



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

## **HRM VACANCY CIRCULAR NO 01 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 are the posts advertised under this circular:

- **Chief Architect: Infrastructure.**
- **Deputy Director: Infrastructure Programme Management.**
- **Quantity Surveyor Infrastructure Delivery Financial Management.**
- **Chief Works Inspector: District and Infrastructure Delivery.**
- **Works Inspector: Infrastructure Planning. (X 2 Posts.)**

### **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 **14 June 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.



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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 **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 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)

MR G.N NGCOBO  
HEAD OF DEPARTMENT: EDUCATION

DATE: 21/5/24



## **KWAZULU-NATAL PROVINCE**

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**POST:** CHIEF ARCHITECT: INFRASTRUCTURE PROGRAMME MANAGEMENT  
**DIRECTORATE:** INFRASTRUCTURE PLANNING AND DELIVERY  
**CENTRE:** HEAD OFFICE, PITERMARITZBURG  
**REFERENCE NO.** DOE 01/2024  
**NOTCH:** R 1 042.170.00

**REQUIREMENTS:** Bachelor Degree in Architecture or relevant equivalent qualification. Registration as a Professional Architect with the South African Council for Architectural Profession. Valid drivers licence. Minimum of Six years' experience post qualification. Computer literacy.

**COMPETENCIES:** Knowledge of 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 construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Individual Project Briefs. Participate in the procurement of Professional Service Providers and Contractors. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan. Monitor the implementation Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s].Manage people and budgets.

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



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

**POST:** DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGEMENT  
**DIRECTORATE:** INFRASTRUCTURE PLANNING AND DELIVERY  
**CENTRE:** HEAD OFFICE, PITERMARITZBURG  
**REFERENCE NO.** DOE/02/2024  
**NOTCH:** R 1 003 890 P.A. (SALARY LEVEL 12) (All-inclusive package to be structured in line with the rules for MMS).

**REQUIREMENTS:** An appropriate Bachelor's Degree in the Built Environment or equivalent qualification coupled with six years' post qualification experience. Valid Driver's License. Computer Literacy. Experience in the management of built environment programmes and interactions with a wide range of role-players and stakeholders across all spheres of Government /Private Sector will be an added advantage, as will experience in monitoring and controlling the delivery of education infrastructure programme on time, within budget and within defined quality standards.

**COMPETENCIES:** Knowledge of the Construction Industry Development Board Act of 2000 and Regulations, PFMA/Division of Revenue Act/Treasury Regulations /Practice Notes/instructions /Circulars/ Construction Procurement System, Departmental and Provincial Supply Chain Management Policies, Procedures and Delegations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, Job Creation Targets, Broad Based Black Empowerment Act of 2003, Preferential Procurement Act of 2000 and Regulations, Architectural Profession Act of 2000, Engineering Profession Act 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 of 1993 and Regulations, Project and Construction Management Professions Act of 2000, South African Schools Act of 1996 and Regulations, National Environmental Management Act of 1998, Ability to apply the Provincial IDMS and the IDM Toolkit.

**DUTIES:** Management of appropriate infrastructure strategies, policies, systems, planning, specific plans, functional and technical norms and standards. Management of delivery of the infrastructure programmes and projects. Ability to understand the Education service delivery Platform, indicators and services plan and how that links with infrastructure. Ability to understand how to prepare construction procurement strategy to provide value for money and achieve the objectives of the Department. Manage the provision of institutional resources support. Management of the infrastructure budget including infrastructure grants to ensure that the financial legislative framework(s) are adhered to and the spending of budget is providing value for money and directly contributing to the achievement of the core business of the Department. Management of the finances for infrastructure, associated equipment /institutional support /resource support. Provide strategic management to the Chief Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperatives and legal prescripts. Management of the human resource of the chief Directorate. Ability to

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



## KWAZULU-NATAL PROVINCE

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REPUBLIC OF SOUTH AFRICA

**POST:** QUANTITY SURVEYOR: INFRASTRUCTURE PLANNING AND DELIVERY  
**BRANCH:** INSTITUTIONAL DEVELOPMENT SUPPORT  
**DIRECTORATE:** INFRASTRUCTURE PLANNING AND DELIVERY  
**CENTRE:** Pietermaritzburg, Head Office  
**REFERENCE NO.** DOE/03/2024  
**NOTCH:** R 721 176.00 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)



## **KWAZULU-NATAL PROVINCE**

**EDUCATION**  
REPUBLIC OF SOUTH AFRICA

**POST:** CHIEF WORKS INSPECTOR  
**DIRECTORATE:** DISTRICT PLANNING AND INFRASTRUCTURE DELIVERY  
**CENTRE:** UMLAZI DISTRICT  
**REFERENCE NO.** DOE/04/2024  
**NOTCH:** R 444 036.00. (SALARY LEVEL 09)

**REQUIREMENTS:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three (3) to Five (5) years' experience post qualification. Valid Driver's license and Computer literate.

**COMPETENCIES:** Knowledge of the National Building Standard Act of 1997 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act and Regulations. National Environmental Management Act of 1998. Public Service Act of 1994 and Regulations. Public Finance Management Act of 1999 and Treasury Regulations.

**DUTIES:** Prepare specifications for work and develop bill of quantities. Developed proposals on associated costs. Implement inspections on projects maintenance and infrastructure projects. Compile estimates. Prepare progress reports analyse and compile relevant project documentation. Manage activities of contracts facilitate and resolve problems. Monitor compliance with building regulations. Make recommendations on payments for work completed and implement follow up inspections. Provide relevant data and information for updating NEIMS and facility Management Systems. Direct and implement technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention. Implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at schools. Implement disaster management plans and assist to provide training to schools on the preparation of disaster management plans. Make inputs to the development of the integrated District Disaster Management Plan. Make inputs to schools maintenance plan budgets on completion of projects through application of life cycle costs. Assist to validate quality of school maintenance plans. Maintain discipline and manage performance and development of employees. Undertake human resource and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and implement processes to promote control of work. Implement quality control of work delivered by employees.

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



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- POST:** WORKS INSPECTOR: INFRASTRUCTURE PLANNING (2 POSTS)
- REFERENCE NO.:** DOE/05/2024 UMZINYATHI DISTRICT  
DOE/06/2024 UMGUNGUNDLOVU DISTRICT
- NOTCH:** R376 413 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. K. Naidoo – Telephone No. 033-846 5533.



## KWAZULU-NATAL PROVINCE

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

**Closing date for applications is 14 June 2024**

**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