



# education

Department:  
Education  
**PROVINCE OF KWAZULU-NATAL**

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Enquiries: Mr AB Zwane

Reference 4/1/2

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**TO: HEADS OF CLUSTERS AND DISTRICT OFFICES  
HEADS OF CIRCUIT AND WARD OFFICES  
HEADS OF DIRECTORATES/ DIVISIONS  
ALL HEADS OF DEPARTMENTS  
ALL MEMBERS OF STAFF IN THE KZN PROVINCIAL ADMINISTRATION**

**HRM VACANCY CIRCULAR NO. 23 OF 2016**

**1. INTRODUCTION**

- 1.1 This circular minute is issued in terms of the provisions in Part VIII, C.2 of the Public Service Regulations and in this regard it is important to note that the Public Service is an equal opportunity, affirmative action Employer.
- 1.2 The content of the circular minute must without delay be brought to the notice of all eligible officers and employees on your establishment including the Districts and Circuit Offices. All potential candidates who may qualify for the post/s in terms of this circular minute must be notified, even if they are absent from their normal places of work.

**2. DIRECTIONS TO CANDIDATES**

- 2.1 Applications must be made on the Application Form Z83, obtainable from any Public Service Department with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet if necessary or a (CV) and copies of qualifications and ID should be forwarded to the relevant address mentioned below. Closing date for this circular is **20 May 2016**, unless otherwise stated.
- 2.2 Applicants must indicate the reference number of the vacancy in their Z83 application forms.

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**KWAZULU-NATAL DEPARTMENT OF EDUCATION**

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 228 Pietermaritz Street • Ex NED Building • Pietermaritzburg • 3201

Tel.: +27 33 846 5413 • Call Centre: +27 0860 596 363 • Fax: +27 33 846 5557 • Email: [nompumelelo.langa@kzndoe.gov.za](mailto:nompumelelo.langa@kzndoe.gov.za)

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- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.
- 2.4 Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted.
- 2.5 Faxed and e-mailed copies of applications will not be considered.
- 2.6 If applicants do not hear from this office within six months after the closing date of this circular, they must consider their applications as unsuccessful.
- 2.7 Applications that do not comply with the above instructions shall be disqualified.
- 2.8 Applications from candidates whose appointment will bolster the employment equity profile of the Department of Education in KwaZulu-Natal will serve as an added advantage and will be considered favourably.

  
NKOSINATHI SP SISHI, PhD  
HEAD OF DEPARTMENT: EDUCATION

DATE: 20 Feb / 2018

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Department:  
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**PROVINCE OF KWAZULU-NATAL**

- POST** : **DIRECTOR: IDMS STRATEGIC AND TECHNICAL ADVISOR (FIVE YEAR CONTRACT)**
- CENTRE** : PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO.** : DOE/16/2016
- SALARY** : All Inclusive Salary Package of R864 177 – R1 017 972 per annum (Level 13). A portion of the package can be structure according to the individual's personal needs.
- REQUIREMENTS** : A Degree in Architecture, Town Planning, Quantity Surveyor, Engineering, Infrastructure Project Management. Registration as a Built Environment Professional with relevant Professional Councils in South Africa. 6 years Senior Management experience with the roll-out of the IDMS in a Government Department. 10 years' experience in a general built environment in a professional capacity. Knowledge of Intergovernmental Fiscal Relations Act of 1997, Intergovernmental Framework Act of 2005, Construction Industry Development Board Act of 2000 and Regulations, Guidelines and best practice notes issued by CIDB, Council for Built Environment Act of 2000, PFMA/ DORA/Treasury Regulations, Provincial/Departmental SCM policies, Promotion of Access to Information Act of 2000, BBBE Act of 2000, Preferential Procurement Act of 2000 and regulations, Government Immovable Asset Management Act of 2007, OHS Act of 1993 and regulations, South African Schools Act, regulations and guidelines pertaining to infrastructure. Good verbal and written communication skills. Good interpersonal skill. A valid driver's licence.
- DUTIES** : Implement the infrastructure delivery management system (IDMS). Assist with the capacitation of personnel employed in the infrastructure unit. Provide technical and strategic inputs and guidance to School Planning and Commissioning. Provide technical and strategic inputs and guidance to the management of infrastructure projects and programmes. Direct school maintenance projects and programmes.

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Department:  
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PROVINCE OF KWAZULU-NATAL

- POST** : **DEPUTY DIRECTOR: INFRASTRUCTURE FINANCIAL MANAGEMENT**
- CENTRE** : PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO** : DOE/17/2016
- SALARY** : R726 276 – R855 516 per annum (Level 12)
- REQUIREMENTS** : A Bachelor's Degree or equivalent in Accounting or Economics or Commerce. Three years' experience in management. Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. Knowledge of PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars, Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines; National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations. Computer Literacy (MS Access, Excel, PowerPoint and Word etc.). A valid drivers licence.

**DUTIES:** Financial data analysis and validations regarding programmes, projects, reporting and monitoring. Financial administration for all infrastructure programmes and projects. Budget administration within Chief Directorate. Compliance to the financial and SCM policies and prescripts in the Chief Directorate. Establish and maintain a document management system for all financial documentation that complies with the requirements of the Auditor-General. People Management.

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- POST** : **DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGEMENT (3 POSTS)**
- CENTRE** : PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO.** : DOE/18/2016
- SALARY** : R726 276 – R855 516 per annum (Level 12)
- REQUIREMENTS** : An appropriate Bachelor's Degree or National Diploma in Built Environment. Relevant Built Environment experience. 6 to 10 years Public Sector Management and/or related management experience in the design and delivery of infrastructure programmes for the education sector. Knowledge of construction industry development Board Act of 2000 and regulations, Council for Built Environment Act of 2000, PFMA/DORA, Treasury Regulations, Practice Notes, Instructions, Circulars. Knowledge of Provincial/Departmental SCM policies, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, BBBEA of 2003, Preferential Procurement Act of 2000 and regulations. Public Service Act of 1994 and regulations of 2001, Government Immovable Asset Management Act of 2000, Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Council. South African Schools Act of 1996 and regulations. Proficiency in MS Access, Excel, PowerPoint and Word etc. Good decision making skills and analytical skills. Good communication skills (written and verbal). A valid drivers licence.
- DUTIES** : Management of appropriate infrastructure strategies, policies, systems, planning, specific plans, functional and technical norms and standards. Management of delivery of the infrastructure programmes and projects. Manage the provision of institutional resources support. Management of the infrastructure budget including infrastructure grants to ensure that the financial legislative framework(s) are adhered to and the spending of budget is providing value for money and directly contributing to the achievement of the core business of the Department. Management of the finances for infrastructure, associated equipment/institutional support/resources support. Provide strategic management to the Chief Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperatives and legal prescripts. Management of the human resources of the Chief Directorate.
- NOTE** : Enquiries for the above posts should be directed to Mr AB Zwane at (033) 846 5127. *All these posts are funded by DORA.*

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**NOTE:** • The KwaZulu-Natal Department of Education is an Affirmative Action employer and reserves the right to give preference to candidates who are from the designated groups in terms of the Employment Equity Act and who meet the requirements in line with its Affirmative Action policy in the filling of these advertised vacancies. 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 employment.

**Directive to Applicants:** Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver's licence. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Under no circumstances will faxed or e-mailed applications be considered. Any applications received after the closing date will not be considered. The onus is on applicants to ensure that their applications are posted or hand delivered timeously.

**Closing date for applications: 20 May 2016 at 16h30**

**NB:** Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation referred to above must be submitted for each post applied for. Incomplete and/or unsigned applications will not be considered.

**Applications should be sent by post for the attention of Mr AB Zwane, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Room 203A Ex-NED Building, No 228 Pietermaritz Street, Pietermaritzburg, 3201**

**Please note:** Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications.

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