

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** :
- Applications must be hand delivered or posted to the relevant district offices and Head office where the post is advertised OR apply online at <https://jobs.gauteng.gov.za/>. Please see the address below:
- HEAD OFFICE (HO)** Physical Address: 26th Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001 Enquiries: Check Enquiries On The Advert.
DISTRICT JOHANNESBURG SOUTH (JS): Physical Address: 100 Northern Parkway, Crownwood Ormonde, Johannesburg Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Ms. Lola Malimagovha Tel No: (011) 247 5947.
DISTRICT GAUTENG NORTH (GN): Physical Address: Yorkcor Park Building, 86 Watermeyer Street, Val De Grace, Pretoria Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Ms. Matlhodi Moloto Tel No: (012) 846 3641.
DISTRICT TSHWANE WEST (TW) Physical Address: Klippgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele Tel: (012) 725 1451.
DISTRICT TSHWANE SOUTH (TS): Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Mr Thabiso Mphosi Tel: (012 401 6434).
JOHANNESBURG NORTH (JN): Physical Address: Corner Biccard & Jorrison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: Tel: (011) 694 9378.Johannesburg, 2000.
- CLOSING DATE** :
- 07 February 2025
- NOTE** :
- It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at www.dpsa.gov.za /documents. Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) however the questions related to conditions that prevent re-appointment under part F MUST be answered. A Z83 form and a detailed CV MUST be attached on hand delivered, posted and online applications. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and SMS pre-entry certificate is submitted prior to appointment. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend the generic SMS/MMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after

the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered.

MANAGEMENT ECHOLON

POST 03/92 : **DEPUTY DIRECTOR GENERAL: CORPORATE MANAGEMENT REF NO: REFS/022081**
(5 Years Fixed Term Contract Performance Based)
Branch: Corporate Management

SALARY CENTRE REQUIREMENTS : R1 741 770 per annum (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate post graduate qualification at NQF Level 8 as recognized by SAQA in Human Resource Management /Public Administration/ Public Management/ Human Resource Development/ Management/ Industrial Psychology/LLB. With at least a minimum of 8 years senior management experience within Corporate Support/Management Services environment. Proven management skills. Extensive working knowledge of public sector, particular in education sphere, Education prescripts, Public Finance Management Act, Public Service Regulation. Competencies: Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African drivers' license is essential.

DUTIES : Provide strategic leadership and oversee the provision of strategic human resource services. Oversee, manage, and ensure implementation of organisation development, performance management and development programmes. Oversee the implementation of collective bargaining processes, transformation programmes and labour relations services. Manage the transversal human resource administration services and implementation of HR Plan. Manage the provision of internal and external communication services. Manage the provision of legal advice, litigation and legal compliance and legal contract administration services. Promote internal and external stakeholder relationships. Manage funds in the branch in compliance with Public Finance Management Act, Treasury Regulations and monitor risks. Manage resources of the Branch.

ENQUIRIES : Mr. Hector Tsosane Tel. No: (011) 843 6533

POST 03/93 : **CHIEF DIRECTOR: CORPORATE INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: REFS/022082**
(5 Years Fixed Term Contract Performance Based)
Branch: Strategic Planning & Systems

SALARY CENTRE REQUIREMENTS : R1 436 022 per annum (an all-inclusive package)
: Head Office, Johannesburg
: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Information Technology/Information System/ Computer Science or Systems with at least a minimum of 5 years senior management experience within IT Environment. Knowledge and experience in Enterprise Architecture, Data Management and analytics, and Cybersecurity will be an added advantage. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, HardCat, Persal, etc.), Information Technology Infrastructure Library (ITIL- industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. COMPETENCIES: Strategic Leadership, Infrastructure Management, Service Management, Policy and Governance, Stakeholder Management, Innovation, Cybersecurity, Data Management, Financial Management, Management skills, Facilitation and Presentation, planning and organising, report writing, good verbal and written communication, analysis, change management, conflict management,

		project and strategic Management. Valid South African driver's license is essential.
<u>DUTIES</u>	:	Develop and implement a comprehensive IT strategy aligned with organizational goals for the GDE. Which includes IT Technical Support service at Districts, Head Office, Teacher Centres and Satellite Offices. Oversee server and storage infrastructure, ensuring optimal performance and capacity planning. Manage IT projects and initiatives, ensuring timely delivery and adherence to budget, Development of Project Management Frameworks and the management of resources within IT Chief Directorate. Establish and maintain robust IT service management processes for efficient support and issue resolution. Develop and enforce IT policies, procedures, and governance frameworks. Build strong relationships with internal and external stakeholders to foster collaboration and ensure alignment with business objectives. Drive innovation and explore emerging technologies to enhance organizational capabilities. Develop and implement robust cybersecurity measures to protect sensitive data and systems internal and been used by other stakeholders to facilitate the mandate for GDE. Oversee data governance, ensuring data quality, security, and compliance with regulations.
<u>ENQUIRIES</u>	:	Mr. Hector Tsosane Tel. No: (011) 843 6533
<u>POST 03/94</u>	:	<u>DIRECTOR: LEGAL SERVICES (LITIGATION MANAGEMENT) REF NO: REFS/022084</u> (5 Years Fixed Term Contract Performance Based) Chief Directorate: Legal Services
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (an all-inclusive package) Head Office, Johannesburg An LLB Degree (NQF Level 7 or above) and admission as an Attorney or Advocate with the right appearance in court plus a minimum of 5 years' middle or senior management experience. Extensive knowledge in civil litigation, court rules and procedures. Experience in court appearance will be an added advantage. Knowledge in interpretation of statutes, Constitutional law, administrative law and understanding of different legislative prescripts is a requirement. Understanding of government processes. Skills: Good interpretation skills. Presentation and facilitation skills, policy development and research skills, legislative drafting, and formulation skills. Good verbal and legal writing skills. Computer literacy, strong leadership qualities and skills. Project planning, implementation, and management skills. Good inter-personal relations. Innovation and creativity. Self-disciplined and able to work under pressure with minimum supervision. People management supervisory skills. Valid South African driver's license is essential.
<u>DUTIES</u>	:	Management of litigation matters. Administer the preparation of all Court cases including Constitutional Court cases. Assist with consultations with Advocates. Manage contingent liabilities and the risk of high number of cases. Manage the provision of legal advisory services. Provide formal legal opinions and legal advice. Provide legal inputs on correspondence of a legal technical nature. Represent the Department at forums on legal matters. Represent the Department in court if needs be. Provide inputs on the provincial legislative programmes. Ensure legal compliance of the Department. Ensure the effective, efficient, and economic utilisation of allocated resources in compliance with the PFMA. Provide and maintain financial management systems that will enable the Directorate to comply with policies. Human resource management, support and monitor subordinate's performance, identify and manage their development needs. Ensure staffs are kept abreast of all legal new prescripts and policies. Conduct performance assessments of personnel.
<u>ENQUIRIES</u>	:	Ms Winnie Radzilani Tel: (011) 843 6540
<u>POST 03/95</u>	:	<u>DIRECTOR: SCHOLAR TRANSPORT REF NO: REFS/022088</u> Chief Directorate: School Support (5 Years Fixed Term Contract Performance Based)
<u>SALARY CENTRE REQUIREMENTS</u>	:	R1 216 824 per annum (an all-inclusive package) Head Office, Johannesburg An appropriate NQF level 7 qualification in Public Administration/ Public Management / Education/Transport Economics / Transport Management, with at least a minimum of 5 years' middle/ senior management experience in public sector or providing support to the school. Proven management skills in

education management, project/programme management, policy development and implementation. Advance Knowledge of the Constitution of the Republic of South Africa, Public Finance Management Act, Treasury Regulations, the Public Service Act, Public Service Regulations, South African Schools Act. National Land Transport Act. National White Paper on Transport Policy and National Learner Transport Policy Framework. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : Develop, review and the implement the Scholar Transport programme in the department. Undertake the development learner transport system. Facilitate Contract Management for Service Providers and ensure enforcement thereof. Facilitate and manage the creation and allocation of Scholar Transport routes to ensure equitable and efficient utilization of scholar transport services. Ensure the provision of support to learners using Scholar Transport that are involved in an accident. Ensure that all service providers follow Passenger Liability statutory requirements in relation to the Road Accident Fund (RAF) claims. Ensure the development and implementation of Scholar Transport system, policies, procedures, and guidelines. Undertake effective and efficient utilization of the directorate resources.

ENQUIRIES : Ms Winny Radzilani Tel: (011) 843 6540

POST 03/96 : **DIRECTOR: STRATEGIC PARTNERSHIP REF NO: REFS/022090**
Chief Directorate: Strategic Planning & Management
(5 Years Fixed Term Contract Performance Based)

SALARY : R1 216 824 per annum (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Public Administration/ Public Management/ Education/Social Investment and/or Law, with at least 5 years' experience at a middle/Senior Management level in strategic partnership or inter- governmental relations experience. Knowledge of public sector, local government and public/private entities systems and relevant legislation/statutes, Constitution of the Republic of South Africa, Public Service Act and Regulations, Public Finance Management Act and Treasury Regulations. Valid South African driver's license is essential. Competencies: Strategic capability and leadership. Ability to work under pressure. Knowledge and experience of the donor sector, preferably of education foundations and trusts. Strong strategic and analytical skills. Communication and stakeholder management skills, including an ability to work and communicate effectively with a broad spectrum of individuals, donors, business leaders, public figures, within a broad range of cultural environments. Excellent report writing, analytical, computer and communication skills, including oral presentation skills.

DUTIES : Develop and implement the strategic partnership strategy. Oversee the intergovernmental and intra institutional relations for the department. Ensure establishment of contacts and partnerships opportunities with education authorities in other countries as part of a learning network. Coordinate Departmental strategy on international relations and agreements (e.g. donor funding and cooperation agreements). Establish and oversee the stakeholder partnerships in support of strategic priorities of the department. Oversee the development and implement of policies and systems. Supervision and development of staff.

ENQUIRIES : Ms Winny Radzilani Tel: (011) 843 6540

POST 03/97 : **DIRECTOR: AUXILIARY SERVICES & FLEET MANAGEMENT REF NO: REFS/022094**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Supply Chain Management

SALARY : R1 216 824 per annum (an all-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification Public Administration/Public Management/Supply Chain Management / Financial Accounting, Financial management /logistics and Transport

Management/Archives and Records Management with at least 5 years' experience at a middle/Senior Management level within Auxiliary, Fleet and Finance Management environment. Knowledge of Public Service Act and Regulations, PFMA, Treasury Regulations, Government Fleet, Travel Policies and Procedure. Knowledge of National Archives and Records Management policies. Knowledge of Promotion of Access to Information Act (PAIA), PSR and Protection of personal Information Act (POPI) and Minimum Information Security Standard Act (MISS). Knowledge of Labour Relations and Basic Conditions of Employment Equity. **COMPETENCES:** Contract Management, Supply Chain Management, Computer literacy, Communication Skills, Planning and Organising skills, Analytical skills, Strategic Planning, Conflict Management skills, Report writing skills, Good Interpersonal relations, Negotiation Skills, Problem Solving, Project Management Skills, Change Management, Facilitation and Presentation skill. Valid South African driver's license is essential.

DUTIES : Oversee and ensure effective provisioning of fleet management services within the Department. Oversee and ensure effective provisioning of records management services within the Department. Manage the provisioning of proper and efficient Auxiliary Services within the Department. Manage and ensure proper allocation of Parking and messaging services. Oversee and manage policy review and development. Manage resources (Human, financial, Assets etc).

ENQUIRIES : Ms Winny Radzilani Tel: (011) 843 6540

POST 03/98 : **DISTRICT DIRECTOR: SEDIBENG WEST REF NO: REFS/022092**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: District Operations Management (Westrand and Sedibeng Region)

SALARY : R1 216 824 per annum (an all-inclusive package)
CENTRE : Sedibeng West District
REQUIREMENTS : An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

ENQUIRIES : Ms Winny Radzilani Tel: (011) 843 6540

POST 03/99 : **CHIEF ELECTRICAL ENGINEER GRADE A REF NO: REFS/022078**
Directorate: Infrastructure Planning and Property Management
Sub- directorate: Infrastructure Planning

<u>SALARY</u>	:	R1 200 426 per annum (an all-Inclusive Package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Degree in Electrical Engineering. Six years' experience post qualification. Computer literate. Registered as a Professional Engineer with ECSA. Valid Drivers' License.
<u>DUTIES</u>	:	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 electrical engineering guidance and inputs to all Infrastructure Delivery Management System deliverables and reports. Investigate electrical engineering installations and oversee commissioning of electrical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage sub-ordinates. Undertake research.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6540
<u>POST 03/100</u>	:	<u>CHIEF MECHANICAL ENGINEER GRADE A REF NO: REFS/022079</u> Directorate: Infrastructure Planning and Property Management Sub- directorate: Infrastructure Planning
<u>SALARY</u>	:	R 1 200 426 per annum (an all-Inclusive Package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate Degree in Mechanical Engineering. Six years' experience post qualification. Computer literate. Registered as a Professional Engineer with ECSA. Valid Drivers' License.
<u>DUTIES</u>	:	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 mechanical engineering guidance and inputs to all Infrastructure. Delivery Management System deliverables and reports. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage sub-ordinates. Undertake research.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6640
<u>POST 03/101</u>	:	<u>DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGER (CIVIL ENGINEERING) REF NO: REFS/022080</u> Directorate: Infrastructure Delivery Management
<u>SALARY</u>	:	R1 003 890 per annum (an all-inclusive package)
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate recognized four-year Degree (NQF Level 7) or equivalent in Civil Engineering plus minimum of 5 years' experience post qualification. Valid Drivers' License. Computer literate.
<u>DUTIES</u>	:	Prepare and update the Infrastructure Programme Management Plan of the Department. Prepare and update the Construction Procurement Strategy and Plan of the Department. Contribute to the review and acceptance of the Infrastructure Programme Implementation Plans as prepared by Implementing Agents. Assess Initiation Briefs prior to proceeding to Stage 1: Initiation. Review and sign off on Stages 1 – 7 deliverables of Professional Service Providers as validated by the appointed Implementing Agents. Manage the performance the Implementing Agents. Manage cash flows of projects and prepare a credible commitment register. Conduct site visits and prepare progress reports. Assess all variations, compensation events and extensions of time. Monitor and report on progress with projects under construction. Manage the interface between the end-user/community structures and Implementing Agents. Prepare credible information on all infrastructure projects and programmes as well as the updating of the Infrastructure Reporting Model. Contribute to the annual needs analysis in terms of infrastructure, the annual infrastructure evaluation of projects and programmes and post occupations evaluations.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6540
<u>POST 03/102</u>	:	<u>PROFESSIONAL TOWN AND REGIONAL PLANNER GRADE A REF NO: REFS/022083</u> Directorate: Infrastructure Planning and Property Management

Sub-Directorate: Infrastructure Planning

<u>SALARY CENTRE REQUIREMENTS</u>	:	R721 476 per annum (an all-Inclusive Package) Head Office, Johannesburg An appropriate recognized B Degree in Urban/Town and Regional Planning. Compulsory Registration as a Professional Planner with the South African Council for Planners (SACPLAN) on appointment. Minimum of Three (3) Years post qualification professional experience required with relevant experience. Knowledge of town planning and built environment legal acts/legislation/policies/by-laws and compliance thereof. Understanding of the town planning systems and principles applicable to social infrastructure. Comprehension of infrastructure delivery and procurement management. Experience in town and regional planning processes and procedures i.e. land development applications. Research knowledge and formulation of policy, guideline and standard operating procedures. Understanding of programme and project management. Grasp of inter-governmental relations, Batho Pele principles and provincial government responsibilities. Feasibility studies and informed decision making. Computer literate, familiar with Computer-aided Applications and well versed in Microsoft Office. Excellent report writing skills, presentation proficiency and ability to work independently. Possession of technical and analytical town planning skill. Technical consulting competence. Ability to make professional judgements and recommendations. Accountability and capacity to handle high pressure environment. Self-management, communication, listening and knowledge management are key. Language proficiency and negotiation skills. strategic management/direction, creating high performance culture, analytical and creative thinking & change management will be as an added advantage. A valid driver's license (code 08) and willing to travel extensively.
<u>DUTIES</u>	:	The main purpose of the position is to provide support to the town planning related functions and objectives of the Department: implement social infrastructure technical norms and standards, determine town planning departmental policies, strategies, plans, procedures and criteria for infrastructure projects and programmes. Undertake master planning, project briefs, scope of works, business cases, operational narratives, departmental comments and site suitability assessments. Make inputs to the Infrastructure Asset Management Plan, Estimates of Capital Expenditure and parliamentary enquiries. Assessment of land development applications. Engagement with all spheres of government and private sector operating within the social infrastructure space and delivery management of infrastructure projects. Alignment of user needs, site due diligence and adherence to planning legislation. Integration of specialist studies, site development plans, building plans, engineering designs and site related drawings. Facilitate the unblocking of challenges facing infrastructure projects from a property related perspective. Assist with managing all town planning related tasks on behalf of the Directorate and provide professional town planning comments/inputs to support and guide decision making process.
<u>ENQUIRIES</u>	:	Ms. Winny Radzilani Tel No: (011) 843 6540
<u>POST 03/103</u>	:	<u>ASSISTANT DIRECTOR: EXAMINATION MATERIAL AND SCRIPT ARCHIVE REF NO: REFS/022085</u> Directorate: Examinations Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Johannesburg An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration /Public Management or relevant qualification plus minimum 3 years' experience within examination environment at a supervisory level and or at a post equivalent to salary level 7/8. Good communication (written & verbal) and interpersonal skills. Knowledge of the PFMA, strategic planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict management and customer service management skills. Must be computer literate and have the ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Coordinate the secure delivery of scripts from districts to marking centres and return thereof for archival. Prepare logistical arrangements for scripts to be dispatched to the archival centers. Coordinate examination Script Control

processes. Ensure standard operating procedures are developed, mediated, and implemented in the province regarding receipt, checking, scanning and filing of examination scripts. Liaise, monitor and support all provincial relevant stakeholders regarding script control. Ensure the maintenance of the Electronic Record and Information Management System. Manage the retrieval of scripts for remark, recheck and viewing. Ensure the maintenance of the Digital Archiving of all candidate scripts. Electronic archiving prepares filling boxes to be dispatched to the marking centres for the filling of candidate's scripts. Control all scripts as received and packaged per paper, center and per district. Supervise Staff.

ENQUIRIES : Mr Harry Culling Tel No: 010 601 8082

POST 03/104 : **ASSISTANT DIRECTOR: PRINTING, PACKING, STORAGE AND DISTRIBUTION REF NO: REFS/022086**
Directorate: Examination Management

SALARY : R444 036 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in public administration, Management, Printing Technology, Business Administration and Packaging Technology qualification plus minimum 3 years' experience in Examination and Assessment environment at a supervisory level and or at a post equivalent to salary level 7/8. An understanding of Computer Systems and administration of data is needed. Experience in database management and statistics specifically related to printing of exact and secure printing of question papers is a requirement. A sound knowledge and understanding of printing cycle, processes and the environment relating to high security question papers in is essential. Hands on experience and knowledge in handling issues related to printing, packing, storage and distribution of high security assessment materials is required. Must be able to work under constant pressure, independently as well as in a team. Must have experience in an education environment where high stakes question papers are printed and must be able to function in an extremely high security and high intensity environment. Good written and verbal communication skills plus the ability to generate reports on a regular basis that will allow the manager to predict and manage printing, packing, storage and distribution of a range of different examinations throughout an academic year. Valid Driver's License essential. Candidates will be subjected to a skills test and the successful candidate will have to undergo security vetting.

DUTIES : Oversee the full packing process. Capture timetable onto data base. supervise the section and remain on site. Co-ordinate and planning of packing process regarding dates and staff. Oversee the full distribution process. Co-ordinate and planning of distribution process regarding dates and staff. Attend to special security measures. Monitors progress of packing and distribution processes. Oversee ordering of stock. Liaise with suppliers. Oversee security of packing and distribution. Oversee distribution of any miscellaneous printing to districts. Oversee to the mopping-up and cleaning-up of all material after each examination. Oversee the packing of maps for Geography of all examinations offering Geography. Oversee and co-ordinate the printing and packing of memoranda for marking. Management of Resources. Compile and submit the work plan, performance developments plan, job description and performance agreements of staff. Guide, train and advice staff on all financial administration services to enhance the correct implementation of policies and practices.

ENQUIRIES : Ms Jeannie Oosthuizen Tel No: 010 345 0930

POST 03/105 : **ASSISTANT DIRECTOR: SCHOOL GOVERNANCE REF NO: REFS/022104**
Directorate: Public Ordinary Schools

SALARY : R444 036 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Public Administration and Governance/ Public Management/ Public Administration/ Bachelor of Arts (Majoring in Governance)/ Administrative Information Management / Administrative Management or three-year related qualification plus minimum of 3 years' relevant experience in governance environment within School Administration environment at a supervisory level or at a post equivalent to salary level 8/7. Knowledge of legislative framework

(Public Finance Management Act and other relevant legislation). Knowledge of financial management and procurement processes, wide range of office management and administrative tasks. Demonstrative computer literacy, (Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook, and Internet), Project Management; Reporting Writing Skills: Communication (written and verbal), Planning and organizing, People Management, Problem Solving, Stakeholder and client liaison, Excellent inter-personal skills: People orientated. A valid driver's license is essential.

DUTIES : Render administrative support for school governance functions. Coordinate BMT/ IDSO and District school visits. Coordinate school governance training programmes. Implementation of Regulation and policy on good governance and management. Scan and analyse the environment to guide and recommend to implementation of policy and regulations. Monitor implementation of governance related policy and regulations. Development of School Governance Policies, procedures and guidelines. Participate in the development implement of policies and ensure compliance with the relevant SASA (South African Schools Act) regulatory framework. Ensure the implementation of adequate school governance policies and procedures by conduction workshops across all districts. Implement and monitor all activities related to financial management. Coordinate, support, and provide information on Audits queries. Supervision of Staff. Allocate duties to subordinates.

ENQUIRIES : Mr. Glentone Williams Tel: (011) 355 0297

NOTE : N.B Shortlisted candidates will be subjected to a Technical/ Practical test as part of the interview process.

POST 03/106 : **ASSISTANT DIRECTOR: LEARNER ADMISSION SERVICES REF NO: REFS/022087**

Directorate: Public Ordinary Schools

SALARY : R444 036 per annum

CENTRE : Head Office, Johannesburg

REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Information Systems / Computer Science/ Information Technology or three-year related qualification plus minimum of 3 years' experience in Programming/System Analysis/ WEB support/ system development /Database skill in SQL within Administration environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of legislative framework that governs Public Schools (SASA), Public Finance Management Act and other relevant legislations. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet), Project Management; Reporting Writing Skills: Communication (written and verbal), Planning and organizing, People Management, Problem Solving, Stakeholder and client liaison, Excellent inter-personal skills: Facilitation and Presentation skills. Supervisory Skills. A valid driver's license is essential.

DUTIES : Collation of data to inform, develop and improve the online registration system. Analysis and interpretation of data sets and results to identify trends. Monitoring functionality, developments, trends, and possible system errors for reporting. Analysis and interpretation of data sets results to identify trends. Identify and analyze the efficiency of the utilized online admission system and report the results to the management team to refine the business requirements. Stakeholder and Client liaison. Collaborate with other Business Units on Learner Admissions related issues. Report on any irregularities/ challenges experienced during the learner admission process. Provide administrative support to Business Units. Identify and attend to Business Units/ District coordinators with regards to learner admission procedures and processes. Coordinate and support the induction and training of District Coordinators, support staff on their roles and responsibilities during the learner admission period. Supervision of Staff. Allocate duties and quality assure the work of subordinates.

ENQUIRIES : Mr Glentone Williams Tel: (011) 355 0297

NOTE : N.B Shortlisted candidates will be subjected to a Technical/ Practical test as part of the interview process.

POST 03/107 : **ASSISTANT DIRECTOR: SCHOOL ADMINISTRATION SERVICES REF NO: REFS/022089**

Directorate: Public Ordinary Schools

<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Johannesburg
<u>REQUIREMENTS</u>	:	An appropriate three-year National Diploma/Degree qualification (NQF Level 6/7) in Public Administration/ Public Management / Quantitative Management/ Administrative Information Management / Administrative Management or three-year related qualification plus minimum of 3 years' relevant experience in School Administration environment within School Administration and Governance at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of legislative framework that governs Public Schools (SASA), Public Finance Management Act and other relevant legislations. Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet), Project Management; Reporting Writing Skills: Communication (written and verbal), Planning and organizing, People Management, Problem Solving, Stakeholder and client liaison, Excellent inter-personal skills: Facilitation and Presentation skills. Supervisory Skills. A valid driver's license is essential.
<u>DUTIES</u>	:	Coordinate the resourcing and administrative procedures for all schools. Facilitate the implementation of Section 21 functions of resources for Non-Fee- and Fee-paying schools in the province. Monitor the implementation of additional incentives for Non-Fee and Fee-paying schools and ensure compliance in terms of South African Schools Act (SASA; section 38A). Facilitate the Development, mediation and implementation of School Administrative policies, Regulations and Guidelines as per the South African Schools Act (SASA). Analysis and interpretation of data sets and results to identify trends. Identify and analyze the efficiency of the utilized online admissions/administration system and report results to the management team to refine business requirements. Build relations with relevant stakeholders. Collaborate with other Business Units on School Admissions related issues. Report on all school administrative irregularities / challenges to management. Provide administrative support to Business Units Identify and attend to Business Units and line functions / Coordinators with regards to learner admission/administrative procedures and processes, registration of schools, re-organization of schools, resourcing of schools and ensuring the development of systems to implement SASA. Coordinate and support the induction and training of Coordinators, support staff, School principals and Administrators on their roles and responsibilities. Supervision of Staff. Allocate duties to subordinates.
<u>ENQUIRIES</u>	:	Mr Glentone Williams Tel No: (011) 355 0297
<u>NOTE</u>	:	N.B Shortlisted candidates will be subjected to a Technical/ Practical test as part of the interview process.
<u>POST 03/108</u>	:	<u>ASSISTANT DIRECTOR: FINANCE AND PROCUREMENT REF NO: REFS/022091</u> Sub-directorate: Finance and Administration
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Tshwane West District
<u>REQUIREMENTS</u>	:	An appropriate recognized three-year National Diploma/Degree (NQF Level 6/7) qualification in Finance / Supply Chain Management / Economics / Business / Purchasing/Logistics or three-year related qualification plus a minimum of 3 years' experience in SCM at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of SAP, BAS, PFMA, Treasury Regulations, provisioning procedures and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid driver's license.
<u>DUTIES</u>	:	Implementation of financial and procurement policies and procedures. Enquiry office is operating efficiently. Manage/ oversee the capturing of RLS01 on either P. CARD/SRM systems. Ensure that Vendor are registered on EIS System and vendor information forms are copied, recorded, and forwarded to GDF for registration. Receipt of requisitions (RLS01's) and processing thereof. Capturing of GRVs RLS02 on SRM within 24 hours and payment within 30 days. Follow up on outstanding payments for service providers. Clear webcycle entries weekly. Efficient operations i.e. collection of payrolls – payslips distributed and returned within 7 working days. Proper record keeping with regards to payroll administration. Liaise with schools and units regarding payroll issues. Distribution of IRP5s. Compare accuracy of payroll with

exception report and liaise with THRS with reference to the exception report. Non-compliance letters issued for return of payrolls. Report to HO on completeness of payroll return and exception report. Implementation of petty cash policies and procedures. Cashier's office operates efficiently, and petty cash is replenished when needed. Monitor and bank revenue as and when needed. Function as team leader by supervising tasks and responsibilities of sub-ordinates. Provide training of staff on procedures and processes. Performance management is done, and poor performance is identified and addressed. Office administration matters and effective, efficient record keeping. Provide monthly management reports. Attend management meetings.

ENQUIRIES : Ms Priscilla Ravele Tel No: 012 725 1451

POST 03/109 : **ASSISTANT DIRECTOR: FINANCE AND ADMINISTRATION REF NO: REFS/022093**
Sub-directorate: Finance Management

SALARY : R444 036 per annum
CENTRE : Johannesburg North District
REQUIREMENTS : An appropriate recognized three-year National Diploma/Degree (NQF Level6/7) in Financial Management/ Accounting/Public Finance/ Cost and Management or related three-year qualification majoring in Accounting/Finance plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge of PFMA, preferential procurement policy framework, Treasury Regulations, public sector procurement and Supply Chain Management. Knowledge of BAS (Basic Accounting System) & PERSAL. Excellent communication skills. Computer literacy in Excel, Access, Word and PowerPoint. Valid Driver's License.

DUTIES : Provide financial administration and procurement administration to the district office and schools. Maintain all the accounting records of the district. Assist with clearing of accounts. Assist in the preparation and administration of district budget allocation process. Budget forecasting and reporting. Prepare weekly Cash flow inputs (funds requisitioning). Prepare monthly and quarterly reports for the district. Assist in with the audit process and clearing of all audit queries. Report in writing any unauthorized, irregular or fruitless and wasteful expenditure. Implement and maintain asset management policies of the department. Co-ordination of Risk management processes. Ensure compliance with PFMA and Treasury Regulations and Accounting principles and Departmental policies, Financial Delegations and also through applicable compliance certificates.

ENQUIRIES : Ms Nelisiwe Mashazi Tel: (011) 694 9321

POST 03/110 : **ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSTITUTION REF NO: REFS/022095**
Sub- directorate: Finance and Administration

SALARY : R444 036 per annum
CENTRE : Gauteng North District
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, BELA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

DUTIES : Ensure effective financial management in all schools (POS, LSEN, ECD & Subsidized Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through

utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.

ENQUIRIES

: Ms Matlhodi Moloto Tel No: 012 846 3641

POST 03/111

: **ASSISTANT DIRECTOR: EXAMINATIONS ADMINISTRATION REF NO: REFS/022096**
Sub-directorate: Curriculum Management and Delivery

SALARY CENTRE REQUIREMENTS

: R444 036 per annum
: Gauteng North District
: An appropriate three-year National Diploma/Degree (NQF Level 6/7) qualification in Public Administration/ Public Management or a three-year related qualification plus a minimum of 3 years relevant working experience within Examination or Assessment environment in the execution of Examinations administration at District or higher levels at a supervisory level and or at a post equivalent to salary level 8/7. Knowledge and experience of PFMA, Transport Policy, Strategic Planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict resolution and good communication skills (written & verbal). Must have computer literacy and the ability to work under pressure. A valid South Africa driver's license.

DUTIES

: Manage and oversee centre and learner registrations in the district. Ensure that new public and independent centers meet the minimum requirements to be registered as examinations centers. Manage the registration processes of Grade 10, 11 and 12, AET Level 4, NSC part-time and repeater candidates; Supplementary, remark / recheck and the Senior Certificate candidates. Conduct registration mediation policy sessions with all stakeholders. Administer concessions for all Schools during assessment/examinations period. Confirm and clear immigrant candidates on the Integrated Examination Computer System (IECS) and minimize technical irregularities. Establish readiness of centers to conduct the examinations. Audit registered exam centers to establish the readiness to conduct the examinations. Manage and compile examination related plans before commencement of examinations (i.e. Management and Monitoring Plans). Oversee and support the induction and training of Chief Invigilators, Invigilators, exam support staff, Candidates on roles and responsibilities during the exam period. Appoint a Script Library Manager (i.e. Senior Admin Officer) to ensure safe storage of scripts in the District. Ensure that Scripts are scanned, packaged and distributed to Marking Venues. Oversee the conduct, administration and management of Examinations (i.e. AET Level 4, NSC and amended Senior Certificate, NCS Preparatory and Final exams). Control question papers received from the Head

Office, and the district's control list. Ensure that the Senior Education Specialist, Examination Administration submit a formal report on the conduct of the exams to Head Office. Manage and report on any irregularities experienced during the conduct of exam. Facilitate emergency concessions in collaboration with the Psychologist in the District. Administer result certification distribution and remarking processes. facilitates the application for the issuing of certificates -reissue, replacement and combination of result. Ensure control and collect certificates for external clients (Public). Attend to queries from the public regarding registration, results and certification. To coordinate and monitor the budget, resources and overall management of the unit. General supervision of employees and manage performance. Draft the overtime budget of the unit and ensure approval. Collaborate with other Business Units on exam related issues. Allocate resources (human, physical and financial) for the administration of exams. Liaise with service providers regarding examination related matters / material.

ENQUIRIES : Ms Mathodi Moloto Tel No: 012 846 3641

POST 03/112 : **ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSTITUTION REF NO: REFS/022097**
Sub-directorate: Finance and Administration

SALARY : R444 036 per annum
CENTRE : Johannesburg South District
REQUIREMENTS : An appropriate three-year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, BELA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.

DUTIES : Ensure effective financial management in all schools (POS, LSEN, ECD & Subsidized Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit

		Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.
<u>ENQUIRIES</u>	:	Ms Lola Malimagovha Tel: (011) 247 5947
<u>POST 03/113</u>	:	<u>ASSISTANT DIRECTOR: PROVISIONING AND ADMINISTRATION FOR INSTITUTION REF NO: REFS/022098</u> Sub-directorate: Finance and Administration
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Tshwane South District An appropriate three-year National Diploma/Degree qualification in Financial Management, Accounting, Public Finance, Cost and Management Accounting or related three-year qualification plus a minimum of 3 years relevant working experience in the financial management environment at a supervisory level and or at a post equivalent to salary level 8/7. Procurement directives (Supply chain management manual). Treasury Regulations, PFMA, BELA and SASA. Administration procedures relating to specific working environment, including norms and standards for school funding. Planning and organizing, Computer literacy, Client service, Compilation of Management reports, Interpersonal relations, Problem Solving, to maintain discipline in resolving conflict, Ability to perform ad-hoc task. Knowledge of PMDS process. Ability to communicate with team members. Valid driver's license.
<u>DUTIES</u>	:	Ensure effective financial management in all schools (POS, LSEN, ECD & Subsidized Independent schools). Implement SASA, Independent Schools Regulations, DBE Circulars (M1, M3, M4) and other relevant finance prescripts and ensure compliance by schools thereof. Ensure that schools possess effective control systems and approved finance policies and guidelines. Ensure effective maintenance of financial records by Institutions and data through utilization of financial management systems and/or other Third-Party Systems. Monitor all funds received and spent by the Institutions (e.g. grants, school fees, donations, fund raising, and any other revenue generated by schools). Coordinate and conduct financial management training and workshop sessions to all respective Institutions. Conduct inspections and advise schools on financial management matters. Ensure submission of financial statements by schools in accordance with regulated timeframes. Coordinate and facilitate the preparation, collection and analysis of reports (i.e. monthly expenditure reports, bank reconciliation statement from schools and relevant internal reports). Provide support to schools with the breakdown of transfer of subsidies and related revenues. Ensure the reconciliation of budget vs payments as per final resource allocation. Coordinate and facilitate the receipt and distribution of Statement of Payments made to schools in relation to subsidies. Implement Circular 45 of 2003, Public Benefit Organizations, and School Fee Exemption in schools. Ensure monitoring of all public schools' Municipal and Eskom accounts. Coordinate and facilitate the submission of monthly reconciliations for section 21 schools' municipal payments to Head Office. Ensure intervention on schools' non-compliance to municipal obligations (e.g. arrangement of payment plan with Municipality). Ensure compliance in terms of asset management process at Public Schools within the District. Ensure compliance at schools with regards to asset management prescripts (i.e. policy, processes, and procedures) of the Department. Coordinate ordering of school furniture (i.e. learner furniture, ICT and other related assets). Ensure effective maintenance of Theft and Loss Register by schools and conducting of stocktaking by schools and provide report thereof. Ensure the effective, efficient and economic utilization of allocated resources. Compile and submit Job Descriptions, Performance Agreements, Assessments, and Performance Development Plan for staff. Supervise the staff.
<u>ENQUIRIES</u>	:	Mr Thabiso Mphosi Tel: (012) 401 6434
<u>POST 03/114</u>	:	<u>CONTROL WORKS INSPECTOR: MECHANICAL REF NO: REFS/022099</u> Directorate: Maintenance Project/Programmes Sub Directorate: Maintenance and Work Inspections
<u>SALARY CENTRE REQUIREMENTS</u>	:	R552 081 per annum Head Office, Johannesburg National Diploma in Mechanical Engineering, or N3 with passed Trade Test in any of the mechanical trades, or National N Diploma in Engineering (in the mechanical field). Minimum of six years' relevant experience post qualification.

- Computer literacy. A valid driver's license. Knowledge of the legislative prescripts governing the Public Service. Verbal and written communication skills. Good analytical skills. Report writing skills. Good interpersonal relations. Candidates must be willing to work under pressure.
- DUTIES** : Manage credibility of technical data and information for infrastructure maintenance. Manage condition assessments. Manage the process of needs identification for infrastructure maintenance and minor mechanical works by ensuring that customer complaints are investigated and attended to. Facilitate, co-ordinate and control the implementation of building maintenance and minor renovation projects. Ensure that relevant project documentation (bid documents, specifications, Bill of Quantities) for existing structures and minor new works is compiled accurately. Manage the execution of projects by contractors and ensure compliance to relevant legislation and procedures. Ensure effective contract administration. Facilitate and resolve problems emanating from projects and develop progress reports on projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP). Supervise the performance and conduct of employees. Administer the departmental performance management and development system.
- ENQUIRIES** : Ms. Sissy Baduza Tel No: (011) 843 6792
- POST 03/115** : **CHIEF WORKS INSPECTOR: BUILDING REF NO: REFS/022100 (3 POSTS)**
 Directorate: Maintenance Project/Programmes
 Sub Directorate: Maintenance and Work Inspections
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
 Head Office, Johannesburg
 National Diploma in Building or N3 with passed Trade Test (in any of the Building trades) or National Diploma in Engineering (in Building or Civil). Minimum of 3 years' relevant experience post qualification, Computer literacy. A valid drivers' license.
- DUTIES** : Prepare specifications for maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project. Facilitate and resolve problems emanating from projects. Develop progress reports on projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP).
- ENQUIRIES** : Ms. Sissy Baduza Tel No: (011) 843 6792
- POST 03/116** : **CHIEF WORKS INSPECTOR: ELECTRICAL REF NO: REFS/022101 (2 POSTS)**
 Directorate: Maintenance Project/Programmes
 Sub Directorate: Maintenance and Work Inspections
- SALARY CENTRE REQUIREMENTS** : R376 413 per annum
 Head Office, Johannesburg
 National Diploma in Electrical Engineering or N3 with passed Trade Test in Electrical or National N Diploma in Engineering (in the electrical field). A Wireman's License. A minimum of 3 years' relevant experience post qualification. Computer literacy. A valid drivers' license.
- DUTIES** : Prepare specifications for unplanned maintenance and minor new work. Develop a bill of quantities. Develop proposals on the associated costs. Render an inspection service of work done on new projects and existing structures. Develop, implement and maintain an electronic record system for work being done and work that was finalised. Analyse and compile relevant project documentation for new and existing structures. Develop and interpret plans and sketches. Liaise with relevant stakeholders in respect of technical aspects. Manage the activities of contractors on project. Facilitate and resolve problems emanating from projects. Develop progress reports on projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP).
- ENQUIRIES** : Ms. Sissy Baduza Tel No: (011) 843 6792

POST 03/117 : **WORKS INSPECTORS: ELECTRICAL REF NO: REFS/022102 (2 POSTS)**
 Directorate: Maintenance Project/Programmes
 Sub Directorate: Maintenance and Work Inspections

SALARY : R255 450 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A National Diploma in Electrical Engineering or N3 with passed Trade Test in Electrical or National N Diploma in Engineering (in the electrical field). A Wireman's License. A minimum of 1-year relevant experience post qualification. A valid drivers' license. Computer literacy.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors. Compile payment documents. Ensure effective contract administration. Gather and submit information in terms of the Expanded Public Works Programme (EPWP).

ENQUIRIES : Ms. Sissy Baduza Tel No: (011) 843 6792

POST 03/118 : **WORKS INSPECTORS: BUILDING REF NO: REFS/022103(4 POSTS)**
 Directorate: Maintenance Project/Programmes
 Sub Directorate: Maintenance and Work Inspections

SALARY : R255 450 per annum
CENTRE : Head Office, Johannesburg
REQUIREMENTS : A National Diploma in Building or N3 with passed Trade Test in any of the Building trades or National Diploma in Engineering (in Building or Civil). A minimum of 1-year relevant experience post qualification. Valid Drivers' License. Computer literacy.

DUTIES : Render a basic inspection service of work done on minor new and existing structures on a project basis. Develop progress reports on outstanding and finalised work. Analyse and compile relevant documentation for work to be done on minor new and existing structures. Liaise with relevant stakeholders in respect of technical aspects. Oversee the work of contractors. Compile payment documents. Ensure effective contract administration. Timeous development of reports on problems emanating from projects. Gather and submit information in terms of the Expanded Public Works Programme (EPWP).

ENQUIRIES : Ms. Sissy Baduza Tel No: (011) 843 6792

GOVERNMENT INFRASTRUCTURE DEVELOPMENT

The Department of Infrastructure Development is an equal opportunity, affirmative action employer. It is intended to promote representivity through the filling of these posts. The candidature of persons whose appointment/transfer/promotion will promote representivity will receive preference.

APPLICATIONS : To apply for the below positions, please apply online at <https://jobs.gauteng.gov.za>. Only online applications will be considered and for general enquiries please contact Human Resource on 076 521 4118.

CLOSING DATE : 07 February 2025

NOTES : In line with the Department's employments Equity Plan, People With Disabilities are encouraged to apply. Applicants must utilise the most recent Z83 application for employment form issued by the Minister for the Public Service and Administration in line with the Regulation 10 of the Public Service Regulations, 2016, All fields in the New Z83 form, must be completed and signed. Furthermore, a comprehensive Curriculum Vitae (CV) must also be attached. Failure to attach the completed Z83 and the Curriculum Vitae (CV) will result in disqualification. (Only Z83 and CV on application all other documents are submitted by shortlisted candidates). The New Z83 form, obtainable from the GPG Professional Job Centre website, any Public Service Department or the DPSA website www.dpsa.gov.za/documents. Only shortlisted candidates will be requested to submit certified copies of qualifications not older than six (06) months, identity document and valid driver's license (where driving/travelling is an inherent requirement of the job). It is our intention to promote representivity (race, gender and disability) in the Public Service through the filling of this post and candidates whose transfer/promotion/appointment will promote representivity will receive

preference. It is the Department's intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). The Department reserves the right not to appoint. If you do not receive any response from us within 3 months, please accept your application was unsuccessful.

MANAGEMENT ECHELON

- POST 03/119** : **CHIEF QUANTITY SURVEYOR GRADE A-C REF NO: REFS/021966**
Directorate: Infrastructure Delivery Eastern/Central Cluster
- SALARY** : R1 042 170 - R1 922 097.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary.
- CENTRE REQUIREMENTS** : Johannesburg (Head Office)
: A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. Profession Act of 2000.National Building Standards Act of 1977, Regulations and Municipal Regulations. Programme and project management. Quantity surveying legal and operation compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance knowledge and skills. Mobile equipment operating skills. Research and development. Computer-aided engineering applications Skills- Problem solving and analysis, financial management, Communication, Computer skills, Negotiation skills
- DUTIES** : Perform final review and approvals or audits on quantity survey procedure. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.
- ENQUIRIES** : Ms. Refiloe Malete Tel: 076 521 4118
- POST 03/120** : **CHIEF QUANTITY SURVEYOR GRADE A-C REF NO: REFS/ 021986**

Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services

SALARY : R1 042 170 - R1 922 097.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE REQUIREMENTS : Johannesburg (Head Office)
: A Degree in Quantity Surveying or relevant qualification. A minimum of 6 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994.Public Service Regulations, 2016.PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines. Profession Act of 2000.National Building Standards Act of 1977, Regulations and Municipal Regulations. Programme and project management. Quantity surveying legal and operation compliance. Quantity Survey operational communication. Process knowledge and skills. Maintenance knowledge and skills. Mobile equipment operating skills. Research and development. Computer-aided engineering applications Skills- Problem solving and analysis, financial management, Communication, Computer skills, Negotiation skills

DUTIES : Perform final review and approvals or audits on quantity survey procedure. Co-ordinate quantity survey efforts and integration across disciplines to ensure seamless integration with current technology through the provision of appropriate structures, systems and resources. Set quantity survey standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor quantity survey efficiencies according to organizational goals to direct or redirect quantity survey services for the attainment of organizational objectives. Ensure availability and management of funds to meet the MTEF objectives within the quantity survey environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial added value of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management. Allocate, monitor and control resources. Compile risk logs (database) and manage significant risk according to sound risk management practice and organizational requirements. Provide technical specialist services for the operation of quantity survey related matters to minimize possible risks Manage and implement knowledge sharing initiatives in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES : Mr. Realeboga Mahapa Tel: 076 521 4118

POST 03/121 : **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/ 021970**
Directorate: Maintenance Academic Hubs

SALARY : R1 200 426 - R2 264 130.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE REQUIREMENTS : Thellemogoerane Facility Maintenance Hub
: A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's

License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Mr. Realeboga Mahapa Tel: 076 521 4118

POST 03/122

: **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/ 021974**
Directorate: Maintenance Academic Hubs

SALARY

: R1 200 426 - R2 264 130.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE

: Chris Hani Baragwanath Facility Maintenance Hub

REQUIREMENTS

: A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Mr. Realeboga Mahapa Tel: 076 521 4118

POST 03/123

: **CHIEF ENGINEER: ELECTRICAL/MECHANICAL REF NO: REFS/022117**
Directorate: Maintenance Academic Hubs

SALARY

: R1 200 426 - R2 264 130.per annum (All-inclusive package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's

contribution to the Government Employees Pension Fund (13% of basic salary).

CENTRE REQUIREMENTS

: Steve Biko Facility Maintenance Hub
: A Degree (NQF 7) in Electrical/ Mechanical Engineering (B Eng/ BSC Eng) or relevant qualification recognised by SAQA. A minimum of six years post qualification experience as a registered Professional Engineer. A valid Driver's License. Compulsory registration with ECSA as a Professional Engineer. A valid driver's licence. Competencies: Knowledge of Act of 1977 and Regulations. Knowledge of Engineering Profession Act, 2000, Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000. Knowledge of PFMA/DORA/Treasury Regulations. Knowledge of All different contract options for infrastructure projects. Knowledge of Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Knowledge of Broad-Based Black Empowerment Act of 2003. Knowledge of Preferential Procurement Act of 2000 and Regulations. Knowledge of Public Service Act of 1994 and Regulations of 2001. Knowledge of Government Immovable Asset Management Act of 2007. Knowledge of Occupational Health and Safety Act of 1993 and Regulations. Skills: Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Financial management. Customer focus and responsiveness. Communication and Computer skills. People management skills. Planning and organising. Conflict management and negotiation skills. Attributes: Programme and project management. Engineering legal and operational compliance. Engineering operational communication. Process knowledge and skills. Maintenance skills and knowledge. Engineering principles. Mobile equipment and operating skills. Technical consulting. Professional judgment. Research and Development. Creating a high-performance culture.

DUTIES

: Perform final review and approvals of audits on new engineering designs according to design principles or theory. Research the needs of the relevant health institutions. Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Monitor current deployed technology. Pioneer new engineering services. Manage the execution of maintenance strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organisational objectives to ensure optimum operational availability. Monitor maintenance efficiencies according to organisational goals to direct or redirect engineering services for the attainment of organisational objectives. Allocate, control, monitor and report on all resources. Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation on engineering related matters to minimise possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organisational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organisational principles. Allocate, control and monitor expenditure according to budget to ensure sufficient cash flow management. Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of quantity survey services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

ENQUIRIES

: Mr. Realeboga Mahapa Tel: 076 521 4118

POST 03/124

: **CONSTRUCTION PROJECT MANAGER GRADE A-C REF NO: REFS/021973 (3 POSTS)**

Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services

<u>SALARY</u>	:	R833 499 – R1 254 282.per annum. All-Inclusive Package Remuneration). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Head Office National Diploma (Built Environment field) with a minimum of 4 years and six months certified experience OR BTech (Build Environment field) with a minimum of 4 years certified managerial experience or Honours degree in any Built Environment field with a minimum of 3 years' experience. Registered as a Professional Construction Project Manager with SACPCMP. A valid driver's licence. Competencies: Knowledge- Construction Industry Development Board Act of 2000 and Regulations. SANS 10403, 10396, 2001, 1921, 1914, 294 and ISO 9000. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Legislation, Regulations and Guidelines pertaining to Infrastructure matters. Project and Construction Project Management Profession Act, 2000. Council for Built Environment Act, 2000. National Building Standards Act of 1977 and Regulations. Council for Built Environment Act of 2000. PFMA/DORA/Treasury Regulations. Best Practice Guidelines of CIDB and Information Notes. Skills-Strategic capability and leadership. Problem solving and analysis. Decision making. Team leadership. Creativity. Financial management. Programme and project management. Project management legal and operational compliance. Project management operational communication. Process knowledge and skills. Maintenance skills and knowledge. Project management principles. Attributes- People centred. Professionalism. Collective responsibility. Self-management & motivation. Reliability. Honesty and integrity. Strong ethics.
<u>DUTIES</u>	:	Guide the project planning, implementation, monitoring, reporting and evaluation in line with project management methodology. Create and execute project work plans and revise as appropriate to meet changing needs and requirements. Identify resources needed and assign individual responsibilities. Manage day to day operational aspects of a project and scope. Apply methodology and enforce project standards to minimise risk on projects. Report project progress to Chief Construction Project Manager. Manage project budget and resources. Provide inputs to other professionals with tender administration. Liaise and interact with service providers, client and management. Contribute to the human resources and related activities. Maintain the record management system and the architectural library. Utilise resources allocated effectively. Keep up with new technologies and procedures. Research/literature on new developments on project management methodologies. Liaise with relevant bodies/councils on project management.
<u>ENQUIRIES</u>	:	Mr. Realeboga Mahapa Tel: 076 521 4118
<u>POST 03/125</u>	:	<u>ENGINEER PRODUCTION: MECHANICAL GRADE A-C REF NO: REFS/022029</u> Chief Directorate: Other Provincial Departments Infrastructure, Maintenance and Technical Portfolio Services
<u>SALARY</u>	:	R833 499 – R1 254 282.per annum. (All-inclusive Package). The package includes a basic salary (70% of package), and a flexible portion of 30% that may be structured in terms of applicable rules. Which includes state's contribution to the Government Employees Pension Fund (13% of basic salary). The offer is based on recognition of experience after obtaining registration. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg) An Engineering degree (B Eng / BSC (Eng) or equivalent qualification. A minimum of 3 years' post qualification experience in Engineering is required. Must be a registered as a Professional Engineer with ECSA. Must have a valid driver's license. Competencies: Public Service Act of 1994. Public Service Regulations, 2016. PFMA and Treasury Regulations. Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and

		Guidelines. National Environmental Management Act of 1998. Engineering Profession Act of 2000. Engineering design and analysis Programme and project management. Computer-aided engineering applications. Knowledge of legal compliance. Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, Financial management, Customer focus and responsiveness, Communication, Computer literacy Conflict management, Problem solving, Research, Technical report writing and Networking
<u>DUTIES</u>	:	Plan, design, operate and maintain engineering projects. Develop cost effective solutions according to standards. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology. Develop tender specifications. Ensure through evaluation that planning and design by others is done according to sound engineering works according to norms and standards and code of practice and approve engineering works according to prescribed norms and standards. Ensure training and development of technicians, technologists and candidate engineers to promote skills/knowledge transfer and adherence to sound engineering principles and code of practice. Supervise the engineering work and process and administer performance management and development. Manage resources and prepare and consolidate inputs for the facilitation of resource utilization. Ensure adherence to regulations and procedures for procurement and personnel administration. Monitor, control expenditure and service report on expenditure and service delivery.
<u>ENQUIRIES</u>	:	Mr. Tshepo Marokane Tel: 076 521 4118
<u>POST 03/126</u>	:	<u>QUANTITY SURVEYOR PRODUCTION GRADE A- C REF NO: REFS/021975 (2 POSTS)</u> Chief Directorate: Health Infrastructure, Maintenance and Technical Portfolio Services
<u>SALARY</u>	:	R721 476 - R1 084 368.per annum (All-inclusive Package) The offer is based on recognition of experience after a registration. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Head Office (Johannesburg)
	:	A Degree in Quantity Surveying or relevant qualification. A minimum of 3 years post qualification Quantity Surveyor experience required. A Compulsory registration with SACQSP as a Professional Quantity Surveyor. A valid driver's license. Competencies: Knowledge of Public Service Act of 1994. Knowledge Public Service Regulations, 2016.PFMA and Treasury Regulations, Provincial/Departmental SCM policies. Government Immovable Asset Management Act of 2007.National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Health Act, Regulations and Guidelines-Skills- Decision making, Team leadership, Analytical, Creativity, Self-management, financial management, Customer focus and responsiveness, Communication, Computer literacy, Conflict management, Problem solving, Research, Technical report writing, Networking.
<u>DUTIES</u>	:	Coordinate professional teams on all aspects regarding quantity survey. Ensure adherence to quantity determination standards. Provide quantity survey advice and technical support in the evaluation of costs. Ensure the adoption of technical and quality strategies. Develop quantity surveying related policies, methods and practices. Provide solutions on non-compliance on quantity determination. Review the cost determinations of projects and estimates accomplished by building designers and/or sub professional personnel. Mentor, train and develop candidate quantity surveying and related technical and administrative personnel to promote skill/knowledge transfer and adherence to sound principles and code of practice. Supervise quantity survey work and processes. Administer performance management and development. Prepare and consolidate inputs for the facilitation of resource utilisation. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters. Ensure adherence to regulations and procedures for procurement SCM and personnel human resource administration. Monitor and control expenditure. Report on expenditure and service delivery. Undertake continuous professional development according to council guidelines. Conduct research/literature studies on quantity survey to improve expertise. Liaise with relevant bodies/councils on quantity surveying related matters.

- ENQUIRIES** : Mr. Realeboga Mahapa Tel: 076 521 4118
- POST 03/127** : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/021984**
Directorate: Tembisa Facility Maintenance Hub
- SALARY** : R230 898 – R386 775.per annum (plus benefits). The offer is Based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Tembisa
An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUERIES** : Mr. Mantwane Chiloane Tel: 076 521 4118
- POST 03/128** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/ 021985**
Directorate: Nokuthela- Ngwenya Facility Maintenance Hub
- SALARY** : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
- CENTRE REQUIREMENTS** : Nokuthela- Ngwenya
An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.
- DUTIES** : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.
- ENQUERIES** : Mr. Mantwane Chiloane Tel: 076 521 4118
- POST 03/129** : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/021977**
Directorate: Springs District Maintenance Hub
- SALARY** : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Springs District Maintenance Hub
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Mantwane Chiloane Tel: 076 521 4118

POST 03/130 : **ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/021978**
Directorate: Springs District Maintenance Hub

SALARY : R230 898 – R386 775 per annum (plus benefits). The offer is on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Springs District Maintenance Hub
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Mantwane Chiloane Tel: 076 521 4118

POST 03/131 : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REFERENCE NO: REFS/ 021982**
Chief Directorate: Maintenance

SALARY : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Tshwane: Boilers
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Freddie Stone Tel: 076 521 4118

POST 03/132 : **ARTISAN PRODUCTION GRADE A-C: MECHANICAL FITTER REF NO: REFS/ 021983**
Chief Directorate: Maintenance

SALARY : R230 898 – R 386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Tshwane: Boilers
: An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Freddie Stone Tel: 076 521 4118

POST 03/133 : **ARTISAN FOREMAN: BUILDING REF NO: REFS/ 021987**
Directorate: Facilities Maintenance Services

SALARY : R362 130 - R541 317.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE REQUIREMENTS : Smangaliso Mkhathshwa
: An appropriate Trade Test Certificate. Minimum of 5 years' experience post qualification as an Artisan. A valid drivers' licence. Competencies: Knowledge of Public Service Regulations, Occupational Health and Safety Act of 1993 and other relevant Legislations. Project Management. Technical design and analysis knowledge. Research and Development. Skills- Strong leadership skills with specific reference to the ability to display thoughtful leadership in complex applications. Budget control and management. Procurement and tender administration. High level of verbal and written communication skills. Policy and Strategy formulation and review skills.

DUTIES : Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance on produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment

and materials. Compile and submit reports as required. Keep up with new technologies and procedures for continuous individual development. Research on technical/engineering technology to improve expertise. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Plan the usage of resources. Schedule works.

ENQUERIES : Mr. Zebilon Maupa Tel: 076 521 4118

POST 03/134 : **ARTISAN PRODUCTION GRADE A-C: CARPENTER REF NO: REFS/021988**
Directorate: Facilities Maintenance Services

SALARY : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Head office
REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. A valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Zebilon Maupa Tel: 076 521 4118

POST 03/135 : **ARTISAN PRODUCTION GRADE A-C: ELECTRICAL REF NO: REFS/021989**
Directorate: facilities Maintenance Services

SALARY : R230 898 – R386 775.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).

CENTRE : Head office
REQUIREMENTS : An appropriate Trade Test Certificate. A minimum of 0-2 years of experience. valid driver's License. Competencies: Knowledge of Public Service Legislation, Policies and Regulations. Knowledge of OHS Act. Knowledge of the Departmental policies, strategies and procedures. Computer-aided technical applications. Knowledge of legal compliance. Skills- Technical report writing. Problem solving and analysis. Decision making. Teamwork. Creativity. Analytical. Self-management. Communication and Computer skills. Planning and organising skills.

DUTIES : Produce designs according to client specifications and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance of produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Compile and submit reports. Provide inputs to the operational plan. Keep and maintain job record/register. Supervise and mentor staff. Keep up with new technologies and procedures for continuous individual development.

ENQUERIES : Mr. Zebilon Maupa Tel: 076 521 4118

<u>POST 03/136</u>	:	<u>ARTISAN FOREMAN: MECHANICAL/ELECTRICAL/BUILDING REF NO: REFS/022004</u> Directorate: Tulisa Park District Maintenance Hub
<u>SALARY</u>	:	R362 130 - R541 317.per annum (plus benefits). The offer is based on recognition of experience after a Trade test certificate. (Proof of recognized experience will be requested for shortlisted applicants).
<u>CENTRE REQUIREMENTS</u>	:	Hillbrow Facility Maintenance Hub An appropriate Trade Test Certificate. Minimum of 5 years' experience post qualification as an Artisan. A valid drivers' licence. Competencies: Knowledge of Public Service Regulations, Occupational Health and Safety Act of 1993 and other relevant Legislations. Project Management. Technical design and analysis knowledge. Research and Development. Skills- Strong leadership skills with specific reference to the ability to display thoughtful leadership in complex applications. Budget control and management. Procurement and tender administration. High level of verbal and written communication skills. Policy and Strategy formulation and review skills.
<u>DUTIES</u>	:	Supervise and produce designs according to client specification and within limits of production capability. Produce objects with material and equipment according to job specifications and recognised standards. Render quality assurance on produced objects. Inspect equipment and/or facilities for technical faults. Repair equipment and facilities according to standards. Test repair equipment and/or facilities against specifications. Service equipment and/or facilities according to schedule. Render quality assurance of serviced and maintained equipment and/or facilities. Update register of maintained and repaired faults. Obtain quotations and purchase (order) required equipment and materials. Compile and submit reports as required. Keep up with new technologies and procedures for continuous individual development. Research on technical/engineering technology to improve expertise. Provide inputs to the operational plan. Ensure adherence to safety standards, requirements and regulations. Supervise and mentor staff. Plan the usage of resources. Schedule works.
<u>ENQUERIES</u>	:	Mr. Moses Radithalo Tel: 076 521 4118
<u>POST 03/137</u>	:	<u>CHIEF ARTISAN GRADE A: MECHANICAL/ELECTRICAL/BUILDING REF NO: REFS/022005</u> Chief Directorate: Maintenance
<u>SALARY</u>	:	R455 223 - R729 783.per annum (plus benefits).
<u>CENTRE REQUIREMENTS</u>	:	Lenasia Facility Maintenance Hub An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's licence. competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.
<u>DUTIES</u>	:	Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.
<u>ENQUIRIES</u>	:	Mr. Moses Radithalo Tel: 076 521 4118

POST 03/138 : **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL REF NO: REFS/022006**
Chief Directorate: Maintenance

SALARY : R455 223 - R729 783.per annum (plus benefits).
CENTRE : Leratong Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.

DUTIES : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

ENQUIRIES : Mr. Albert Mthembu Tel: 076 521 4118

POST 03/139 : **CHIEF ARTISAN GRADE A: ELECTRICAL/MECHANICAL REF NO: REFS/022007**
Chief Directorate: Maintenance

SALARY : R455 223 - R729 783.per annum (plus benefits)
CENTRE : Kopanong Facility Maintenance Hub
REQUIREMENTS : An appropriate Trade Test Certificate. Minimum of 10 years' experience post qualification as an Artisan/Artisan Foreman (Proof of recognized experience will be requested for shortlisted applicants). Computer literacy. A valid driver's license. Competencies: Knowledge of the National Building Regulation and Building Standards Act No 103 of 1977, Regulations and Municipal Regulations, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007 and Occupational Health and Safety Act of 1993 and Regulations Skills- Planning and organizing, verbal and written communication and computer literacy skills.

DUTIES : Manage technical personnel. Manage Division Meetings. Manage job assessments for the Division. Manage material requirements for the Division. Manage availability of tools and materials for the Division. Manage client interaction and relations. Manage scheduling of work. Manage the overall productivity of the Division. Manage the development of maintenance schedules Enforce compliance for the keeping of maintenance schedules and records. Undertake research and literature studies. Apply research findings in the work environment. Sign performance based on approved Job Descriptions, Strategic and Annual Performance Plans of the Department. Manage human resources and maintain discipline. Manage the provision of equipment required by personnel for achievement of outputs in their respective Job Descriptions. Manage skills transfer between personnel and outside technical assistants and/or consultants. Plan and allocate work responsibilities and processes to control work performance including quality assurance. Manage staff performance and Development.

ENQUIRIES : Ms. Marry Mocheni Tel: 076 521 4118