APPENDIX O

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: 26 September 2019

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.

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 shortlisted 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.

OTHER POST

POST 32/211: ASSISTANT DIRECTOR: FACILITIES MANAGEMENT

REF NO: N4/036

SALARY: R376 596 per annum

CENTRE: Head Office, Nelspruit

REQUIREMENTS: Diploma in Real Estate or related Property Management fields and three years' relevant post-qualification (after completing qualification) experience. Knowledge and understanding of the building environment and property legislation. Knowledge of the Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Infrastructure Development Improvement Programme (IDIP) and Construction Industry Development Broad (CIDB). Sound knowledge of Government financial systems such as BAS, PERSAL and LOGIS. Computer literacy. Sound analysis and problem solving skills. Good, organisational, verbal and written communication skills. Good interpersonal skills. Ability to perform accurately and methodically under pressure. Valid Driver's License.

DUTIES: Exercise financial control over the expenditure of infrastructure projects. Analyse the monthly and quarterly financial reports on the performance of infrastructure projects. Compile, manage and maintain the Infrastructure Reporting Model (IRM). Manage the reconciliation of the IRM and In Year Monitoring (IYM) Reports. Prepare monthly projections and cash flow reports for infrastructure projects. Advice on the corrective steps to be taken on the performance of infrastructure projects. Manage and maintain the submission of monthly reports on the

ENQUIRIES : Ms N Maribe Tel No: (013) 766 5274