



# education

DEPARTMENT: EDUCATION  
MPUMALANGA PROVINCE

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**The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions set out below.**

## **DIRECTOR: INFRASTRUCTURE PROGRAM DELIVERY MANAGEMENT**

**Salary: An all-inclusive remuneration package of R 898 743 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel 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 assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.**

**Requirements:**

Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. 5 years' experience as a middle manager. Proven outstanding managerial and service delivery competency. In depth understanding of infrastructure program delivery management. In-depth knowledge of policies, systems, processes, procedures and best practices pertaining to infrastructure projects and works inspections. Advanced planning, organizing, reporting and project management skills. Strong interpersonal-, networking-, written- and verbal communication skills at all levels. Proven ability to work with different stakeholders both in the public & private sectors. Excellent analytical and strategic thinking capabilities. Sound financial management skills. Proven supervisory and people management skills. Proficiency and computer skills in the Microsoft Office applications. Willingness to travel and work beyond normal working hours. Ability to work under pressure and produce excellent results. The ability to provide strategic leadership and to deliver excellent results under pressure will be a strong recommendation. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise.

**Duties:**

Manage the delivery of the total of Infrastructure Programme related to Capex, Minor capital and Maintenance projects through interaction with Districts and Schools and monitoring/oversight of Implementing Agent(s). Prepare Construction Procurement Strategies. Prepare Infrastructure Programme Management Plans. Manage construction procurement. Manage Implementing Agents and Contracts. Plan and manage maintenance at Schools. Manage people. Manage budgets.

**Post Ref No K8/054 - Head Office, Nelspruit**

**Enquiries:** Ms M Kopeledi, Tel (013) 766 5274

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## **DIRECTOR: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT**

**Salary: An all-inclusive remuneration package of R 898 743 p.a. The package can be structured according to the individual's personal needs. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel 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 assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.**

**Requirements:** Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. Five (5) years' experience as a middle manager. Computer literate. Good verbal and written communication skills. The ability to provide strategic leadership and produce excellent results under pressure will be a strong recommendation. The successful candidate must be a dynamic leader and team builder. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise.

**Duties:** Develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management. Manage people. Manage finances including the preparation of financial and performance reports for infrastructure delivery. Contribute to the strategic direction of the Department. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level.

**Post Ref No K8/055 - Head Office, Nelspruit. This is a re-advertisement of Post Ref. No: K7/051 previously advertised in the City Press of 7 Augustus 2016. Interested applicants should re-apply.**

**Enquiries:** Ms M Kopeledi, Tel (013) 766 5274

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## **DEPUTY DIRECTOR: FINANCIAL SERVICES**

**Salary: An all-inclusive remuneration package of R 612 822 p.a. The package can be structured according to the individual's personal needs. Appointment will be subject to competency assessment. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview and technical exercise the selection panel 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 assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.**

**Requirements:** Appropriate degree in Commerce or Accounting or Economics and five (5) years' relevant post-qualification (after completing qualification) experience. Computer literate. Understanding financial management as implemented in the Government and within the context of infrastructure budgeting and spending. Valid drivers license. Computer literacy.

**Duties:** Give direction to and coordinate all Financial Management functions for the Chief Directorate including all financial issues and supply chain management issues pertaining to infrastructure projects/programmes. Extract, analyse and validate financial information for infrastructure projects/programmes. Provide financial administration services for all infrastructure Programmes and Projects. Prepare financial reports. Provide budget administration services. Update and maintain a document management system for all financial documentation

**Post Ref No K8/056 - Head Office, Nelspruit. This is a re-advertisement of Post Ref. No: K6/050 previously advertised in the City Press of 17 April 2016. Interested applicants should re-apply.**

**Enquiries:** Ms M Kopeledi, Tel (013) 766 5274

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## **CONTROL WORKS INSPECTOR: WORKS INSPECTIONS**

**Salary: R 389 145 p.a..**

**Requirements:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Six Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid Drivers license.

**Duties:** Manage the credibility of technical data and information for infrastructure planning and assist with implementation infrastructure projects. Manage District inputs for infrastructure planning. Manage

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implementation of all building projects in the Districts. Manage condition assessments. Manage school maintenance and disaster management plans. Manage people and finances.

**Post Ref No K8/057 - Head Office, Nelspruit**

**Enquiries:** Ms M Kopeledi, Tel (013) 766 5274

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## **DEPUTY CHIEF EDUCATION SPECIALIST: PHYSICAL RESOURCE PLANNING**

**Salary: R 422 409 p.a.**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. Good organisational-, planning and project management skills. Excellent interpersonal, verbal and written communication skills. Time management and financial management skills. Experience in the field of education resource planning, financial planning and resource management will be a recommendation. A valid driver's license and computer literacy is a prerequisite. Registration with SACE

**Duties:** Ensure integrated education resource planning and resource management within the MTEF. Develop and implement plans for the strategic provisioning of physical resources and the registration of institutions. Implement strategic financial planning.

**Post Ref No K8/058 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1795

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## **DEPUTY CHIEF EDUCATION SPECIALIST: SYSTEMS MANAGEMENT**

**Salary: R 422 409 p.a.**

**Requirements:** An appropriate recognised REQV 15 or an equivalent qualification in the learning/subject area/phase, plus ten years relevant experience. Good organisational-, planning and management skills. Credible management experience. Excellent interpersonal, verbal and written communication skills. Time management and financial management skills. Valid driver's license. Registration with SACE

**Duties:** Assist to manage the education specific planning inputs for infrastructure planning and commissioning. Assist to review utilisation of facilities from an education perspective. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Update information for different education information systems and related document management systems. Assist to manage school furniture and equipment plans, procurement and commissioning

**Post Ref No K8/059 - Head Office, Nelspruit**

**Enquiries:** Ms M Kopeledi, Tel (013) 766 5274

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## **CHIEF WORKS INSPECTOR: WORKS INSPECTIONS**

**Salary: R 262 272 p.a.**

**Requirements:** National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Three to Five Years' relevant post-qualification (after completing qualification) experience. Computer literate. Valid driver's license.

**Duties:** Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Facilitate and resolve technical problems. Implement condition assessments. Manage people and finances.

**Post Ref No K8/061 - Nkangala District Office, KwaMhlanga**

**Enquiries:** Ms G Mlotshwa, Tel (013) 947 1795

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### **APPLICATIONS:**

Applications should be submitted on Form Z.83, obtainable from any Public Service Department as well as on the Mpumalanga Department of Education website at [www.mpumalanga.gov.za/education/](http://www.mpumalanga.gov.za/education/), **select the Vacancies icon**. Applications **must** in all cases be accompanied by a recent updated comprehensive CV, **originally** certified copies (**not older than three months**) of all qualifications and RSA ID-document, as well as valid driver's license where required. **Please note that a passport or driver's license will not be accepted in lieu of an Identity Document. Failure to attach the requested documents will result in your application not being considered.** A complete set of application documents should be submitted separately for every post that you wish to apply for. Please ensure that you clearly state the full post description and the **relevant** Post Reference Number on your application. No fax applications will be considered.

**NB! APPLICANTS MUST ENSURE THAT THEY FULLY COMPLETE PART A, B AND C AS WELL AS THE DECLARATION AND SIGN FORM Z 83, EVEN IF THEY ARE ATTACHING A CV. INCOMPLETE AND/OR UNSIGNED APPLICATIONS WILL NOT BE CONSIDERED.**

**NB!! IF YOU ARE CURRENTLY IN SERVICE, PLEASE INDICATE YOUR PERSAL NUMBER AT THE TOP OF FORM Z83.**

**Applications should be mailed to:**

The Head of Department, Mpumalanga Department of Education,  
Private Bag x 11341, Nelspruit, 1200,  
For attention: Mr. G Mathebula, HR Provisioning.

Applications may also be placed (recorded in the register) in the application container located at the Security Desk, Upper Ground, Building 5 of the Riverside Government Complex, but will be removed on Thursday 10 November 2016 at 16h00.

**NOTE:**

\*The Mpumalanga Department of Education is committed to provide equal opportunities and practices affirmative action employment. It is the intention of the Department to promote representivity (disability, gender and race) through the filling of posts and a candidate whose transfer / promotion / appointment will promote representivity will receive preference.

\*The filling of posts will be done in terms of the Department's need to meet Employment Equity targets.

**\*To enable the Department to promote employment equity of persons with disabilities, applicants with disabilities who wish to apply for these posts are required to attach documentary proof substantiating his/her disability, failing which applicants will be categorized as not having a disability.**

**\*The principle of Recognition of Prior Learning may be considered in respect of servicing Public Servants.**

\*Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time.

\*The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of appointment.

\*Candidates recommended for appointment will be subject to a vetting process prior to appointment.

\*If no response is received from Mpumalanga Department of Education within 90 days after the closing date of the advert, applicants must assume that their application was not successful.

**CLOSING DATE:**

The closing date for the receipt of all applications is **16:00 on Thursday 24 November 2016**. No applications received by the Directorate: HR Provisioning (H/O) after the closing date and time will be considered. It should be noted that the Department will not take responsibility for applications received after the closing date and time even if said applications were sent through Post Office speed services or a courier service