



Province of the
EASTERN CAPE
EDUCATION

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REPUBLIC OF SOUTH AFRICA * Tel: +27 40 608 4314 Fax: +27 40 608 4372*

- POST** : **IDMS STRATEGIC AND TECHNICAL ADVISOR (Ref PRM 001)**
- SALARY** : **R998 152 per annum (5 Year Contract)**
- REQUIREMENTS** : B-degree in Architecture, Town Planning, Quantity Surveying, Engineering or Infra Structure Project Management. Registration as a Built Environment Professional with the relevant South African Professional Council Five (5) years' experience at senior management level in the roll-out of an infrastructure delivery management system. Valid driver's license. Computer Literacy.
Key Result Areas: Provide strategic advisory services and direction for the development of a customised IDMS for the Department. Facilitate the implementation of the Schools IDMS in the Department. Coordinate and direct education infrastructure planning processes. Guide and provide technical direction to establish education infrastructure project and programme management practices in the Department. Guide and provide technical direction in the area of education maintenance projects and programmes.
- POST** : **CHIEF ELECTRICAL ENGINEER: PLANNING (Ref. PRM 002)**
- SALARY** : **R756 999 per annum**
- REQUIREMENTS** : B-degree in Electrical Engineering. Registration as a Professional Engineer with the South African Engineering Council. Six (6) years post qualification experience. Valid driver's licence plus Computer Literacy
Key Result Areas: Provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of education infrastructure, policies, systems, norms, standards and signing off on electrical installations. Develop and maintain technical and functional norms and standards for educational electric

infrastructure and installations. Investigate proposals for innovative service delivery solutions and conduct feasibility modelling/studies. Compile and quality assure electrical briefing documents and specifications. Provide technical inputs towards the determination of the departmental construction procurement strategy and Infrastructure Programme Management Plan. Inspect electrical engineering installations and oversee the commissioning thereof.

POST : **CHIEF CIVIL/STRUCTURAL ENGINEER: PLANNING (Ref. PRM 003)**

SALARY : **R756 999 per annum**

REQUIREMENTS : B-degree in Engineering. Registration as a Professional Engineer with the South African Engineering Council. Six (6) years post qualification experience. Valid driver's licence. Computer Literacy.

Key Result Areas: Provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of education infrastructure, policies, systems, norms and standards aligned to the IDMS.

Develop and maintain technical and functional norms and standards for educational civil/structural facilities and installations. Investigate proposals for innovative service delivery solutions and conduct feasibility modelling/studies. Manage condition assessments and credibility of technical data.

Manage and oversee adherence to environmental, occupational health and safety aspects. Compile and quality assure electrical briefing documents and specifications. Provide technical inputs towards the determination of the departmental construction procurement strategy and Infrastructure Programme Management Plan. Inspect electrical engineering installations and oversee the commissioning thereof.

POST : **CHIEF TOWN AND REGIONAL PLANNER: LANNING (Ref. PRM 004)**

SALARY : **R756 999 per annum**

REQUIREMENTS : B-degree in Town and Regional Planning. Registration as a Professional Town and Regional Planner with the South African Council for Planners. Six (6) years post qualification experience. Valid driver's licence. Computer Literacy

Key Result Areas: Manage the town planning space as part of education infrastructure planning processes. Direct town planning analysis processes 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 analysis and make inputs to the preparation of the User Asset Management Plan.

POST : **CHIEF CIVIL/STRUCTURAL ENGINEER: INFRASTRUCTURE DELIVERY (Ref. PRM 005)**

SALARY : **R756 999 per annum**

REQUIREMENTS : B-degree in Engineering. Registration as a Professional Engineer with the South African Engineering Council. Six (6) years post qualification experience. Valid driver's licence. Computer Literacy.
Key Result Areas: Manage the delivery of the infrastructure built environment programmes and projects in line with the IDMS. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Project Briefs. Participate in the procurement of professional service providers and contractors. Contribute to the review and acceptance of the departmental Infrastructure Programme Implementation Plan. Monitor and align the implementation of Programmes/Projects. Analyse and approve Project Stage Reports and designs. Manage the interface between the end-user/community structures and Implementing Agents.

POST : **CHIEF ARCHITECT: INFRASTRUCTURE DELIVERY (Ref. PRM 006)**

SALARY : **R756 999 per annum**

REQUIREMENTS : B-degree in Architecture. Registration as a Professional Architect with the South African Council for the Architectural Profession. Six (6) years post qualification experience. Valid driver's licence. Computer Literacy
Key Result Areas: Manage the delivery of the infrastructure built environment programmes and projects in line with the IDMS. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Project Briefs. Participate in the procurement of professional service providers and contractors. Contribute to the review and acceptance of the

departmental Infrastructure Programme Implementation Plan. Monitor and align the implementation of Programmes / Projects. Analyse and approve Project Stage Reports and designs. Manage the interface between the end-user/community structures and Implementing Agents.

POST : **CHIEF QUANTITY SURVEYOR: INFRASTRUCTURE DELIVERY (Ref. PRM 007)**

SALARY : **R756 999 per annum**

REQUIREMENTS : B-degree in Quantity Surveying. Registration as a Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession. Six (6) years post qualification experience. Valid driver's licence plus Computer Literacy. **Key Result Areas:** Manage the delivery of the infrastructure built environment programmes and projects in line with the IDMS. Prepare the construction procurement strategy and the Infrastructure Programme Management Plan. Prepare and/or approve Packages/Project Briefs. Participate in the procurement of professional service providers and contractors. Contribute to the review and acceptance of the departmental Infrastructure Programme Implementation Plan. Monitor and align the implementation of Programmes/Projects Analyse and approve Project Stage Reports and designs. Manage the interface between the end-user/community structures and Implementing Agents.

POST : **CIVIL/STRUCTURAL ENGINEER (Ref. PRM 008)**

SALARY : **R516 345- 682 080 per annum**

REQUIREMENTS: B-degree in Engineering. Registration as a Professional Engineer with the South African Engineering Council. Three (3) years post qualification experience. Valid driver's licence plus Computer Literacy
Key Result Areas: As prescribed for the scope of practice of a Professional Engineer.

POST : **MECHANICAL ENGINEER (Ref. PRM 009)**

SALARY : **R516 345- 682 080 per annum**

REQUIREMENTS : B-degree in Engineering. Registration as a Professional Engineer with the South African Engineering Council. Three (3) years post qualification experience. Valid driver's licence plus Computer Literacy

Key Result Areas: As prescribed for the scope of practice of a Professional Engineer.

POST : **ELECTRICAL ENGINEER (Ref. PRM 010)**

SALARY : **R516 345- 682 080 per annum**

REQUIREMENTS : B-degree in Engineering. Registration as a Professional Engineer with the South African Engineering Council. Three (3) years post qualification experience. Valid driver's licence plus Computer Literacy

Key Result Areas: As prescribed for the scope of practice of a Professional Engineer.

POST : **ARCHITECT (2 Posts) (Ref. PRM 011)**

SALARY : **R516 345- 682 080 per annum**

REQUIREMENTS : B-degree in Architecture. Registration as a Professional Architect with the South African Council for the Architectural Profession. Three (3) years post qualification experience. Valid driver's licence plus Computer Literacy

Key Result Areas: As prescribed for the scope of practice of a Professional Architect.

POST : **TOWN AND REGIONAL PLANNER (Ref. PRM 012)**

SALARY : **R516 345- 682 080 per annum**

REQUIREMENTS : B-degree in Town and Regional Planning. Registration as a Professional Town and Regional Planner with the South African Council for Planners. Three (3) years post qualification experience. Valid driver's licence plus Computer Literacy. **Key Result Areas:** As prescribed for the scope of practice of a Professional Town Planner.

POST : **QUANTITY SURVEYOR (2 Post) (Ref. PRM 013)**

SALARY : **R516 345- 682 080 per annum**

REQUIREMENTS : B-degree in Quantity Surveying. Registration as a Professional Quantity Surveyor with the South African Council for the Quantity Surveying Profession. Three (3) years post qualification experience. Valid driver's licence plus Computer Literacy. **Key Result Areas:** As prescribed for the scope of practice of a Professional Quantity Surveyor.

<u>POST</u>	:	<u>GIS TECHNICIAN (Ref. PRM 014)</u>
<u>SALARY</u>	:	R222 150 – 340 539 per annum
<u>REQUIREMENTS</u>	:	<p>Diploma in GISc or Cartography. Registration as a GIS Technician with PLATO. Three (3) years post qualification experience. Valid driver's licence plus Computer Literacy</p> <p>Key Result Areas: Source spatial information from various data custodians. Capture and clean spatial data from various formats and sources. Perform data manipulation according to application requirements. Apply coordinate systems and projections. Maintain spatial database. Develop and implement relational / object orientated databases. Produce customised maps to meet client's needs. Advice on GISc equipment, software, data and products. Undertake spatial analysis with regards to GISc projects. Provide geographical support to internal and external stake holders.</p>
<u>POST</u>	:	<u>CONTROL WORKS INSPECTOR (Zwelitsha) (5 Posts) (Ref. PRM 015)</u>
<u>SALARY</u>	:	R270 804 per annum
<u>REQUIREMENTS</u>	:	<p>A National Diploma in Building / Mechanical / Electrical practices OR a N3 with a passed Trade Test. Six (6) years post qualification experience. Valid driver's licence plus Computer Literacy</p> <p>Key Result Areas: Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities for maintenance projects. Develop proposals on associated costs. Facilitate the resolution of problems. Manage the performance of subordinate staff and ensure appropriate training and development.</p>
<u>POST</u>	:	<u>CHIEF WORKS INSPECTOR (Ref. PRM 016)</u>
<u>CENTRE</u>	:	(Zwelitsha, Mthata, Queenstown and Port Elizabeth (4 Posts))
<u>SALARY</u>	:	227 802 per annum
<u>REQUIREMENTS</u>	:	<p>A National Diploma in Building / Mechanical / Electrical practices OR a N3 with a passed Trade Test. Three (3) years' experience after meeting the qualification requirements. Valid driver's licence plus Computer Literacy</p>

Key Result Areas: Plan and execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities for maintenance projects. Develop proposals on associated costs. Facilitate the resolution of problems. Manage the performance of subordinate staff and ensure appropriate training and development.

POST : **WORKS INSPECTOR (Ref. PRM 017)**

CENTRE : Butterworth x 2, Cofimvaba x 2, Idutywa x 2, Cradock, Maluti, Mbizana, Lady Frere, Libode, Mount Fletcher, Mthatha, Ngcobo x2, Sterkspruit x2, Uitenhage (18 Posts)

SALARY : **R148 584 per annum**

REQUIREMENTS : A National Diploma in Building / Mechanical / Electrical practices OR a N3 with a passed Trade Test. Valid driver's licence plus Computer Literacy
Key Result Areas: Execute inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities for maintenance projects. Develop proposals on associated costs

POST : **DEPUTY DIRECTOR: PROPERTY AND EQUIPMENT MANAGEMENT (Ref. PRM 018)**

SALARY : **R532 278 per annum**

REQUIREMENTS : B-degree or equivalent qualification NQF level 6. Five (5) years post qualification experience in a property management space. Valid driver's licence plus Computer Literacy
Key Result Areas: 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. Manage the utilisation of resources.

POST : **ASSISTANT DIRECTOR: PROPERTY MANAGEMENT (3 Posts) (Ref. PRM 019)**

SALARY : **R270 804 per annum**

REQUIREMENTS : B-degree or equivalent qualification NQF level 6. Three(3) years post qualification experience in the property management space. Valid driver's licence plus Computer Literacy.

Key Result Areas: Assist to implement property administration functions. Implement and administer land affairs matters. Update and maintain the Immovable Asset Register. Administer leases. Administer municipal accounts. Administer utilities.

POST : **CHIEF EDUCATIONAL SPECIALIST (Ref. PRM 020)**

SALARY : **R657 879 per annum**

REQUIREMENTS : B-degree in Education. Registration as a Teacher with South African Education Council. Six (6) years post qualification experience. Valid driver's licence plus Computer Literacy. **Key Result Areas:** 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 national 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.

POST : **DEPUTY CHIEF EDUCATIONAL SPECIALIST (5 POSTS) (Ref. PRM 021)**

SALARY : **R366 982 per annum**

REQUIREMENTS : B-degree in Education. Registration as a Teacher with the South African Education Council. Three (3) years post qualification experience. Valid driver's licence plus Computer Literacy
Result Areas: Assist with the provisioning of specific inputs towards the physical resources planning framework. Assist to manage the education specific planning inputs for infrastructure planning and commissioning. Assist with the review of the utilisation of facilities from an education perspective. Make inputs to the provincial functional norms and standards in line with national 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.

POST : **DEPUTY DIRECTOR: FINANCIAL MANAGEMENT (Ref. PRM 022)**

SALARY : R R532 278 per annum

REQUIREMENTS : B-degree or equivalent qualification in Commerce or Financial Management. Five (5) years post qualification experience in financial management. Valid driver's licence plus Computer Literacy

Key Result Areas: Manage the financial management functions of the Unit. Extract, analyse and validate financial information for infrastructure projects and programmes. Manage the provisioning of accounting services for all infrastructure projects and programmes. Manage the compilation of and quality assure financial reports. Manage budget administration processes. Provide technical advisory services to management and professional members of the team. Provide early warning services to management and professional members of the team. Manage the performance of subordinate staff and ensure appropriate training and development.

POST : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT**
(Ref. PRM 023)

SALARY : R270 804 per annum

REQUIREMENTS : B-degree or equivalent qualification in Commerce or Financial Management. Three (3) years post qualification experience in financial management. Valid driver's licence plus Computer Literacy.

Key Result Areas: Assist with the coordination of financial management functions. Extract, analyse and validate financial information for infrastructure projects and programmes. Provide accounting services for all infrastructure projects and programmes. Prepare financial reports. Provide budget administration services. Develop and maintain a document and records management system for all financial transactions.

POST : **DEPUTY DIRECTOR: SUPPLY CHAIN ANAGEMENT (Ref PRM 024)**

SALARY : R532 278 per annum

REQUIREMENTS : A recognized three-year B degree in Supply Chain Management/ or equivalent qualification NQF level 6. Five (5) years relevant post qualification experience. Experience with regard to LOGIS operation and maintenance plus Computer literacy. Knowledge of Supply Chain, Bids/tenders procedures/

database of suppliers, sourcing. Extensive experience in the management procedures for LOGIS and BAS. Knowledge of PPPFA, PFMA and Treasury Regulations imperatives.

Key Result Areas: Manage the demand processes within the Infrastructure unit in conjunction with Senior Programme managers. Liaise with Infrastructure Senior Programme Managers to ensure optimum demand functionality within the Infrastructure Unit. Ensure compliancy to the relevant legislation and prescripts during demand and procurement processes. Coordinate bid committee functions optimally and ensure that all administrative compliancy standards are met. Ensure that proper and adequate processes are in place and maintain the bids process. Develop prescribed performance reports. Preparation of management reports. Manage the performance of subordinate staff and ensure appropriate training and development.

POST : **ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT (Ref PRM 025)**

SALARY : **R270 804 per annum**

REQUIREMENTS : An applicable three year Bachelor Degree or equivalent qualification. Three (3) years' experience post qualification experience in Supply Chain Management. Knowledge and experience in the application of BBEE policies PMFA and Treasure Regulations. Computer Literacy plus LOGIS and BAS operational experience.

Key Result Areas: Assist with the administration of demand processes applicable to the Infrastructure unit as required by programme managers. Ensure that demand processes and procedures followed are compliant with the PFMA and relevant I Legislation. Attend to all audit queries relating to demand and procurement management issues within the infrastructure unit. Assist with the coordination of bid committee's functions. Ensure that proper and adequate processes are in place and maintain the bids process. Preparation of management reports. Manage performance of subordinate staff and ensure appropriate training and development.

POST : **PROVISIONING ADMINISTRATION CLERK (2 POSTS) (Ref PRM 026)**

SALARY : **R123 738 per annum**

REQUIREMENTS : Senior Certificate / Grade 12 Certificate or equivalent

qualifications. Computer literacy, MS Word, Excel.
Communication skills both verbal and written.

Key Result Areas: Preparation of Bid documents. Performing of secretariat functions for bid committees. Maintaining of prescribed registers, inclusive of bid register.
Maintenance of bid file and registry functions. Loading of information on the EFMS system.

INSTRUCTION TO CANDIDATES

NOTE: Salaries indicated with *is merely an indication of the starting notch of the applicable salary band. The Department will, based on the expertise of the successful candidate, consider the awarding of a higher salary. Should you be interested in any of these positions, please visit our departmental website: www.ecdoe.gov.za

NOTE: CANDIDATES WILL BE REQUIRED TO UNDERGO VETTING PROCESSES

Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the Department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

Note: Applications must be submitted on Z83 form with an original signature, obtainable from any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and driver's license. It will be expected of all candidates to be available for interviews on date, time and place as determined by the Department. It is the responsibility of applicants with foreign qualifications to submit evaluated qualifications by the South African Qualifications Authority (SAQA).

The department of Education welcomes people with disabilities and females are encouraged to apply. All shortlisted candidates will be required to undergo competency assessments. Appointment is subject to State Security Agency securing screening. Appointment is subject to signing of performance agreement and contract with the Department. Please note that communication will be limited to the short-listed candidates only.

NB: All details on Z83 must be appropriately completed or the application will not be considered. The names of the three references must be submitted. Candidates must submit one application for each post being applied for. You can regard your application as unsuccessful, if you have not heard from us within three months of the closing date.

Please forward your application for the attention of Chief Director: Human Resource Management and Administration, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605. Enquiries can be directed to: Mrs. NT Sipahlanga / Mr. M. Lokwe (040-608 4064/4513).

CLOSING DATE

:

30 June 2015



Ikamva eliqaqambileyo!