



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: Terencekzndoe1@gmail.com

Human Resource Services
Enquiries: Mr K Naidoo
Date 06.06.2022

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

HRM VACANCY CIRCULAR NO 22 OF 2022

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 Kindly note that the following are the posts advertised under this circular:
- Quantity Surveyor Infrastructure Delivery Financial Management
 - Assistant Director: Infrastructure Delivery Financial Management
 - Administrative Officer Infrastructure Delivery Financial Management
 - Administration Officer: Office of the Director NSNP (1 post) (1 year renewable contract)

2. DIRECTIVE TO APPLICANTS

- 2.1 Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Closing date for this circular is **01 July 2022** unless otherwise stated.
- 2.2 Please ensure that you clearly state the full post description and the relevant Post Reference number on your application.



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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 Shortlisted candidates will be required to submit a certified copy of their **ID document**, a **valid driver's licence** (if specified as a job requirements), as well as the highest **relevant educational qualifications**, on or before the day of the interview. Applicants who possess (a) foreign **qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualification Authority (**SAQA**).
- 2.6 Faxed and e-mailed copies of applications will not be considered.
- 2.7 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.
- 2.8 Applications that do not comply with the above instructions shall be disqualified.
- 2.9 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g. Disabled, woman and youth)

MR G.N. NGCOBO
HEAD OF DEPARTMENT: EDUCATION

DATE: 10/06/2022



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POST: QUANTITY SURVEYOR: INFRASTRUCTURE PLANNING AND DELIVERY

BRANCH: INSTITUTIONAL DEVELOPMENT SUPPORT

DIRECTORATE: INFRASTRUCTURE PLANNING AND DELIVERY

CENTRE: PITERMARITZBURG, HEAD OFFICE

REFERENCE NO. DOE/10/2022

NOTCH: R628 014 p.a.

REQUIREMENTS: A Bachelor's Degree/ Diploma in Quantity Surveying, Registered as a Professional Quantity Surveyor with SACQSP. Three years' experience post qualification. Valid Drivers' Licence and Computer literate.

COMPETENCIES: Knowledge and understanding of Education Legislation and Policies Construction Industry Development Board Act of 2000 and Regulations.
PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/
Construction Procurement System. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Architectural Profession Act of 2000.Engineering Profession Act of 2000.Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act and Regulations of 1993. Project and Construction Management Professions Act of 2000.South African Schools Act of 1996, Regulations and Guidelines. National Environmental Management Act of 1998.Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.

DUTIES: Prepare the Procurement Strategy, Infrastructure Programme Management Plan and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent – referred to as Project Execution Plan v1.Monitor the implementation of Programmes and Projects by the Implementing Agents and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an Implementing Agent. Assess departmental projects that qualify for departmental funding assessed.
Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department.

ENQUIRIES: Mr K. Naidoo (Telephone No. 033 8465533)



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POST: ASSISTANT DIRECTOR: INFRASTRUCTURE DELIVERY FINANCIAL MANAGEMENT

BRANCH: INSTITUTIONAL DEVELOPMENT SUPPORT

DIRECTORATE: INFRASTRUCTURE DELIVERY

CENTRE: HEAD OFFICE, PIETERMARITZBURG

REFERENCE NO.: DOE/11/2022

NOTCH: R 382 249 p.a. (SALARY LEVEL 9)

REQUIREMENTS: A Bachelor's Degree/ Diploma in Accounting or Economics or Equivalent, couple with 3-5 years supervisory experience. Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending.. Valid Drivers' Licence and Computer literate.

COMPETENCIES: 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 2000Promotion 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. Development

DUTIES: Extract relevant infrastructure project data from BAS and other relevant systems. Analyse financial data of infrastructure projects. Validate credibility of financial data with all Programme / Project Managers. Assist with the preparation of the financial and performance reports as required by National Departments and Provincial Treasury. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Deputy Director Finance .Make recommendations on roll-overs of infrastructure projects to the Deputy Director. Update and manage financial commitments in line with approved budgets and cash flow projections the B5 Project List. Update B5 Project List and Budget including budget adjustments and control that any changes are authorised by the Chief Director. Provide written reports to the Budget Section in terms of budget adjustments in formats as prescribed by the budget section. Validate that the Service Providers database is updated correctly by the Finance section.

ENQUIRIES: Mr K. Naidoo (Telephone No. 033 8465533)



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POST: ADMINISTRATIVE OFFICER INFRASTRUCTURE (2 POSTS)

BRANCH: INSTITUTIONAL DEVELOPMENT SUPPORT

DIRECTORATE: INFRASTRUCTURE DELIVERY

CENTRE: HEAD OFFICE, PIETERMARITZBURG

NOTCH: R261 372.00 p.a. (SALARY LEVEL 7)

REFERENCE NO.: DOE/12/2022

REQUIREMENTS: A Bachelor's Degree or National Diploma in Public Administration, or equivalent qualification with a minimum of 3 – 5 years' experience in Public Administration. Departmental Financial and Human Resources Administrative procedures. Computer literate. A valid driver's license.

COMPETENCIES: 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.

DUTIES: Administrative programme and project support with the planning of projects. Preparation of agendas and minutes for meetings. Extract and provide data and information from different systems for use by planning professionals in the directorate. Administrative system and procedures. Develop and maintain administrative systems and procedures for the directorate physical resources planning. Provide guidance on the flow of information and documents to and from the directorate physical resources planning. General administrative support. Prepare all the documents, briefings and presentations regarding administrative matters for the directorate. Verify and follow-up on matters/correspondence received from internal and external stakeholders. Financial resources administration. Provide updated knowledge to staff in the directorate regarding internal financial administrative policies and procedures. Prepare and submit financial claims of the directorate. Human resources administration. Provide updated knowledge and guidance to all staff in the directorate regarding human resources administrative policies and procedures. Prepare and submit all human resources and financial claims of staff in the directorate. Ability to prepare reports, Submissions and presentations. Ability to work with people. Ability to meet deadlines and Work systematically. Ability to source and interpret information and data. Ability to Undertake a risk analysis and undertake a risk mitigation strategy.

ENQUIRES: Mr. K Naidoo: (Telephone No.: 033 846 5533)



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PLEASE NOTE THIS POST IS BEING RE-ADVERTISED AS SUCH CANDIDATES THAT APPLIED BEFORE ARE ENCOURAGE TO RE-APPLY.

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

DIRECTORATE: NATIONAL SCHOOL NUTRITION PROGRAMME.

CENTRE: HEAD OFFICE, PIETERMARITZBURG

NOTCH: R261 372.00 P.A. (SALARY LEVEL 7)

REFERENCE NO.: DOE/13/2022

REQUIREMENTS: Bachelor's Degree or National Diploma in Public Administration/Financial Management or equivalent qualification with a minimum of 3 – 5 years' experience in Public Administration. Knowledge of the National School Nutrition Programme or related field. Computer literate. A valid driver's license.

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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ENQUIRIES: Mr K. Nadioo (Telephone No. 033 8465533)



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

Closing date for applications is 01 July 2022

APPLICATIONS FOR HEAD OFFICE: 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.

3. GRIEVANCES AND DISPUTES

- 3.1** 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

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