

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

APPLICATIONS:

Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION:

Ms J Masipa/Ms N Monyela

NOTE:

Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. All required documents attached must be certified a true copy and must be dated. Certified copies must not be older than six months at the closing of the advert, applicants who do not comply with the above mentioned requirements will not be considered. NB as of 1st 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. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

CLOSING DATE:

21 May 2021

POST:

DEPUTY DIRECTOR: (INFRASTRUCTURE PROGRAMME MONITORING AND REPORTING) REF NO: DBE/38/2021

Branch: Infrastructure

Chief Directorate: Implementation and Monitoring

Directorate: Grant Management and Compliance

SALARY:

All- Inclusive remuneration package of R869 007 per annum

CENTRE:

Pretoria

REQUIREMENTS:

An appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification; A minimum of four (4) years relevant experience at supervisory managerial level in a built environment or related environment; Extensive knowledge in school infrastructure; An understanding of the built environment legislation including the Division of Revenue Act, PFMA, IDIP, CIDB and experience in the planning and execution of infrastructure projects will also be a requirement; Knowledge and experience in Programme and Project management; Excellent communication skills (written and verbal), good interpersonal relation skills; Ability to work independently under pressure and adhere to deadlines; Ability to organize and direct groups of professionals in the built environment sector; Experience in construction programme and project management skills will be an advantage. A valid driver's license will be a prerequisite for this post.

DUTIES:

The successful incumbent will be responsible to coordinate, monitor and report on infrastructure programmes implemented by provincial departments; Monitor the implementation of the programmes and projects; Produce quality programme and project performance reports; Develop & strengthening of partnerships at departmental/provincial and district level; Provide monthly analytical and strategic assessment reports on progress against sector programme targets; Verify projects and physical progress against reported expenditure and report on the physical and financial performance; Engage with provincial departments on infrastructure matters relating to planning, design, construction, commissioning, operation and maintenance of education infrastructure; Manage the disaster management programme in the sector; Develop, review and evaluate education infrastructure guidelines, regulations, policies and best practice guidelines; Conduct inspection of existing education facilities infrastructure and prepare reports thereon; Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department; Conduct research, develop and formulate policies, procedures and programmes directly related to education infrastructure.

NOTE:

Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

ENQUIRIES:

Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294