



## EXTERNAL ADVERT

**Career opportunities, sustainable partnership combined with experience and knowledge to build a future together: Suitable qualified candidates are invited to apply for the under mentioned posts. The appointment will be made in terms of the Public Service Act.**

**The Department is committed to provide equal opportunities and adheres to the affirmative action policy in line with Employment Equity Act, the SMS Handbook and all relevant legislation applicable in the Public Service.**

**Post : Principal Roads Superintendent (4 Posts)**  
**Level : 8**  
**Salary : R 316 791 pa**  
**Centres & Ref : (1xSteve Tshwete: PRS:ST) (1X Emalahleni: PRS:Emalahleni)**  
**(1x Thembisile Hani: PRS:TH) (1X Govan Mbeki: PRS:ST)**

**Requirements:** National Diploma in Civil Engineering with 3 years relevant experience in all aspect of road construction and maintenance. Successful completion of Road Superintendent course. Valid Driver's licence.

**Knowledge, Skills and Competencies:** Good communication skills, high sense of responsibility, Computer skills, conflict management and analytical skills. Report writing. Knowledge of the legislative prescripts governing the Public Service. Verbal and written communication skills. Good analytical skills. Management skills. Knowledge of legal compliance, Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Project Management, Change Management, Team work. Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure.

**Responsibilities:** Monitor and control the quality of work done at cost centre. Ensure the maintenance of proclaimed roads. Supervise Maintenance function in the cost centre. Undertake routine inspection to determine the condition of roads facilitate the correction of the defects. Budgets and expenditure control. Draw up and implement programmes for the maintenance of roads. Liaise with the public and organisation with have an interest in the road system.

**Post** : **Principal Roads Work Foreman (10 Posts)**  
**Salary** : 7  
**Salary** : R 257 508 pa  
**Centres & Ref** : (2X Vaalbank: PRWF:V) (1X Steve Tshwete: PRWF:ST)  
(1X Thembisile Hani: PRWF:TH) (1X Umjindi: PRWF:U)  
(1X Vintonia PRWF:Vin)(1X Malekutu: PRWF:M) (1X Driekoppies: PRWF:Dri)  
(1X Tonga: PRWF:TO) (Mbombela Cost Centre: PRWF:MCC)

**Requirements:** National Diploma in Civil Engineering with 2 years of relevant experience as a Senior Road Works foremen in all aspects of road construction and maintenance or Grade 12 with 5 years relevant experience. A valid code 10(EC1) driver's licence.

**Knowledge, Skills and Competencies:** Good communication skills, high sense of responsibility, Computer skills, conflict management and analytical skills. Report writing. Maintenance skills and erection of structures.

**Responsibility:** Handling and Maintaining of specific Heavy Road Construction equipment and Vehicles. Execution of Planned road construction and road maintenance programs. Supervision as well as training of sub-ordinates according to policy. Monitor and control the quality of work done at cost centre.

**Key Performance Areas:** Conduct inspections on new and existing Government buildings/ clinics/ hospitals. Draw up specifications. Develop a bill of quantities. Develop proposal on the associated costs. Compile an estimate of repairs and costs for minor new work and maintenance work to be undertaken. Develop and interpret plans and sketches. Adjudicate and provide recommendations on quotations and bids. Manage projects and compile payment certificates and technical reports. Ensure maintenance done by contractors. Manage staff and supervising duties of works inspectors. Liaise with relevant stake holder in respect of technical aspects.,Advice and guide contracts in respect of compliance to legislation and procedures. Ensure quality control and effective and efficient work-flow of work done by Works Inspector and report on all work allocated. Manage budget of the section.

**Post** : **Senior Roads Work Foreman (8 Posts)**  
**Level** : 6  
**Salary** : R 208 584 pa  
**Centres & Ref** : (1X Caroline: SRWF:C) (1X Mayflower: PRWF:May)

**Requirements:** Successful completion of a course for Road Work foreman plus 5 years Experience as a Road Work Foreman in all aspects of road construction and maintenance. A valid code 10(EC1) drivers License.

**Knowledge, Skills and Competencies:** Knowledge of prescripts governing Public Service, Good verbal, writing and planning skills, computer literate.

**Responsibilities:** Supervision for maintenance teams and any construction work. Help with the monitoring of work done by contractors and checking the quantities claimed for Drawing up programs for the teams under his control. Training subordinates. Assist with preparation of monthly, quarterly and annual reports.

**Post** : Roads Work Foreman (25 POSTS)  
**Level** : 5  
**Salary** : R 173 703 pa  
**Centres & Ref** : (2X Vaalbank: RWF:V) (2X Steve Tshwete: RWF:ST)  
(2X Thembisile Hani: PRWF:TH) (2X Moretele: RWF:) (2X Emalahleni:RWF:E)  
(2X Victor Khanye: RWF:VK) (1X Emakhazeni: RWF:EK)  
(1X Siyabuswa : RWF:S) (1X Lekwa: RWF:LE) 1X Govan Mbeki: RWF:GM)  
(1X Caroline: RWF:C) (1X Msukaligwa: RWF:MS) (1X Godide: RWF:Go)  
(1X Chochocho: RWF:Cho) (1X Umjindi: RWF:UMJ) (1X Vintonia: RWF:V)  
(1X Malekutu: RWF:MA) (1X Drieskoppies: RWF:DRI) (1X Tonga: RWF:TO)

**Requirement:** Successful completion course as a Roads Worker plus, experience as a Road Worker in all aspects of road construction and maintenance. A valid code 10 (EC1) driver's license.

**Knowledge, Skills and Competencies:** Good communication skills, high sense of responsibility, Computer skills, conflict management and analytical skills. Report writing. Maintenance skills and erection of structures.

**Responsibility:** Supervise maintenance project. Execute equipment supervision. Execute safety procedures and control. Oversee on-site training. Ensure compliance with legislations. Oversee staff utilization and staff management. Maintain workers performance management.

**Post** : Road Workers (3 Posts)  
**Level** : 3  
**Salary** : R122 595 pa  
**Centres & Ref** : (1X Sabie: RW:S) (1X Malamule: RW:M) (1X Thulamahashe RW:T)

**Requirements:** ABET literacy or matric plus relevant experience.

**Knowledge, Skills and Competencies:** Knowledge of occupational health and safety. Listening and communication skills. Good interpersonal relations.

**Responsibilities:** Render patch work, bush clearing, erect road signs, clean drainage and remove rubbish on the road. Execute any activities that will relate to any road maintenance as and when required.

**Post** : Assistant Director (EPWP)  
**Level** : 10  
**Salary** : R470 040 pa  
**Centre & Ref** : (1X Ehlanzeni District: AD:EPWP)

**Requirements:** An appropriate three-year Degree / National Diploma or equivalent qualification with 3 years relevant experience. A valid driver's license.

**Knowledge, Skills and competencies:** Proven management administrative and innovative skills. Strong knowledge of legislative prescripts governing Public Service. Computer literacy with good communication skills.

**Responsibilities:** Participate in learnership project planning. Serve in the learnership steering committee. Attend regular projects progress meetings. Monitor the quality and program of the projects. Authorise claims for the payment of service providers. Compile monthly, semester and annual reports. Liaison with CETA's and Department of Public Works provincially and Nationally. Evaluation of technical skills of learners. Assist with technical information for project awareness to communities. To render maintenance services at the cost centre and hospitals.

**Post** : **Assistant Director (HRU & CD)**  
**Level** : **10**  
**Salary** : **R470 040 pa**  
**Centres and Ref** : **(1X Gert Sibande District Office: AD:HRU&CD)**

**Requirements:** An appropriate three-year Degree / National Diploma in Human Resource Management or equivalent qualification plus 3 years relevant experience in Human Resource function.

**Knowledge, Skills and Competencies:** Sound communication, report writing and computer skills. Good understanding of Persal and knowledge of the Public Service regulations, Labour Relation Act, Public finance Management Act, Basic Conditions of Employment Act and Employment Equity Act. Valid driver's license.

**Responsibilities:** Administer performance management in District. Implement skills development legislations, Management of learnership and Internship, Management of training and development of employees.

**Post** : **Assistant Director (Facility and Property) (2 Posts)**  
**Level** : **9**  
**Salary** : **R376 596 pa**  
**Centres & Ref** : **(Gert Sibande District: ASFP:G) (Ehlanzeni District :ASFP:E)**

**Requirements:** An appropriate three-year Degree / National Diploma or equivalent qualification with 3 years experience in property and facilities.

A valid driver's license.

**Knowledge, Skills and Competencies:** Proven management administrative and innovative skills. Strong knowledge of legislative prescripts governing Public Service. Computer literacy with good communication skills.

**Responsibilities:** Manage Government buildings in the District. Provide accommodation through leasing/hiring. Administer Government houses in the District. Render space planning services. Liaise with client departments. Compile and update asset registers. Prepare and reconcile additions register. Manage personnel Ensure payments of rates and taxes are done. Ensure payment of property rates and taxes, Ensure that regional payments, rental collection and user charges are done, Ensure that regional reconciliation of payments, rental collection and user charges are done, Render regional property administrative support

services, Manage regional asset register, Management of shared services (electricity, water, telephone, network etc), Compliance Management.

**Post** : **Assistant Director (Salary Administration)**  
**Level** : **9**  
**Salary** : **R376 596 pa**  
**Centre & Ref** : **(Head Office: AD:S)**

**Requirements:** An appropriate three-year Degree / National Diploma in Finance or equivalent qualification plus 3 years relevant experience in Salary administration.

**Knowledge, Skills and Competencies:** Knowledge of PFMA, Treasury regulations, Computer literacy: Knowledge of Persal and BAS system will be added advantage. Sound communication, report writing and computer skills. Good understanding of Persal and knowledge of the Public Service regulations, Labour Relation Act, Public finance Management Act, Basic Conditions of Employment Act and Employment Equity Act. Valid driver's license.

**Responsibilities:** Administer and control all salary administration and salary account matters. Payroll administration. Administer Claims (S&T, overtime, cell phone) Verify and authorize claims on Persal. Administer commitment register for the Region. Process payments of goods and services Administer performance management in Office Management of training and development of employees. Clearing of exceptions and suspense accounts from BAS. Deal with salary over-payments. Handles monthly PERSAL v BAS reconciliation. Analyse PERSAL reports and ensure clearance of PERSAL exceptions on BAS. Ensure that all officials draw salaries from correct allocations, payroll management, administer the accurate processing of salary claims and attend to salary rejections on time.

**Post** : **State Accountant (Financial Accounting)**  
**(2 Posts)**  
**Level** : **7**  
**Salary** : **R257 508 pa**  
**Centres & Ref** : **(1X Gert Sibande District: SAFA:G) (1X Bohlabela District: SAFA:B)**

**Requirements:** An appropriate three-year Degree / National Diploma in Finance or equivalent qualification WITH relevant experience. Knowledge of PFMA, PERSAL, BAS, LOGIS and relevant regulations. Computer literacy.

**Knowledge, skills and Competencies:** Understanding of the Preferential Procurement Policy Framework Act, No 5 of 2000 and its associated regulations and applicable financial management legislations and prescripts (i.e.) PFMA, Treasury Regulations, BBBEEA etc.) Understanding of LOGIS and BAS system. Verbal and written communication skills. Computer Literacy.

**Responsibilities:** Payroll administration. Administer Claims (S&T, overtime, cell phone) Verify and authorize claims on Persal. Administer commitment register for the Region. Process payments of goods and services. Sound record keeping.

**Post** : **Admin Officer (Asset Management)**  
**Level** : **7**  
**Salary** : **R257 508 pa**  
**Centres & Ref** : **(1X Thulamahashe: AOAM)**

**Requirements:** An appropriate three-year Degree / National Diploma in Asset or equivalent qualification with relevant experience. Valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of financial systems, Asset management, PFMA, Public Service Act, PSR, listening and communication skills. Good interpersonal relations. Ability to work under pressure.

**Responsibilities:** 1 Render movable asset management services. Update asset register. Conduct physical verification of assets. Identify and compile a list of items to be disposed. Development of stock take programme. Bar coding of all movable assets. Conduct stock take. Pasting of updated inventory list. Comply with the asset management policies and prescripts. Liaise with Supply Chain Management to coordinate the procurement of assets. Control the movement of assets. Report damages and loses. Compile monthly reports.

**Post** : **Admin Officer (EHW)**  
**Level** : **7**  
**Salary** : **R257 508 pa**  
**Centres & Ref** : **(1X Thulamahashe: AOEHW)**

**Requirements:** An appropriate three-year Degree / National Diploma in Social work / Auxiliary services plus relevant experience. Must have registered with the relevant Council. Valid driver's license.

**Knowledge, Skills and Competencies:** Knowledge of financial systems, PFMA, Public Service Act, PSR , COIDA Act, OHS Act Listening and communication skills. Good interpersonal relations. Ability to work under pressure.

**Responsibilities:** Manage the quality of work life within the District. Implementation of Occupational Health and Safety Programme in the District.

**Post** : **Provisioning Administration Officer (SCM)**  
**Level** : **7**  
**Salary** : **R257 508 pa**  
**Centres & Ref** : **(1X Gert Sibande District: PAO:SCM)**

**Requirements:** An appropriate three-year Degree / National Diploma in Finance or equivalent plus relevant experience in Supply Chain Management of Finance.

**Knowledge, Skills and Competencies:** Understanding of the Preferential Procurement Policy Framework Act, No 5 of 2000 and its associated regulations and applicable financial management legislations and prescripts (i.e.) PFMA, Treasury Regulations, BBBEEA etc.) Understanding of LOGIS and BAS system. Verbal and written communication skills. Computer Literacy.

**Responsibilities:** Compile and capture requisitions on LOGIS, Check the accuracy of transactions information on requisitions prior approval. Approve requisitions and authorize orders on LOGIS.

**Post** : **Admin Officer (Public Transport Licensing)**  
**Level** : **7**  
**Salary** : **R257 508 pa**  
**Centres & Ref** : **(1X Head Office: AO:PTL)**

**Requirements:** An undergraduate qualification (NQF Level 6) as recognised by SAQA. A qualification in transport management will serve as an added advantage. A minimum of three (3) years' experience in Operating Licence Administration System (OLAS) environment.

**Knowledge, skills and competencies:** Knowledge of National Land Transport Act, Act 5 of 2009 (NLTA), National Land Transport Information System (NLTIS), Basic Conditions of Employment Act, Public Servants Act, and PFMA. Computer literacy skills, excellent interpersonal skills, communication, conflict and problem solving.

**Responsibilities:** Provide administration support service to PRE. Administer applications for Operating Licences. Notify PRE's and Planning Authorities on applications for referral. Publication of applications in the Government Gazette. Prepares Agenda for Adjudication committee meetings. Capture and issue decision letters to applicants. Issue Operating Licences. Record technical problems from the OLAS users. Ensure compliance to legal prescripts regulating the processing of Operating Licences. Keep records and statistics.

**Post** : **Administrative Clerk (Provincial Workshop)**  
**Level** : **5**  
**Salary** : **R 173 703 pa**  
**Centres & Ref** : **(Head Office: ACPW :HO)**

**Requirements:** Grade 12 or equivalent qualification. Computer literate, relevant switchboard experience will be an added advantage. Good communication skills.

**Knowledge, skills and Competencies:** Knowledge of Legislative prescripts governing Public Service. Verbal and written communication skills, basic computer literacy

**Responsibilities:** Assisting the Artisans and other line functions in terms of administrative issues at the workshop. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record. Take and forward messages to officials. To assist in all workshop services.

**Post** : **Telecom Operator**  
**Level** : **4**  
**Salary** : **R145 281pa**  
**Centre & Ref** : **(Gert Sibande: District :TO:GS)**

**Requirements:** Grade 12 or equivalent qualification. Computer literate, relevant switchboard experience will be an added advantage. Good communication skills

**Knowledge, skills and Competencies:** Knowledge of Legislative prescripts governing Public Service. Verbal and written communication skills, basic computer literacy

**Responsibilities:** Answering incoming calls and handle outgoing calls. Take and forward messages to officials. Keep records. Assist with completion of monthly telephone bills for respective extensions

**Post** : **Data Capturers (7 Posts)**  
**Level** : **5**  
**Salary** : **R173 703 pa**  
**Centres & Ref** : **(1X Malamule: DC:M) (1X Chochocho: DC:C) (1X Godide: DC:G)**  
**(1X Mashishing: DC:M) (1X Sabie: DC:S) (1X Steve Tshwete: DC:ST)**  
**(1X Siyabuswa: DC:S)**

**Requirement:** Grade 12 or equivalent qualification plus 2 years experience. Maths or Maths Literacy and Computer Literacy will be an added advantage

**Knowledge, skills and Competencies:** Computer Skills. Typing skills people skills. Good communication skills.

**Responsibilities:** Successful applicants will be responsible for the following, by means of utilizing the DPWRT's new web-based Maintenance Management System (MMS): Assist Road Superintendents and foreman to use the MMS to do work planning, by drawing up schedules and capturing maintenance issues on the system. Use the MMS to create new job cards on the system. Capture job card returns. Use the MMS to manage stores and materials. Use the MMS to manage vehicles, plant and equipment. Capture records of staff training courses on the MMS. Maintain a list of officials on the MMS. Extract various reports from the system, including daily, weekly and monthly maintenance activity reports.

**Post** : **Artisan Production Grade A (Government Motor Transport) (2 posts)**  
**Level** : **OSD grade A**  
**Salary** : **R 190 653 p/a**  
**Centre** : **(2X Steve Tshwete: A:ST)**

**Requirements:** Relevant Trade Test certificate (Mechanical) with 2 years relevant experience. A valid driver's license will be an added advantage. The candidate must be willing to work overtime and be on standby.



**Knowledge, Skills and Competencies:** Technical analysis knowledge, Computer aided technical applications, Knowledge of legal compliance and Technical Reports. Problem solving and analysis, Decision making, Planning and organizing, Listening and communication skills, good interpersonal relations. Candidates must be willing to work hard and under pressure

**Key Performance Areas:** Repairs and maintenance of light and heavy vehicle as well as plant and equipment. Inspect equipment and facilities for technical faults. Repair equipment and facilities according to standards. Service equipment and facilities according to schedules. Compile and submit reports. Provide inputs to the operation plan. Keep and maintain job record and supervise and mentor staff.

**Post** : Cleaner (7 Posts)  
**Level** : 2  
**Salary** : R102 534 pa  
**Centres & Ref** : (1X Thulamahashe District office: C:T) (1X Pilgrims Rest: C:PR)  
(1X Malamule: C:M) (1X Chochocho: C:C) (1X Godide: C:G)  
(1X Mashishing: C:M) (1X Sabie: C:S)

**Requirements:** Grade 10, ABET literacy and relevant experience.

**Knowledge, Skills and Competencies:** Minimum knowledge in cleaning with detergents, knowledge of occupational health and safety. Skills, able to read and write and how to operate cleaning machinery. Listening and communication skills. Good interpersonal relations.

**Responsibilities:** Sweeping and scrubbing floors, cleaning offices, chairs and tables toilets and urinals, removing webs on the walls and any other general work.

Completed new Z83 application form with relevant reference number, CV and certified copies of qualifications should be posted to Private Bag x 11310, Mbombela, 1200

**The Department is committed to providing equal opportunities and practices affirmative action employment. It is our intention to promote representativity in terms of race, gender and disability when filling the vacant positions. Women and people with disabilities are encouraged to apply.**

**Correspondence will be limited to short-listed candidates only. If you have not been contacted within three months of the closing date of the advertisement, please accept that your application was unsuccessful.**

**Applications must be submitted on a new Z83 form (obtainable from any public service department), which must be completed in full with page two duly signed, and must be accompanied by a comprehensive CV, certified copies of qualifications and ID. Applicants in possession of a foreign qualification must attach an evaluation certificate from SAQA (South African Qualifications Authority) to their applications. Applications received after the closing date will not be considered. Failure to comply with the above instructions will result in application being disqualified.**

**The Department reserves the right to fill or not to fill any advertised posts.**

**ENQUIRIES CAN BE FORWARDED TO:**

**Ms PN Mokhotla on 013 766 6780 and Mr PM Malaza on 013 766 6624**

**CLOSING DATE: 09 JULY AT 16H00.**