

EXTERNAL POSTS

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 : Director: Land Transport Policies and Strategies (Re-advert)

**Salary : 13
Salary : R 1 073 187 p/a (All-inclusive package)
Centre : Head Office, Mbombela
Ref. : D/LTP&S1**

Requirements: A recognized bachelor's degree or National Diploma in Transport Management or equivalent plus relevant extensive experience in the related field of Transport Management and 5 years experience should be in Middle Management. A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Application should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry>.

Knowledge, Skills and Competencies: A good understanding of National Land Transport Act 5 of 2009 and other public service prescripts. Report Writing. Communication and information management. Presentation. Analytical. Conflict resolution/problem solving. Motivational. Program and Project Management. Strategic Management. Financial Management. Computer literacy.

Responsibilities: Develop and update provincial land transport policies, strategies and plans in terms of the National Land Transport Act 5 of 2009. Develop norms and standards related to the operationalisation of the ITPs and its sector plans to ensure uniformity, consistency and the quantification of performance. Manage and coordinate public transport stakeholders and forums. Ensure integrated transport planning. Managing the assessment of land use development applications in relation to the impact on transport, traffic and related services. Coordinate aviation, rail and inland waterways services. Coordinate freight and corridor development services

Post : Director: Registration (3 years contract) (Re-advert)

**Level : 13
Salary : R 1 073 187 p/a (All-inclusive package)
Centre : Head Office, Mbombela
Ref. : D/R1**

Requirements: An appropriate Bachelor degree/ National Diploma in law. A Bachelor's Degree in Transport Management will be an advantage plus relevant extensive experience in the related field of transport 5 years experience should be in Middle Management. A valid drivers license. Appointment is subject to the signing of a performance agreement and financial disclosure. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School Of Government. Application should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry>.

Knowledge, Skills and Competencies: People management. Report Writing. Communication and information management. Presentation. Analytical. Conflict resolution/problem solving. Motivational. Project/Management. Strategic Management. Computer literacy. A good understanding of National Land Transport Act 5 of 2009 and other public service prescripts

Responsibilities: Manage the registration of public transport operators. Manage NLTIS. Manage Route Assessment/verification. Render Conflict resolutions services. Indirect management of processing the applications for operating licensing. Manage human and financial resources. Management of risk within the division.

Post : Director: Programme Management Unit (Re-advert)

**Level : 13
Salary : R 1 073 187 p/a (All-inclusive package)
Centre : Head Office, Mbombela
Ref. : D/PMU/1**

Requirements: A recognized bachelor's degree or National Diploma in Building Management or equivalent with relevant extensive experience in the related field of Building Environment and 5 years experience should be in Middle Management. Registration with the relevant Council will be an added advantage. A valid driver's license. Appointment is subject to the signing of a performance agreement and financial disclosure. The requirements for appointment at Senior Management Service level include the successful completion of Senior Management Pre-entry Programme as endorsed by the National School of Government. Application should therefore have proof that they have registered for the Pre-entry Certificate, which can be accessed using the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry>.

Knowledge, Skills and Competencies: Knowledge of Public Service Act, PFMA and other related legislations. Skills in roads maintenance or construction. Computer literacy. Excellent communication (verbal, written and presentation) skills. Strong leadership and management skills and the ability to develop a strong working team. Good interpersonal relations. Financial management skills. Change Management. Knowledge Management Service delivery innovations. Problem solving and analyses. People management and empowerment, client orientation and customer focus. Project management will be an added advantage.

Responsibilities: To prepare/consolidate and analyze reports. To prepare a Strategic Plan and operational plans for the directorate and Management of risk within the division. Manage monitoring and evaluation related activities in the Department. Monitor departmental performance against set plans and targets. Compile and analyse performance reports. Review Portfolio of Evidence to support actual output reported for validity, accuracy and completeness. Attend to audit queries. Compile progress reports on oversight resolutions received from Select- and Portfolio Committees, Office of the Premier, National Departments and other stakeholders. Compile performance analysis reports and conduct performance review sessions with Management to inform decision making. Input in departmental plans and frameworks. Conduct project verification and implement departmental evaluation studies. Manage the overall resources of the Directorate.

Post : Chief Engineer Grade A: (Civil/Structural) (2 POSTS) (Re-advert)

**Level : OSD
Salary : R1 058 469 pa (All-inclusive package)
Centre : Head Office, Mbombela
Ref. : CEG:CS2**

Requirements: A degree in Engineering. Registration with ECSA as a Professional. Valid drivers' license. Computer literacy plus extensive relevant experience in Engineering. A compulsory registration with the ECSA as a Professional.

Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing the Public Services. Computer literate in design programmes including CAD programmes and MS office. Strong verbal and written communication skills. Good analytical skills. Sound reports writing skills.

Responsibilities: Advice to Client Departments and Regional Offices. Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective, oversee implementation [construction] and Research/ literature studies to keep up with new technologies, for the Department including interaction with relevant professional development boards/councils. Control payments to consultants and contractors appointed by the Department. Economy and financial control of building projects including building cost norms and contract administration. Office administration, research on all aspects of building, technologies, maintenance and contracts. Project management of projects.

Post : Engineer Production Grade A: (Civil/Structural) (Re-advert)

**Level : OSD
Salary : R728 829 pa (All-inclusive package)
Centre : Head Office, Mbombela
Ref. : EGA:CS 2**

Requirements: A degree in Engineering. Registration with ECSA as a Professional. Valid drivers' license. Computer literacy plus extensive relevant experience in Civil and Structural. A compulsory registration with the ECSA as a Professional.

Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing the Public Services. Computer literate in design programmes including CAD programmes and MS office. Strong verbal and written communication skills. Good analytical skills. Sound reports writing skills.

Responsibilities: Advice to Client Departments and Regional Offices. Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective, oversee implementation [construction] and Research/ literature studies to keep up with new technologies, for the Department including interaction with relevant professional development boards/councils.

Post : Engineer Production Grade A: (Mechanical) (Re-advert)

**Salary : OSD
Salary : R728 829 pa (All-inclusive package)
Centre : Head Office
Ref. : EGA:M 1**

Requirements: A degree in Engineering. Registration with ECSA as a Professional. Valid drivers' license. Computer literacy plus extensive relevant experience in Mechanical. A compulsory registration with the ECSA as a Professional.

Knowledge, Skills and Competencies: Knowledge of legislative prescripts governing the Public Services. Computer literate in design programmes including CAD programmes and MS office. Strong verbal and written communication skills. Good analytical skills. Sound reports writing skills.

Responsibilities: Advice to Client Departments and Regional Offices. Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective, oversee implementation [construction] and Research/ literature studies to keep up with new technologies, for the Department including interaction with relevant professional development boards/councils.

Post : Artisan Production Grade A Plumber (Re-advert)

**Level : OSD
Salary : R 193 512 pa
Centre : Lekwa Hospital
Ref. : AP/P/LH**

Requirements: Relevant Trade Test certificate (Plumbing) plus 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 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.

Responsibilities: Execute and manage plumbing maintenance of department infrastructure. Produce objects with material and equipment according to the job specification and recognized standards. Quality assurance of production objects. 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 : Control Works Inspector: Building (2 X posts)

**Level : 10
Salary : R477 090 p/a
Centre : Ehlanzeni & Gert Sibande District Office
Ref. : CWI/B/01 (Ehlanzeni);
CWI/B/02 (Gert Sibande)**

Requirements: A three year National Diploma or degree in Built Environment or Architecture or Quantity Surveying or Civil Engineer plus relevant experience as a Chief Works Inspector within Building Environment. A Valid Driver's License.

Knowledge, Skills and Competencies: Knowledge of the legislative prescripts governing Public Service, Verbal and Written communication skills. Good analytical skill. Knowledge of legal compliance. Technical Reports. Problem Solving and Analysis, Decision Making, Planning and Organizing, Project Management, Change Management, Team work, Listening skills, good interpersonal relations. The candidate must be willing to work hard and under pressure.

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Responsibilities: Conduct inspection of new and existing Government Buildings /Clinics and Hospitals. Draw up specifications. Develop a bill of Quantities. Develop proposal on the associated costs. Manage maintenance done by contractors. Manage staff and supervising duties of chief works inspectors. Develop and interpret plans and sketches. Manage projects and compile payments certificates and technical reports. Liaise with relevant stakeholder in respect of technical aspects. Advice and guide contracts in respect of compliance to legislation and procedures. Ensure quality control on projects done. Manage budget of the section. Conduct inspections on new and existing Government buildings/ clinics/ hospitals. Draw up specification and bill of quantities. Manage projects and compile completion certificates and technical reports. Manage staff and supervise duties of Chief Work Inspectors. Manage the budget of the unit and compile reports.

**Post : Quantity Surveyor (Production)
Grade A (Re-advert)**
Level : OSD
Salary : R628 014 pa (All-inclusive package)
Centre : Head Office, Mbombela
Ref. : QS/P/01

Requirements: A degree in Quantity Surveying or relevant educational qualification as prescribed and registered under Act 36 of 1970 (New Act 49 of 2000) plus extensive relevant experience in surveying. A compulsory registration with the SACQSP as a Professional Quantity Surveyor. A valid driver's license.

Knowledge, Skills and competencies: Knowledge of legislative prescripts governing the Public Services. Computer literate in WinQS, CAD programmes and MS office. Knowledge of civil/ structural packages. Strong verbal and written communication skills. Good analytical skills. Sound reports writing skills.

Responsibilities: Advice to Client Departments and Regional Offices. Control over and payments to consultants and contractors appointed by the Department. Economy and financial control of building projects including building cost norms and contract administration. Office administration, research on all aspects of building, technologies, maintenance and contracts. Project management of projects.

Post : Assistant Director: Expenditure
Level : 9
Salary : R382 245 pa
Centre : Head Office, Mbombela
Ref; : AD/E/01

Requirements: A three year National diploma or Degree related to finance plus relevant experience in finance and expenditure management environment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the PFMA, Treasury Regulations and other government policies and prescripts. Good communication skills both (verbal and written). Knowledge of MS Word, Excel and PowerPoint. Knowledge of LOGIS and BAS systems. Problem solving analyses. Good analytical and numerical skills. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.

Responsibilities: Monitor expenditure patterns of all units; liaise with supplier of goods and services. Manage and control creditor's payments processing of payments. Receive /check and record suppliers/ service providers' payments. Manage invoice-tracking register; ensure processing of payments within 30 days and filing of payment vouchers. Prepare creditor's control report; prepare quarterly / annual accruals / payable disclosure notes. Prepare monthly reports, prevent / report unauthorized/ irregular/fruitless and wasteful expenditure. Attend to supplier queries / Audit issues, monitor processing of payments in Districts, manage/develop and evaluate performance of staff.

**Post : Assistant Director: Expenditure
(Financial Inspectorate)**
Level : 9
Salary : R382 245 pa
Centre : Head Office, Mbombela
Ref. : AD/E/FI

Requirements: A three year National diploma or Degree related to finance plus relevant experience in finance and expenditure management environment. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the PFMA, Treasury Regulations and other government policies and prescripts. Good communication skills both (verbal and written). Knowledge of MS Word, Excel and PowerPoint. Knowledge of LOGIS and BAS systems. Problem solving analyses. Good analytical and numerical skills. People and diversity management. Client orientation and customer focus. Accountability and ethical conduct.

Responsibilities: Monitor expenditure patterns of all units liaise with supplier of goods and services. Inspection of payment processes and Attend to adhoc requests. Checking payment vouchers for completeness, compliance and correctness. Prevent and report unauthorized/irregular/fruitless and wasteful expenditure. Monitor and ensure compliance in the department. Report monthly on deficiencies. Management of personnel and Monitoring of Districts.

**Post : Admin Officer: Acquisitioning
Management (2 X posts)**
Level : 7
Salary : R261 372 pa
Centre : Head Office, Mbombela
Ref. : AD/AM/02

Requirements: A three year National diploma or Degree related to finance plus relevant experience. Experience in Supply Chain Management will be an added advantage.

Knowledge, skill and Competencies: Knowledge of Supply Chain Management Framework, procurement related legislation and regulations, Public Finance Management Act, Code of Conduct for Supply Chain Management Practitioners, Treasury Regulations and Preferential Procurement Policy Framework Regulations, Understanding of government procurement systems and processes within the goods and services environment, Good understanding of contract management, Good verbal and written communication skills, the ability to manage confidential information, computer literacy, the ability to work under pressure.

Responsibilities: Execute and facilitate the following SCM functions. Acquisitions: ensure that the bid/ quotation processes are compliant and fully executed within the requisite legislative and regulatory frameworks and stipulations. Facilitate the invitation process of quotations from the suppliers using the correct evaluation methods. Provision of report on a weekly/monthly basis on performance. Perform any other assigned duties in relation to the implementation of the Supply Chain Management system related to contract management unit. Compliance and contract monitoring, contract register.

Post : Personnel Practitioner: HRP&A
Level : 7
Salary : R261 372 pa
Centre : Siyabuswa
Ref. : PP/HRP&A/01

Requirements: A three year National diploma or degree in Human Resource Management / Public Management qualification plus relevant experience in Human Resource functions with a valid driver's license. Knowledge of PERSAL will serve as an advantage.

Knowledge, Skills and Competencies: Knowledge of Labour Relations Act, Public Service Act, Basic Condition of Employment and Employment Equity Act, Performance Management and Development System, good interpersonal relation, verbal and writing communication skills. Computer literacy and ability to work under pressure.

Responsibilities: Administer Services Conditions and Benefits Render Personnel Utilisation, Render records, and auxiliary services. Manage administration services at the cost centre. Render supervision and keep record.

Post : Training Officer: HRU&CD
Level : 7
Salary : R261 372 pa
Centre : Gert Sibande District Office, Ermelo
Ref. : TO/HRU&CD/01

Requirements: A three year National Diploma or degree in Human Resource Development / Management or Public Management plus relevant experience in Human Resource function. Knowledge of PERSAL will serve as an advantage. A valid driver's license.

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. Knowledge of PMDS policy & Skills Development Act. Valid driver's license and computer literacy.

Responsibilities: Assist in coordination of training services, Facilitate implementation of Performance Management system in District, Assist in the management of Internship and Learnership programmes in the District, Management of Assets and other HR related matters.

Post : State Accountant: Financial Accounting
Level : 7
Salary : R261 372 pa
Centre : Gert Sibande District Office, Ermelo
Ref. : SA/FA/01

Requirements: A three year National Diploma or degree related to Finance plus relevant experience. Knowledge of PFMA, PERSAL, BAS, LOGIS and relevant financial prescripts. 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 allowance). Verify and authorize claims on PERSAL. Administer commitment register for the District. Process payments of goods and services. Report writing & sound record keeping.

Post : State Accountant: Salaries
Level : 7
Salary : R 261 372 pa
Centre : Head Office, Mbombela
Ref. : SA/S/01

Requirements: A three year National diploma related to finance plus relevant experience in Salary administration. A valid driver's license.

Knowledge, Skills and Competencies: Knowledge of the PFMA, Treasury Regulation, Computer literacy, Knowledge of PERSAL and BAS systems will be added advantage, Sound communication, 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.

Responsibilities: Administer and control all Salary administration and salary account matters. Payroll administration. Administer Claims (S&T, overtime, cell phone) Verify and authorise claims on PERSAL. Clearing of exceptions and suspense accounts from BAS. Deal with salary over-payments. Handle monthly PERSAL / BAS reconciliation. Analyse PERSAL reports and ensure clearance of PERSAL exception 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 : Admin Officer (GMT)
Level : 7
Salary : R261 372 pa
Centre : Bohlabela Discript, Thulamahashe
Ref. : AO/GMT/THU

Requirements: A three year National Diploma in Public Management qualification plus relevant experience. A valid driver's license.

Knowledge skills and competencies: Knowledge of prescripts governing the Public Sector, computer literacy, communication skills, report writing skills and good interpersonal relations.

Responsibilities: Compile requisitions, Register orders and invoices, Receiving stock for spares, Issuing of stock and any other work related to administration at GMT.

Post : Accounting Clerk: Financial Accounting
Level : 5
Salary : R176 310 pa
Centre : Nkangala District, Mbombela
Ref. : AC/FA/01

Requirements: Grade 12 certificate. Computer Literacy and Relevant experience.

Knowledge, skills and competencies: PERSAL System, Good Communication, basic computer literacy

Responsibilities: Capture Claims on PERSAL system. Capture payments on BAS & LOGIS. Filing.

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**Post : Administration Clerk:
Licensing Administration**
Level : 5
Salary : R176 310 pa
Centre : Ehlanzeni District, Mbombela
Ref. : AC/LA/01

Requirements: Grade 12 certificate plus relevant experience. Computer Literacy.

Knowledge, Skills and Competencies: Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills. Good communications skills both verbal and in writing. Computer Literacy will be added advantage.

Responsibilities: Capturing of Application into Operating Licenses systems (OLAS) Upliftment and Printing of Operating Licenses and special Operating Licenses, Rendering Assistance to clients at the help desk. Assisting the Board sitting when assessing applications or Operating.

Post : Telecom Operator
Level : 4
Salary : R147 459
Centre : Ehlanzeni District, Mbombela
Ref. : TO/01

Requirements: Grade 12 certificate plus relevant experience. Good interpersonal communication skills (verbal and in written). Computer Literacy will be an added advantage.

Knowledge, Skills and Competencies: Knowledge of prescripts governing the Public Service. Verbal and written communication skills and good interpersonal skills.

Responsibilities: To handle incoming and outgoing calls. Act as a Receptionist and manage District telephones. Take and forward messages to officials. Make print out of telephones bills for respective extensions. Keeps records. Promote good image about the Department as required by Batho Pele Principles.

Post : Artisan Production Grade A: Electrical
Level : OSD
Salary : R193 512 pa
Centre : Steve Tshwete
Ref. : AP/E/ST

Requirements: Relevant Trade test certificate (Electrical) plus relevant experience. Willingness to work overtime and standby. A valid driver's license.

Knowledge, skills, and Competencies required: Knowledge of Legislative prescripts governing the Public Service, computer literacy, verbal and written communication skills.

Responsibilities: Execute and manage electrical maintenance of departmental infrastructure. Execute and manage electrical maintenance of client departmental infrastructure.

Post : Road Works Foreman (2 X posts)
Level : 5
Salary : R176 310 pa
Centre : 1x Godide & 1x Sabie
Ref. : RWF/G/01 (Godide); RWF/S/02 (Sabie)

Requirements: Grade 12 and successful completion course as a road works foreman plus relevant experience in all aspects of road construction and maintenance. A valid driver's license code 10 (EC1)

Knowledge, skill and competencies: Good communication skills, high sense of responsibility, Computer skills, conflict management and analytical skills. Report writing. Maintenance skills. Good interpersonal relations.

Responsibilities: Supervise maintenance projects. Execute equipment supervision. Execute safety procedures and control. Oversee on-site training. Ensure compliance with legislations. Staff management, compile weekly and monthly work programme, as well as reports and any other work related to road maintenance.

**Post : Artisan Production Grade A: Painter
(2 X posts)**
Level : OSD
Salary : R193 512 pa
Centre : 1 X Witbank Hospital & 1 X Acornhoek
**Ref. : AP/P/WH (Witbank Hospital);
AP/P/A (Acornhoek)**

Requirements: Relevant Trade test certificate (Painting) plus relevant experience. Willingness to work overtime and standby. Valid driver's license.

Knowledge, skills, and Competencies: Knowledge of Legislative prescripts governing the Public Service, computer literacy, verbal and written communication skills.

Responsibilities: Execute and manage painting maintenance of departmental infrastructure. Execute and manage painting maintenance of client departmental infrastructure.

Post : Road Workers (9 X posts)
Level : 3
Salary : R 124 434 pa
**Centre : 1 X Lekwa, 2 X Albert Luthuli,
2 X Siyabuswa, 1 X Delmas,
1 X Vaalbank, 1 X Steve Tshwete,
1 X Thembisile Hani**
**Ref. : RW/L/01 (Lekwa);
RW/AL/02 Albert Luthuli;
RW/S/01 (Siyabuswa)**

Requirements: Grade 10 plus relevant experience.

Knowledge, skills and Competencies: Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.

Responsibilities: Render patch work, grass cutting, cleaning of culverts and drainage and any road maintenance as and when required.

Post : Boiler Operator (2 X posts)
Level : 4
Salary : R147 459 pa
Centre : 2 X Rob Ferreira Hospital
Ref. : BO/RFH/02

Requirements: Candidate must have a Recognised Boiler Operator Certificate with Grade 12 plus relevant experience. Experience of John Thompson Boiler Operations will be an added advantage.

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

Responsibilities: To render Boiler Operations Services in Hospital and ensure the constant supply of steam pressure. Managing of Water treatment. Assisting of pushing coal into the Bunker and Keep the Boiler House Clean and tidy.

Post : Boiler Assistant
Level : 2
Salary : R104 073 pa
Centre : Embhuleni Hospital
Ref. : BO/EH/01

Requirements: Grade 10. No Experience required. Willingness to work extra hours odd days and on standby.

Knowledge, skills and Competencies: Knowledge of Occupational Health & Safety. Planning, organizing and problem solving skills. Good interpersonal relations. Be prepared to work under pressure.

Key Performance Area: To provide Boiler Operations support to ensure delivery of steam on a 24 hour basis. Assist with recording of boiler readings, trimming of coal and ash removal from gritt arrester, cleaning of boiler, boiler house and the surrounding environment. Regular maintenance of ash trolleys. Apply chemicals and salt to the brine tank as prescribed. Cleaning the brine tank and water filter. Maintain and adhere to safe working environment in accordance to the OHS Act. Proper usage of protective clothing, identify and report safety hazards, dust and clean the boilers, boiler house, coal bunker area, chemical tanks.

Post : Tradesman Aid (5 X posts)
Level : 3
Salary : R124 434 pa
**Centre : 1 X Rob Ferreira, 1 X Siyabuswa,
2 X Albert Luthuli,
1 X Pilgrim's Rest Town**
**Ref. : TA/Rob Ferreira; TA/Siyabuswa;
TA/Albert Luthuli;
TA/Pilgrim's Rest Town**

Requirement: Grade 12 plus relevant experience.

Knowledge, skills and Competencies: Knowledge of occupational health and Safety. Listening and communication skills, Good interpersonal relations.

Responsibilities: Carry out instructions from supervisor. Assist to execute work>Loadingand off-loading of materials, tools/furniture. House-keeping.Compliance with the relevant prescripts e.g. OHS Act. Assist in the execution of preventative and repair maintenance of (OWN) Government Buildings, Assist in the execution of presentative maintenance of (CLIENT) Government Building, Assist in the execution of Minor Projects, Carry out Internal House Keeping.

Post : Cleaner (3 X posts)
Level : 2
Salary : R104 073 pa
**Centre : 2 X Head Office (Mbombela) and
1 X Nkangala District Office
(KwaMhlanga)**
**Ref. : C/HO/MBO (Mbombela) &
C/HO/KWA (KwaMhlanga)**

Requirements : Grade 10. No experience required.

Knowledge, Skills and Competencies: Minimum Knowledge in cleaning with detergents. Knowledge of Occupational Health and Safety. Ability to read and write and how to operate cleaning machinery. Listening and communication skills. Good interpersonal relations.

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

APPLICATION: Applications quoting reference number must be addressed (attention) to Ms PN Mokhotla. Applications must be posted to The Head of Department, Department of Public Works, Roads and Transport, Private Bag x 11310, Mbombela, 1200. OR may be hand delivered and registered at Mpumalanga Riverside Government Complex (Mbombela), Main entrance gate, Building 9.

NOTE: Applications must quote the relevant reference number and consist of a fully completed and signed NEW Z83 form, which can be downloaded at www.dpsa.gov.za/dpsa2g/vacancies.asp. From 1 January 2021 should an application be received using the incorrect application for employment (Z83), it will not be considered", a recent comprehensive CV; contactable referees (telephone numbers and email addresses must be indicated); Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed curriculum vitae (Only shortlisted candidates will be required to submit certified documents, all non-SA citizens must attach a copy of proof of permanent residence in South Africa on or before the day of the interviews). Foreign qualifications must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA).

All shortlisted candidates for SMS posts will be subjected to (1) a technical exercise; (2) a generic managerial competency assessment; and (3) personnel suitability checks on criminal records, citizen verification, financial records and qualification verification. All candidates who will be invited to competency assessment, are kindly reminded to adhere to the schedule as arranged by the Department. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three (3) months of the closing date of the advertisement, please accept that your application was unsuccessful. Correspondence will be limited to shortlisted candidates only.

The successful candidate will be expected to enter into an employment contract and a performance agreement within 3 months of appointment, as well as completing a financial interests declaration form within one month of appointment and annually thereafter. Prior to selection process, a candidate would be required to complete the Nyukela Programme: Pre-entry Certificate to Senior Management Services as endorsed by DPSA which is an online course, endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. Faxed or emailed applications will not be considered. **Failure to comply with the above instructions will result in your application being disqualified.**

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

PLEASE TAKE NOTE THAT THOSE WHO APPLIED PREVIOUSLY ARE ENCOURAGED TO RE-APPLY.

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
Mr PM Malaza on 013 766 6624

CLOSING DATE:
09 SEPTEMBER 2022 AT 14H00.