



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

Private Bag X9137, Pietermaritzburg, 3200
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201
Tel: 033 846 5533. Email: Terence.naidoo@kzndoe.gov.za

Human Resource Services
Enquiries: Mr K Naidoo
Date 24 July 2024

**TO: Deputy Director Generals
Chief Directors
Directors
CES: Circuit Management
Circuit Managers
Head of Section
Principal of all Schools**

HRM VACANCY CIRCULAR NO 22 OF 2024

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 is the post advertised under this circular:
 - **Chief Director: Infrastructure Planning and Management.**

2. DIRECTIVE TO APPLICANTS.

- 2.1 Application 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 **30 August 2024** 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 the post enquiries.



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- 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 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: 21/8/24



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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 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 testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

POST: CHIEF DIRECTOR: INFRASTRUCTURE PLANNING AND DELIVERY.
BRANCH: INSTITUTIONAL DEVELOPMENT SUPPORT.
CENTRE: PIETERMARITZBURG, HEAD OFFICE.
REFERENCE NO.: DOE/07/2024.
NOTCH: R1 436 022 P.A. (SALARY LEVEL 14) (All-inclusive package to be structured in line with rules for SMS).

REQUIREMENTS: An appropriate Bachelor's degree/ higher in Built Environment (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level.

COMPETENCIES: Knowledge of PFMA/Division of Revenue Act/Treasury Regulations/Practice Notes/Instructions/Circulars, Departmental Supply Chain Management Policies, Procedures 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. Experience and in-depth knowledge of Infrastructure Delivery Management System. Experience and knowledge of capital commitments scheduling, dealing with infrastructure financial compliance and auditing. Experience in major programme and project management. Understanding and knowledge of Framework for Infrastructure Delivery and Procurement Management. Experience and knowledge of development and implementation of operations and maintenance strategies. Specific knowledge of water and sanitation strategies and technologies. Understanding of the District Development Model. Knowledge in the development of Infrastructure Programme Management Plan and management of Implementing Agents.



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DUTIES:

To manage the delivery and planning of the total Infrastructure Programme related to Capex, Emergency infrastructure programmes, planned and unplanned maintenance projects through interaction with Districts and Schools and other relevant stakeholders. Financial data analysis and validations regarding programmes, projects, reporting and monitoring. Financial management for all infrastructure programmes and projects. Compliance to the financial and SCM policies and prescripts in the Chief Directorate. Prepare Infrastructure Programme Management Plan, User assets management plan, Provincial maintenance plan and Construction Procurement Strategies. Manage construction procurement, Implementing Agents, Consultants, contractors, and contracts. Manage overall infrastructure budgets and ensure compliance. Manage the resources of the Chief Directorate.

ENQUIRIES:

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

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

Closing date for applications is 30 August 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 post 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.



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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