

DEPARTMENT OF BASIC EDUCATION

Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.

- APPLICATIONS** : Applications should be forwarded to: The Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 [REGISTRY].
- NOTE** : Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/ document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications and a copy of Identity document. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting). All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competency using the mandated DPSA SMS competency assessment tools. The successful candidates will be required to: *sign employment contract and performance agreement. *disclose his/her financial interests. Applications received after the closing date, whether posted or hand –submitted will not be considered. Faxed or E-mailed applications will not be considered. Applicants who apply for more than one position are requested to submit separate applications for each position. Due to the large number of applications we envisage, correspondence will be limited to short-listed candidates only. If you have not heard from us within 90 days after the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days; seek reasons for the administrative action in terms of section 5, sub-section 1 and 2 of Promotion of Administrative Justice Act 3 of 2000. NB! You are kindly requested to complete Part A, B and C of the Z83 in full. Applicants must clearly indicate the reference number on the Z83.

OTHER POSTS

- POST 23/06** : **CHIEF WORKS INSPECTOR 2 POSTS (1 POST PER DISTRICT)**
Directorate: Infrastructure Delivery Management
- SALARY CENTRE** : R281 418 Salary, Level 08
: 1 x Vhembe District: Ref. LDOE 07/17
: 1 x Polokwane District: Ref. LDOE 08/17
- REQUIREMENTS** : An undergraduate qualification (NQF 6) or National Diploma as recognised by SAQA in Building/Mechanical/Electrical or an N3 Certificate with a passed Trade Test or a National Diploma in Engineering. A valid driver's license. Computer Literacy. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; *Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking
- DUTIES** : Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop a bill of quantities. Develop proposals on associated costs. Implement inspections on projects (maintenance and infrastructure projects). Facilitate and resolve problems. Implement assessments. Manage people and finances.

ENQUIRIES : Ms Montja M.M. Tel no: 015-284 6569, Mr Makama MM Tel no: 015-284 6507, Mr Thoka LW at 015-284 6528 and Mr Matshaya HS at 015 284 6556

CLOSING DATE : 23 June 2017 Time: 16H30

POST 23/07 : **INDEPENDENT RISK MANAGEMENT COMMITTEE CHAIRPERSON REF NO: LDOE 09/17**
 Directorate: Organisational Risk Management
 Period: 24 Months contract

SALARY : Compensation will be in accordance with the rates as determined by the National Treasury and/ or the Auditor General. Schedules in this regard are issued annually with specific hourly or daily rates. All other refundable expenses are based on the Department's related policies in line with the National Treasury Guidelines.

CENTRE : Head Office [Polokwane]

REQUIREMENTS : An undergraduate qualification (NQF 7) as recognised by SAQA in Commerce, Law, Auditing and or Risk Management. A Post Graduate degree in Business Management as recognized by SAQA will be an added advantage. Further experience as a CIA / MBA /MBL with five to ten years management experience gained from Audit/finance/Risk Management environment. Experience in or Knowledge of the PMFA, COSO framework, Public Sector Risk Management framework and any other applicable laws will be considered as an advantage. In addition to the above the candidate should demonstrate experience in participating in Governance structure, ability to dedicate time to the activities of Limpopo Department of Education's Risk Management, Have an inquisitive personality within reasonable levels of probing, analytic reasoning abilities and good communication skills, and a fair understanding of the regulatory framework within which provincial Department operate. The candidates must not be in the employ of the Government. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking

DUTIES : Key Responsibilities: Assist the Accounting officer to discharge of his/her duties in respect of Risk Management with an ultimate aim of achieving Department's objectives. Review and monitor implementation of Risk Management Framework, Policy Charter, Strategy within the Department. Ensure integration of Risk Management into planning, monitoring, and reporting processes, Provide advice/guidance on setting risk appetite and review of risk appetite and tolerance levels. Monitor the implementation of Risk Management process in line with Public Sector Risk management Framework, PFMA, Risk Committee Charter and King 111 Report on corporate Governance. Ensure Compliance of the statutory requirements and Risk Management best practices. Chair all Risk Management committee meetings. Ensure that the committee meets its obligations and compile quarterly reports to the Accounting Officer.

ENQUIRIES : Ms Montja M.M. Tel no: 015-284 6569, Mr Makama MM at 015-284 6507, Mr Thoka LW at 015-284 6528 and Mr Matshaya HS at 015 284 6556

CLOSING DATE : 23 June 2017, Time: 16H30

POST 23/08 : **NSNP OFFICER 13 POSTS**
 Directorate: Special Projects

SALARY : R226 611 Salary Level 07

CENTRE : 1 x Malegale Circuit [Sekhukhune]: Ref. LDOE 10/17
 1 x Phokoane Circuit [Sekhukhune]: Ref. LDOE 11/17
 1 x Eensaam Circuit [Sekhukhune]: Ref. LDOE 12/17
 1 x Hlanganani South Circuit [Vhembe]: Ref. LDOE 13/17
 1 x Sekgosese North Circuit [Vhembe]: Ref. LDOE 14/17
 1 x Bakone Circuit [Polokwane]: Ref. LDOE 15/17
 1 x Lulekani Circuit [Mopani]: Ref. LDOE 16/17
 1 x Modjadji Circuit [Mopani]: Ref. LDOE 17/17
 1 x Namakgale Circuit [Mopani]: Ref. LDOE 18/17

- 1 x Lepelle Circuit [Mopani]: Ref. LDOE 19/17
 1 x Makhutswe Circuit [Mopani]: Ref. LDOE 20/17
 1 x Palala South Circuit [Waterberg]: Ref. LDOE 21/17
 1 x Warmbad Circuit [Modimolle]: Ref. LDOE 22/17
- REQUIREMENTS** : An undergraduate qualification (NQF 7 or 6) in Commercial subjects as recognised by SAQA. Ability to analyse budget and cash flows. Financial Management skills. Excellent Computer skills. Ability to work independently and under pressure. A valid driver's license.
- DUTIES** : Capture all NSNP related payments. Compile monthly financial information reports. Draw estimate of expenditure. Collect NSNP related data from participating schools. Provide proper management of NSNP funds. Check and validate invoices for payment of the goods received. Clear suspense accounts. Verify or double check the information supplied by the suppliers. Core and Process Competencies: Strategic Capability and Leadership; People Management and Empowerment, Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking
- ENQUIRIES** : Ms Montja M.M. Tel no: 015-284 6569, Mr Makama MM at 015-284 6507, Mr Thoka LW at 015-284 6528 and Mr Matshaya HS at 015 284 6556
- CLOSING DATE** : 23 June 2017, Time: 16H30
- POST 23/09** : **DATA CAPTURER 2 POSTS REF NO: LDOE 23/17**
 3 Years fixed contract
 Sub-Directorate: HIV/AIDS
- SALARY** : R152 862 per annum plus 37% allowance, Level 05
CENTRE : Head Office [Polokwane]
REQUIREMENTS : An undergraduate qualification (NQF 5) as recognised by SAQA. An undergraduate qualification (NQF 6) as recognised by SAQA in Computer Science or Information Technology will be an added advantage. Core and Process Competencies: People Management and Empowerment. Change Management; Service Delivery Innovation; Problem Solving and Analysis; Customer Focus; Communication; Public Service Knowledge; Negotiation.
- DUTIES** : entry keying, data cleansing, typing transcriptions. Preparing text material, mailing Life Skills HIV & AIDS labels & letters/circulars, updating figures and maintaining records, revising spread sheets and contact lists. Proper manual and electronic filing of records and related documents. Maintain weekly and monthly statistical reports.
- ENQUIRIES** : Ms Montja M.M. at 015-284 6569, Mr Makama MM at 015-284 6507, Mr Thoka LW at 015-284 6528 and Mr Matshaya HS at 015 284 6556
- CLOSING DATE** : 23 JUNE 2017, Time: 16H30
- POST 23/10** : **DRIVER 4 POSTS TO DRIVE 2 MOBILE LABORATORY & 2 MOBILE LIBRARY BUSES REF NO: LDOE 24/17**
 Branch: Curriculum Development & Support
- SALARY** : R152 862.00 plus 37% allowance. Salary Level: 5.
CENTRE : Head Office [POLOKWANE]
REQUIREMENTS : An undergraduate qualification (NQF 4/5) as recognised by SAQA. Valid Code C1 driver's license. Valid Public Drivers' license. Driving experience (3 years). Core and Process Competencies: People Management and Empowerment. Change Management; Service Delivery Innovation; Problem Solving and Analysis; Customer Focus; Communication; Public Service Knowledge; Negotiation.
- DUTIES** : Key responsibilities: Operate the mobile laboratory/library bus/vehicle to planned destinations. Facilitate the maintenance of the mobile laboratory/library bus/vehicle. Conduct emergence bus/vehicle maintenance to ensure that it reaches intended destinations safely. To further ensure that the bus/vehicle is always in good condition. Ability to enable/assist learners of different abilities to access the mobile laboratory/library easily.

ENQUIRIES : Ms Montja M.M. Tel no: 015-284 6569, Mr Makama MM at 015-284 6507, Mr Thoka
LW Tel no: 015-284 6528 and Mr Matshaya HS at 015 284 6556

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