



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X9137, Pietermaritzburg, 3200
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201
Tel: 033 8465127. Email: Nokukhanya.Hlongwane@kzndoe.gov.za

Human Resource Services
Enquiries: Mrs N.V.Hlongwane
Date 14 September 2021

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

HRM VACANCY CIRCULAR NO 45 OF 2021

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 minute 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, Drivers licence and ID must be attached and forwarded to the relevant address mentioned below. Closing date for this circular is **8 October 2021** unless otherwise stated.
- 2.2 Please ensure that you clearly state the full post description and the relevant Post Reference number on your application.

GROWING KWAZULU-NATAL TOGETHER



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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 favourably (e.g. Disabled, woman and youth)

DR M.J.B. MTHEMBU
ACTING HEAD OF DEPARTMENT: EDUCATION

DATE: 16/09/2021



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POST

CHIEF QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY

CENTRE

Pietermaritzburg, Head Office

SALARY

R898 569 per annum

REFERENCE NO

DOE/17/2021

REQUIREMENTS

A Bachelor's Degree/Diploma in Quantity Surveying. Registration with SACQSP. Valid Driver's License, Computer Literate. At least six years' experience post registration as a professional Quantity Surveyor.

DUTIES

Manage the implementation of all infrastructure projects including planned and unplanned maintenance, Finalise Infrastructure Programme Management Plans, Procurement strategy, Budgets and Projects List. Signing of on all Project Execution Plans, Manage Procurement and Project Commissioning, Manage Project Post Evaluations, Manage seamless delivery of school furniture including all other acquisitions and disposals, Oversight of Implementing Agent, Financial Management, People Management and Research.

ENQUIRIES

Mrs N.V Hlongwane (033 846 5533)



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<u>POST</u>	DEPUTY DIRECTOR: INFRASTRUCTURE DELIVERY FINANCIAL MANAGEMENT (2 POSTS)
<u>CENTRE</u>	Pietermaritzburg, Head Office
<u>SALARY</u>	R 733 257 per annum
<u>REFERENCE NO</u>	DOE/18/2021
<u>REQUIREMENTS</u>	A Bachelor's Degree/Diploma in Accounting or Economics or Commerce or equivalent. Three years' experience in management. Understanding financial management as implementation in Government and within the context of infrastructure/construction budgeting and spending. Valid Driver's Licence. Computer literate.
<u>COMPETENCIES:</u>	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 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations.
<u>DUTIES</u>	Financial data analysis and validations regarding programmes, projects, reporting and monitoring. Financial administration for all infrastructure programmes and projects. Budgeting administration within Chief Directorate. Compliance to the financial and SCM policies and prescripts in the Chief Directorate. Establish and maintain a documents management system for all financial documentation that complies with the requirements of the Auditor-General. People Management.
<u>ENQUIRIES</u>	Mrs N.V Hlongwane (033 846 5533)



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POST

ELECTRICAL ENGINEER: INFRASTRUCTURE PLANNING

CENTRE

Pietermaritzburg, Head office

SALARY

R718 059 per annum

REFERENCE NO

DOE/19/2021

REQUIREMENTS

A Bachelor's Degree/Diploma in Engineering. Registration as a Professional Engineer with ECSA. Three years post qualification experience. Valid Driver's License. Computer Literacy.

DUTIES

The Provision of electrical engineering inputs and guidance which will include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, system, 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 electrical briefing documents and specifications. Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and Infrastructure Programme Management Plan. Investigate electrical engineering installations and oversee commissioning of these. Undertake research.

ENQUIRIES

Mrs N.V Hlongwane (033 846 5533)



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<u>POST</u>	WORKS INSPECTOR
<u>CENTRE AND</u>	UMZINYATHI DISTRICT
<u>SALARY</u>	R 316 791 per annum (SALARY LEVEL 8)
<u>REFEERNCE NO</u>	DOE/20/2021
<u>REQUIREMENTS</u>	A Bachelor's degree/ Diploma in Building or Mechanical or Electrical or N3 with Trade Test or National Diploma in Engineering. One year experience post qualification. Valid Driver's Licence. Computer literate.
<u>COMPETENCIES</u>	Job Creation Targets. National Building Standard Act 1997 and Regulations. Government Immovable Assets 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.
<u>DUTIES</u>	Maintain 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 assessment. Assist to collect relevant data and information for updating NEIMS and Facility Management System. Assist to review technical conditions 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 quantities. Develop proposal on associated costs. Implement inspections on all building projects. Implement condition assessments.
<u>ENQUIRIES</u>	Mrs N.V Hlongwane (033 846 5533)



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PLEASE NOTE THAT THESE POST ARE BEING RE-ADVERTISED INTERESTED APPLICANTS ARE ENCOURAGED TO APPLY

POST: ASSISTANT DIRECTOR: NSNP DISTRICT CO-ORDINATOR (1 YEAR RENEWABLE CONTRACT)
CENTRE: PINETOWN DISTRICT
SALARY: R376 596.00 P.A. (SALARY LEVEL 9)
REFERENCE NO.: DOE/21/2021
REQUIREMENTS: A Bachelor's Degree/Diploma coupled with three (3) or more years' administrative experience in the public sector environment. Valid Drivers' License and Computer Literacy. Knowledge of the National School Nutrition Programme or related field.

COMPETENCIES: Knowledge of a variety of work ranges and procedures such as Finance, Human Resource Management, Technical Standards or Procedures, Needs and Priorities of Stakeholders and Managerial functions. Excellent computer skills, Good written and communication skills, Good typing skills, Analytical thinking, Computer Literacy, Financial Management, Change/Diversity Management, ensuring that Performance Standards remain adequate and that responsibilities are adhered to, Verbal and Written Communication Skills. Innovative, Honesty & Integrity, Creativity and Commitment, High level of concentration, confidentiality and commitment Ability to work irregular hours when necessary and ability to work efficiently with minimum supervision

DUTIES: Manage the school nutrition programme in the district, manage the financial and Procurement aspects of the National School, Nutrition Programme in the district, handle The operation aspects of the National School Nutrition programme in the district, ensure the successful feeding of learners in provinces in compliance with NSNP Grant Framework, Monitor and report on programme implementation, Conceptualise, develop and write project proposals towards programme innovation and improvement within the District, Develop nutrition metrics to implement data-driven improvements within the District, Coordinate and support the National School Deworming Programme, Water, Sanitation and Hygiene (WASH) Programme as well as relevant research on child Nutrition within the district, contribute in the development of NSNP business plans, Facilitate capacity building workshops for the district, Compile monthly and quarterly Progress reports, make inputs in the reviewing and analyses of menu options in accordance with South African Based Dietary Guidelines making recommendations to the province. Collaborate and coordinate activities with other role players on nutrition issues and actively engage in nutrition education activities for the district, Liaise with Nutrition Education sub-directorate in developing resource material in line with the curriculum assessment and policy statement (CAPS), Perform delegated tasks and willingness to travel extensively and manage the performance of employees reporting under his/her section.

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POST: ADMINISTRATIVE OFFICER: OFFICE OF THE DIRECTOR NSNP (1 POST)
(1 YEAR RENEWABLE CONTRACT)

CENTRE: HEAD OFFICE, PIETERMARITZBURG

SALARY: R257 508.00 P.A. (SALARY LEVEL 7)

REFERENCE NO.: DOE/22/2021

REQUIREMENTS: National Diploma in Public Administration/Financial Management or Equivalent qualification and relevant administrative experience in the public sector environment. Knowledge of the National School Nutrition Programme or related field.

COMPETENCIES: Knowledge of a variety of work ranges and procedures such as Standards or Procedures and the needs and priorities of stakeholders. Skills : Analytical thinking, Computer Literacy, Financial Management, Change/Diversity Management, Ensuring that Performance Standards remain adequate and that responsibilities are adhered to, Verbal and Written Communication Skills. Attributes: Innovative, Honesty & Integrity, Creativity and Commitment

DUTIES: Liaise with other institutions and individuals and execute commitments with regard to program. Exercise control over all functions and personnel under his/her supervision in order to determine if organizational goals are achieved and taking corrective actions, if deemed necessary. The effective functioning and utilization of personnel by means of effective resource utilization and the application of fair labour practices in order to achieve organizational goals. Supervise the compilation of nomination process to ensure that the required standards have been met. Supervise the receiving, numbering and sorting of defaulting service providers of the National School Nutrition Programme (NSNP) and monitor liaison with Supply Chain Management (SCM) for the initiation of procurement processes. Supervise the compilation of market assessment reports to Supply Chain Management in respect of tenders or quotations for the programme. Supervise the payment queries forwarded to the Office of the Director. Supervise the compilation of BAS analysis report for delayed payments. Check on the advice provided to service providers on compliance requirements regarding delayed payments. Supervise the preparation of all relevant and compliance documents to be submitted to SCM for the preparation of any required specification and exercise control over all functions and personnel reporting to you.

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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.

Closing date for applications is 8 October 2021

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 Pieter Maritz 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.

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 Ngcobo at:

Postal Address: Private Bag X9137
Pietermaritzburg
3200

Physical Address: 228 Pieter Maritz Street
Pietermaritzburg
3200

Telephone No.: 033-846 5402

Fax No.: 0864840680

Email: Nkosinathi.Ngcobo@kzndoe.gov.za