

The Department wishes to advertise the following vacant posts, based in Polokwane:

CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT

●Salary: R988 152 per annum ●Ref. No.: 15752/01

REQUIREMENTS: ●A degree in the Built Environment ●Five (5) to eight (8) years experience as a senior manager ●A valid driver's licence ●Computer literacy.

DUTIES: ●Strategically manage the infrastructure portfolio of the Department ●Manage infrastructure strategies, policies, systems and plans as well as norms and standards ●Manage the delivery of infrastructure programmes/projects ●Manage equipment, leases, acquisitions, disposals and related supportive resources ●Manage the infrastructure budget ●Manage people ●Provide strategic leadership and guidance.

IDMS STRATEGIC AND TECHNICAL ADVISOR (five-year contract)

●Salary: R988 152. The Department will award a higher salary depending on the expertise of the successful applicant ●Ref. No.: 15752/02

REQUIREMENTS: ●A degree in either Architecture, Town Planning, Quantity Surveying, Engineering or Infrastructure Project Management ●Registration as a Built Environment Professional with the relevant Professional Councils in South Africa ●A valid driver's licence ●Computer literacy ●Six (6) to eight (8) years Senior Management experience with the roll out of the Infrastructure Delivery Management System (IDMS) in a Government department ●Ten (10) years experience in a general built environment in a professional capacity.

DUTIES: ●Provide strategic advice and direction in the built environment for the implementation of the IDMS of Government in all Schools ●Implement the IDMS ●Direct Education Infrastructure Planning ●Direct Education Infrastructure Project and Programme Management ●Direct Education Maintenance projects and programmes.

DIRECTOR: PHYSICAL RESOURCES PLANNING AND PROPERTY MANAGEMENT

●Salary: R819 126 per annum ●Ref. No.: 15752/03

REQUIREMENTS: ●A degree in the Built Environment ●Five (5) years experience as a middle manager ●A valid driver's licence ●Computer literacy.

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 and finances.

DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT

●Salary: R819 126 per annum ●Ref. No.: 15752/04

REQUIREMENTS: ●A degree in the Built Environment ●Five (5) years experience as a middle manager ●A valid driver's licence ●Computer literacy.

DUTIES: ●Manage the delivery of the total 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 ●Manage Contracts ●Plan and manage maintenance at Schools ●Manage people and finances.

CHIEF ELECTRICAL ENGINEER

●Salary: R756 999 per annum is the minimum salary. The Department will award a higher salary depending on the expertise of the successful applicant ●Ref. No.: 15752/05

REQUIREMENTS: ●A degree in Engineering ●Registration as a Professional Engineer with the Engineering Council of South Africa (ECSA) ●Six (6) years post-qualification experience ●A valid driver's licence.

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 and the Infrastructure Programme Management Plan ●Investigate electrical engineering installations and oversee the commissioning of electrical engineering installations.

CHIEF CIVIL / STRUCTURAL ENGINEER

●Salary: R756 999 per annum is the minimum salary. The Department will award a higher salary depending on the expertise of the successful applicant ●Ref. No.: 15752/06

REQUIREMENTS: ●A degree in Engineering ●Registration as a Professional (Civil / Structural) Engineer with the Engineering Council of South Africa (ECSA) ●Six (6) years post-qualification experience ●A valid driver's licence.

DUTIES: ●Provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure policies, systems, projects, norms and standards aligned to the Provincial Infrastructure Delivery Management System (IDMS) ●Develop and maintain functional and technical norms and standards from an engineering perspective ●Manage condition assessments and the credibility of technical information ●Manage adherence to environmental and occupational health and safety aspects ●Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies ●Compile briefing documentation and specifications from an engineering perspective ●Prepare the User Asset Management Plan.

CHIEF EDUCATION SPECIALIST

●Salary: R657 879 per annum ●Ref. No.: 15752/07

REQUIREMENTS: ●A Bachelor's degree in Education or a relevant qualification ●Registration as a Teacher ●A valid driver's licence ●Computer literacy ●Six (6) years post-qualification experience.

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 the 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 NEIMS, EFMS and related document management systems ●Manage school furniture and equipment plans, procurement and commissioning.

CHIEF TOWN AND REGIONAL PLANNER

●Salary: R652 281 per annum is the minimum salary. The Department will award a higher salary depending on the expertise of the successful applicant ●Ref. No.: 15752/08

REQUIREMENTS: ●A University degree in Town and Regional Planning ●Registration as a Professional Town and Regional Planner with the South African Council for Planners (SACPLAN) ●Six (6) years post-qualification experience ●A valid driver's licence.

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 the utilisation of facilities from a town planning perspective, undertake cost benefit analyses and make inputs to the preparation of the User Asset Management Plan ●People management.

CHIEF QUANTITY SURVEYOR

●Salary: R652 281 per annum is the minimum salary. The Department will award a higher salary depending on the expertise of the successful applicant ●Ref. No.: 15752/09

REQUIREMENTS: ●A Bachelor's degree in Quantity Surveying ●Registration as a Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession (SACQSP) ●Six (6) years post-qualification experience ●A valid driver's licence.

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 and designs ●Manage the interface between the end-user/community structures and Implementing Agent(s).

CHIEF ARCHITECT (2 POSTS)

●Salary: R652 281 per annum is the minimum salary. The Department will award a higher salary depending on the expertise of the successful applicant ●Ref. No.: 15752/10

REQUIREMENTS: ●A Bachelor of Architecture degree as recognised by the South African Council for the Architectural Profession (SACAP) ●Registration with SACAP as a Professional Architect ●Six (6) years post-qualification experience ●A valid driver's licence.

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 and designs ●Manage the interface between the end-user/community structures and Implementing Agent(s).

DEPUTY DIRECTOR: PROPERTY MANAGEMENT

●Salary: R532 278 per annum ●Ref. No.: 15752/11

REQUIREMENTS: ●A Bachelor's degree or equivalent qualification ●A valid driver's licence ●Computer literacy ●Five (5) years post-qualification experience.

DUTIES: ●Direct and manage the implementation of property administration functions ●Manage land affairs and the Immovable Asset Register ●Manage leases and Municipal accounts ●Manage the use of utilities ●People management.

TOWN AND REGIONAL PLANNER

●Salary: R444 921 – R682 080 per annum ●Ref. No.: 15752/12

REQUIREMENTS: ●A University degree in Town and Regional Planning ●Registration as a Professional Town and Regional Planner with the South African Council for Planners (SACPLAN) ●Three (3) years post-qualification experience ●A valid driver's 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 the utilisation of facilities from a town planning perspective, undertake cost benefit analyses and make inputs to the preparation of the User Asset Management Plan.

DEPUTY CHIEF EDUCATION SPECIALIST (2 POSTS)

●Salary: R366 981 per annum ●Ref. No.: 15752/13

REQUIREMENTS: ●A Bachelor's degree in Education or a relevant qualification ●Registration as a Teacher ●A valid driver's licence ●Computer literacy ●Three (3) years post-qualification experience.

DUTIES: ●Assist to manage education specific inputs towards the physical resources planning framework ●Assist to manage the education specific planning inputs for infrastructure planning and commissioning ●Assist to review the 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 NEIMS, EFMS and related document management systems ●Assist to manage school furniture and equipment plans, procurement and commissioning.

CONTROL WORKS INSPECTOR (5 POSTS)

(Thohoyandou x 1; Polokwane x 1; Giyani x 1; Modimolle x 1; and Burgersfort x 1)

●Salary: R337 998 per annum ●Ref. No.: 15752/14

REQUIREMENTS: ●A National diploma in Building / Mechanical / Electrical Engineering or an N3 with a passed Trade Test ●A valid driver's licence ●Computer literacy.

DUTIES: ●Manage the credibility of technical data and information for infrastructure planning and assist with the implementation infrastructure projects ●Manage District inputs for infrastructure planning ●Manage the implementation of maintenance and infrastructure projects in the Districts ●Manage NEIMS assessments ●Manage school maintenance and disaster management plans ●Manage people and finances.

ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT

●Salary: R270 804 per annum ●Ref. No.: 15752/15

REQUIREMENTS: ●A diploma in Commerce, Accounting or Economics ●A valid driver's licence ●Computer literacy ●Three (3) years post-qualification experience.

DUTIES: ●Assist with the co-ordination of all Financial Management functions ●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.

ASSISTANT DIRECTOR: PROPERTY MANAGEMENT (2 POSTS)

●Salary: R270 804 per annum ●Ref. No.: 15752/16

REQUIREMENTS: ●A relevant diploma ●A valid driver's licence ●Computer literacy ●Three (3) years post-qualification experience.

DUTIES: ●Assist to implement property administration functions ●Implement land affairs matters ●Update the Immovable Asset Register ●Administer leases ●Administer Municipal Accounts ●Administer the use of utilities.

CHIEF WORKS INSPECTOR (5 POSTS)

(Thohoyandou x 1; Polokwane x 1; Giyani x 1; Modimolle x 1; and Burgersfort x 1)

●Salary: R227 802 per annum ●Ref. No.: 15752/17

REQUIREMENTS: ●A National diploma in Building / Mechanical / Electrical Engineering or an N3 with a passed Trade Test ●A valid driver's licence ●Computer literacy.

DUTIES: ●Plan and execute inspections on infrastructure projects and implement condition assessments ●Prepare specifications for work ●Develop a bill of quantities ●Develop proposals on associated costs ●Implement inspections on projects (maintenance and infrastructure projects) ●Facilitate and resolve problems ●Implement assessments ●Manage people and finances.

WORKS INSPECTOR (18 POSTS)

(Thohoyandou x 4; Polokwane x 4; Giyani x 4; Modimolle x 2; and Burgersfort x 4)

●Salary: R148 584 per annum ●Ref. No.: 15752/18

REQUIREMENTS: ●A National diploma in Building / Mechanical / Electrical Engineering or an N3 with a passed Trade Test ●A valid driver's licence ●Computer literacy.

DUTIES: ●Implement inspections on infrastructure projects and implement condition assessments ●Prepare specifications for work ●Develop a bill of quantities ●Develop proposals on associated costs ●Implement inspections on projects (maintenance and infrastructure projects) ●Implement assessments.

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

Please visit the Department of Basic Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za for the comprehensive advertisement which includes all requirements and duties of the posts.

Please note that as of 1 July 2006, all new appointments in the Public Service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government medical subsidy. Short-listed candidates will be subjected to a competency-based assessment.

Applications must be submitted on a Form Z83 obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. Please forward your application, quoting the reference number to: The Director-General, Department of Basic Education, Private Bag X895, Pretoria, 0001 or hand deliver to: Sol Plaatje House, 222 Struben Street, Pretoria. For Attention: Ms J. Masipa. Correspondence is limited to short-listed applicants.

Late, e-mailed or faxed applications will NOT be considered.

Enquiries: Mr M. Kgatla, tel. (012) 357 4317.

Closing Date: 13 February 2015



basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA