



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to the position funded through the DORA Infrastructure Conditional Grant, as set out below. Please note that this advertisement is available for viewing on the Departmental website at www.mpumalanga.gov.za/education/, select the Vacancies icon.

CHIEF QUANTITY SURVEYOR GRADE B: PROJECTS MAINTENANCE

Salary: R 898 569 p.a.

Requirements: B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Six years' relevant post-qualification (after completing qualification) experience. Planning and organising skills as well as financial management skills. Research and technical report writing skills. Mobile equipment operating skills. Programme and project management skills. Computer literate. Valid Drivers license.

Duties: Manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System [IDMS]. 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 of Programmes/Projects. Approve Project Stage reports & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets.

Post Ref No P1/001 - Head Office, Nelspruit. This is a re-advertisement of Ref No. N5/038 previously advertised in the City Press of 24 November 2019. Interested applicants should re-apply.

Enquiries: Ms N Maribe, Tel (013) 766 5274

ASSISTANT DIRECTOR: FACILITIES MANAGEMENT

Salary: R 376 596 p.a.

Requirements: Diploma in Real Estate or related Property Management fields and three years' relevant post-qualification (after completing qualification) experience. Knowledge and understanding of the building environment and property legislation. Knowledge of the Division of Revenue Act (DORA), Public Finance Management Act (PFMA), Infrastructure Development Improvement Programme (IDIP) and Construction Industry Development Broad (CIDB). Sound knowledge of Government financial systems such as BAS, PERSAL and LOGIS. Computer literacy. Sound analysis and problem solving skills. Good, organisational, verbal and written communication skills. Good interpersonal skills. Ability to perform accurately and methodically under pressure. Valid Driver's License.

Duties: Exercise financial control over the expenditure of infrastructure projects. Analyse the monthly and quarterly financial reports on the performance of infrastructure projects. Compile, manage and maintain the Infrastructure Reporting Model (IRM). Manage the reconciliation of the IRM and In Year Monitoring (IYM) Reports. Prepare monthly projections and cash flow reports for infrastructure projects. Advice on the corrective steps to be taken on the performance of infrastructure projects. Manage and maintain the submission of monthly reports on the performance of infrastructure projects. Liaise with the Assistant Director responsible for the compilation of the Infrastructure Plan and the Implementing Agent/s. Manage and control the payments of infrastructure claims. Report on budget expenditure. Conduct Performance Management and general management of personnel in the Division.

Post Ref No P1/002 - Head Office, Nelspruit. This is a re-advertisement of Ref No. N4/036 previously advertised in the City Press of 8 September 2019. Interested applicants should re-apply.

Enquiries: Ms N Maribe, Tel (013) 766 5274

WORKS INSPECTOR: WORKS INSPECTIONS

Salary: R 208 584 p.a.

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

Duties: Implement 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. Implement condition assessments.

Post Ref No P1/003 - Bohlabela District Office, Bushbuckridge

Enquiries: Mr TZ Magoane, Tel (013) 766 7410

ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE

Salary: R 618 732 p.a.

Requirements: Degree in Architecture (B Dgree in Architecture). Registered as a Professional Architect with SACAP. Three years' relevant post-qualification (after completing qualification and SACAP Professional registration) experience. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

Duties: Assess departmental projects that qualify for departmental funding assessed. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by the department. Provide guidance to the preparation of maintenance plans and projects. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans.

Post Ref No P1/004 - Head Office, Nelspruit

Enquiries: Ms N Maribe, Tel (013) 766 5274

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/, **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 5 March 2020.

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 5 March 2020**. 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.