

**PROVINCIAL ADMINISTRATION: MPUMALANGA
DEPARTMENT OF EDUCATION**

The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

- APPLICATIONS** : The Head of Department, Department of Education, Private Bag x 11341, Nelspruit, 1200 or applications may also be placed in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex.
- FOR ATTENTION** : Mr. G Mathebula, HR Provisioning.
- CLOSING DATE** : 22 March 2018
- NOTE** : Applications should be submitted on Form Z.83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recent updated comprehensive CV, originally certified copies (not older than three months) of all qualifications and RSA ID-document, as well as valid driver's license where required. Please note that a passport or driver's license will not be accepted in lieu of an Identity document. Failure to attach the requested documents will result in your application not being considered. A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. No fax applications will be considered. Applicants must ensure that they fully complete and sign form Z 83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered. If you are currently in service, please indicate your PERSAL number at the top of form Z83. The filling of posts will be done in terms of the Department's approved Employment Equity Plan. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time. The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment. All short listed candidates will be subject to a vetting process prior to appointment. If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advertisement, applicants must assume that their application was not successful. The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions funded through the DORA Infrastructure Conditional Grant, as set out below:

MANAGEMENT ECHELON

- POST 10/140** : **DIRECTOR: INFRASTRUCTURE PROGRAM DELIVERY MANAGEMENT REF NO: M2/019**
- SALARY** : An all-inclusive remuneration package of R948 174 per annum The package can be structured according to the individual's personal needs.
- CENTRE** : Head Office, Nelspruit
- REQUIREMENTS** : Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. 5 years' experience as a middle manager. Proven outstanding managerial and service delivery competency. In depth understanding of infrastructure program delivery management. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to infrastructure projects and works inspections. Advanced planning, organizing, reporting and project management skills. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Proven ability to work with different stakeholders both in the public & private sectors. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond

normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise.

DUTIES : Manage the delivery of the total of Infrastructure Programme related to Capex, Minor capital and Maintenance projects through interaction with Districts and Schools and monitoring/oversight of Implementing Agent(s). Prepare Construction Procurement Strategies. Prepare Infrastructure Programme Management Plans. Manage construction procurement. Manage Implementing Agents and Contracts. Plan and manage maintenance at Schools. Manage people. Manage budgets.

ENQUIRIES : Ms N Maribe, Tel (013) 766 5274

NOTE : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. 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 competencies using the mandated DPSA SMS competency assessment tools.

OTHER POSTS

POST 10/141 : **CHIEF EDUCATION SPECIALIST: INFRASTRUCTURE PLANNING REF NO: M2/018**

SALARY : An all-inclusive remuneration package of R812 724 per annum The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment.

CENTRE : Head Office, Nelspruit

REQUIREMENTS : An appropriate recognised three- or four- year qualification, which includes professional teacher education in the learning/subject area/phase, plus nine years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. Sound knowledge and experience of educational management, project management, quality assurance and HR development strategies. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Well developed organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

DUTIES : Provide and manage education specific inputs towards the physical resources planning framework. Manage the education specific planning inputs for infrastructure planning and commissioning. Review utilisation of facilities from an education perspective. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Update information for different education information systems and related document management systems. Manage school furniture and equipment plans, procurement and commissioning. Manage people.

ENQUIRIES : Ms N Maribe, Tel (013) 766 527

POST 10/142 : **ENGINEER PRODUCTION GRADE A (ELECTRICAL): PROJECTS IMPLEMENTATION REF NO: M2/013**

This is a re-advertisement of Post Ref. No: K13/190 previously advertised in the City Press of 19 November 2017. Interested applicants should re-apply.

SALARY : R637 875 per annum

CENTRE : Head Office, Nelspruit

REQUIREMENTS : Degree in Engineering (B Eng / Bsc(Eng)). Registration with ECSA as a Professional Engineer. Three years' relevant post-qualification (after completing qualification and ECSA Professional registration) experience. Computer literate.

- Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].
- ENQUIRIES** : Ms N Maribe, Tel (013) 766 5274.
- POST 10/143** : **ENGINEER PRODUCTION GRADE A (MECHANICAL): INFRASTRUCTURE PLANNING REF NO: M2/014**
This is a re-advertisement of Post Ref. No: K13/191 previously advertised in the City Press of 19 November 2017. Interested applicants should re-apply.
- SALARY** : R637 875 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Degree in Engineering (B Eng / Bsc(Eng)). Registration with ECSA as a Professional Engineer. Three years' relevant post-qualification (after completing qualification and ECSA Professional registration) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research
- ENQUIRIES** : Ms N Maribe, Tel (013) 766 5274.
- POST 10/144** : **ARCHITECT PRODUCTION GRADE A: PROJECTS IMPLEMENTATION REF NO: M2/015**
This is a re-advertisement of Post Ref. No: K13/192 previously advertised in the City Press of 19 November 2017. Interested applicants should re-apply.
- SALARY** : R549 639 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Degree in Architecture (B Dgree in Architecture). Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification and SACAP Professional registration) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.
- DUTIES** : Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.
- ENQUIRIES** : Ms GS Sogayise, Tel (013) 766 5645.

POST 10/145 : **ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE REF NO: M2/016**

This is a re-advertisement of Post Ref. No: K13/193 previously advertised in the City Press of 19 November 2017. Interested applicants should re-apply.

SALARY : R549 639 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : Degree in Architecture (B Dgree in Architecture). Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification and SACAP Professional registration) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

DUTIES : Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by the department. Provide guidance to the preparation of maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans.

ENQUIRIES : Ms GS Sogayise, Tel (013) 766 5645.

POST 10/146 : **GIS TECHNICIAN PRODUCTION: SYSTEMS MANAGEMENT REF NO: M2/017**

SALARY : R274 440 per annum
CENTRE : Head Office, Nelspruit
REQUIREMENTS : National Diploma in GISc, Cartography or equivalent qualification. Registered as a Professional GIS Technician with the South African Geomatics Council (SAGC). Three years' relevant post-qualification (after completing qualification and SAGC Professional registration) experience. Valid Drivers' Licence. Computer literate.

DUTIES : Perform technical GIS activities for infrastructure planning through utilisation of education information systems. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing education information systems. Use GIS equipment, software, data and products. Provide training to end users. Participate in regular systems audits and implementation of GIS standards. Undertake research.

ENQUIRIES : Ms GS Sogayise, Tel (013) 766 5645