



education

DEPARTMENT: EDUCATION
MPUMALANGA PROVINCE

The Mpumalanga Department of Education awaits applications from suitably qualified and experienced persons for appointment to positions 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 DIRECTOR: PHYSICAL RESOURCES MANAGEMENT

Salary: An all-inclusive remuneration package of R 1 042 500 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. 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:

A Degree in Built Environment (an undergraduate qualification (NQF level 7) as recognized by SAQA or post graduate in Management as well as 5 to 8 years experience as a Senior Manager. Preference will be given to a Built Environment Degree. Proven outstanding managerial and service delivery competency. In depth knowledge and understanding of the relevant policy frameworks including the Public Service Act and Regulations, PFMA and Financial Regulations. Extensive and credible experience in the application of systems, processes, procedures and best practices in the areas of physical resources and facilities management. Proven communication and interpersonal skills at all levels. Sound analytical and problem solving skills. Planning, organising and project management skills. Excellent leadership and managerial skills. Ability to develop logical frameworks and other models. Ability to develop and adhere to work schedules and to work under pressure. Developed computer literacy. Willingness to travel and work beyond normal working hours. Valid driver's license. Shortlisted candidates will be subjected to a relevant technical exercise.

Duties:

Manage the infrastructure portfolio of the Department. Ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of physical resource- and facilities management services in the Province. Manage the forming of strategic partnerships with relevant stakeholders. Develop and manage strategies, policies, systems, norms/standards and plans related to the provision of physical resources and associated equipment. Manage the delivery and maintenance of the entire infrastructure program for the department. Manage the budget allocated for infrastructure construction and procurement of goods & services. Facilitate the development, implementation, monitoring and evaluation of physical resource programmes. The appointee will be a member of the management echelon of the Department of Education, and will be expected to contribute at that level. Promote a culture of efficiency and quality. Empower staff within the component through coaching, development and skills transfer. Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the responsible areas of activity. Ensure mission effectiveness and operational efficiency through effective and efficient resources management, including the human resources, finance, equipment and systems of the component. Provide strategic leadership and guidance.

Post Ref No K4/019 - Head Office, Nelspruit

Enquiries:

Mr JM Tshoba, Tel (013) 766 5297

IDMS STRATEGIC AND TECHNICAL ADVISOR: PHYSICAL RESOURCES AND FACILITIES MANAGEMENT

Salary: An all-inclusive remuneration package of R 1 042 500 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. The successful candidate will appointment in terms of a public service contract for a maximum period of 5 (Five) years. 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 either Architecture, Town Planning, Quantity Surveying, Engineering, Infrastructure Project Management. Registration as a Built Environment Professional with relevant Professional Councils in South Africa. 6– 8 years Senior Management experience with the roll out of the IDMS in a Government Department as well as 10 years' experience in a general built environment in a professional capacity. Valid Drivers' Licence. Computer literate. Note: The Department will award a higher salary depending on the expertise of the applicant.

Duties: Provide strategic advice and direction in the built environment for the implementation of the Infrastructure Delivery Management System of Government in all Schools. Implement the Infrastructure Delivery Management System [IDMS]. Assist with the capacitation of personnel employed in the Infrastructure Unit. Provide technical and strategic inputs and guidance to School Planning and Commissioning. Provide technical and strategic inputs and guidance to the management of Infrastructure Projects and Programmes. Direct School Maintenance Projects and Programmes.

Post Ref No K4/020 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

DIRECTOR: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT

Salary: An all-inclusive remuneration package of R 864 177 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. 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. 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 K4/021 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

DIRECTOR: INFRASTRUCTURE PROGRAM DELIVERY MANAGEMENT

Salary: An all-inclusive remuneration package of R 864 177 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. 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 K4/045 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

CHIEF ENGINEER GRADE A (CIVIL): PROJECTS IMPLEMENTATION

Salary: R 763 158 p.a.

Requirements: Degree in Engineering. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Six years' experience post qualification. Research and technical report writing 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 K4/022 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

CHIEF ENGINEER GRADE A (CIVIL/STRUCTURAL): INFRASTRUCTURE PLANNING

Salary: R 763 158 p.a.

Requirements: Degree in Engineering. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Six years' experience post qualification. Research and technical report writing 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 K4/023 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

CHIEF ENGINEER GRADE A (ELECTRICAL): INFRASTRUCTURE PLANNING

Salary: R 763 158 p.a.

Requirements: Degree in Engineering. Registered as a Professional Engineer with ECSA. Six years' experience post qualification. Research and technical report writing skills. Programme and project management skills. Computer literate. Valid Drivers license.

Duties: 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. Manage people. Undertake research.

Post Ref No K4/024 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

CHIEF TOWN AND REGIONAL PLANNER GRADE A: INFRASTRUCTURE PLANNING

Salary: R 657 591 p.a.

Requirements: Degree in Town and Regional Planning. Registered as a Professional Town and Regional Planner with SACPLAN. Six years' experience post qualification.

Planning and organising skills as well as financial management skills. Research and technical report writing skills. Programme and project management skills. Computer literate. Valid Drivers license.

Duties: Manage town planning as part of infrastructure planning. Direct town planning analyses to develop and maintain a physical resources planning framework. Direct spatial modelling for infrastructure planning. Review utilisation of facilities from a town planning perspective, undertake cost benefit analysis and make inputs to the preparation of the User Asset Management Plan. People management. Undertake research

Post Ref No K4/025 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

CHIEF ARCHITECT GRADE A: PROJECTS MAINTENANCE

Salary: R 697 941 p.a

Requirements: Bachelor of Architecture. Registered as a Professional Architect with SACAP. Six years' experience post qualification. 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 K4/026 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

CHIEF QUANTITY SURVEYOR GRADE A: PROJECTS MAINTENANCE

Salary: R 697 941 p.a.

Requirements: B Degree in Quantity Surveying. Registered as a Professional Quantity Surveyor with SACQSP. Six years' experience post qualification. 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 K4/044 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

TOWN AND REGIONAL PLANNER GRADE A: INFRASTRUCTURE PLANNING

Salary: R 448 542 p.a.

(Recognised and certified experience from date of registration as professional Town and Regional Planner with SACPLAN will be considered for salary purposes)

Requirements: Degree in Town and Regional Planning. Registered as a Professional Town and Regional Planner with SACPLAN. Three years' experience post qualification. Computer literacy. Valid Drivers' Licence.

Duties: Assist to manage town planning as part of infrastructure planning. Undertake town planning analyses to develop and maintain a physical resources planning framework. Undertake spatial modelling for infrastructure planning. Review utilisation of facilities from a town planning perspective, undertake cost benefit analysis and make inputs to the preparation of the User Asset Management Plan. Undertake research.

Post Ref No K4/027 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

ENGINEER PRODUCTION GRADE A (ELECTRICAL): PHYSICAL RESOURCE PLANNING

Salary: R 552 489 p.a.

(Recognised and certified experience from date of registration as professional Engineer with ECSA will be considered for salary purposes)

Requirements: Degree in Engineering. Registered as a Professional Engineer with ECSA. Three years' experience post qualification. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

Duties: 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

Post Ref No K4/028 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

ENGINEER PRODUCTION GRADE A (MECHANICAL): PHYSICAL RESOURCE PLANNING

Salary: R 552 489 p.a

(Recognised and certified experience from date of registration as professional Engineer with ECSA will be considered for salary purposes)

Requirements: Degree in Engineering. Registered as a Professional Engineer with ECSA. Three years' experience post qualification. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

Duties: Provide mechanical 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 mechanical 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 mechanical engineering installations and oversee commissioning of mechanical engineering installations. Undertake research

Post Ref No K4/029 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

ENGINEER PRODUCTION GRADE A (ELECTRICAL): PROJECTS IMPLEMENTATION

Salary: R 552 489 p.a.

(Recognised and certified experience from date of registration as professional Engineer with ECSA will be considered for salary purposes)

Requirements: Degree in Engineering. Registered as a Professional Engineer with ECSA. [Civil/structural engineer or Electrical or Mechanical Engineer]. Three years' experience post qualification. Computer literate. Decision making-, analytical-, planning-, and problem solving skills. Valid driver's license.

Duties: Assist to 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].

Post Ref No K4/030 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

ARCHITECT PRODUCTION GRADE A: PROJECTS IMPLEMENTATION

Salary: R 476 064 p.a

(Recognised and certified experience from date of registration as professional Architect with SACAP will be considered for salary purposes)

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

Duties: Customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.

Post Ref No K4/031 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

ARCHITECT PRODUCTION GRADE A: PROJECTS MAINTENANCE

Salary: R 476 064 p.a.

(Recognised and certified experience from date of registration as professional Architect with SACAP will be considered for salary purposes)

Requirements: Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' experience post qualification. 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 K4/032 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

CHIEF EDUCATION SPECIALIST: INFRASTRUCTURE PLANNING

Salary: An all-inclusive remuneration package of R 703 932 p.a.

Requirements: An appropriate recognised REQV 16 or an equivalent qualification in the learning/subject area/phase, plus twelve years relevant experience. Management experience will be an advantage. Comprehensive knowledge of the education sector related legislation and policies. Sound knowledge and experience of educational management, project management, quality assurance and HR development strategies. Strong interpersonal-, communication-, motivational-, negotiation-, problem solving and liaison skills. Report-writing skills. Innovative, analytical and creative thinking skills. Well developed organisational-, planning and management skills. Computer literacy. Valid driver's license. Registration with SACE

Duties: Provide and manage education specific inputs towards the physical resources planning framework. Manage the education specific planning inputs for infrastructure planning and commissioning. 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. Manage school furniture and equipment plans, procurement and commissioning. Manage people.

Post Ref No K4/033 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

DEPUTY CHIEF EDUCATION SPECIALIST: PHYSICAL RESOURCE PLANNING

Salary: R 392 574 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 K4/034 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

CONTROL WORKS INSPECTOR: WORKS INSPECTIONS

Salary: R 289 761 p.a.

Requirements: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. Six Years' experience post qualification. 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 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 K4/035 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 6159, Ms G Motau, Tel (017) 801 6185

Post Ref No K4/036 - Nkangala District Office, KwaMhlanga

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

Post Ref No K4/037 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No K4/038 - Bohlabela District Office, Bushbuckridge

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

WORKS INSPECTOR: WORKS INSPECTIONS

Salary: R 158 985 p.a.

Requirements: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. 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 K4/039 - Head Office, Nelspruit

Enquiries: Mr JM Tshoba, Tel (013) 766 5297

WORKS INSPECTOR: WORKS INSPECTIONS

Salary: R 158 985 p.a.

Requirements: National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. 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 K4/040 - Gert Sibande District Office, Ermelo

Enquiries: Mr MP Nkosi, Tel (017) 801 6159, Ms G Motau, Tel (017) 801 6185

Post Ref No K4/041 - Nkangala District Office, KwaMhlanga

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

Post Ref No K4/042 - Ehlanzeni District Office, Kanyamazane

Enquiries: Ms JT Dlamini, Tel (013) 766 0508

Post Ref No K4/043 - Bohlabela District Office, Bushbuckridge

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

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 drivers 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 25 February 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 25 February 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.