TO: HEADS OF CLUSTERS AND DISTRICT OFFICES
HEADS OF CIRCUIT AND WARD OFFICES
HEADS OF DIRECTORATES/ DIVISIONS
ALL HEADS OF DEPARTMENTS
ALL MEMBERS OF STAFF IN THE KZN PROVINCIAL ADMINISTRATION

HRM VACANCY CIRCULAR NO. 01 OF 2016

1. INTRODUCTION

1.1 This circular minute is issued in terms of the provisions in Part VIII, C.2 of the Public Service Regulations and in this regard it is important to note that the Public Service is an equal opportunity, affirmative action Employer.

1.2 The content of the circular minute must without delay be brought to the notice of all eligible officers and employees on your establishment including the Districts and Circuit Offices. All potential candidates who may qualify for the post/s in terms of this circular minute must be notified, even if they are absent from their normal places of work.

2. DIRECTIONS TO CANDIDATES

2.1 Applications must be made on the Application Form Z83, obtainable from any Public Service Department with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet if necessary or a (CV) and copies of qualifications and ID should be forwarded to the relevant address mentioned below. Closing date for this circular is 25 February 2016, unless otherwise stated.

2.2 Applicants must indicate the reference number of the vacancy in their Z83 application forms.
2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.

2.4 Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted.

2.5 Faxed and e-mailed copies of applications will not be considered.

2.6 If applicants do not hear from this office within six months after the closing date of this circular, they must consider their applications as unsuccessful.

2.7 Applications that do not comply with the above instructions shall be disqualified.

2.8 Applications from candidates whose appointment will bolster the employment equity profile of the Department of Education in KwaZulu-Natal will serve as an added advantage and will be considered favourably.

NKOSINATHI SP SISHI, PhD
HEAD OF DEPARTMENT: EDUCATION

DATE: 23/14
POST: DIRECTOR: IDMS STRATEGIC AND TECHNICAL ADVISOR (FIVE YEAR CONTRACT)

CENTRE: PIETERMARITZBURG, HEAD OFFICE

REFERENCE NO.: DOE/01/2016

SALARY: All Inclusive Salary Package of R864 177 – R1 017 972 per annum (Level 13). A portion of the package can be structured according to the individual’s personal needs.


DUTIES: Implement the infrastructure delivery management system (IDMS). Assist with the capacitation of personnel employed in the infrastructure unit. Provide technical and strategic inputs and guidance to School Planning and Commissioning. Provide technical and strategic inputs and guidance to the management of infrastructure projects and programmes. Direct school maintenance projects and programmes.
DEPUTY DIRECTOR: FINANCE (INFRASTRUCTURE PROGRAMME DELIVERY)

CENTRE: PIETERMARITZBURG, HEAD OFFICE

REFERENCE NO: DOE/02/2016

SALARY: R674 979 – R795 090 per annum (Level 12)


DUTIES: Financial data analysis and validations regarding programmes, projects, reporting and monitoring. Financial administration for all infrastructure programmes and projects. Budget administration within Chief Directorate. Compliance to the financial and SCM policies and prescripts in the Chief Directorate. Establish and maintain a document management system for all financial documentation that complies with the requirements of the Auditor-General. People Management.
DEPUTY DIRECTOR: INFRASTRUCTURE PROGRAMME MANAGEMENT (3 POSTS)

CENTRE: PIETERMARITZBURG, HEAD OFFICE

REFERENCE NO.: DOE/03/2016

SALARY: R674 979 - R795 090 per annum (Level 12)


DUTIES: Management of appropriate infrastructure strategies, policies, systems, planning, specific plans, functional and technical norms and standards. Management of delivery of the infrastructure programmes and projects. Manage the provision of institutional resources support. Management of the infrastructure budget including infrastructure grants to ensure that the financial legislative framework(s) are adhered to and the spending of budget is providing value for money and directly contributing to the achievement of the core business of the Department. Management of the finances for infrastructure, associated equipment/institutional support/resources support. Provide strategic management of the Chief Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperatives and legal prescripts. Management of the human resources of the Chief Directorate.

NOTE: Enquiries for the above posts should be directed to Mrs W Hadebe at (033) 846 5317. All these posts are funded by DORA.
NOTE: • The KwaZulu-Natal Department of Education is an Affirmative Action employer and reserves the right to give preference to candidates who are from the designated groups in terms of the Employment Equity Act and who meet the requirements in line with its Affirmative Action policy in the filling of these advertised vacancies. Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time • The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

**Directive to Applicants:** Applications must be submitted on Form Z83, obtainable from any Public Service Department. Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver’s licence. Failure to attach the requested documents will result in the application not being considered. Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application. Under no circumstances will faxed or e-mailed applications be considered. Any applications received after the closing date will not be considered. The onus is on applicants to ensure that their applications are posted or hand delivered timeously.

**Closing date for applications:** 25 February 2016 at 16h30

**NB:** Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Should an applicant wish to apply for more than one post, separate applications i.e. all the documentation referred to above must be submitted for each post applied for. Incomplete and/or unsigned applications will not be considered.

Applications should be sent by post for the attention of Ms N Langa, The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, No. 228 Pietermaritz Street, Pietermaritzburg, 3201

**Please note:** Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications.