

DEPARTMENT OF EDUCATION
INTERNAL ADVERT 04 of 20/21

Closing Date: 04 November 2020

PROJECT COORDINATOR: INFORMATION MANAGEMENT (6 posts)
SCHOOL RATIONALISATION (1 YEAR CONTRACT)
Salary Notch: R242,475 per annum (Level 7)
Centre: Head Office – Zwelitsha Ref: DOE PC/11/20

REQUIREMENTS: An NQF 6 in Information Technology/Systems with 1-2 years' experience in the field of IT or Matric with 06 years' experience in the field of IT. A valid Code 8 driver's license.

KPA`s: Collect learner and school information. Collect curriculum offerings of the non-viable schools. Develop a list of schools that will be closed or merged. Update school and learner information database. Maintain school and learner information database. Provide source information to the school rationalization reports. Store geographic data for school rationalization. Store the required datasets. Store spatial data topology and attributes. Store spatial data for school rationalization. Store geodatabases and maps and other related project. Support the publishing of metadata records.

INSTRUCTIONS TO CANDIDATES

Applications must be forwarded to the following office as indicated in advert.

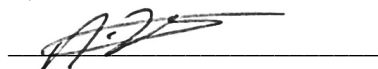
Department of Education, Steve Vukile Tshwete Building, Zone 6, Zwelitsha, Private Bag X0032, Bhisho, For Attention: Human Resource Administration.

Applications will not be accepted later than 12h00 on the closing date.

IMPORTANT: Applicants must note that the Department is not liable for applications submitted elsewhere to reach the destination by the closing date.

Note: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply.** APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

SIGNED ON 27 October 2020



CHIEF DIRECTOR: HRM&D

MR N TSHIBO