

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.



- APPLICATIONS** :
- Head Office (Pretoria) Applications:** The Director-General, Department of Public Works and Infrastructure, Private Bag X65, Pretoria, 0001 or CGO Building, Corner Bosman and Madiba Street, Pretoria. For Attention: Ms NP Mudau
- Cape Town Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X9027, Cape Town, 8000. Or Hand Deliver at Ground floor, Customs House, Lower Heerengracht Street, Cape Town. For Attention: Ms. C Rossouw
- Mmabatho Regional Office Applications:** The Regional Manager, Department of Public Works and Infrastructure, Private Bag X120, Mmabatho 2735, or hand deliver: 810 Corner Albert Luthuli Drive and Maisantwa Street. Unit 3, Mmabatho. For Attention: Mr. T. Oagile.
- Gqeberha Regional Office Applications:** The Regional Manager, Department of Public Works, Private Bag X3913, North End, Port Elizabeth, 6056. Hand delivery: Room 430, Corner. Hancock & Robert Street, North End, Port Elizabeth, 6056. For Attention: Ms S Mafanya/ Ms. P Buwa.
- Polokwane Regional Office Applications:** The Regional Manager, Department of Public Works Private Bag X9469, Polokwane, 0700 or Hand deliver at 78 Hans van Rensburg Street, Old Mutual Building, 1st Floor, Polokwane. For Attention: Mr. NJ Khotsa
- CLOSING DATE** : 03 July 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.

OTHER POSTS

<u>POST 20/55</u>	:	<u>DEPUTY DIRECTOR: MONITORING AND EVALUATION REF NO: 2026/240</u>
<u>SALARY</u>	:	R932 292 per annum, (all-inclusive salary package), (Total package to be structured in accordance with the rules of the Middle Management service)
<u>CENTRE</u>	:	Head Office (Pretoria)
<u>REQUIREMENTS</u>	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Social Sciences/ Auditing/ Public Administration/ Statistics or related field. Relevant years' experience should be at the Junior Management level (ASD equivalent Level) related to research, monitoring and evaluation and data analysis. Knowledge: Knowledge on Monitoring and evaluation processes; Research methodologies; Knowledge on governmental guidelines; Public Finance Management Act (PFMA); Policy Framework for the Government-wide Monitoring and Evaluation System; South African Statistical Quality Assessment Framework; National Evaluation Policy Framework (NEPF); Policy imperatives; Strategic Planning Guidelines; Administration of Service Level agreements; Procurement processes. Skills: Computer literacy; Effective communication (verbal and written); Planning and organisation; Relationship management; Programme and project management; Interpersonal and diplomacy skills; Analytical thinking; Problem solving skills; Decision making skills; Motivational skills; Negotiation skills; Conflict management; Presentation skills. Personal Attributes: Tenacity; Dedication; Honesty; Exceptional level of integrity; Innovation; Adaptability; Creative; Solution orientated – ability to design ideas without direction; Ability to work under stressful situations; Ability to communicate at all levels; People orientated; Hard-working; Highly motivated.
<u>DUTIES</u>	:	Manage the development the monitoring policies and tools: Conduct research and keep updated on the latest trends. Develop and review monitoring policies. Develop and review monitoring reporting templates. Ensure that reporting systems have structured monitoring and evaluation reporting framework, outlining indicators and tools. Contribute towards the continual review and improvement of monitoring systems and framework. Oversee the implementation of the departmental monitoring and reporting tools: Support data monitoring and reporting initiatives within the department. Manage the implementation of monitoring and evaluation system. Facilitate training of departmental business units and users. Manage the implementation of recommendations from monitoring reports. Manage the administration of sector coordination and management on performance information through NAPROV. Manage reporting training of performance management to the and convention of bilateral meetings with departmental business units and users. Monitor implementation of service standards and SDIPs. Monitor the implementation of EXCO and Cabinet Decisions. Train and engage Provinces through National and Provincial Planning Monitoring and Evaluation Forum. Ensure that all branches submit quarterly performance reports. Ensure that Provinces submit the Standardised Sector Indicators. Ensure provision of support services within Policy Research, Strategy, M & E branch: Participate in the unit's management forums and ad hoc committees as per senior management directive. Facilitate and present regular progress reports in line

with the structured reporting system – monthly quarterly/ mid-year and end-year reporting. Facilitate workshops and other related engagements with business units in relation to monitoring and evaluation of the reporting system. Provide support in Monitoring & Evaluation of budgetary alignment to program/project development: Analysis of TMC and other relevant reports. Verification of information against data sources [BAS, WCS, PMIS etc]. Alignment of findings to strategic and operational plans. Report quarterly, bi-annually and annually. Review and report on the budgetary finances of the unit. Manage the Directorate: Establish and maintain appropriate internal controls and reporting systems to meet performance expectations; Develop and manage the operational plan of the Directorate and report on progress as required; Manage performance and development of employees; Establish, implement and maintain efficient and effective communication arrangements; Compile and submit all required administrative reports; Quality control of work delivered by employees; Monitor the budget and expenditures for the Directorate.

ENQUIRIES : TK Sekgala Tel No: (012) 406 1301/
APPLICATIONS : For Head Office: Email to: Recruitment26-51@dpw.gov.za

POST 20/56 : **ASSISTANT DIRECTOR: USER DEMAND MANAGEMENT REF NO: 2026/241**

SALARY : R605 742 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three year-tertiary qualification (NQF Level 06) / National Diploma in Public Administration, Management, Public Relations and Communication, Real Estate Management or Social Science. Relevant years of experience within stakeholder engagement, coordination in any field of property and a valid driver's license. The ideal candidate should have planning skills, programme management, and client relations skills. An understanding of different facets of the built environment and property industry is essential. Knowledge: Works Control System (WCS); Public Finance Management Act (PFMA); Treasury Regulations; knowledge of the built environment; project and programme management; construction regulations; occupational health and safety; Emerging Contractor Development Programme; sound budgeting; procurement processes and Government Immovable Asset Management Act (GIAMA). Skills: Advanced numeracy; organizing; interpersonal skills; diplomacy; ability to follow a pro-active and creative problem; solving approach; communication; advanced computer literacy. Personal Attributes: Innovative; creative; trustworthy; hardworking; self-motivated; ability to work under pressure; analytical thinking; facilitation; research. Willingness to adapt work schedule in accordance with office requirements. Committed to designated tasks.

DUTIES : Apply applicable policies, methods, best practices and standards as well as ensure compliance with relevant user demand management regulations. Facilitate the delivery of the accommodation services for Client Departments. Co-ordinate and monitor the budget and expenditure levels of clients Department. Supervise employees to ensure an effective service delivery. The incumbent will be responsible for Key Account Management as a contact point between the National Department of Public Works & Infrastructure and assigned client departments. Ensure monitoring and implementation of programmes for leased accommodation, capital works and planned maintenance services. Render assistance to assigned client departments in appropriately formulating accommodation requirements, asset plans and budget. Assist with the consolidation and compilation of accommodation related information in reporting to the client. Ensure efficient turnaround times on strategic initiatives and programme related reports. Facilitate, chair and minute regular forum meetings with client departments. Advice, interact with and source information from client departments and departmental service providers. Liaise with internal stakeholders in assisting external stakeholders with registered queries. Assist with the implementation and management of Service Level Agreements for client departments. Assist in the preparation of reports to top management and all relevant stakeholders. Give inputs towards the compilation and implementation of annual business plans for the Directorate. Conduct site visits to ensure that state owned properties are utilized efficiently and optimally. This post will require official travelling, working

overtime and the incumbent must be willing and be able to travel as and when required.

ENQUIRIES : Ms. B Ntoni Tel No: (021) 402 2020
APPLICATIONS : For Cape town regional office: Email to: RecruitCPT26-61@dpw.gov.za

POST 20/57 : **SENIOR FORENSIC INVESTIGATOR: [GOVERNANCE, RISK AND COMPLIANCE BRANCH] REF NO: 2026/242**
Key Purpose Statement: To assist with the planning, executing and reporting on assigned forensic investigations in a professional manner thereby ensuring cost effective forensic investigations on behalf of the Department of Public Works.

SALARY : R413 001 per annum
CENTRE : Head Office (Pretoria)
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma/Degree in Auditing, Financial Management, Law or Criminology. Possession of Certificate in Forensic and Investigative Auditing will be an added advantage. Good interpersonal, organisational and communication skills are also required. Valid Driver's licence.

DUTIES : The successful candidate will be responsible for the following duties in the office of the Director-Fraud Awareness and Investigations: To plan and implement forensic investigations, gather comprehensive and complete evidence of alleged serious mismanagement of resources or unprofessional conduct, and develop summary of findings report on investigations completed with clear findings, conclusions and recommendations

ENQUIRIES : Mr M. Mabotja Tel No: (012) 406 1328
APPLICATIONS : For Head Office: Email to: Recruitment26-52@dpw.gov.za

POST 20/58 : **SENIOR ADMINISTRATIVE OFFICER: PROPERTY DISPOSALS REF NO: 2026/243**

SALARY : R413 001 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 6) / National diploma in Real Estate Management, Property Law or related field. Relevant working experience. Knowledge of PFMA, Financial administration, Procurement directives and procedures, Reporting procedures, GIAMA, DISPOSAL ACT, BBBEE, Treasury Regulations, The PIE Act and the Squatter Acts. Skills: Report writing, Accounts and numeric skills, Analytical thinking, Interpersonal skills, Problem solving, Organising and planning skills. A valid driver's license, willingness to travel.

DUTIES : Administer the disposal process of redundant and superfluous residential properties. Conduct research to obtain information for the disposal of property and compile reports, provide admin support in redressing of the property ownership problem through Land Reform, Liaise with Regional Land claims commission to check for claims against property to be disposed. Support the monitoring and evaluation of approved projects in the regional offices. Administer financial processes on the disposal of fixed assets, Facilitate the valuation of properties to be disposed, Compile budget review report on property disposal, Administrate the recovery of state funds, Prepare and present quarterly projections to the Supply Chain Management. Supervise employees to ensure an effective service delivery.

ENQUIRIES : Ms I Murundwa Tel No: (021) 402 2056
APPLICATIONS : For Cape town regional office: Email to: RecruitCPT26-62@dpw.gov.za

POST 20/59 : **EMPLOYEE HEALTH AND WELLNESS PRACTITIONER (HRM) REF NO: 2026/244**

SALARY : R413 001 per annum
CENTRE : Cape Town Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National diploma/ Degree in Social Science or Behavioural related qualification. Registration with professional bodies such as SACSSP and HPCSA. Relevant years of experience in the field. Willing to adapt work schedule in accordance with professional requirements Knowledge of Employee health and wellness practices, knowledge and understanding of HIV as a developmental issue, specialized knowledge of counselling, people management and

empowerment, client orientation and customer focus, Structure and functioning of the Department and the sector. Language proficiency, effective communication, presentation skills, general management and organizational skills, interpretation of policies, ability to undertake research/gather information, ability to work independently. A valid driver's license and willingness to travel is essential.

DUTIES : HIV/AIDS and TB management: Mainstream HIV/AIDS and TB into the core functions of the department; Provide education, awareness and prevention programmes. Plan and conduct regular Health screenings. Distribution of wellness information material and articles. Health and Productivity Management Services: Coordinate Disease Management & Chronic illnesses awareness and education sessions, workshops; Support the department with incapacity cases. Organize Mental Health information sessions and distribution of articles on a regular basis. Liaise and make referrals to Mental Health institutions when required. Occupational Health and Safety Management: create awareness on occupational safety behaviour and provide information related to Injury on duty. Wellness management: Promote work life balance for employees. Provide support to Individuals through Wellness intervention (Psychosocial). Provide counselling to individual employees and their immediate family members. Conduct group counselling sessions for e.g. debriefing or trauma. Provide management with feedback through progress reports on referred cases while maintaining confidentiality. Support and advice managers on handling employees experiencing wellness related challenges. Promote individual Physical Wellness by encouraging sports activities. Plan and conduct retirement sessions. Facilitate and assist in the Medical Health Surveillance of employees placed in a hazardous environment.

ENQUIRIES : Ms C Rossouw Tel No: (021) 402 2014
APPLICATIONS : For Cape town regional office: Email to: RecruitCPT26-63@dpw.gov.za

POST 20/60 : **STATE ACCOUNTANT: ACCOUNTS PAYABLE REF NO: 2026/245**

SALARY : R338 106 per annum
CENTRE : Head Office Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06)/ National Diploma in Financial Management or Cost and Management Accounting. Appropriate experience in financial accounting. Knowledge of Financial Systems, Financial Prescripts (GAAP and GRAP standards) and international standards. Working knowledge of Government financial systems (BAS, PERSAL, LOGIS). Knowledge and understanding of the PFMA, Treasury Regulations. Good communication skills, both verbal and written. Ability to work under pressure and meet deadlines.

DUTIES : Verification and processing of LOGIS payments. Verification and processing of sundry payments on BAS System. Ensure the safekeeping of payment vouchers. Manage tracking of invoices on Reapatala invoice tracking system. Ensure compliance to the Public Finance and Management Act and General Accounting Practices. Maintain a good working relationship with internal and external stakeholders.

ENQUIRIES : Ms R Ramphekwa at (064) 753 7740
APPLICATIONS : For Head Office: Email to: Recruitment26-53@dpw.gov.za

POST 20/61 : **ADMINISTRATIVE OFFICER: DISPOSALS: REAL ESTATE MANAGEMENT SERVICES REF NO: 2026/246**

SALARY : R338 106 per annum
CENTRE : Gqeberha Regional Office
REQUIREMENTS : A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma in Property Management, Real Estate, Property Law, Financial Management or Project Management. Appropriate experience in Real Estate, Property Disposal or Immovable Asset Management. Knowledge of Public Financial Management Act, GIAMA, Disposal Act 48 of 1961 and all other relevant legislations, understanding of the built Environment. Computer literacy. Knowledge and understanding of government procurement processes, contractual policies and procedures. Understanding of the property market and its trends. Understanding of the derivatives of forms of disposal of property (expropriation, common law, prescriptions, etc.) negotiation skills. A valid driver's license is compulsory. Willingness to travel extensively.

<u>DUTIES</u>	:	Administer the disposal of immovable property that is superfluous to the state. Provide admin support in redressing of the property ownership problem through Land Reform. Liaise with Regional Land Claims Commission to check for claims against the property to be disposed of. Prepare submission to obtain Concurrence from the Minister of Rural Development and Land Reform. Prepare and present PSLDVC applications to support disposal of state properties. Administer financial processes on the disposal of fixed assets. Render administration support to the sub-directorate. Assist with the letting out of the state redundant properties and respond to general enquiries to purchase state properties, conduct site verification, present to committee and prepare for adjudication, signing of leases.
<u>ENQUIRIES APPLICATIONS</u>	:	Ms N Gqomo Tel No: (041) 408 2078
<u>ENQUIRIES APPLICATIONS</u>	:	For Gqeberha Regional Office: Email to: RecruitPE26-25@dpw.gov.za
<u>POST 20/62</u>	:	<u>ADMINISTRATIVE OFFICER: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2026/247</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	Gqeberha Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma) in Public/ Project Administration or equivalent qualification. Relevant years' experience in Office Administration/ Project Administration field. Knowledge of WCS. Computer Literacy.
<u>DUTIES</u>	:	Collect/ receive invoices from Registry Services; Capture invoice on Re-a-Patala system; Identify discrepancies related to payment certificates. Update payments on WCS; submit the invoice to the relevant stakeholders. Keep the Project Manager(s) abreast with the budget adjustments as Required; Liaise with the consultants regarding the project; attend, Respond and redirect enquiries related to the project; handle queries from Consultants and Contractors; Disseminate status reports on the Development of the project; Maintain and order stationary supplies; Administer office correspondence, documents and reports; Process Documents related to claims and payments relevant to the office; Update and maintain the WCS and Re-a-patala database; Liaise with the stakeholders relevant to the office and attend audit queries; Monitor the communication and administer the flow of information and documents in the office; Maintain the filing and records for projects documents and the unit where required; Render secretariat and logistical support service to the Committees and internal external meetings; Arrange meetings and workshops for the unit with internal and external stakeholders; Prepare and type documents presentations and reports; Draft agenda and record minutes/ decisions Communicate to relevant role-players and follow-up on progress made; Compile submissions and reports; Ensure that travel arrangements are well-coordinated and complete and submit S & T forms.
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Mr. S. Jikeka Tel No: (041) 408 2074
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	For Gqeberha Regional Office: Email to: RecruitPE26-26@dpw.gov.za
<u>ENQUIRIES APPLICATIONS NOTE</u>	:	Ring-Fenced for women.
<u>POST 20/63</u>	:	<u>ADMINISTRATIVE OFFICER: CONSTRUCTION PROJECT MANAGEMENT REF NO: 2026/248</u>
<u>SALARY CENTRE REQUIREMENTS</u>	:	R338 106 per annum
	:	Gqeberha Regional Office
	:	A minimum of three-year tertiary qualification (NQF Level 06) / National Diploma) in Public/ Project Administration or equivalent qualification. Relevant years of experience in Office Administration/ Project Administration field. Knowledge of WCS. Computer Literacy.
<u>DUTIES</u>	:	Collect/ receive invoices from Registry Services; Capture invoice on Re-a-Patala system; Identify discrepancies related to payment certificates. Update payments on WCS; submit the invoice to the relevant stakeholders. Keep the Project Manager(s) abreast with the budget adjustments as Required; Liaise with the consultants regarding the project; attend, Respond and redirect enquiries related to the project; handle queries from Consultants and Contractors; Disseminate status reports on the Development of the project; Maintain and order stationary supplies; Administer office correspondence, documents and reports; Process Documents related to claims and payments relevant to the office; Update and maintain the WCS and Re-a-patala database; Liaise with the stakeholders relevant to the office and attend audit

queries; Monitor the communication and administer the flow of information and documents in the office; Maintain the filing and records for projects documents and the unit where required; Render secretariat and logistical support service to the Committees and internal external meetings; Arrange meetings and workshops for the unit with internal and external stakeholders; Prepare and type documents presentations and reports; Draft agenda and record minutes/decisions Communicate to relevant role-players and follow-up on progress made; Compile submissions and reports; Ensure that travel arrangements are well-coordinated and complete and submit S & T forms.

- ENQUIRIES** : Mr. S. Jikeka Tel No: (041) 408 2074
APPLICATIONS : For Gqeberha Regional Office: Email to: RecruitPE26-27@dpw.gov.za
- POST 20/64** : **ADMINISTRATIVE CLERK: HELPDESK &COMPLAINTS (UDM) REF NO: 2026/249**
- SALARY** : R237 453 per annum
CENTRE : Polokwane Regional Office
REQUIREMENTS : A Minimum of Senior Certificate/ Grade 12 or equivalent. No previous experience is required. Computer literacy including Microsoft Office (word, excel, power point). Good verbal and communication skills. Record keeping skills, good interpersonal skills and telephone etiquette. Office administrative and organizational skills. ability to work under pressure, hardworking and a team player.
- DUTIES** : Attend and follow-up on all client complaints and queries. Maintain an active query register for the unit. Address enquiries or refer them to the necessary manager. Ensure resolutions of meetings are addressed within established timeframes. Administer the Archibus System as and when required. Render general clerical support services: Update and maintain electronic and physical records for procurement instructions. Furnish information for reports to internal and external stakeholders. Record, organise, store, capture, update and retrieve correspondence and data. Distribute documents/packages to various stakeholders as required. Keep and maintain the filing system for the component. Type basic letters and/or other correspondence when required. Keep and maintain the incoming and outgoing register of the component. Provide supply chain clerical support services within the component: Liaise with internal and external stakeholders in relation to procurement of goods and services. Obtain quotations, complete procurement forms for the purchasing of standard office items. Stock control of office stationery. Check correctness of subsistence and travel claims of officials and submit to manager for approval. Handle telephone accounts and petty cash for the component. Arrange travelling and accommodation. Maintain a leave register for the component. Provide a meeting management service to the sub-directorate: Plan the diary for the sub-directorate. Book a meeting venue. Arrange meetings and confirm attendance with stakeholders. Take minutes and distribute to meeting attendees.
- ENQUIRIES** : Mr. T.E. Maifo Tel No: (015) 293 8035
APPLICATIONS : For Polokwane Regional Office: Email to: RecruitPLK26-11@dpw.gov.za
- POST 20/65** : **ACCOUNTING CLERK (BATCH CONTROLLER) REF NO: 2026/250**
- SALARY** : R237 453 per annum
CENTRE : Gqeberha Regional Office
REQUIEREMENTS : A minimum National Senior Certificate/ Grade 12/ equivalent qualification. Valid Driver's license will serve as added advantage. Knowledge of a financial environment will be advantages. Knowledge of relevant legislation, regulations and policies. Sound interpersonal and communication skills, computer literate, multi-tasked skills, self-driven, result orientated, motivated, meet deadlines and acceptance of responsibility.
- DUTIES** : Reporting to the State Accountant the incumbent of this position will take responsibility for: The main responsibility of this post relates to the safekeeping and management of documents (Batch Control) including the monitoring and controlling of the adherence to sound accounting and NPDW practices, prescribed policies and regulations in all transactions. Monitor and control all documents relating to the different transversal systems. Ensure correct allocation of expenditure and revenue. Draw financial and other BAS reports in support of the activities of the unit. It could be expected of the incumbent to assist in the budget formulation, compiling of a cash flow budget as well as the

monthly reporting. As well as performing duties related to the cashier's functions.

ENQUIRIES : Ms. M. Zito Tel No: (041) 408 2159
APPLICATIONS : For Gqeberha Regional Office: Email to: RecruitPE26-28@dpw.gov.za

POST 20/66 : **SUPERVISOR: CLEANING SERVICES REF NO:2026/251 (X3 POSTS)**
 Re-advertisement- People who previously applied must re-apply.

SALARY : R201 093 per annum
CENTRE : Mmabatho Regional Office
 Brits Magistrate Court (X1 Post)
 Klerksdorp Magistrate Court (X1 Post)
 Itsoseng Magistrate Court (X1 Post)

REQUIREMENTS : A minimum of Grade 10/ ABET level 4. Knowledge of Cleaning practices. Office Administration Operating cleaning 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. B Mabale Tel No: (018) 386 5357
APPLICATIONS : For Mmabatho regional office: Email to: RecruitMBT26-18@dpw.gov.za

POST 20/67 : **CLEANER: CLEANING SERVICES REF NO: 2026/252 (X7 POSTS)**

SALARY : R144 024 per annum
CENTRE : Mmabatho Regional Office
 Koster Magistrate Court (X1 Post)
 Klerksdorp Magistrate Court (X2 Posts)
 Zeerust Magistrate Court (X1 Post)
 Rustenburg Magistrate Court (X1 Post)
 Itsoseng Magistrate Court (X1 Post)
 Potchefstroom Magistrate Court (X1 Post)

REQUIREMENTS : A minimum Grade 09 /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 : Effective cleaning of buildings, empty dustbins, Dust and polish furniture, clean windows and walls, Wash floors and vacuum carpets. Cleaning court offices and cells. Deep cleaning of toilets, Refill toilets dispensers with toilet papers and hands washing soap. Cleaning kitchen utensils. Report defects encountered during cleaning, Alert working staff of slippery floors. Offloading delivered materials and arranging the storeroom accordingly.

ENQUIRIES : Mr. B Mabale Tel No: (018) 386 5357
APPLICATIONS : For Mmabatho regional office: Email to: RecruitMBT26-19@dpw.gov.za

POST 20/68 : **CLEANER: FACILITIES MANAGEMENT REF NO: 2026/253 (X2 POSTS)**

SALARY : R144 024 per annum
CENTRE : Groblersdal Magistrate Court (X1 Post)
 Thabazimbi Magistrate Court (X1 Post)

REQUIREMENTS : A minimum Grade 09/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
APPLICATIONS

: Ms. M.P. Morudu Tel No: (015) 291 8035
: For Polokwane Regional Office: Email to: RecruitPLK26-12@dpw.gov.za