



# education

Department:  
Education  
PROVINCE OF KWAZULU-NATAL

Enquiries: Mr A.B. Zwane

Reference 4/1/2

Date: 03.February 2020

To: Deputy Director Generals  
Chief Directors  
Directors  
CES: Circuit Management  
Circuit Managers  
Heads of Sections  
Principals of all Schools

## HRM VACANCY CIRCULAR NUMBER 04 OF 2020

### ADVERTISEMENT OF OFFICE BASED EDUCATOR VACANCIES

#### 1. BACKGROUND

The vacancies advertised in this circular are existing posts within the Department's organogram which became vacant through attrition. All posts advertised in this bulletin will also be advertised in the National and Local Media.

#### 2. GENERAL PRINCIPLES

- 2.1 This procedure manual is developed within the framework of the Personnel Administrative Measures (PAM) and PELRC Collective Agreement No. 1 of 2010. It replaces all other previous practices and procedure manuals. In this regard the following general Principles must be noted:
- 2.2 The obligations of the State as the Employer in terms of Sections 195(1)(i) and 197(4) of the Constitution of the Republic of South Africa and ELRC Collective Agreement No.1 of 2010 which includes the following factors:
- (a) Public Administration must be broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness, and
  - (b) The need to redress the imbalances of the past in order to achieve broad representation  
Provincial governments are responsible for the recruitment, appointment,

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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 • NED Building • Pietermaritzburg • 3201

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promotion, transfer and dismissal of members of the public service in their administrations within a framework of uniform norms and standards applying to the public service.

2.3 The obligations of the employer in terms of section 189 of the Labour Relations Act No. 66 of 1995 as amended and other applicable Labour Legislations.

2.4 The obligation to achieve equality in the workplace in accordance with the provisions of the Employment Equity Act No. 55 of 1998, as amended.

### 3. **VACANCIES.**

3.1 Applications are invited from suitably qualified and experienced persons for appointment to the following posts:

3.2 Deputy Chief Education Specialists

### 4. **GENERAL SERVICE REQUIREMENTS.**

POST DESCRIPTION	POST LEVEL	REQUIRED YEARS OF TEACHING EXPERIENCE
Deputy Chief Education Specialist	5	<b>8 years' experience. Actual educator experience</b> , as well as appropriate experience relevant to the post are taken into account for purposes of appointment at post levels 2 and higher.

### 5. **CLOSING DATE FOR APPLICATIONS.**

The closing date for application is **28 February 2020**

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## 6. PROCEDURES FOR SUBMISSION OF APPLICATIONS

- 6.1 Applications must be submitted on the attached "Application for Employment Form Z83" obtainable from any Public Service Department and should be accompanied by Curriculum Vitae comprising not more than 2000 words together with certified copies of educational qualifications, Identity document and Driver's License documents.
- 6.2 A separate application form (Z83) must be completed for each post applied for.
- 6.3 All details on the "Application for Employment Form" must be appropriately and/or duly completed or else the application will not be considered.
- 6.4 Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.
- 6.5 Names and telephone numbers of three referees must be submitted.
- 6.6 The Preference Order Form (Form 5) must also accompany the application/s.
- 6.7 Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. No faxed applications will be considered.
- 6.8 All applications must be submitted either through postal services or hand delivery to reach the office by not later than 16h00 on the closing date. Applications received after the closing date and applications delivered at the incorrect office will not be considered.

DR EV NZAMA  
HEAD OF DEPARTMENT: EDUCATION

DATE: 04/2/2020

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**POST:** DEPUTY CHIEF EDUCATION SPECIALIST – INFRASTRUCTURE

**REF. NO.:** DOE/10/2020: UMZINYATHI DISTRICT

**REF. NO.:** DOE/11/2020: AMAJUBA DISTRICT

**REF. NO.:** DOE/12/2020: HARRY GWALA DISTRICT

**SALARY:** R510 219 p.a.

**CENTRE:** Pietermaritzburg, Head Office

**REQUIREMENTS:** A Bachelor's Degree in Education or relevant qualification. A minimum of three years' experience post qualification. Knowledge of South African Schools Act of 1996 and Regulations, Spatial planning systems and norms of Government; National Environmental Management Act of 1998; Relevant Provincial Land Administration Legislation . PFMA, Treasury Regulations, Treasury Practice Notes and Circulars; Government Immovable Assets Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations, Public Service Act of 1999 and Regulations; National Archives and Records Service Act of 1996. Construction Industry Development Board Act of 2000 and Regulations. Registration with SACE and proof of registration. Proficiency in MS Access, Excel, PowerPoint and Word etc. Good decision making skills and analytical skills. Good communication skills (written and verbal). A valid driver's licence.

**DUTIES:** Manage the education specific planning inputs as part of the Provincial infrastructure plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan: Make inputs to the alignment of the infrastructure modelling to the departmental service Plan from an educational perspective. Make education specific inputs to the Strategic Plan, Annual Performance Plan and Annual Report for infrastructure. Review utilisation of facilities from an education perspective: Assist to develop prioritisation model (s) from an education perspective. Assist to prepare commissioning plans. Development, integration and customization of functional planning norms and standards: Make inputs to the provincial functional norms and standards from an education perspective. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards from an education perspective. Update information on NEIMS, EFMS and

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document management system for all build environmental documentation: Update EFMS (or other systems if applicable). Update NEIMS. Establish and update the document management system for all built environment documents excluding financial documents. Apply the Norms and Standards to determine needs for school infrastructure and other equipment. Interact with Infrastructure Delivery to align commissioning with constructions plans. Determine needs in each province.

**ENQUIRIES:** Mr. A.B.Zwane: Telephone: 033 8465127

**Please note: Applications should be sent by post for the attention of: Mr. P.B.V. Ngidi The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No 203(A)- 228 Pietermaritz Street, Pietermaritzburg, 3201.**

## Directive to Applicants

**NB:** Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered.

Failure to comply with the above directives will result in the application not being considered.

**Closing date for applications is 28 February 2020**

**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. Applications received after the closing date will not be considered. All applications must be submitted either through postal services or hand delivered to reach the office by not later than 16h00 on the closing date.

***Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.***

**THE PROVINCIAL DEPARTMENT OF EDUCATION: KWAZULU NATAL IS EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.**

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**Preference will be given to persons from designated group including persons with disabilities**

**NOTE:** • The filling of the posts will be done in terms of the Department's approved Employment Equity Plan • The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

*Kindly bring the contents of this circular to all concerned.*

## 7. GRIEVANCES AND DISPUTES

7.1 Grievances must be lodged in writing with the Employee Relations Directorate at Head Office within 7 working days of each process using the attached grievance form. For the attention of Mr. N.C Ngcobo at ..

**Postal Address :** Private Bag X9137  
Pietermaritzburg  
3200

**Physical Address:** 228 Pietermaritz Street  
Pietermaritzburg`  
3200

**Telephone No.:** 033-846 5402

**Fax No :** 0864840680

**Email :** [Charles.ngcobo@kzndoe.gov.za](mailto:Charles.ngcobo@kzndoe.gov.za)

7.2 If the grievances are not resolved, disputes may be lodged with the ELRC for resolution in terms of the ELRC Constitution.

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## Application for Employment

<p><b>WHAT IS THE PURPOSE OF THIS FORM</b></p> <p>To assist a government department in selecting a person for an advertised post.</p> <p>This form may be used to identify candidates to be interviewed. Since all applicants cannot be interviewed, you need to fill in this form completely, accurately and legibly. This will help to process your application fairly.</p> <p><b>WHO SHOULD COMPLETE THIS FORM</b></p> <p>Only persons wishing to apply for an advertised position in a government department.</p> <p><b>ADDITIONAL INFORMATION</b></p> <p>This form requires basic information. Candidates who are selected for interviews will be requested to furnish additional certified information that may be required to make a final selection.</p> <p><b>SPECIAL NOTES</b></p> <p>1 - All information will be treated with the strictest confidentiality and will not be disclosed or used for any other purpose than to assess the suitability of a person, except in so far as it may be required and permitted by law. Your personal details must correspond with the details in your ID or passport.</p> <p>2 - Passport number in the case of non-South Africans.</p> <p>3 - This information is required to enable the department to comply with the Employment Equity Act, 1998.</p> <p>4 - This information will only be taken into account if it directly relates to the requirements of the position.</p> <p>5 - Applicants with substantial qualifications or work experience must attach a CV.</p>	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="5" style="text-align: center;"><b>A. THE ADVERTISED POST</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Position for which you are applying (as advertised)</td> <td colspan="3" style="padding: 5px;">Department where the position was advertised</td> </tr> <tr> <td colspan="2" style="padding: 5px;">Reference number (as stated in the advert)</td> <td colspan="3" style="padding: 5px;">If you are offered the position, when can you start OR how much notice must you serve with your current employer?</td> </tr> <tr> <td colspan="5" style="text-align: center;"><b>B. PERSONAL INFORMATION</b></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Surname</td> <td colspan="3"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">First Names</td> <td colspan="3"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Date of Birth</td> <td colspan="3"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">ID number <sup>2</sup></td> <td colspan="3"></td> </tr> <tr> <td style="padding: 5px;">Race <sup>3</sup></td> <td style="padding: 5px; text-align: center;"><i>African</i></td> <td style="padding: 5px; text-align: center;"><i>White</i></td> <td style="padding: 5px; text-align: center;"><i>Coloured</i></td> <td style="padding: 5px; text-align: center;"><i>Indian</i></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Gender <sup>3</sup></td> <td colspan="2" style="padding: 5px; text-align: center;"><i>FEMALE</i></td> <td style="padding: 5px; text-align: center;"><i>MALE</i></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Do you have a disability? <sup>3</sup></td> <td colspan="2" style="padding: 5px; text-align: center;"><i>YES</i></td> <td style="padding: 5px; text-align: center;"><i>NO</i></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Are you a South African Citizen?</td> <td colspan="2" style="padding: 5px; text-align: center;"><i>YES</i></td> <td style="padding: 5px; text-align: center;"><i>NO</i></td> </tr> <tr> <td colspan="2" style="padding: 5px;">If no, what is your Nationality</td> <td colspan="3"></td> </tr> <tr> <td colspan="2" style="padding: 5px;">And do you have a valid work Permit?</td> <td colspan="2" style="padding: 5px; text-align: center;"><i>YES</i></td> <td style="padding: 5px; text-align: center;"><i>NO</i></td> </tr> <tr> <td colspan="2" style="padding: 5px;">Have you ever been convicted of a criminal offence or been dismissed from employment? <sup>4</sup></td> <td colspan="2" style="padding: 5px; text-align: center;"><i>YES</i></td> <td style="padding: 5px; text-align: center;"><i>NO</i></td> </tr> <tr> <td colspan="2" style="padding: 5px;">If your profession or occupation requires State or official registration, provide date and particulars of registration.</td> <td colspan="3"></td> </tr> <tr> <td colspan="5" style="text-align: center;"><b>C. 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<b>D. LANGUAGE PROFICIENCY - state 'good', 'fair' or 'poor'</b>						
	Languages (specified)					
Speak						
Read						
Write						

<b>E. QUALIFICATIONS</b> (please ignore if you have attached a CV with these details)		
Name of School / Technical College	Highest qualification obtained	Year Obtained
<i>Tertiary education (complete for each qualification you obtained)</i>		
Name of Institution	Name of Qualification	Year Obtained
Current study (institution and qualification)		

<b>F. WORK EXPERIENCE</b> (please ignore if you have attached a CV with these details)							
Employer (including current employer)	Post held	From		To		Reason for Leaving	
		MM	YY	MM	YY		
If you were previously employed in the Public Service, indicate whether any condition exists that prevents your re-employment						YES	NO
If yes, provide the name of the previous employing department							

<b>G. REFERENCES</b> (please ignore if you have attached a CV with these details)		
Name	Relationship to you	Tel. No. (office hours)

<b>DECLARATION</b>	
I declare that all the information provided (including any attachments) is complete and correct to the best of my knowledge. I understand that any false information supplied could lead to my application being disqualified or my discharge if I am appointed.	
Signature:	Date:



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DEPARTMENT OF EDUCATION**

**APPLICANT'S PREFERENCE ORDER FORM**

COMPLETE ONLY ONCE IN RESPECT OF POSTS APPLIED FOR

1. SURNAME		2. NAME	
3. PERSAL /ID NO.		4. NO. OF POSTS APPLIED FOR	

PREFERENCE ORDER	REF NO.	DISTRICT/CIRCUIT/OFFICE	POST DESCRIPTION
1			
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**APPLICANT'S SIGNATURE**