

Department of Education

Chief Quantity Surveyor: Programme Management (OSD)

Salary: R1 042 170 per annum (The Department will determine the salary notch based on years of experience post professional registration)

• Ref No: K36458/01 • Mmabatho

Requirements: • A B degree in Quantity Surveying or equivalent (NQF level and credits) with 6 years' post-qualification experience • Registration with the SACQSP as a Professional Quantity Surveyor • A valid driver's licence.

Competencies and skills: • Planning and organising skills • Financial management skills • Computer literacy.

Key performance areas: • Manage the delivery of 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 and designs • Manage the interface between the end-user/community structures and implementing agent(s) • Sub-Directorate administration, management and control.

Chief Civil/Structural Engineer (Physical Planning) (OSD)

Salary: R1 200 426 per annum (The Department will determine the salary notch based on years of experience post professional registration)

• Ref No: K36458/02 • Mmabatho

Requirements: • University degree in Engineering (B Eng/BSc Eng) and 6 years' post-qualification experience • Registration with ECSA as a Professional Engineer • Professional certificate in Construction and/or Project Management is preferred • A valid driver's licence.

Competencies and skills: • Planning and organising skills • Financial management skills • Research and technical report-writing skills • Mobile equipment operating skills • Programme and project management skills • Computer literacy (including advanced MS Word, Excel, Powerpoint and Teams) • Deep and broad knowledge:- South African Schools Act of 1996 and Regulations • Construction Industry Development Board Act of 2000 and Regulations • National Building Standards Act of 1977 and Regulations • PFMA, Treasury Regulations, Treasury Practice Notes and Circulars • Government Immovable Asset Management Act of 2007 • Occupational Health and Safety Act of 1993 • Provincial/Departmental Supply Chain Management Policies • Engineering Profession Act of 2000.

Key performance areas: Execute Programme and Project Planning • Implement and monitor Programmes and Projects • Execute Project Commissioning • Execute emergency maintenance and disaster management • Sub Directorate Administration, Management and Control.

Chief Electrical Engineer (Physical Resource & Facilities Planning) (OSD)

Salary: R1 200 426 per annum (The Department will determine the salary notch based on years of experience post professional registration)

• Ref No: K36458/03 • Mmabatho

Requirements: University degree in Engineering (B Eng/BSc Eng) and 6 years' post-qualification experience • Registration with ECSA as a Professional Engineer • A valid driver's licence.

Competencies and skills: • Application of the Provincial Infrastructure Delivery Management System ("IDMP") and the Toolkit • Understanding of the roles and legal obligations of role-players at all three spheres of Government and Public Entities • Understanding of the Education service delivery platform, indicators & service plan and how that links with infrastructure • Understand how acquisitions and disposals are managed in Government • Apply the education priorities in terms of the physical resources planning framework • Undertake a risk analysis and undertake a risk mitigation strategy • Understand Provincial and Departmental policies on leases and Property Management • Interpret existing and develop/customise new Functional and Technical Norms and Standards • Identify the required information fields and documents for use by Education in terms of the development of a physical planning framework • Prepare reports, submissions and presentations • Broad knowledge of:- • South African Schools Act of 1996 and Regulations • National Building Standards Act of 1977 and Regulations • PFMA, Treasury Regulations, Treasury Practice Notes and Circulars • Government Immovable Asset Management Act of 2007 • Occupational Health and Safety Act of 1993 • Provincial/Departmental Supply Chain Management Policies • Promotion of Access to Information Act of 2000 • Promotion of Administrative Justice Act of 2000 • Computer literacy (including advanced MS Word, Excel, Powerpoint and Teams).

Key performance areas: • Implement functional and technical norms and standards • Formulate proposals for innovative service delivery mechanisms and undertake feasibility studies • Formulate briefing documentation and specifications • Manage application of electrical and electronic engineering installations and equipment • Implement [construction] and commissioning of electrical and electronic engineering installations • Subordinate supervision and management.

Electrical Engineer (OSD)

Salary: R833 499 – R1 254 282 per annum (The Department will determine the salary notch based on years of experience post professional registration)

• Ref No: K36458/04 • Mmabatho

Requirements: • B degree in Engineering (Electrical) or equivalent (NQF level and credits) • Registered as a Professional Engineer with ECSA (Electrical Engineer) • 3 years' post-qualification experience • A valid driver's licence.

Competencies and skills: • Sound knowledge of construction Industry Development Board Act of 2000 and Regulations • National Building Standards Act of 1977 and Regulations • South African Schools Act and Regulations of 1996 • Engineering Profession Act of 2000 • Public Service Act of 1994 • Engineering Profession Act of 2000 • Computer literacy.

Key performance areas: • Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations • Develop and maintain technical and functional norms and standards from an engineering perspective • Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies • Compile electrical briefing documentation and specifications • Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan • Investigate electrical engineering installations and oversee commissioning of electrical engineering installations • Undertake research.

Civil/Structural Engineer (OSD)

Salary: R833 499 – R1 254 282 per annum (The Department will determine the salary notch based on years of experience post professional registration)

• Ref No: K36458/05 • Mmabatho

Requirements: • B degree in Engineering (Civil/Structural) or equivalent (NQF level and credits) • Registered as a Professional Engineer with ECSA (Civil/Structural Engineer) • 3 years' post-qualification experience • Computer literacy • A valid driver's licence.

Competencies and skills: • Sound knowledge of construction Industry Development Board Act of 2000 and Regulations • National Building Standards Act of 1977 and Regulations • South African Schools Act and Regulations of 1996 • Engineering Profession Act of 2000 • Public Service Act of 1994 • Engineering Profession Act of 2000 • Communication and information management • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven report writing and presentation skills • Proven computer literacy.

Key performance areas: • Assist to manage the delivery of 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 and designs • Manage the interface between the end-user/community structures and implementing agent(s).

Architect (OSD)

Salary: R721 476 – R1 084 368 per annum (The Department will determine the salary notch based on years of experience post professional registration)

• Ref No: K36458/06 • Mmabatho

Requirements: • B degree in Architecture or equivalent (NQF level and credits) • Registration with the SACAP as a Architectural Professional • 3 years architectural experience • A valid driver's licence.

Competencies and skills: • Architectural design process from project inception to close out • Ability to implement the Provincial Infrastructure Delivery Management System [IDMP] and the Toolkit • Understanding of the Education service delivery platform, indicators and service delivery plan and how that links with infrastructure • Ability to undertake risk analysis and undertake risk mitigation strategies • Ability to interpret existing and develop/customise new Functional and Technical Norms and Standards • South African Schools Act of 1996 and Regulations • Construction Industry Development Board Act of 2000 and Regulations • National Building Standards Act of 1977 and Regulations • Architectural Profession Act of 2000 • Proven skills of preparing budgets, extracts and interpret information from related information systems • Communication and information management • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven report writing and presentation skills • Proven computer literacy.

Key performance areas: • Develop and implement functional and technical norms and standards and guidelines • Develop and implement infrastructure policies, strategies, plans and procedures • Infrastructure programme management plan • User asset management plan and project list • Research on new technologies and procedures.

Quantity Surveyors x5 posts (OSD)

(1x Programme Management & 4x Capital Project Management (OSD))

Salary: R721 476 – R1 084 368 per annum (The Department will determine the salary notch based on years of experience post professional registration)

• Ref No: K36458/07 • Mmabatho

Requirements: • B degree in Quantity Survey or equivalent (NQF level and credits) • Registration with the SACQSP as a Professional Quantity Surveyor • 3 years' post-qualification experience • A valid driver's licence.

Competencies and skills: Ability to: • Apply the Provincial Infrastructure Delivery Management System (IDMS) and IDM Toolkit • Understand the roles and legal obligations of role-players at all three spheres of Government and Public Entities • Understand how to prepare budgets, extract and interpret information from relevant information systems • Understand the Education service delivery platform, indicators and service plan and how that links with infrastructure • Understand a risk analysis and undertake a risk mitigation strategy • Interpret existing and develop new Functional and Technical Norms and Standards • Identify the required information field and documents for use by Education • Prepare reports, submissions and presentations • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint • **Knowledge of:** • Construction Industry Development Board Act of 2000 and Regulations • South African Schools Act and Regulations • National Building Standards Act of 1977 and Regulations • PFMA, Treasury Regulations, Treasury Practice Notes and Circulars • Government Immovable Asset Management Act of 2000 • Occupational Health and Safety Act.

Key performance areas: • Determine detailed scope of works with estimated costs • Manage and control funds pertaining to Capital Projects/expenses • Compile term contracts - Monitor Capital Projects Progress • Administer property including leases.

Deputy Director: Maintenance Services and Works Inspections

All-inclusive remuneration package: R849 702 per annum (SL11)

• Ref No: K36458/08 • Mmabatho

Requirements: • Appropriate 3 year tertiary qualification in Facilities/ Building Management or equivalent (NQF level and credits) • Ten (10) years' related experience in which 3-5 years should be at junior management level • A valid driver's licence.

Knowledge: • The Public Finance Management Act and Treasury Regulations • Supply Chain Management Regulations • Occupational Health and Safety Act • National Building Regulations • The application of workmanship norms and standards • Safety procedures and best practices • The renovation of old and existing structures • Building construction • Property management.

Competencies and skills: • Proven report-writing and presentation skills • Proven project management skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and Powerpoint.

Key performance areas, inter alia, include: • Works inspection management • Physical maintenance and renovation management • Construction management • Subordinate supervision and management.

GIS Technologist (Physical Planning) (OSD)

Basic salary: R429 930 per annum (The Department will determine the salary notch based on years of experience post professional registration)

• Ref No: K36458/09 • Mmabatho

Requirements: • Appropriate 3 to 4-year GIS or related Bachelor's degree or equivalent • Registered with PLATO as GIS Technologist • 9 years' postgraduate experience in either private or public sector • Computer literacy (including advanced MS Word, Excel, Powerpoint and Teams) • A valid driver's licence.

Job purpose: • To provide the geographical informational support services for the development of infrastructure spatial planning and implementation of functional/technical norms & standards, plans for Education in line with the Provincial Infrastructure Delivery Management ("IDMS").

Duties: • Provide a geographical information support service for the development of infrastructure special planning and implementation • Establish GIS data and information for structure planning • Contribute to the design of an appropriate spatial database for infrastructure planning • Participate in regular audits and implementation of GIS standards • Monitor and stay informed with developments in the geo-spatial industry • Participate in relevant GIS forums. Experience required • Implementation of the Provincial Infrastructure Delivery Management System ("IDMP") and the Toolkit • Understanding of the Education service delivery platform, indicators & service plan in terms of physical resources planning and mapping • Apply the education priorities in terms of the physical resources planning framework • Proven skills of undertaking risk analysis and risk mitigation strategies • Proven skills of interpreting existing and to develop new Functional and Technical Norms and Standards in terms of physical planning • Proven skills of preparing reports and presentations • **Knowledge of:** • South African Schools Act of 1996 and Regulations • National Archives and Records Services Act of 1996 • PLATO Act of 1984 • Government Immovable Asset Management Act of 2007 • Occupational Health and Safety Act of 1993 • Spatial Planning Systems and Norms of Government • National Environmental Management Act of 1998.

Assistant Director: Property Management

Basic salary: R444 036 per annum (SL9)

• Ref No: K36458/10 • Mmabatho

Requirements: • Appropriate 3 year B degree in the Building industry or equivalent (NQF level and credits) • 3 years' supervisory level a property management/physical resources/facilities management environment • A valid Code B driver's licence.

Knowledge: • The Public Finance Management Act and Treasury Regulations • Supply Chain Management Regulations • Occupational Health and Safety Act • National Building Regulations • The application of workmanship norms and standards • Safety procedures and best practices • The renovation of old and existing structures • The use of machinery, tools and equipment • Building construction • Property management.

Competencies and skills: • Proven report-writing and presentation skills • Proven project management skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and Powerpoint.

Key performance areas: • Contracts and lease management • Utility management • Acquisition and disposal • Update Immoveable Asset Register.

ALL ENQUIRIES: Mr M P S Makwela, tel. (018) 388 1802/2165/3278/4016/4102

General Instructions

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of these posts. ♀

Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications. The applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled on every page. The new Z83 Form must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees.

Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiry persons to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful. The Department reserves the right not to make any appointments to the advertised posts.

Applications should be forwarded to: The Superintendent-General, Department of Education, Private Bag X2044, Mmabatho, 2735, for attention: Sub-Directorate: HRM – Recruitment Section, alternatively, hand delivered at Block C (Offices C22 – C25) - Old Mmabatho High Schools, Chief Albert Luthuli Drive. Contact Numbers for further assistance, Tel. (018) 388-2088/2165/3278/4016/4102

Closing date: 28 June 2024

(posted applications must have reached the Department by 16:30 pm on this date, otherwise they will not be considered).



education

Department:
Education
North West Provincial Government
REPUBLIC OF SOUTH AFRICA