



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: Mr A.B. Zwane

Reference 4/1/2

Date: 12 February 2020

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

HRM VACANCY CIRCULAR NO. 07 OF 2020

1. INTRODUCTION

- 1.1 This circular minute is issued in terms of the Provisions of Regulation 40 of the Public Service Regulations, 2016 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 must be notified, even if they are absent from their normal places of work.

2. DIRECTIVE TO APPLICANTS

- 2.1 Applications must be made on the Application Form Z83, obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Originally certified copies of qualifications, Driver's license and ID must be attached and forwarded to the relevant address. Closing date for this circular is **06 March 2020**, unless otherwise stated.
- 2.2 Please ensure that the full post description and the relevant post reference number on your application.

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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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- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post or on the list provided for enquiries.
- 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 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favorably.

DR E.V. NZAMA
HEAD OF DEPARTMENT: EDUCATION

DATE: 13/2/2020

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NOTE: Appointment to all these posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subject 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 Committee 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 Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

- POST:** CHIEF DIRECTOR: RURAL AND INCLUSIVE EDUCATION
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- SALARY:** R1 251 183 P.A. (SALARY LEVEL 14) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO.:** DOE/28/2020
- REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification at (NQF Level 7) in Special Needs Education or Psychological Services, coupled with registration with the relevant professional body or council. A minimum of five (5) years' experience at a senior managerial level.
- COMPETENCIES:** An in-depth knowledge of legal prescripts and policies relevant to the field of Special Inclusive Education as well as other programs and projects associates with the post. Knowledge of PFMA, Public Service Act, and Employment of Educator's Act and other relevant prescripts and legislations. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy Formulation and Project Management. Computer Literacy (MS Word, EXCEL, Access, PowerPoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's license.
- DUTIES:** Manage the provision of inclusive education, Monitor and evaluate the effectiveness of inclusive education programs. Promote inclusive education by developing programmes to address the social barriers to learning and development. Manage and monitor the provision of transversal outreach services to Care Centres and Special Schools that have Learners with Severe to Profound Intellectual Disability (LSPID). Monitor and report on the implementation of learning programme in designated schools and care Centres. Manage the provision of multigrade academic support, Facilitate the implementation of curriculum package of rural schools. Forge partnerships for the benefit of the multigrade and special needs schools. Facilitate the realignment and rationalization of non-viable schools and establishment of boarding schools in areas where there are many small and non-viable schools. Manage the human, financial resources and assets of the Chief Directorate. Monitor and report on the specialized support (Occupational, Speech and Physio Therapeutic services) given to learners with special educational needs including learners with Severe to Profound Intellectual Disabilities .Supervision of Psychological services rendered and ensure appropriate referrals to the relevant Institutions.

ENQUIRIES: Advocate M.B. Masuku - Telephone No. 033 392 1006

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PLEASE NOTE THAT THE POST OF CHIEF WORK INSPECTOR: AMAJUBA DISTRICT REF NO DOE/26/2020 ADVERTISED IN HRM VACANCY CIRCULAR NO. 6 OF 2020 IS WITHDRAWN .THE POST WAS ERRONOUSLY ADVERTISED AS CHIEF WORK INSPECTOR INSTEAD OF WORKS INSPECTOR

- POST:** WORKS INSPECTOR: INFRASTRUCTURE PLANNING
- CENTRE:** AMAJUBA DISTRICT
- REFERENCE NO.:** DOE/29/2020
- SALARY:** R316 791.00 p.a. (Salary level 8)
- REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One year experience post qualification. Valid Driver's license. Computer literate.
- COMPETENCIES:** Job Creation Targets. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South Africa Schools Act and Regulations. National Environmental Management Act of 1998.
- DUTIES:** Maintenance and Infrastructure Projects. Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance. NEIMS assessments. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Disaster management plans. Assist to monitor compliance of disaster management plans. Provide assistance with preparation of disaster management plans. School Maintenance Plans. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. Assist School to develop maintenance plans and budgets. To implement inspections on infrastructure projects and implement conditions assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.
- ENQUIRIES:** Mr. A.B. Zwane – Telephone No. 033-846 5127

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- POSTS:**
- Personal Assistant to Director: Chief Director: District Operational Management: Ref. No. DoE/30/2020
 - Personal Assistant to Director: Employee Relations: Ref. No. DoE/31/2020
 - Personal Assistant to Director: Asset Management: Ref. No. DoE/32/2020
 - Personal Assistant to Director: Facilities Management: Ref. No. DoE/33/2020
 - Personal Assistant to District Director: Harry Gwala District: Ref. No. DoE/34/2020
 - Personal Assistant to Director: Legal Services: Ref. No. DoE/35/2020
 - Personal Assistant to Chief Director: Curriculum Development: Ref. No. DoE/36/2020
 - Personal assistant to District Director: UMgungundlovu District: Ref. No. DoE/37/2020
 - Personal assistant to Director: Supply Chain Management: Ref. No. DoE/38/2020
 - Personal assistant to District Director: Zululand District: Ref. No. DoE/39/2020
 - Personal assistant to District Director: Umkhanyakude District: Ref. No. DoE/40/2020

CENTRE: PIETERMARITZBURG, HEAD OFFICE AND DISTRICTS

SALARY NOTCH: R257 508, 00 p.a. (Salary level 7)

REQUIREMENTS: A National Diploma or a Bachelor's Degree in public administration, or equivalent qualification with a minimum of 3 – 5 years relevant experience in rendering a support service to the management, Language skills & ability to communicate well with people at different level & from different background.

COMPETENCIES : **Knowledge, Skills, Training & Competences:** Professional office etiquette, Excellent administrative practices, organisational & planning skills, Knowledge of office administration, ability to track documents, storage & retrieval, ability to take initiative & work within minimum supervision, Good Communication (verbal & written) and interpersonal skills.

DUTIES: Provide a secretarial /receptionist support service to the Director or Chief Director, Render administrative support services, provides support to Director or Chief Director regarding meetings, support the Director with the administration of the Directors Budget.

ENQUIRIES: Mr. A.B. Zwane – Telephone No. 033-846 5127

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POST: ADMINISTRATIVE OFFICER
DIRECTORATE : UMGUNGUNDLOVU DISTRICT
SALARY: R257 508, 00 p.a. (SALARY LEVEL 7)
CENTRE: UMGUNGUNDLOVU DISTRICT
REFERENCE NO.: DOE/41/2020

REQUIREMENTS: A National Diploma or a Bachelor's Degree in public administration, or equivalent qualification with a minimum of 3 – 5 years' experience in public administration. Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. Relevant Labour bargaining chamber agreements. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005. Computer literate. A valid driver's licence.

DUTIES: Render communication support services in District: Collate information for news bulletin, news letter from various sub-directorate, Administer information dealing with correspondence /queries to & from Head Office, MECs office & Schools. Co-ordinate the workflow in the office of the District: Maintain records, Maintain records of Districts programmes calendar & update where required, Handle the due date control system, monitor & follow up where due dates are not met. Co-ordinate logistical arrangements for special programmes & high profile events in the District: Arrange venues for the events, prepare invites & send to the role players i.e. Schools, Municipal Reps & community. Develop & maintain database on schools performance in the office of the District Director: maintain all records of the schools performance, update progress & tracking of performance on database.

ENQUIRIES: Mr. S. Mabinza Telephone No. : 033 3416403

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POST: ADMINISTRATIVE OFFICER (2 posts)

DIRECTORATE: RESOURCE PLANNING

SALARY: R257 508, 00 p.a. (SALARY LEVEL 7)

CENTRE: PIETERMARITZBURG, HEAD OFFICE

REFERENCE NO. : DOE/42/2020

REQUIREMENTS: A National Diploma or a Bachelor's Degree in public administration, or equivalent qualification with a minimum of 3 – 5 years' experience in public administration. Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001. Relevant Labour bargaining chamber agreements. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005. Computer literate. A valid driver's license.

DUTIES: Conduct fieldwork on the implementation of fair and transparent procedures to deal with contestations regarding technical accuracy. Conduct fieldwork regarding compensation of schools that have exempted parents from payment of school fees. Capture and review schools reports on the utilisation of school allocation vis-a-vis the budgeted expenditure and guidelines from the department assess the School Governing Bodies capacity to manage Section 21. Functions Capture and calculate compensations for schools that have exempted parents from payment of school fees. Capture and review schools reports on the utilisation of school allocation vis-a-vis the budgeted expenditure and guidelines from the department. Re-assess poverty of communities as a response to schools contestations for technical accuracy. Assess poverty of communities for the quintile ranking of new schools towards the development of the Resource Targeting List. Conduct fieldwork for the monitoring of the schools compliance with the SASA and National Norms and Standards for School Funding.

ENQUIRIES: Mr. A.B. Zwane: Telephone No. : 033 846 5127

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POST: ADMINISTRATIVE OFFICER

DIRECTORATE: LOGISTIC, ASSETS AND DISPOSAL

SALARY: R257 508, 00 p.a. (SALARY LEVEL 7) 2 Posts

CENTRE : PIETERMARITZBURG, HEAD OFFICE

REFERENCE NO. : DOE/43/2020

REQUIREMENTS: A National Diploma or a Bachelor's Degree in public administration, or equivalent qualification with a minimum of 3 – 5 years' experience in public administration. Knowledge in promotion of access to information Act of 2000, promotion of administrative Justice Act of 2000, National Archives and Records Act of 1996. Departmental financial and human resources administrative procedures. Public finance management Act and regulations of 1999, Public service Act of 1994 and regulations of 2001.

Relevant Labour bargaining chamber agreements. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005. Computer literate. A valid driver's license.

DUTIES: Updating of the years acquisition disposal and losses for Assets, Inventory disposal etc. into the Fixed Assets Register, Clear current acquisition queries. Management of movement of Assets. Conducting of asset disposal and losses processes as well as auctioning. Assist with the physical verification of assets. Support District Offices with Asset management related compliance. Provide clerical support to the Directors office.

ENQUIRIES: Mr. A.B. Zwane: Telephone No. 033 846 5127

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. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3201.

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Preference will be given to persons from designated groups including persons with disabilities.

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

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 06 March 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.

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.

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

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MANAGEMENT PLAN

HRM VACANCY CIRCULAR NO. 07 OF 2020

NO	ACTION	RESPONSIBILITY	DATE
1.	Advertising to Media/ Release of Circular	Head Office	17 February 2020
2.	Closing Date for Applications	Applicants	6 March 2020
3.	Approval of Panel Members	Head of Department	6 March 2020
4.	Sorting and Capturing of application's	Head Office/District Office	13 March 2020
5.	Completion of Shortlisting	Selection Committees	20 March 2020
6.	Completion of Interview	Selection Committees	3 April 2020
7.	Submission to appoint recommended candidates	Head Office	9 April 2020
8.	Approval of recommended candidates	Head of Department	17 April 2020
9..	Issuing of Offer Letters	Human Resource Services	24 April 2020
10.	Assumption of duty	Appointees	1 May 2020

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