

## 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 (specifically persons with disabilities and women), will receive preference. An indication by candidates in this regard will facilitate the processing of applications. If no suitable candidates from the unrepresented groups can be recruited, candidates from the represented groups will be considered. People with disabilities are encouraged to apply.*



**CLOSING DATE** : 18 October 2024 at 16H00

**NOTE** : Kindly take note that with effect from 01 January 2021, DPSA approved the new Z83 Application Form (obtainable from any Public Service Department); applicants are requested to use the new application form and the Z83 form must be fully completed signed and initialled when submitted as failure to do so may result in their application being disqualified. With regard to completion of new Z83 form, part A and B must be fully filled, Part C on method of correspondence and contact details must be fully filled, two questions relating to condition that prevent reappointment under part F must be fully answered. Page 1 must be initialled, and applicants will not be disqualified if they only sign page 2. Failure to comply with the above, applicants will be disqualified. To streamline the recruitment process to be more responsive to the public, as well as to create more protective measures during the pandemic by avoiding over-crowding and curb the costs incurred by applicants such measures should include the following regarding certification: Please not note that applicants are not required to submit certified copies of qualifications and other relevant documents on application but must submit the Z83 and a detailed Curriculum Vitae. The communication from HR of the department regarding requirements of certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. The application for employment Form (Z83) provides under the sectional "additional information" that candidates who are selected for interviews will be requested to furnish additional certified information that may be requested to make final decision. It must be borne in mind that when a document is certified as a true copy of an original, the certifier only confirms it being a true copy of the original presented. Therefore, the certification process does not provide validation of the authenticity of the original document. The validation occurs when the documents is verified for authenticity. Regulation 67 (9) requires the executive authority to ensure that he or she is fully satisfied of the claims being made and these read with Regulations (57) (c) which requires the finalisation of Personnel Suitability Checks in order to verify claims and check the candidate for purpose of being fit and proper for employment. Applications not complying with the above will be disqualified. Should you not have heard from us within the next months, please regard your application as unsuccessful. Note: It is the responsibility of all applicants to ensure that foreign and other qualifications are evaluated by SAQA. Recognition of prior learning will only be considered on submission of proof by candidates. Kindly note that appointment will be subject to verification of qualifications, any disciplinary proceeding and a security clearance. Posted, hand delivered, or email applications will be accepted, late applications will not be accepted. Shortlisted candidates must be willing to undergo normal vetting and verification processes. Should you not have heard from us within the next months, please regard your application as unsuccessful. Applications must be submitted as a Single document/One Attachment to the email addresses specified for each position. (Kindly Note That the Emailed Applications and Attachments Should Not Exceed 15mb)

## OTHER POSTS

**POST 36/26** : **PROFESSIONAL TOWN AND REGIONAL PLANNER: (GRADE A) REF NO: 2024/95**  
Directorate: Metropolitan Planning

**SALARY** : R721 476 per annum, (all-inclusive OSD salary package)

**CENTRE** : Head Office (Pretoria)

**REQUIREMENTS** : B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Programme and Project Management. Background of Town Planning legal aspects (Acts/Legislations/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. Valid driver's license. Willing to travel extensively. Knowledge and Skills: Conversant with Built Environment related legislation / policies. In-depth understanding of Site Clearance process. Well-developed Project Management. -Understanding of property development. Stakeholder management skills. Problem solving; Decision making; Communication; Interpersonal, Report writing, Presentation Computer literacy; Ability to design layout and drafting of maps and Negotiation skills.

**DUTIES** : Manage spatial development for state accommodation solutions within the spatial development plans (frameworks) / integrated development plans (IDP) of metropolitan municipalities to ensure integration. Ensure verification and Interpretation of Client departments' needs, preference and space norms. Ensure community involvement and stakeholders support in projects. Manage site analysis/ audit; approval and clear sites for development. Provide timely progress reports and briefings to client departments. Ensure the appointment, briefing, administration and payment of professional service providers in accordance with DPW and other related government guidelines. Prepare consultant appointment terms of reference and scrutinize development conditions. Ensure effective relationship with Client departments, User Demand Managers, Portfolio Managers, Professional Services, Head & Regional Office Project Managers as well as other relevant government role players. Apply project quality control and pro-actively remove constraints that delay the site clearance process. Negotiate land availability and enter into service level agreements with service providers and various stakeholders. Provide professional and technical support to the implementation teams at Head and Regional offices. Develop and inform relevant stakeholders of site clearance processes. Verify and evaluate project compliance with legal and development conditions. Resolve issues pertaining to environmental and heritage impact, traffic engineering, land use, site demarcation and site development plans. Resolve any town planning and other related development matters that affect client sites or assets. Drafting and mapping of concepts for Government Precinct plan using GIS, Computer Aided Design software. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct location report. Provide professional advice on town planning issues. And perform any professional responsibilities that may be delegated by Principals in the Directorate.

**ENQUIRIES** : Ms E Mpondo Tel No: (012) 492 2245  
**APPLICATIONS** : Head Office Applications: The Director-General, Department of Public Works, Private Bag X65, Pretoria, 0001 or Hand deliver at CGO Building, Corner Bosman and Madiba Street, Pretoria or email to: [Recruitment24-17@dpw.gov.za](mailto:Recruitment24-17@dpw.gov.za)

**FOR ATTENTION** : Ms NP Mudau

**POST 36/27** : **PROFESSIONAL TOWN AND REGIONAL PLANNER: (GRADE A) REF NO: 2024/96**  
Directorate: Districts and Rural Planning

**SALARY** : R721 476 per annum, (all-inclusive OSD salary package)  
**CENTRE** : Head Office (Pretoria)  
**REQUIREMENTS** : B degree in Urban/Town and Regional Planning or relevant qualification. Three years post qualification Town and Regional Planning experience required. Compulsory registration with SACPLAN as a professional Town and Regional Planner on appointment. Background of Town Planning legal aspects (Acts/Legislations/policies/bylaws). Experience in land development applications (Rezoning, Subdivision, Township Establishment and etc.), and packaged solutions for integrated precinct planning and development. Valid driver's license. Willing to travel extensively. Knowledge and Skills: Conversant with Built Environment related legislation / policies. In-depth understanding of Site Clearance process. Well-developed Project Management. Understanding of property development. -Stakeholder management skills. - Problem solving; Decision making; Communication; Interpersonal, Report writing, Presentation Computer literacy; Ability to design layout and drafting of maps and Negotiation skills.

**DUTIES** : Manage spatial development for state accommodation solutions within the spatial development plans (frameworks) / integrated development plans (IDP) of metropolitan municipalities to ensure integration. Ensure verification and Interpretation of Client departments' needs, preference and space norms. Ensure community involvement and stakeholders support in projects. Manage site analysis/ audit; approval and clear sites for development. Provide timely progress reports and briefings to client departments. Ensure the appointment, briefing, administration and payment of professional service providers in accordance with DPW and other related government guidelines. Prepare consultant appointment terms of reference and scrutinize development conditions. Ensure effective relationship with Client departments, User Demand Managers, Portfolio Managers, Professional Services, Head & Regional Office Project Managers as well as other relevant government role players. Apply project quality control and pro-actively remove constraints that delay the site clearance process. Negotiate land availability and enter into service level agreements with service providers and various stakeholders. Provide professional and technical support to the implementation teams at Head and Regional offices. Develop and inform relevant stakeholders of site clearance processes. Verify and evaluate project compliance with legal and development conditions. Resolve issues pertaining to environmental and heritage impact, traffic engineering, land use, site demarcation and site development plans. Resolve any town planning and other related development matters that affect client sites or assets. Drafting and mapping of concepts for Government Precinct plan using GIS, Computer Aided Design software. Undertaking land use surveys, site inspection for the preparations of precinct development plans, maps and draft precinct location report. Provide professional advice on town planning issues. And perform any professional responsibilities that may be delegated by Principals in the Directorate.

**ENQUIRIES** : Mr T Rachidi Tel No: (012) 406 1885

**APPLICATIONS**

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