Ensure completeness of contractual documentation; Monitor and ensure regions observe and attend to local regulations and laws in procurement of leased property space; Ensure that deadlines are met and quality of reports meet the requirements of senior management of the branch; Availability beyond the normal working hours and ensure that delivery of services happen effectively and efficiently; Guide, lead and mentor subordinates; Ensure efficient co-ordination between regions and head office.

ENQUIRIES APPLICATIONS : Mr. M Mabinja Tel No: (012) 406 2066
 : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-21@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 08/303 : **DEPUTY DIRECTOR: FACILITIES MANAGEMENT REF NO: 2026/58**

SALARY : R1 059 105 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Gqeberha Regional Office

REQUIREMENTS : A Minimum of three-year tertiary qualification (NQF Level 6) in Built Environment (Mechanical Engineering /Electrical Engineering / Building / Construction Management / Structural Engineering / Quantity Survey, Facilities Management and Property / Real Estate Management plus appropriate relevant experience in Property Management, Construction Management, Integrated Facilities Management or Programme Management with relevant years of experience in the built/ facilities management environment at a Junior managerial level (Assistant Director equivalent). A valid Driver's license. Knowledge: Occupational Health and Safety Act and other building regulations, General built environment including mechanical, electrical and civil, Water Services Act and National Environmental Management Act (NEMA), Horticultural processes/regulations and Cleaning Industry. Public Financial Management Act, Supply Chain Management framework, directives and procedures; Government Budget processes and procedures. Skills: Computer Literacy, Financial skills, Time management, Administration skills, People management, Negotiation skills, Coaching and mentoring, Presentation skills, Report writing skills, Planning and organising, Diplomacy skills, Problem solving, Facilitation skills, Effective communication, Patient, Understanding, Trustworthy, Dependable, Innovative, Hardworking, Analytical Thinking, Ability to work under pressure, Self-motivated, Creative.

DUTIES : To ensure effective and efficient facilities management, including civil, mechanical, and electrical and water care Facilities, and compliance with the relevant Acts including Occupational health and Safety Act. Effective and efficient management of Cleaning and Horticultural services. To ensure resource efficiency in state owned buildings. The implementation of procurement policies-co-ordinate the preparation, analysis, negotiation and review of contracts related to purchase of equipment and services. Monitor the maintenance of facilities and compilation of reports. Provide guidance on the implementation of the policy; monitor and evaluate the impact and effectiveness of the policies; provide continuous feedback on compliance with policy. Ensure the promotion of black emerging enterprises. The effective supervision of resources-oversee the development and training of staff; supervise the budget expenditure of Facilities Management sub-units (Cleaning Services/Horticulture/ OHS and Workshop); direct preparation of financial statements and report on status of State Facilities.

ENQUIRIES APPLICATIONS : Ms NPT Hlengwa Tel No: (047) 502 7010
 : The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-02@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/304 : **DEPUTY DIRECTOR: PHYSICAL SECURITY REF NO: 2026/59**

SALARY : R896 436 per annum, (all-inclusive salary package to be structured in accordance with the rules of the middle management service)

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum three-year tertiary qualification (NQF level 6) in Security Management/Social Science Management, Management Science, SSA Security Managers Course, Valid driver's licence, relevant years of experience at supervisory role in Security Management. Experience at a Junior Management level (Assistant Director equivalent). Knowledge: Relevant legislation related to public security, including the Minimum Information Security Standards Act (Miss). Disciplinary procedures and what constitutes unprofessional conduct. Security Business Processes. National Information Security policy. Risk and threats management. Safety and security management and administration, including-(security auditing, physical security measures, contingency planning, occupational health and safety, personnel security, document security, surveillance, information technology security, fire regulation and fire protection and communication security). Security environment (SSA, SAPS). Security breaches and investigations.

DUTIES : The development and implementation of physical security policies and procedures within the department. The development of a physical security strategy at Head Office and for all Regional Offices. The management of outsourced security and all security contracts of the department. The interaction with security-related and relevant authorities i.e. SAPS. The development and implementation of security-related training and awareness programmes. The management of the sub-Directorate. The standardisation of physical security measures within the department.

ENQUIRIES : Mr T Marageni Tel No: (012) 406 1632

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-22@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 08/305 : **ASSISTANT DIRECTOR: INDUSTRY RESEARCH REF NO: 2026/60**

SALARY : R582 444 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Built Environment, Finance, Economics, Mathematics, Statistics or equivalent qualification. Appropriate work experience in the property or construction industries or in a data analytics or research related role. Knowledge: Competence in Microsoft Office applications. High competence in MS Excel (advanced). Competence in research and report compilation. Knowledge and understanding of various data analytics software's. Understanding of analytical tool (or model) development. Knowledgeable in Financial or investment management. Good project and people management skills. Personal Attributes: Excellent interpersonal, communication and analytical skills. Ability and willingness to work under pressure. Able to work independently. Dedicated, diligent and focused. Passionate about knowledge and research. Good presentation skills. Innovative thinking. Must be able to take initiative. Commitment to excellence in every aspect of work.

DUTIES : Research and analyse financial, economic, social and other trends and topics independently. Perform data analysis and documentation of insights. Prepare business reports. Work closely with stakeholders with different backgrounds to validate analyses and output. Provide technical assistance to other units within the business. Develop analytical tools (models and dashboards) and investment related policies for the Department.

ENQUIRIES : Mr M Konyana Tel No: (012) 406 1590/060 923 1671

APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-23@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 08/306 : **ASSISTANT DIRECTOR: PROPERTY VALUATION REF NO: 2026/61**

SALARY : R582 444 per annum

CENTRE : Head Office (Pretoria)

<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF 6) in Real Estate (Property Valuations) with appropriate relevant experience in property valuations. Registration with the South African Council of Valuers (in terms of the Property Valuers Profession Act, 2000 (Act 47 of 2000) as a Professional Valuer or Professional Associated Valuer. A valid unendorsed driver's license. Knowledge of valuation of various types of properties and applicable legislation such as the Constitution of RSA, PFMA, GIAMA, MPRA, Property Valuation Act 14 of 2017, Expropriation Act 63 of 1975 (as amended) Effective communication, advanced report writing, computer literacy, project 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 long hours and adapt to work schedules in accordance with professional requirements.
<u>DUTIES</u>	:	Assist in managerial functions and conduct valuation of various properties as and when delegated by the Director. Compile fully motivated valuation reports for submission and assessment by the Land Affairs Board and liaise with the Board on valuation matters. Assist in reviewing and contesting municipal valuations on state owned properties lodging objections where necessary to enable savings on municipal rates levied. Provide support to the Asset Register by conducting valuations that comply with Accounting Standards, in the compilation of an accurate, reliable and GRAP complaint Asset Register. Assist in driving the Mentorship Programme for candidate valuers and associated initiatives. Promote the interest of the valuers' Profession in general.
<u>ENQUIRIES</u>	:	Mr H Ndlovu Tel No: (012) 406 1888
<u>APPLICATIONS</u>	:	The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-24@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms NP Mudau
<u>POST 08/307</u>	:	<u>CONTROL WORKS MANAGER: BUILDING REF NO: 2026/62</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Kimberly Regional Office
<u>REQUIREMENTS</u>	:	A minimum (T/N/S streams) (NQF 6) in Building/Civil; Facilities Management or equivalent, OR (N3 and a passed trade test in the building environment OR registration as an engineering technician and more than 6 years appropriate experience in Built environment). A valid driver's licence. Applicable knowledge of the Occupational Health and Safety Act; National Building Regulations and Building Standards, technical knowledge of the built environment, procurement process and systems, property and facilities management. Computer literacy, technical report writing, good verbal and written communication, programme and project management, relationship management, negotiation, problem solving, numeracy and financial administration. Resourceful, creative, ability to communicate at all levels, ability to work under stressful situations, assertive, self-motivated, people orientated, hard-working and trustworthy.
<u>DUTIES</u>	:	Facilitate, co-ordination and control the implementation of new works, repairs and renovation and maintenance; Allocate tasks and projects in relation to the maintenance of existing and new works, monitor the projects and expenditure on current maintenance and minor new works projects and attend monthly project meeting with relevant stakeholders. Ensure that the Works Control System is updated, provide reports and estimates and recommend and monitor expenditure and payment. Ensure accuracy of tender documents, specifications and bills of quantities. Promote and assist SMMEs BBBEE and PPPs. Promote the initiative of the Extended Public Works Programme (EPWP). Ensure effective contract administration through the resolution of disputes. Ensure that the relevant project documentation for new and existing structures is compiled; develop and interpret plans and sketches, draw-up quotation documents and complies specifications, bills of quantities and bid documents, adjudicate and provide recommendations on quotations and bid. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors and consultants; provide advice and guidance to contractors and consultants in respect of compliance to legislation, regulations and procedures, put systems and procedures in place to ensure contractors and consultant adhere to legislation, regulations and procedures. Ensure effective contract administration. Verify invoices and certify claims for fees. Check and process variation orders and requests for the extension of deadlines. Brief contractors and consultants on projects and certify claims for

fees. Facilitate and resolve problems emanating from projects and develop reports on projects. Supervise and provide training and development opportunities employees. Administer the department performance and development systems.

ENQUIRIES APPLICATIONS : Ms A Xentsa Tel No: (053) 838 5345
: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. Or email to: RecruitKIM26-01@dpw.gov.za

FOR ATTENTION : Mr S Xulu

POST 08/308 : **ASSISTANT DIRECTOR: CLEANING SERVICES REF NO: 2026/63**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Gqeberha Regional Office
: A minimum of three-year tertiary qualification (NQF Level 6) in Public Administration or related qualifications plus appropriate relevant years of experience in the field. Understanding of and competence in Property and Facilities Management including relevant experience in Cleaning Services. Valid drivers' licence. Computer literacy. Knowledge or understanding of the Government Procurement System. An understanding of the PFMA, PPPFA, LOGIS and EPWP. Ability to compile and adjudicate tenders. Sound analytical and interpersonal skills; proven problem-solving skills. Proven financial, strong verbal and written communication skills. Negotiation skills. Knowledge and understanding of the Occupational Health and Safety Act and its regulations. Ability to implement systems and exercise control to ensure sound management of equipment and materials. Ability to perform regular inspection. Willingness to travel and to participate on the Covid-19 committee/s.

DUTIES : Manage service contracts and contractor's performance and quality of work for the duration of contracts. Manage related budget and financial planning. Compile specifications and handle inspections in the cleaning field. Manage and control equipment and material register. Formulate policies and administrative procedures for cleaning maintenance. Manage performance-based contracts. Appoint relief cleaners. Management of Human Resources (work plans, training, career development etc). Events Management.

ENQUIRIES APPLICATIONS : Mr SL Jikeka Tel No: (041) 408 2074
: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-03@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/309 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT: SAPS & IPID REF NO: 2026/64**

SALARY CENTRE REQUIREMENTS : R582 444 per annum
: Head Office (Pretoria)
: A minimum of three-year tertiary qualification (NQF 6) in Financial/ Public Administration/ Marketing/ Law/ Real Estate Management or Built Environment. Plus Extensive relevant years work experience in the field of User Demand Management/Key Accounts Management. (Experience within the Public Service Sector will be an added advantage). Knowledge of Government Immovable Asset Management Act (GIAMA); Works Control System (WCS), Property Management Information System (PMIS) and ARCHIBUS Systems, Public Finance Management Act (PFMA); Treasury Regulations; User Asset Management Plans (UAMPS), Custodian Asset Management Plans (CAMP), Financial systems e.g. LOGIS. Knowledge of Infrastructure Management Development System (IDMS). Knowledge of the built environment, programme, project, property and facilities management, construction regulations, occupation health and safety, financial administration, procurement processes and systems. Specific knowledge of the South African Police Service will be an added advantage. Must be committed to designated tasks and willing to adapt to work schedule in accordance with office requirements. Valid driver's licence and be prepared to travel whenever there's a need to attend progress site meetings. Skills: Planning, organisational, interpersonal, written and verbal communication skills. Advanced computer literacy (Word, Excel, PowerPoint, etc.). Client relations, provide training to Clients and staff. Ability to work under pressure, meet tight deadlines and work independently and be part of the team. Willing to adapt to work schedule in

<u>DUTIES</u>	: accordance with office requirements. Dispute resolution and conflict management. Management of performance development. : You will be required to assist with the application of space and cost norms for client accommodation requests for the Directorate: User Demand Management: SAPS & IPID. Check accommodation need requirements for correctness in line with Space Planning Norms and Standards for office accommodation used by Organs of State. Facilitate the approval/sign off of the Capital Works Implementation Programme for the SAPS & IPID client departments. Compile Procurement Instructions (PI) for Capital Works and Planned Maintenance Projects to executing units at Head Office and at regional level. Register and ensure programming of projects on the Works Control System (WCS). Obtain project cash flows, execution plans and monitor expenditure against budget allocation. Compilation of Pre-design Information Requests (PDIR) for feasibility studies and Site clearance process to Professional Services. Compile Preliminary Cost Analysis and issue Procurement Instructions for leased accommodation. Facilitate client requests 18 months in advance for retaining leased accommodation. Liaise with clients regarding lease, facilities and maintenance administration. Compile Client specific quality monthly reports on leased accommodation, project progress and expenditure and circulate to Deputy Director. Interfacing with internal and external stakeholders. Ensure the effective flow of information and documentation to and from the office of the Deputy Director. Ensure the safekeeping of all documentation, in line with relevant legislation and policies. Facilitate Client liaison forums meetings. Assist and train Clients in the compilation of User Asset Management Plans and provide guidance on Custodial Asset Management Plans. Provide management support with general office functions related to the accommodation portfolio of SAPS & IPID. Liaise with Project Managers and Property Managers on SAPS & IPID Portfolio, attend site meetings where required, compile agenda and minutes of meetings; liaise and interact with Regional Offices and Service Providers. Undertake all administrative functions required with regard to financial and Human Resources Administration. Establish, implement and maintain efficient and effective communication and client relationships. Plan and allocate work to employees. Quality control the work delivered by employees.
<u>ENQUIRIES APPLICATIONS</u>	: Mr. C Bunu Tel No: (012) 406 1073 : The Director-General, Department of Public Works Private Bag X65, Pretoria, 0001 or Hand delivered at, Corner Madiba (Vermeulen) and Bosman Street, Central Government Offices Building, Pretoria. Or email to: Recruitment26-25@dpw.gov.za
<u>FOR ATTENTION</u>	: Ms N.P Mudau
<u>POST 08/310</u>	: <u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY OFFICER: MECHANICAL REF NO: 2026/65</u>
<u>SALARY CENTRE REQUIREMENTS</u>	: R582 444 per annum : Polokwane Regional Office : A minimum of three-year tertiary qualification (NQF Level 6) in Mechanical Engineering. Plus, relevant years of experience in Construction or Built environment, Project Management, Facilities Maintenance Management, Safety Management. Valid driver's License. (Added advantage: SAMTRAC qualification) Knowledge: Occupational Health and Safety Act and its regulations, National Building Regulations and Building standards Act, BCEA, PFMA, GIAMA, COIDA other relevant SANS, Acts and Regulations. Skills: Computer Literacy, report writing, planning and organizing, Presentation, Conflict management and decision-making skills. Prepared to travel and willing to adopt to working schedule in accordance with office requirements.
<u>DUTIES</u>	: Ensure and facilitate Occupational Health and Safety compliance at workplaces: Evaluate the workplaces (State and Leased buildings). Ensure Boilers, Incinerators, Lifts, HVAC systems, Fire Fighting and Fire Protection Equipment, railway lines, Wastewater Treatment Plants and Water purification plants etc. are safe and without risk. Conduct incident investigations and make recommendations. Participate in the Bid Specification Committees and Bid Evaluation Committees. Check and verify tender documents for the inclusion of H&S Specification. Approve and ensure each Contractor's H&S Plan is maintained on construction site. Undertake inspections to ensure compliance to applicable standards. Enforce such measures as may be necessary for interest of health and safety. Facilitate in-house training on OHSA: Ensure execution of fire drills in the Region. Provide support when emergencies arise

		and prepare incident report. Monitor utilization and training of first aid, firefighting, health and safety representatives. Facilitate Compliance with legal requirements in the Region: Promote awareness on OHS related issues. Participate and coordinate H&S committee meetings. Consolidate and submit monthly and quarterly inspection reports with findings and recommendations.
<u>ENQUIRIES</u>	:	Mr N. Malitsha Tel No: (015) 291 6447
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Or email to RecruitPLK26-03@dpw.gov.za
<u>FOR ATTENTION</u>	:	Mr. NJ Khotsa
<u>POST 08/311</u>	:	<u>ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH AND SAFETY REF NO: 2026/66</u>
<u>SALARY</u>	:	R582 444 per annum
<u>CENTRE</u>	:	Gqeberha Regional Office
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 6) in Electrical/Mechanical, Civil or related qualifications plus relevant years of experience in the field. A Valid driver's license. Willingness to travel and work irregular hours. Occupational health and safety Labour Relations Act. Public Finance Management Act Computer literacy, Applicable knowledge of the PFMA, OHSA, National Building Regulations and Environmental Conservation Act, Project management skills. Strong verbal and written communication skills. Knowledge of Government procurement processes and systems. Good analytical skills.
<u>DUTIES</u>	:	Maintain and implement strategies, policies and procedures to ensure alignment with OH&S act and other applicable legislations. Conduct inspection on state owned and leased facilities and construction projects and produce an inspection report. Undertake regular OHS quality compliance assessments, inspection against applicable legislative framework, where necessary. Promote a strong OHS culture in the region through regular communication and consultation, promotion of improvements and highlighting of specific hazards or incidents. Conduct Inspection on electrical mini substation & substation. Provide support to the Heads of units. Provide support when emergencies arise and prepare reports; Monitor evaluation of the workplaces (State and Leased buildings). Ensure that the State and Leased buildings are accessible for Disabled Persons. Monitor issuing of Compliance Certificates and record keeping at workplaces. Prepare and compile submissions and progress reports on a monthly basis.
<u>ENQUIRIES</u>	:	Mr VR Maqetuka Tel No: (041) 408 2199
<u>APPLICATIONS</u>	:	The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to RecruitPE26-04@dpw.gov.za
<u>FOR ATTENTION</u>	:	Ms PT Buwa
<u>POST 08/312</u>	:	<u>CHIEF ARTISAN (GRADE A): ELECTRICAL: WORKSHOP REF NO: 2026/67</u>
<u>SALARY</u>	:	R480 261 per annum, (all-inclusive OSD salary package)
<u>CENTRE</u>	:	Cape Town Regional Office (Oudtshoorn)
<u>REQUIREMENTS</u>	:	A minimum of Grade 10, Appropriate Trade Test Certificate in Electrical. Ten (10) years post qualification Experience required as an Artisan Foreman. Valid driver's license. Knowledge of Occupational Health and Safety Act 85 of 1993 and relevant Regulations. Must have the understanding of Technical/Engineering drawings. Must be computer literate.
<u>DUTIES</u>	:	The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and construct progress reports on projects and monitor/Train/mentor Artisans, Assistants and learners regularly. Maintain good housekeeping in the Workshop and manage equipment, tools and machinery used as per OHS Act 85 of 1993. The job involves a lot of travelling. It will be expected of the incumbent to climb ladders for inspection and maintenance on the government building/adherence requirement of the job. The incumbent must have knowledge of all workshop equipment and knowledge of relevant trades.

ENQUIRIES : Mr. T Mudau at (082) 777 3368/ Mr. M. Gazi at (082) 889 0792/ Mr. M. Stephens at (082) 376 6005

APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT26-21@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

NOTE : People with disabilities are encouraged to apply.

POST 08/313 : **ASSISTANT DIRECTOR: SECURITY REF NO: 2026/68**

SALARY : R468 459 per annum

CENTRE : Nelspruit Regional Office

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Security Management /Public Management/ Policing/ Management Science plus relevant years working experience in security management or related field. A valid Drivers license. Knowledge: Prestige and National Key Points environment will be an advantage, Familiarity with the Minimum Information Security Standards, OHS Act, Protection of Information Act, Access to Public Premises and Vehicles Act, Promotion of Access to information Act, National Achieve Act. IT, National Vetting Policies. Familiarity with, but ideally formal training, in the practice and principles on the execution of general security and security project management. Recommendations: Ability to work independently, analyse problem areas and initiate corrective measures, Experience in policy development, good communication skills at all levels, good writing and analytical skills regarding submissions and briefing notes, Ability to make presentations on security matters. Project management skills.

DUTIES : Assist in the management of the total security function of the Region (personnel, document, communication, physical , computer security, and contingency planning and security awareness), Implement the Departmental security policy and the development of procedural guidelines in the Region, Evaluate and optimise the implementation of security measures and procedures with the assistance of Head Office, Develop and implement training and awareness programmes with the assistance of Head office, Interact with security related programme with the assistance of , i.e. State Security Agency and South African Police Services, Manage the capacity of Security management with the assistance of Head Office, SAPS and SSA Provincial Office, Manage contracted private security service providers, Coordinate security logistics and plans during prestige events, Coordinate security screening of service providers and vetting of NDPW employees.

ENQUIRIES : Ms NR Mahlangu Tel No: (013) 753 6300

APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. Or email to RecruitNEL26-02@dpw.gov.za

FOR ATTENTION : Mr EK Nguyuza

POST 08/314 : **RESEARCH ANALYST: INDUSTRY RESEARCH REF NO: 2026/69**

SALARY : R397 116 per annum

CENTRE : Head Office (Pretoria)

REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Mathematical Sciences, Statistics, Built Environment, Commerce, Finance or any other relevant analytical qualification. Relevant experience in Mathematics, data analytics, data science, business analysis, modelling and research. Knowledge: Understanding of government socio-economic policies and principles, Government regulatory framework, Minimum Information Security Standards (MISS) Act, Research methodology, analysis and interpretation of data, Interpretation of research information and the translation thereof into management reports. Skills: Computer literacy, Research, technical report writing, good verbal and written communication, problem solving. Personal Attributes: diligent and focused, ability to communicate at all levels, ability to work under stressful situations, ability to work independently and in a team, self-motivated.

DUTIES : Assist in research and analysis on economic, social, industry, market and internal trends. Identify, collect and update data required for various research reports and for the development of analytical tools. Conduct research to keep abreast of emerging innovations and trends in real estate asset management. Assist in the development of and monitoring the implementation of guidelines, processes, norms & standards, and best practice policies. Provide training and

technical assistance to units on any developed analytical tools relevant to their business.

ENQUIRIES APPLICATIONS : Mr M Konyana Tel No: (012) 406 1590/060 923 1671
 : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-26@dpw.gov.za

FOR ATTENTION : Ms NP Mudau

POST 08/315 : **CHIEF WORKS MANAGER: ELECTRICAL REF NO: 2026/71 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Bloemfontein Regional Office
 : A minimum of three-year tertiary qualification (NQF 6) in Electrical Engineering plus proven technical experience within electrical environment (Planned & Unplanned maintenance), OR (N3 plus trade test in electrical plus 3 to 5 years related appropriate technical experience in the electrical environment (Planned & Unplanned maintenance). A valid driver's licence; computer literacy. Extensive knowledge and understanding of Electrical Regulations, PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients departments. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of electrical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic electrical systems comply with the electrical Standards. Ensure electrical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to electrical discipline. Prepare and compile monthly reports.

ENQUIRIES APPLICATIONS : Mr. T Mohapi Tel No: (051) 408 7354
 : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X20605, Bloemfontein, 9301 or Hand Deliver to Public Works Building, 18 President Brand Street, Bloemfontein, 9300. Or email to RecruitBLOEM26-07@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 08/316 : **CHIEF WORKS MANAGER: MECHANICAL REF NO: 2026/72**

SALARY CENTRE REQUIREMENTS : R397 116 per annum
 : Bloemfontein Regional Office
 : A minimum of three-year tertiary qualification (NQF 6) in Mechanical Engineering plus technical experience within mechanical environment (Planned & Unplanned maintenance), OR (N3 plus trade test in Fitter & Tuner, Boiler and Millwright plus 3 – 5 years appropriate technical experience in the mechanical environment (Planned & Unplanned maintenance). A valid driver's licence; computer literacy. Extensive knowledge and understanding of Mechanical Regulations, PFMA, OHSA, National Building Regulations, Environment Conservation Act as well as the Government Procurement System. Willingness to travel and work irregular hours. Sound analytical, good written and verbal communication skills.

DUTIES : Attend to planned and unplanned maintenance request from the clients departments. Compile scope of works and prepare estimates and technical reports. Inspect and report on leased buildings. Inspect and report on optimum use of Mechanical equipment and installation. Inspection of water meter readings; effective utilization of water and certification of Municipal Accounts (Monitor water consumption). Ensure all automatic sprinkler systems comply with the Automatic Sprinkler Bureau Standards. Ensure mechanical work and drawings comply with the OHSA. Preparation of tender documentation. Verify and certify invoices for contractors. Ensure effective and efficient management of Property Management functions related to Mechanical discipline. Prepare and compile monthly reports

ENQUIRIES APPLICATIONS : Mr. T Mohapi Tel No: (051) 408 7354
 : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X20605, Bloemfontein, 9301 or Hand Deliver to Public Works Building, 18

President Brand Street, Bloemfontein, 9300. Or email to RecruitBLOEM26-08@dpw.gov.za

FOR ATTENTION : Mr D Manus

POST 08/317 : **CHIEF WORKS MANAGER: BUILDING REF NO: 2026/73**

SALARY : R397 116 per annum
CENTRE : Kimberley Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in the Building/ Civil Engineering, or (N3 plus trade test in Building / Civil engineering field and 3-5 years related technical experience). Relevant years of technical experience in Built environment field. Extensive knowledge of the Building Regulations, Occupational Health and Safety Act, Public Finance Management Act, Government Procurement System. Ability to plan, organize and manage resources. A valid driver's license. Registration with a professional body in the built environment would be an added advantage. Good verbal and written communication skills, Computer literate. Good interpersonal skills. Good budgeting and estimating skills. Willingness to travel and work irregular hours.

DUTIES : Manage day-to-day building maintenance project activities to facilitate effective project execution in terms of cost, quality and time of existing State accommodation. Manage projects cost, estimates and monitor and control the processes of controlling changes in line with allocated day-to-day maintenance budget. Conducted site inspections to ensure compliance to specifications set out by the Department. Ensure compliance with OHS Act. Assist in the development of building programs and conditional surveys and reporting regularly to management on the progress thereof. Budget management, render a co-ordinated and professional service at all levels regarding the maintenance and management of DPWI clients.

ENQUIRIES : Ms A Xentsa Tel No: (053) 838 5345
APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X5002, Kimberley, 8301 or Hand Deliver to 21-23 Market Square, Old Magistrate Building, Kimberley. Or email to: RecruitKIM26-02@dpw.gov.za

FOR ATTENTION : Mr S Xulu

POST 08/318 : **SCIENTIFIC TECHNICIAN: WATER SERVICES (GRADE A) REF NO: 2026/74**
(Water Resource Science)

SALARY : R391 671 per annum, (all-inclusive OSD salary package)
CENTRE : Nelspruit Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Science/Water Science or relevant qualification. A valid driver's License. Compulsory registration with the SACNASP as a Certificated Natural Scientist. 3 years post qualification technical (scientific) experience. Demonstrates a high level of competencies in sewage and water purification practices and sound knowledge of commercially available plants. A sound understanding of legislation pertaining to water and the environment is required. Performance of analytical techniques for the analysis of water samples, handling of glassware and electronic laboratory equipment and the handling of purification plant equipment (pumps, dosing, siphons, distribution arms on biofilters, aerators, mechanical screens etc.). Computer literacy. Good communication (verbal and written) and human relations skills. Technical problem-solving abilities, reasoning and persuasion abilities. Understanding technology about sewage and drinking water treatment processes. Working knowledge of the design and operational procedures of water care facilities will be of great advantage. Knowledge of the applicable legislative framework like Water Act, Water Service Act, National Environmental Management Act, relevant Regulations e.g. Blue Green No Drop Regulations.

DUTIES : Schedule water and waste water treatment plants annual inspections plans, Evaluate physical condition of plant components and operational procedures, Promptly troubleshoot process, instrumentation, data, and mechanical problems, Perform basic maintenance, repair, and calibration, Compile water use registration forms, classification of works and process controllers. Collect water samples and analyse the effect of water on agriculture or the environment. Perform technical scientific functions and tasks that require interpretation in the presence of an established framework, Apply operational standards and consolidate methodologies, policies, systems and procedures, Identify gaps and develop appropriate interventions, Prepare for and

participation in research activities, Ensure maintenance, calibration and operation of scientific equipment. Prepare data and routine interpretation, Develop and update database and data management, Analyse technical scientific data, Disseminate information, Apply the appropriate scientific and technical procedures or skills to generate information and knowledge, Formulate proposals and compile reports, Develop and customise operational procedures, Correctly disposal off the expired samples and chemical reagents. Develop working relations with client base, Promote public awareness of scientific activities, Provide technical scientific data, information and advice, Conduct research and publish and present technical reports and research findings, Liaise with relevant bodies and councils on technology-related matters.

ENQUIRIES APPLICATIONS : Mr. TM Moloi Tel No: (012) 406 2099
 : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. Or email to RecruitNEL26-03@dpw.gov.za
FOR ATTENTION : Mr EK Nguyuzza

POST 08/319 : **ARTISAN FOREMAN: PLUMBING WORKSHOP (GRADE A) REF NO: 2026/75**

SALARY CENTRE REQUIREMENTS : R382 047 per annum, (all-inclusive OSD salary package)
 : Pretoria Regional Office
 : Appropriate Trade Test Certificate. Five years post qualification experience as an Artisan. A valid driver's licence. Knowledge of Project management. Technical design and analysis. Computer-aided technical applications. Knowledge of legal compliance. Technical report writing. Technica consulting. Production, process knowledge and skills. Operating workshop equipment OHS. Skills: Problem solving and analysis. Decision making. Teamwork. Creativity. Change management. Financial management.

DUTIES : Design and production of objects- Supervise and produce designs according to client specification and within limits of production capability; Produce objects with material and equipment according to job specification and recognized standards. Ensure effective and efficient maintenance of technical faults- Inspect equipment and/or facilities for technical faults. Repair equipment and facilities related to plumbing according to standards. Test repair equipment and/or facilities against specifications. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Supervise employees to ensure an effective service delivery.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
 : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-01@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/320 : **ADMINISTRATION OFFICER: SECURITY MANAGEMENT REF NO: 2026/76**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Nelspruit Regional Office
 : A minimum three-year tertiary qualification (NQF 6) in Security & Risk Management, Public Administration/ Management Science or equivalent qualification. Relevant years of experience in the field. SSA Security Management Course will serve as an added advantage. Sound knowledge of applicable legislation, policies and practices. Knowledge of Criminal Procedure, Control of access Act, Minimum Information Security Standards, Control of access to Public premises and vehicle Act. Computer Literacy, knowledge of PFMA and Occupational Health and Safety Act (OHS). A valid driver's licence (Code8) and be willing to travel and even work after hours. The applicant must be willing to under the process of Security Clearance.

DUTIES : Assist with the management of the security services unit at Nelspruit Regional Office and all the state properties falling within the jurisdiction of the Regional Office. Conduct physical, personnel, document, communication and IT security appraisals and security investigations. Conduct screening of personnel and other stakeholder. Assist in the development and monitoring of sound security policy, strategy and management and relevant stakeholders. Liaise with SSA, SAPS and other stakeholders in the field of security. Conduct security

awareness. Render advice on security matters and keep track of development in the security field for reviewing security measures in the Unit. Assist in any other general duties assigned by your supervisor.

ENQUIRIES APPLICATIONS : Mr N Mahlangu Tel No: (013) 753 6300

FOR ATTENTION : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. Or email to RecruitNEL26-04@dpw.gov.za

POST 08/321 : **ADMINISTRATION OFFICER: CLEANING SERVICES REF NO: 2026/77**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Bloemfontein Regional Office
 : A minimum of three-year tertiary qualification (NQF 6) in Public Administration/ Management/ Management Science plus appropriate years of experience (Supervisory experience in Cleaning will be an added advantage). A valid driver license. Knowledge and understanding of government procurement processes and other relevant government legislation. Understanding of cleaning materials and equipment, OHS Act, Basic Conditions of Employment Act, PFMA and Public Service Regulations. Knowledge of the government performance management and development system. The candidate will be expected to travel around Free State Province extensively. Skills: Computer literacy (MS Office), effective communication (verbal and written), project management, and conflict resolution skills.

DUTIES : Manage and control cleaning services in the region. Manage and review cleaning contracts. Procurement of cleaning services through the normal procurement processes. Supervision of cleaners as well as managing their performance. Ensure timeous submission of invoices on the on services rendered for payment to service providers and contractors. Conduct random or routine inspections and visits to Magistrate Offices where the department is rendering cleaning services. Ensure compliance with the Occupational Health and Safety Act 85 of 1993, including proper handling of cleaning chemicals and ensuring staff use Personal Protective Equipment (PPE).

ENQUIRIES APPLICATIONS : Ms. N Nkonyana Tel No: (051) 408 7353

FOR ATTENTION : The Regional Manager, Department of Public Works & Infrastructure, Private Bag X20605, Bloemfontein, 9300 or Hand deliver at 18 President Brandt Street. Or email to RecruitBLOEM26-09@dpw.gov.za

POST 08/322 : **HORTICULTURIST: HORTICULTURAL SERVICES REF NO: 2026/78**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
 : Cape Town Regional Office (Groote Schuur Estate Rondebosch)
 : A minimum of three-year tertiary qualification (NQF Level 6) in Horticulture with appropriate years of experience in horticulture. Must be computer literate. Be in possession of a valid driver's license. Must have excellent knowledge of horticultural practices and the various disciplines of horticulture. Must be able to manage the large Prestige gardens and be able to work under pressure. To be able to handle large staff components. Must be able to liaise with high profile clients and have a good all round communication skills.

DUTIES : Horticulture performs the maintenance and upkeep of the gardens at Prestige Residences, other client departments. Effective and efficient management of the section. Delegating and supervision of personnel at various horticultural sections. Implementing horticultural programmes for garden maintenance. Landscaping of gardens for Prestige Houses & other departments as requested. Report writing and record keeping, filing of documentation etc. Procurement of goods and services. Supervision of staff. Administrative duties i.e. leave etc.

ENQUIRIES APPLICATIONS : Mrs. E Bessick Tel No: (021) 402 2407

FOR ATTENTION : Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Or email to: RecruitCPT26-22@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 08/323 : **ADMINISTRATIVE OFFICER: UTILIZATION AND CONTRACT REF NO: 2026/79**

SALARY : R325 101 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) in Property Management/ Real Estate/ Law or equivalent qualification. Relevant years of experience in the field. A Drivers' license, prepared to travel, willing to adapt work schedule in accordance with office requirements. Knowledge of the Public Finance Management Act, understanding of the built environment, regulations applicable to the development of property, financial administration processes and systems, contractual policies and procedures, procurement processes and systems. Effective communication, report writing, numeracy, computer literacy, interpersonal relations, general office administrative and organizational skills. Must be resourceful, creative, able to work under stressful situations, ability to communicate at all levels, people orientated, trustworthy punctuality, assertive, hard-working, self-motivated and the ability to work independently.

DUTIES : The provision of support to enhance the utilization potential of state properties. The provision of administrative support to the utilisation of state of properties. The administration of property related contracts and agreements. Assist Director, Utilisation and Contract Administration- Liaise and interact regarding the provision of support to the utilisation of state assets and the administration of related leases. Other Components related to the management- liaise and interact regarding the availability, utilisation and disposal of state assets. Project and Maintenance- liaise and interact regard required upgrading and renovations to state accommodation. Legal Services, Head Office and the Office of State Attorney-Liaise and interact regarding the implementation and administrations of lease contracts. Clients and tenants, landlords or property owners- liaise and interact regarding the provision of accommodation and the administration lease contracts and agreements with regard thereto. Contractors and service providers- liaise and interact regarding the delivery of related services as required. Deeds Office, Surveyor-General's Office, Local Authorities'- interact regarding issues related to property development and building requirements. ESCOM- liaise and interact regard the registration of servitudes. Land Affairs and Land Claims Commission- liaise and interact regard the suitability and use of land.

ENQUIRIES : Ms. R. Jacobs Tel No: (041) 408 2302
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-05@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/324 : **ADMINISTRATIVE OFFICER: IMMOVABLE ASSET REGISTER REF NO: 2026/80**

SALARY : R325 101 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF 6) in Property Management; Real Estate; Town and Regional Planning, Building Environment/ Construction, Accounting, Commerce with relevant experience in Property/Accounting/Immovable Asset Register Management. Plus relevant years' experience in asset management or property management, (experience in State land administration and verification of immovable assets (land and buildings) will be added advantage). Valid driver's license. Computer literacy. Decision-making skills. Negotiation skills. Excellent interpersonal skills and communication skills. Good verbal and written communication skills. Ability to work under pressure and deadline driven.

DUTIES : General administrative responsibilities and functions to support the Deputy Director: Immovable Asset Register. Assist the Deputy Director with monitoring tasks during the implementation phase of various Immovable Asset Register projects. Administer the performance of physical verification activities to provide status information around the existence and condition of all Immovable Assets in register. Monitor that all improvements to state property are appropriately identified and recorded in the IAR. Vesting of land parcels and endorsement of title deeds under the custodianship of DPW. Verify documents or information from numerous sources (Deeds Office, Surveyor-General,

Municipalities, etc.). Performance such other duties, appropriate to the role, as may be required by Deputy Director.

ENQUIRIES APPLICATIONS : Mr. ZDL Twala Tel No: (041) 408 2072
: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-06@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/325 : **ADMINISTRATIVE OFFICER: CLEANING SERVICES REF NO: 2026/81**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Gqeberha Regional Office
: A minimum of three-year tertiary qualification (NQF 6) in Public Administration/ Management Science or related coupled with relevant years of experience in facilities management, Knowledge of OHSA, Logis and PMIS and have strong written, verbal communication and computer skills. Be in possession of a valid driver's license and be willing to travel extensively throughout the Eastern Cape Province. Ability to work with budgets and knowledge of procurement of goods and services, PFMA and tender procedures would be an added advantage.

DUTIES : To check and approve requisitions for cleaning\gardening material and equipment and repairs thereof. To compile budget inputs and financial reports. To follow up outstanding orders and invoices and authorize payments. To monitor staff performance. To conduct needs and recommend the appointments. To do inspections, investigations and recommend or institute the discipline or training. To compile technical specifications and do evaluations of contracts and tenders according to required criteria for cleaning and gardening and security contracts.

ENQUIRIES APPLICATIONS : Mr. S. Jikeka Tel No: (041) 408 2074
: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-07@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/326 : **ADMINISTRATION OFFICER: PROPERTY ACQUISITIONS REF NO: 2026/82 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Gqeberha Regional Office
: A minimum of three-year tertiary qualification (NQF 6) in Real Estate/ Management/ Contract Administration plus relevant appropriate years of experience in acquisitions of fixed properties, leasing and property administration. A Valid drivers license. Knowledge and understanding of Government procurement procedures and regulations. Understanding of property market and its trends in relation to leasing of accommodation for Government Departments. Strong negotiations skills, verbal and writing communication skills, good interpersonal and mathematical skills. Computer literate.

DUTIES : Procure fixed property. Determine and analyze acquisition options to meet client requirements. Administration of leases. Negotiate and implement the most beneficial and legally acceptable form of acquisitions and leasing of immovable properties. View identified properties as per solicitation of bids. Keep track of property market and its trends.

ENQUIRIES APPLICATIONS : Ms. R Jacobs Tel No: (041) 408 2302
: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-08@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/327 : **HORTICULTURIST: FACILITIES MANAGEMENT REF NO: 2026/83**

SALARY CENTRE REQUIREMENTS : R325 101 per annum
: Pretoria Regional Office
: A minimum of three-year tertiary qualification (NQF Level 06) in Horticulture. Relevant years of experience in the relevant field. Valid driver's license and be

prepared for extensive travel. Relevant supervisory skills. Knowledge on horticultural practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting. Skills: effective communication (written and verbal); adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy.

DUTIES : Support the administration of the section; assess, supervise and co-ordinate horticultural staff in carrying out the service. Ensure the quality of work and adherence to safety requirements. Transporting equipment and materials to various sites. Identify resource requirements as per operational needs; replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Display knowledge of Environmental Legislation.

ENQUIRIES APPLICATIONS : Mr. S Kutu Tel No: (012) 310 5993

FOR ATTENTION : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-02@dpw.gov.za

POST 08/328 : **ARTISAN PRODUCTION: PAINTER: WORKSHOP (GRADE A) REF NO: 2026/84 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R243 597 per annum, (all-inclusive OSD salary package)
: Cape Town Regional Office
: Appropriate Trade Test Certificate in Painting. A valid driver`s License. Knowledge of Occupational Health and Safety Act 85, of 1993 and Regulations. It is expected of an official to have a general knowledge to their respective Trades. Must have General knowledge of tools, equipment and machinery in the workshop.

DUTIES : The successful candidate must be able to compile material quantities per project, will be required to maintain all Government Buildings including new work to buildings, must be willing to work overtime if and when required, and compile progress reports on projects and monitor Artisan assistants and Learners. Report directly to Artisan Superintendent. Must have vast knowledge of Occupational Health and Safety Act 85 of 1993. It will be expected of the incumbent to participate in various expeditions including other Islands (Marion, Gough & Antarctica) & Robben Island. The successful candidate must be prepared to climb ladders for inspection, work in confined spaces, dust, heights and excessive heat.

ENQUIRIES APPLICATIONS : Mr. E Ryklief at (066) 185 0207
: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House Building, Lower Heerengracht Street, Cape Town. Or email to RecruitCPT26-23@dpw.gov.za

FOR ATTENTION : Ms. C Rossouw

POST 08/329 : **ARTISAN: PLUMBING (WORKSHOP) REF NO: 2026/85**

SALARY CENTRE REQUIREMENTS : R243 597 per annum, (all-inclusive OSD salary package)
: Pretoria Regional Office
: Appropriate Trade Test Certificate. A valid driver`s license. Knowledge of OHS Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. Interpersonal skills; basic literacy; technical skills; motivational skills.

DUTIES : Produce designs and conduct maintenance of technical faults: Produce designs according to client specification and within limits of production capability. Inspect equipment and/or facilities for technical faults; Maintain and repair technical faults related to plumbing, Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan; and Keep and maintain job record/register of maintained and repaired faults.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. RecruitPTA26-03@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/330 : **ARTISAN: BUILDING (WORKSHOP) REF NO: 2026/86**

SALARY : R243 597 per annum, (all-inclusive OSD salary package)

CENTRE : Pretoria Regional Office

REQUIREMENTS : Appropriate Trade Test Certificate. A valid driver`s license. Knowledge of OHSA Act. Knowledge of operation of equipment, tools and materials. Knowledge of general built environment. Interpersonal skills; basic literacy; technical skills; motivational skills.

DUTIES : Produce designs and conduct maintenance of technical faults. Produce designs according to client specification and within limits of production capability. Inspect equipment and/or facilities for technical faults; Maintain and repair technical faults related to building, Test repair equipment and/or facilities against specifications; Service equipment and/or facilities according to schedule. Compile and submit reports. Provide inputs to the operational plan; and keep and maintain job record/register of maintained and repaired faults.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-04@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/331 : **ADMINISTRATIVE CLERK: TECHNICAL MAINTENANCE REF NO: 2026/88**

SALARY : R228 321 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum Senior Certificate/ Grade 12. No previous experience required. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Ensure coordination and record complaints: Ensure that all complaints are recorded and escalated. Ensure that the complaints are approved on Archibus System. Update the status on the Workx4u system using quotation. Capture quotation on the spreadsheet. Follow up on quotation from Works Managers. Check quotation versus the complaints and calculations. Administer and capture payments; Capture approved funds on the system and forward to SCM for order. Follow up on outstanding orders to be issued from SCM. Receive invoices from SCM, update and forward works manager for certification. Receive the certified invoices from works managers. Adhere to 30 days payments of service providers. Administer the reports and related forms:- Receive a recommended report from Control Works Manager. Submit the complaints reports to the delegated authority for approval. Compile the 415 forms with the reports and forward to works manager. Receive 415 forms from control works manager forward to delegated authority for funds approval. Compile accruals. Render general clerical support services. Keep and maintain the filing system for the component. Arrange travelling and accommodation. Type basic letters and/or other correspondence when required.

ENQUIRIES : Mr. W N Gumede Tel No: (012) 310 5183

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-05@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/332 : **ADMINISTRATIVE CLERK: WORKSHOP REF NO: 2026/89**

SALARY : R228 321 per annum

CENTRE : Pretoria Regional Office

REQUIREMENTS : A minimum Senior Certificate/ Grade 12. No previous experience required. Knowledge of Public Finance Management Act, Treasury Regulations, Public Service Act, Public Service Regulations and General Office Administration. Have effective verbal and written communication skills. Computer literacy in MS Office. Willing to adapt work schedule in accordance with office requirements.

DUTIES : Register and file new job cards, make follow up on outstanding job cards, monitor the updating of information on job cards, circulation of information on job cards. Settling of queries and problems on job cards; update and provide relevant information on job cards to clients and stakeholders, maintain statistical information, support effective and efficient administration of workshops, ensure continuous adherence to OHSA policies.

ENQUIRIES : Mr. S Kutu Tel No: (012) 310 5993

APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-06@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/333 : **PROCESS CONTROLLER: WATER TREATMENT PLANT REF NO: 2026/90**

SALARY : R193 359 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum of Matric/Grade 12 (or NTC III); plus. Operators Certificate. Water Treatment Practice N3; or Wastewater Treatment Practice N3; or the Core Unit Standard from the appropriate NQF 4 Qualification; or NTC III in Water Treatment Practice; OR NTC III in Wastewater Treatment Practice; or Appropriate NQF 4 Qualification. No experience required. Classification as Process Controller by Department of Water Affairs. A valid driver's license and willingness to work shifts.

DUTIES : Screen and strain incoming raw wastewater; Monitor and record raw wastewater inflow rate. Regularly rake the coarse solids from screens. Remove grit from chambers. Dispose the screenings and grit. Skim off scum from the surface of the tanks. Pump the wastewater for further processing. Operate effluent and bio solids treatment process; Operate and control panels, motors, pumps and valves to regulate flow of raw wastewater into and from treatment plant. Operate pumps, engines, and generators to process wastewater through primary, secondary and tertiary treatment stages. Observes variations in operating conditions and interpret meter, gauge readings and tests results to determine load requirements. Discharge the sludge to the drying beds. Dispose of dry sludge from the drying bed. Log all daily operations and records meter and gauge readings. Disinfect the wastewater; Take sample of raw water and inflow rate. Analyze the sample to assess chemical dosing requirements. Calculate dosing rates for the inflow rate and adjust dosing apparatus accordingly. Check chlorine content of water and the bacteriological status at regular intervals. Pumps purified water into water mains for supply to consumers. Record daily meter readings and basic lab test results. Monitor the clear water sump or reservoir. Undertake routine maintenance check of the plant; Conduct regular plant inspections. Observe plant control panels and all float switches that control pump performance. Note and report on malfunctioning and defects of facilities. Perform minor preventative and corrective maintenance. Record and report on all work activities at treatment plant. Report all environmental or operational incidents and hazards. Apply sound House-keeping by cleaning work area, tools and equipment. Safekeeping of material, solutions and equipment.

ENQUIRIES : Mr. S Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-07@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/334 : **SUPERVISOR: CLEANING SERVICES REF NO: 2026/92 (X8 POSTS)**

SALARY : R193 359 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum NQF 3 (Grade 10/ ABET level 4). Knowledge of Garden maintenance practices. Office Administration Operating horticultural equipment. Occupational health and safety. Personnel practices. Labour Relations Act.

DUTIES : Manage and control equipment and materials: identify resource requirements and special operational needs. monitor the condition and availability of equipment. Ensure replacement or repair of faulty/outdated equipment. Supervise the provisioning of housekeeping, cleaning, safeguarding & maintenance services: Ensure cleanliness, tidiness, hygiene and safety of all areas allocated for cleaning. Perform administration functions associated to housekeeping & cleaning services. Identify hazards in the buildings/offices related to fire and electricity. Perform physical inspection of cleaned areas:- Ensure the removal of refuse in the offices and around the buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section: Identify staff requirements in terms of training and development. Review employees' performance.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-08@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/335 : **BOILER OPERATOR: WORKSHOP REF NO: 2026/93 (X3 POSTS)**

SALARY : R193 359 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum Senior Certificate/ Grade 12 and an equivalent recognized national stream certificate. Knowledge of Boiler Operation Occupational Health and Safety Act Operation of equipment, tools and materials. Knowledge of general built environment. Operation of machinery Interpersonal skills. Basic literacy Technical skills. Motivational skills. Supervisory skills. Planning and organizing. Accuracy. Effective communication.

DUTIES : Ensure correct usage and flow of chemicals-Request chemicals from stores as required. Test quality of water of softeners as well the returning flows of condensate water. Fill chemical tank with required chemicals as prescribed. Top up salt in brine tank. Check working conditions of chemical pumps. Test total dissolve solids (TDS) and blow-down according to prescripts. Monitoring boiler pressure in accordance with demand Monitor the steam pressure constantly. Check the correct temperature of hot well pumps. Adjust the stoker for efficient steam delivery. Report all defects immediately. Monitoring the water/fuel level in the boiler-Check the feed water pumps-level and hot well tanks for sufficient water supply to the boiler. Make sure that standby boilers and funnel is full of water and chemical at all times. Control the flow of fuel. Ensure adherence and compliance with occupational and health standards and the occupational health and safety act. Ensure that the boiler environment is well maintained. To ensure the removal ash from boilers, gritt arrester and smoke box.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-09@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/336 : **SUPERVISOR: GROUNDS SERVICES REF NO: 2026/94**

SALARY : R193 359 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum ABET level 4. Knowledge of Garden maintenance practices; Office Administration. Operating horticultural equipment; Occupational health and safety; Personnel practices. Labour Relations Act. Effective communication skills.

DUTIES : Manage and control equipment and materials-: Identify resource requirement and special operational needs. Monitor the condition and availability of equipment. Ensure the maintenance/servicing of equipment. and other outdoor maintenance tasks-: Prepare, implement and monitor maintenance schedules. Ensure that weeds and grass on bedding are removed. Supervise the fertilisation of soil on flower beds. Perform physical inspection of worked ground areas-: Ensure the removal of garden rubbish/refuse around buildings. Ensure the inspection of logistics and physical environment to ensure clean maintained environment adherence to OHS. Perform general supervision and support the administration of the Section. Identify staff requirements in terms of training and development. Assist with performance reviews of subordinates. Support the administration of human resources.

ENQUIRIES : Mr L. Nel Tel No: (012) 342 2033
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-10@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/337 : **SUPERVISOR: GROUNDS SERVICES REF NO: 2026/95**

SALARY : R193 359 per annum
CENTRE : Gqeberha Regional Office

- REQUIREMENTS** : A minimum ABET level 4/Grade 12; valid driver's license code B and be prepared for extensive travel; Knowledge on horticulture practices and agricultural remedies; health and safety; personnel practices; operating and maintaining horticultural implements and equipment; office administration and reporting skills; effective communication (written and verbal) adapt work schedule in accordance to office requirements; numeracy and computer literacy; ability to work with various stake holders at varied levels; planning and co-ordination; problem solving and diplomacy. A valid pest control certificate. Chainsaw competency certificate and knowledge of environmental legislation will be added advantage.
- DUTIES** : Support the administration of the section, assess, supervise and co-ordinate horticulture staff in carrying out the service. Ensure the quality of work and adherence to safety requirements, transporting staff, equipment and materials to various sites. Identify resources requirements as per operational needs, replenishment and distribution of materials; monitor the condition of equipment and ensure servicing and repairs. Compile monthly reports. Advantageous: Valid PCO: Chainsaw competency certificate. Display knowledge of Environmental Legislation.
- ENQUIRIES APPLICATIONS** : Mr. S. Mda Tel No: (041) 408 2357
The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-10@dpw.gov.za
- FOR ATTENTION** : Ms PT Buwa
- POST 08/338** : **SUPERVISOR: GROUNDS SERVICES: HORTICULTURE: FACILITIES MANAGEMENT REF NO: 2026/96**
- SALARY CENTRE REQUIREMENTS** : R193 359 per annum
Cape Town Regional Office (Rondebosch)
A minimum ABET level 4. No experience required. Have exposure in dealing with people of high profile like judges and magistrates. Be able to handle a large staff component. Knowledge: Garden maintenance practices, Occupational Health and Safety, operating horticultural machinery and equipment. Skills: Conflict resolution, effective communication and problem-solving skills. Have a valid driver's license with PDP and be prepared to travel. Willing to adapt work schedule in accordance to office requirements.
- DUTIES** : The Supervision of personnel and horticultural. Manage and control equipment and material. Supervise and ensure maintenance of garden and flower beds and other outdoor maintenance. Special request for long distances and plot clearing and firebreaks. Delegation/ implementation of landscaping duties. Garden Maintenance. Notification of problem areas to supervisors. Oversee /maintain plot and fire break clearing. Site Inspection of vacant state property. Special indications/duties manage plant decorations and flower arrangements as requested. Nursery maintenance. Perform general supervision and support the administration of the section. Supervise of plot clearing and firebreaks.
- ENQUIRIES APPLICATIONS** : Ms. E. Bessick Tel No: (021) 402 2407
Cape Town Regional Office Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. Or email to RecruitCPT26-25@dpw.gov.za
- FOR ATTENTION** : Ms. C Rossouw
- POST 08/339** : **SUPERVISOR: CLEANING SERVICES REF NO: 2026/97 (X4 POSTS)**
Re-advertisement, People who previously applied must re-apply.
- SALARY CENTRE REQUIREMENTS** : R193 359 per annum
Johannesburg Regional Office
A minimum Grade 12/Senior Certificate/Abet Level 4. Must be prepared to travel, willing to adapt work schedule in accordance with office requirements; exposure to hazardous working conditions. Knowledge of types and purposes of cleaning materials. Cleaning procedures. Operating cleaning equipment. Occupational health and safety, Labour Relations Act. Skills: Effective communication skills; numeracy; computer literacy; observation abilities; Ability to work with consultants, professionals and staff at various levels, ability to work independently.
- DUTIES** : Supervise cleaning services rendered-co-ordinate cleaning services; ensure the inspection of logistics and physical environments to ensure hygiene and

cleanliness; supervise cleaning staff; compile cleaning reports. Effectively manage and control equipment and materials-identify resource requirements and special operational needs; monitor the condition and availability of cleaning equipment; ensure the maintenance/servicing of equipment; ensure the replenishment and distribution of cleaning equipment and materials; maintain the material register. Support the administration of the Section-identify staff requirements; support the administration of human resources; assess the performance of supervisors and cleaners; receive and submit leave of supervisors and cleaners.

ENQUIRIES : Mr K Muthivheli Tel No: (011) 713 6079
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3, Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. Or email to RecruitJHB26-04@dpw.gov.za
FOR ATTENTION : Mr M Mudau

POST 08/340 : **SECURITY OFFICER: PHYSICAL SECURITY - SECURITY MANAGEMENT SERVICES REF NO: 2026/98 (X8 POSTS)**
Re-advertisement for Ref No: 2026/20, People who previously applied must re-apply.

SALARY : R163 680 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum Grade 10/ ABET level 3 plus Grade E, D, C (PSIRA) Registration certificate, Knowledge: Security legislation and the Minimum Physical Security Standards (MISS) Act; risk management, firefighting; first aid.

DUTIES : Perform access control functions. Ensure safety and security in the buildings, premises and land parcels. Monitor the movement of movable assets. Ensure effective record keeping. Patrolling. Report security breach incidents. Assist OHS as fire Marshals. Assist with Evacuation Drills.

ENQUIRIES : Mr T Marageni Tel No: (012) 406 1632
APPLICATIONS : The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand Delivered to CGO Building, Corner Bosman and Madiba Street, Pretoria. Or email to: Recruitment26-27@dpw.gov.za
FOR ATTENTION : Ms NP Mudau

POST 08/341 : **TRADESMAN AID REF NO: 2026/99 (X15 POSTS)**

SALARY : R163 680 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum NQF level 3 (Grade 10 certificate or equivalent). Operation of equipment, tools and chemicals; Technical maintenance; Occupational health and safety. Operation of machinery Interpersonal skills. Effective communication.

DUTIES : Provide assistance in the maintenance of facilities-Assist with checking and reporting of faults. Assist Artisans with obtaining quotations related equipment and materials required. Provide support with testing and basic repairs of equipment and/or facilities as directed. Maintain workshop tools and equipment. Detect and report malfunctioning of workshop equipment and tools. Repair minor defects of equipment and tools. Maintain good housekeeping of the workshop: Maintain an organised working environment to avoid slip and trip risks. Ensure correct marking, storage of all maintenance material. Ensure adherence and compliance with occupational and health standards and the occupational health and safety acts. Report challenges encountered on site. Ensure proper usage of protective clothing.

ENQUIRIES : Mr S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-11@dpw.gov.za
FOR ATTENTION : Ms M. Masubelele

POST 08/342 : **TRADESMAN AID REF NO: 2026/102 (X2 POSTS)**

SALARY : R163 680 per annum
CENTRE : Polokwane Regional Office (AFB Hoedspruit)
REQUIREMENTS : A minimum NQF level 3 (Grade 10 certificate or equivalent). (N3/ NCV 4 in Engineering Studies will serve as an advantage). Good interpersonal skills, basic communication and literacy. Ability to perform routine tasks. (Knowledge of building materials and equipment will be an added advantage).

DUTIES : Assist Artisans with regards to repair and maintenance work, taking care of hand tools, machines and electric tools, perform minor repair and maintenance work, identify repair and maintenance needs, carrying, loading and unloading of tools as well as materials, check faults for repair and maintenance required. Operate water purification and waste water treatment plants. Maintain good housekeeping of the workshop and plant rooms.

ENQUIRIES APPLICATIONS : Mr. A. Radebe Tel No: (015) 291 6440
: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Or email to RecruitPLK26-04@dpw.gov.za

FOR ATTENTION : Mr. NJ Khotsa

POST 08/343 : **DRIVER OPERATOR: WORKSHOP REF NO: 2026/103 (X4 POSTS)**

SALARY CENTRE REQUIREMENTS : R163 680 per annum
: Pretoria Regional Office
: A minimum Junior or equivalent certificate; or ABET. Code 08 and/or Code 10 driver's license: knowledge of Minimum Information Security Standards (MISS) Act, basic literacy; basic numeracy. The National Road Traffic Act Regulations. Effective communication (verbal and written); interpersonal relations; planning of work processes; time management; driving skills.

DUTIES : Transport work teams and materials/equipment to sites- Complete vehicle logbook, trip authorization for the vehicle. Pick-up and drop off workers from various areas as assigned. Verify the types of materials being loaded on vehicle. Perform other driver-related services. Drive departmental officials, clients and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Take proper care of the assigned departmental vehicle. Perform daily inspections on all assigned vehicles, at the beginning of each shift. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Perform general administrative activities. Ensure schedules are updated. Make copies of relevant documents. Ensure that all the relevant documents are filed.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-12@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/344 : **DRIVER OPERATOR: CLEANING REF NO: 2026/104 (X2 POSTS)**

SALARY CENTRE REQUIREMENTS : R163 680 per annum
: Pretoria Regional Office
: A minimum Junior or equivalent certificate; or ABET. Code 08 and/or Code 10 driver's license: knowledge of Minimum Information Security Standards (MISS) Act, basic literacy; basic numeracy. The National Road Traffic Act Regulations. Effective communication (verbal and written); interpersonal relations; planning of work processes; time management; driving skills.

DUTIES : Transport work teams and materials/equipment to sites- Complete vehicle logbook, trip authorization for the vehicle. Pick-up and drop off workers from various areas as assigned. Verify the types of materials being loaded on vehicle. Perform other driver-related services. Drive departmental officials, clients and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Take proper care of the assigned departmental vehicle. Perform daily inspections on all assigned vehicles, at the beginning of each shift. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Perform general administrative activities. Ensure schedules are updated. Make copies of relevant documents. Ensure that all the relevant documents are filed.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-13@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/345 : **DRIVER REF NO: 2026/105**

SALARY : R163 680 per annum
CENTRE : Johannesburg Regional Office
REQUIREMENTS : A minimum of Junior or equivalent certificate or ABET. Must have a Code 10 driver's license plus PDP. Knowledge of Minimum Information Security Standards (MISS) Act, basic literacy, basic numeracy. Skills: Effective communication (verbal and written), interpersonal relations, planning of work processes, time management, driving skills. Personal Attributes: Hard working, trustworthy, punctuality, accuracy, polite, helpful, honesty and flexibility.

DUTIES : Collect cleaning materials, cleaning machines, and documentation and deliver to specified persons/ destinations. Drive departmental officials and visitors as may be requested. Interact with officials in a professional manner. Receive items and documents for transport and ensure that they are safely transported to their destinations. Complete transport schedule regarding trips travelled. Ensure that all assigned vehicles are clean and maintained and that any need for repairs is outlined and reported. Safely drive assigned office vehicles by following set rules and regulations. Report any accidents, injuries, and vehicle damage. Support Facilities Management related activities.

ENQUIRIES : Mr KC Muthivheli Tel No: (011) 713 6097
APPLICATIONS : The Regional Manager, Department of Public Works, Private Bag X3 Braamfontein, 2017 or Hand Deliver to No 78 Corner De Beer and Korte, Braamfontein, 2017. Or email to RecruitJHB26-05@dpw.gov.za

FOR ATTENTION : Mr M Mudau

POST 08/346 : **SECURITY OFFICER: SECURITY MANAGEMENT REF NO: 2026/106 (X3 POSTS)**

SALARY : R163 680 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum Grade 10/ ABET level 3 plus Grade E, D, C (PSIRA), Basic communication, client liaison, basic security training, utilisation of firefighting equipment, evacuation processes. Knowledge of legislative framework, Control of Access to Public Premises and Vehicles Act 53 of 1985. OHS&A & First Aid, Basic literacy, basic communication. Knowledge of personnel movement within the work premises, Being able to receive people and refer them as required, Basic Computer skills, Basic report writing skills, client orientation, Problem solving, Polite and friendly, Being able to present the image of the Department, High tactful and diplomatic, Creativity, ability to work in a team, ability to work under pressure, Hardworking, high standard of integrity, excellent interpersonal skills. Must be prepared to work abnormal working hours/shifts.

DUTIES : To provide physical security services at Pretoria Regional Office buildings. To protect the lives, property assets and interest of department at the Pretoria Regional Office. Implement security services policy and procedures, to safeguard personnel and property/ assets. To provide a client's relationship between security and personnel, visitors and suppliers. To conduct effective and efficient access control, positive identification of individuals, patrols, escorts etc. The provision of support to the administration of physical security services.

ENQUIRIES : Ms M. Shingange Tel No: (012) 492 3137
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-14@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/347 : **CLEANER: CLEANING SERVICE REF NO: 2026/107 (X13 POSTS)**

SALARY : R138 486 per annum
CENTRE : Nelspruit Regional Office
REQUIREMENTS : minimum Grade 10 or standard 8, ABET level 4 or equivalent qualifications. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge of usage of cleaning materials and equipment.

DUTIES : Cleaning court and cells, cleaning toilets, basins and wall tiles, empty and wash floors. Sweeping passages, floors, offices and pavements. Scrubbing, moping

and polishing floors. Dust and polish furniture. Cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES APPLICATIONS : Ms E Nkwinka Tel No: (013) 753 6396
: Nelspruit Regional Office Applications: The Regional Manager, Department of Public Works, Private Bag X11280, Nelspruit, 1200 or Hand Deliver to No 30 Brown Street Nedbank Building 9th Floor. Or email to RecruitNEL26-05@dpw.gov.za

FOR ATTENTION : Mr EK Nguyuzza

POST 08/348 : **CLEANER: CLEANING SERVICES REF NO: 2026/108 (X23 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum
: Pretoria Regional Office
: A minimum Grade 10 or standard 8, ABET level 4 or equivalent qualifications. No experience required. Knowledge of cleaning practices. Knowledge of operating cleaning equipment. Occupational health and safety. Operation of machinery. Interpersonal skills. Basic literacy. Technical skills. Planning and organizing. Accuracy. Effective communication.

DUTIES : Clean the buildings: Empty dustbins. Dust and polish wood tables and other wooden furniture. Refill water bottles with fresh water. Clean windows and walls. Wash floors and vacuum carpets. Clean toilets: Deep cleaning of toilets. Refill toilets dispensers with toilet papers and hands washing soap. Wash toilet floors. Clean kitchens: Wash kitchen floors. Cleaning of kitchen utensils. Assist with tea and coffee during forums and other meetings. Render assistance regarding the general safety of buildings: Report defects encountered during cleaning. Alert working staff of slippery floors and stairs. Alert supervisor of failed light bulbs and locks not working.

ENQUIRIES APPLICATIONS : Mr S. Kutu Tel No: (012) 310 5993
: The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-15@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/349 : **CLEANER: CLEANING SERVICES REF NO: 2026/109 (X6 POSTS)**

SALARY CENTRE REQUIREMENTS : R138 486 per annum
: Gqeberha Regional Office
: A minimum Grade 10 or standard 8, ABET level 4 or equivalent qualifications. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform cleaning routine tasks. Knowledge on usage of cleaning materials and equipment.

DUTIES : Cleaning court offices and cells. Cleaning toilets, basins and wall tiles, empty and wash dustbins. Sweeping passages, floors, offices and pavements. Scrubbing, moping and polishing floors. Dust and polish furniture Cleaning windows, doors and walls, vacuuming offices and stripping floors.

ENQUIRIES APPLICATIONS : Mr. VR. Maqetuka Tel No: (041) 408 2199
: The Regional Manager, Department of Public Works, Private Bag X3913, Port Elizabeth, 6000 or Hand Deliver at Eben Donges Building Corner Hancock and Robert Street, North End, Port Elizabeth. Or email to: RecruitPE26-12@dpw.gov.za

FOR ATTENTION : Ms PT Buwa

POST 08/350 : **CLEANERS (X9 POSTS)**

SALARY CENTRE : R138 486 per annum
: Polokwane Regional Office
: Lephhalale Magistrate Court Ref No: 2026/110A (X1 Post)
: Mookgophong Magistrate Office Ref No: 2026/110B (X2 Posts)
: Moutse Magistrate Court Ref No: 2026/110C (X1 Post)
: Bochum Magistrate Court Ref No: 2026/110D (X1 Post)
: Sibasa Regional Court Ref No: 2026/110E (X1 Post)
: Vuwani Magistrate Court Ref No: 2026/110F (X2 Posts)
: Dzanani Magistrate Court Ref No: 2026/110G (X1 Post)

REQUIREMENTS : A minimum Grade 10 or standard 8, ABET level 4 or equivalent qualifications. No experience required. Good interpersonal skills, basic communication and literacy. Ability to perform routine cleaning tasks. Ability to work physically for long hours. Exposure to cleaning chemicals and hazardous working conditions. Ability to handle cleaning equipment and conduct stock count.

DUTIES : The effective cleaning of buildings:- Empty dustbins, Dust and polish wood tables and other wooden furniture, Refill water bottles with fresh water, Clean windows and walls, Wash floors and vacuum carpets. The effective cleaning of toilets: Deep cleaning of toilets, Refill toilets dispensers with toilet papers and hands washing soap, Wash toilet floors. The effective cleaning of kitchens- Wash kitchen floors, Cleaning of kitchen utensils, Assist with tea and coffee during forums and other meetings. The rendering of assistance regarding the general safety of buildings- report defects encountered during cleaning, Alert working staff of slippery floors and stairs, Alert supervisor of failed light bulbs and locks not working.

ENQUIRIES : Mr M.P. Morudu Tel No: (015) 291 6386
APPLICATIONS : The Regional Manager, Department of Public Works and Infrastructure, Private Bag X9469, Polokwane, 0700 or Hand deliver at 77 Hans van Rensburg Street, Sanlam Building, Ground Floor, Polokwane. Or email to RecruitPLK26-05@dpw.gov.za

FOR ATTENTION : Mr. NJ Khotsa

POST 08/351 : **GROUNDSMAN REF NO: 2026/111 (X12 POSTS)**

SALARY : R138 486 per annum
CENTRE : Pretoria Regional Office
REQUIREMENTS : A minimum Grade 10 or standard 8, ABET level 4. No experience required. Knowledge of Garden maintenance practices. Operating horticultural equipment. Occupational health and safety. Operation of machinery. Interpersonal skills. Basic literacy. Effective communication.

DUTIES : Maintain premises and surroundings: Clean premises and surroundings. Empty dirt bin. Maintain the garden: Water the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Remove dead flowers and plants. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Clean protective equipment Ensure adherence and compliance with occupational and health standards and the occupational health and safety acts: Report challenges encountered on site. Ensure proper usage of protective clothing.

ENQUIRIES : Mr. S. Kutu Tel No: (012) 310 5993
APPLICATIONS : The Regional Manager, Department of Public Works Private Bag X229, Pretoria, 0001 or 251 Nana Sita AVN Building, Cnr Thabo Sehume and Nana Sita Street Pretoria. Or email to RecruitPTA26-16@dpw.gov.za

FOR ATTENTION : Ms M. Masubelele

POST 08/352 : **GROUNDSMAN REF NO: 2026/112**

SALARY : R138 486 per annum
CENTRE : Nelspruit Regional Office (Wakkersroom)
REQUIREMENTS : A minimum Grade 10 or standard 8, ABET level 4. No experience required. Good communication, leadership and organizational skills.

DUTIES : Maintain premises and surroundings: Clean premises and surroundings. Empty dirt bin. Maintain the garden: Water the garden. Prune and trim flowers and trees. Mow the grass. Remove weeds and garden refuse. Apply insecticides. Remove dead flowers and plants. Cultivate the soil for trees and flowers. Maintain gardening equipment and tools: Detect and report malfunctioning of gardening equipment and tools. Repair minor defects of gardening equipment and tools. Clean protective equipment Ensure adherence and compliance with occupational and health standards and the occupational health and safety acts: Report challenges encountered on site. Ensure proper usage of protective clothing.

ENQUIRIES : Mr J E Mkhari Tel No: (013) 753 6347
APPLICATIONS : Nelspruit Regional Applications: The Regional Manager, Department of Public Works and Infrastructure, Private Bag X11280, Nelspruit, 1200. Physical Address: 30 Brown Street, Nedbank Building, 9th floor, Nelspruit. Or email to RecruitNEL26-06@dpw.gov.za

FOR ATTENTION : Mr EK Nguyuzza

DEPARTMENT OF SMALL BUSINESS DEVELOPMENT

The Department of Small Business Development is an equal opportunity & affirmative action employer. It is the DSBD's intention to promote representativity (race, gender, youth & disability). The candidature of persons whose transfer/promotion/appointment will promote representativity will receive preference

- APPLICATIONS** : Applications can be submitted by email to the relevant email and by quoting the relevant reference number provided on the subject line. Acceptable formats for submission of documents are limited to MS Word, PDF. The Department of Small Business Development is committed to the pursuit of diversity and redress. Candidates must submit applications to recruitment5@dsbd.gov.za and quote the reference number for the abovementioned position on the subject line (email) when applying, i.e., "REF NO: PA"
- CLOSING DATE** : 20 March 2026 at 16h00. Applications received after the closing date will not be considered.
- NOTE** : Applications must quote the relevant reference number and consist of: A fully completed and signed Z83 form and a recent comprehensive CV. Submission of copies of qualifications, Identity document, and any other relevant documents will be limited to shortlisted candidates only. All non-SA citizens will be required to submit proof of permanent residence in South Africa when shortlisted. Personnel suitability checks will be done during the selection process. Applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within 1 month of the closing date of this advertisement, please accept that your application was unsuccessful. In the pursuit of diversity and redress, appointments will be made in line with the DSBD EE Plan. All shortlisted candidates, including the SMS, shall undertake two pre-entry assessments. One will be a practical exercise to determine a candidate's suitability based on the post's technical and generic requirements and the other must be an integrity (ethical conduct) assessment. The successful candidate will be required to sign a performance agreement within three months of appointment, as well as complete a financial interest declaration form within one month of appointment and annually thereafter. The Department reserves the right not to fill or withdraw any advertised post. Note: a new application for employment (Z83) form is applicable from 01 January 2021. The new form can be downloaded online at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>.

OTHER POST

- POST 08/353** : **PERSONAL ASSISTANT "REF NO: PA"**
- SALARY** : R325 101 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Secretarial Diploma or equivalent qualification as recognised by SAQA. Minimum of 3 years' administrative experience in office management, secretarial or administration environment (experience in rendering support service to senior management). A B Degree in Office Practice, Secretarial Studies or Business Administration will be an added advantage. Knowledge on the relevant legislation / policies / prescripts and procedures. Basic knowledge on financial administration. Computer literacy (MS Office Packages and Microsoft Teams). Have proven competencies: Communication skills (oral and written) and interpersonal skills, Administrative and secretariat skills, problem solving and decision support, confidentiality, ethics and professionalism, digital literacy and systems proficiency and stakeholder management, coordination, planning, organisation and time management and financial and procurement administration skills and adaptability and resilience.
- DUTIES** : Provide a receptionist and front-line support services inclusive of but limited to receiving, screening, directing or prioritising telephone calls, emails and digital correspondence, clarifying instructions and accurately relaying messages etc. Scrutinize electronic documents and submissions to identify required actions, information gaps and supporting documentation for meeting. Collect, compile and organise meeting packs and briefing documents using electronic document management systems (EDMS). Manage and coordinate the Senior Manager's the diary using digital calendar systems, ensuring effective management and prioritisation. Coordinate travel arrangements (flights, accommodation, car rentals) through approved online travel management

systems and service providers. Manage the flow of information and correspondence to and from the Office of the Senior Manager through electronic workflows and digital filing systems. Provide budget inputs and supporting information to assist the Senior Manager with MTEF submissions and planning processes. Liaise with internal and external stakeholders through digital communication platforms to coordinate responses, action plans and progress updates. Communicate with the Ministry and the Office of the Director-General regarding submissions, reports and work-related correspondence required by the Senior Manager.

ENQUIRIES

: Enquiries for all advertised posts should be directed to the recruitment office
Tel No: (012) 394-5286/3097