



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 20 February 2023

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

HRM VACANCY CIRCULAR NO 02 OF 2023

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:
 - Director: Quality Assurance.
 - Administration Officer: MST & ICT.
 - Quantity Surveyor: Infrastructure Planning And Delivery.
 - Administration Clerk: Human Recourse Capacity Development. (PYEI 1 Year 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 copy of the ID, a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. The closing date for this circular is **03 April 2023** unless otherwise stated.
- 2.2 Please ensure that you clearly state the full post description and the relevant Post Reference number on your application.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

- 2.4 Applications should be forwarded in time to the address provided 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 identify themselves through their **ID documents** or **Valid driver's licences** (if specified as a job requirements), as well as the highest **relevant educational qualification**, 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 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: 6/3/23



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

NOTE: The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government.

The SMS-pre-entry-certificate obtained from the National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subjected 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 used to test the generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

PLEASE NOTE THAT THE FOLLOWING POSTS ARE BEING RE-ADVERTISED INTERESTED APPLICANTS ARE ENCOURAGED TO RE-APPLY.

- POST:** DIRECTOR: QUALITY ASSURANCE
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOTCH:** R1 105 383 P.A. (Salary Level 13) (All-Inclusive Package to be structured In line with rules for SMS).
- REFERENCE NO.:** DOE/01/2023
- REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver's license.
- COMPETENCIES:** Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills. Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal and Interpersonal skills).
- DUTIES:** Design plans for promoting quality assurance at all levels of the education systems in KwaZulu Natal. Control and supervise the work of professional and no-professional staff in the quality assurance directorate. Advise the system on all matters pertaining to quality assurance of curriculum delivery related aspects mandate of the department of education in Kwa Zulu Natal.
- ENQUIRIES:** Mr K. Naidoo (Telephone No. 033 846 5533).



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

POST: QUANTITY SURVEYOR: INFRASTRUCTURE PLANNING AND DELIVERY

BRANCH: INSTITUTIONAL DEVELOPMENT SUPPORT

DIRECTORATE: INFRASTRUCTURE PLANNING AND DELIVERY

CENTRE: HEAD OFFICE, PITERMARITZBURG

REFERENCE NO. DOE/02/2023

NOTCH: R646 854 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. 033 846 5533)



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

- POST:** ADMINISTRATIVE OFFICER MST & ICT (2 POSTS) (1 YEAR CONTRACT)
- BRANCH:** CURRICULUM DEVELOPMENT
- DIRECTORATE:** MST & ICT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOTCH:** R269 214.00 p.a. (SALARY LEVEL 7)
- REFERENCE NO.:** DOE/03/2023
- REQUIREMENTS:** Bachelor's Degree or National Diploma with Specialization in Mathematics and ICT/IT /Information Systems/ Computer Education Sciences with a minimum of 3 – 5 years' work experience in Public Administration. 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:** General administrative support to MST Conditional Grant administration and utilize Office suite online/on-premise to prepare MST CG reports as required by the directorate. Work with districts officials during smart schools project deployment, undertake sign-offs activities and consumables distribution. Have an ability to use online strategies to collect and analyse responses gathered through online platforms. Organise and facilitate ICT skills capacity building for educators. Prepare reports based on Districts MST&ICT activities and MST monitoring activities. Conduct MST monitoring and support visits to promote resource utilization by schools. Liaise with licensing service providers during the implementation of Microsoft Schools Agreement in schools. Generate MST & ICT directorate planning documents in consultation with the MST & ICT Directorate and other stakeholders. Provide updated reports with regards to the implementation of MST Conditional Grant funded teacher and learner support projects. Ability to make use of spreadsheet applications and other analytics to interpret data/information gathered for the benefit of MST/GET/FET targeted interventions. Work with Curriculum Management (GET and FET) with reference to the capacitation of science and technology teachers on the utilization of science and technology kits. Liaise with internal and external stakeholders with reference to the design and execution of the innovative MST & ICT projects to enhance teaching and learning in MST focus schools.
- ENQUIRIES:** Mr. K Naidoo: (Telephone No.: 033 846 5533)



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

PLEASE NOTE THAT THIS POST IS BEING ADVERTISED FOR THE FIRST TIME.

- POST:** ADMINISTRATION CLERK: HUMAN RESOURCE CAPACITY DEVELOPMENT (PYEI 1YEAR CONTACT).
- BRANCH:** CORPORATE SERVICES.
- DIRECTORATE:** HUMAN RESOURCE CAPACITY DEVELOPMENT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOCTH:** R181 599 p.a. (SALARY LEVEL 5)
- REFEERENCE:** DOE/04/2023.
- REQUIREMENTS:** Grade 12/Senior Certificate/ Office Administration/ Relevant qualification with relevant experience in Administration. 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. South African Schools Act of 1996 and Regulations, Intergovernmental fiscal relations Act of 1997, Intergovernmental framework Act of 2005.
- DUTIES:** Record, Organise, store capture and retrieve correspondence and data (line function), Update register and statistics, Handle routine enquires, Lease internal and external stakeholders in relation to procurement of goods and services, ,Obtain quotation, complete stationary, maintain a leave register for the component, Keep and maintain personnel records in the component, Keep and maintain the attendance register of the component, Capture and update expenditure in the component, Check correct of subsistence and travel claims of the official and submit to the Chief Director approval, Handle telephonic accounts and accounts and petty cash for the component.
- ENQUIRIES:** Mr. K Naidoo: (Telephone No.: 033 846 5533)



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

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

Closing date for applications is 31 March 2023

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.