



## Education and Sport Development

Department of Education and Sport Development  
Departement van Onderwys en Sport Ontwikkeling  
Lefapha la Thuto le Tlhabololo ya Metshameko

**NORTH WEST PROVINCE**

Taletso HRM & D Building,  
Ground Floor, Dr Albert Luthuli Drive, Mmabatho  
Private Bag X2044, Mmabatho 2735  
Tel.: (018) 388-4016/ (018) 388-5584  
Fax: (018) 388-1953 / 1985  
e-mail: tabrahams@nwpg.gov.za  
e-mail: LLencoe@nwpg.gov.za

### HUMAN RESOURCE MANAGEMENT SERVICES

**Reference:** Filling of Posts  
**Enquiries:** Mr L Abrahams  
**Telephone:** (018) 388 4016  
**Date:** 01<sup>st</sup> AUGUST 2016

**TO:** Executive Managers  
Directors  
Deputy Directors  
Assistant Directors  
Area Office Managers  
Principals/Heads of Learning Institutions  
All Employees

#### DEPARTMENTAL PUBLIC SERVICE ACT STAFF VACANCY CIRCULAR NO.31 OF 2016

1. Attached hereto is a copy of an advertisement of PSA posts within the department.
2. The contents of this Circular must be brought to the attention of all employees.
3. Direction to candidates
  - (a) Separate application form Z83 must be duly completed for each post,
  - (b) An application form must be accompanied by a comprehensive Curriculum Vitae, certified copies of qualifications, identity document and driver's license,
  - (c) The post number must be quoted on each application form,
  - (d) Candidates who require additional information must direct their enquiries to the relevant person as indicated in the advertisement,
  - (e) Applications which are sent to the wrong address or reach their destination after the closing date will not be considered, and
  - (f) An envelope containing application forms must be forwarded to the relevant Office as indicated in the advertisement.
4. The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply.
5. The Department reserves the right not to make any appointments to the advertised posts.
6. Due to large number of applications we envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiry persons to check your application. If you do not receive any response from us within 90 days from the closing date, please accept that your application was unsuccessful.
7. Closing Date: 19 August 2016

  
DR IS MOLALE  
SUPERINTENDENT GENERAL

DEPARTMENT OF EDUCATION H.R.M. CORPORATE CENTRE PRIVATE BAG X 2044  01 AUG 2016  MMABATHO 2735 NORTH WEST PROVINCE
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**Executive Manager**

**Chief Directorate: General and Further Education and Training Services**

**All-inclusive remuneration package: R1 068 564 per annum (SL14)**

**(Ref. K27097/1)**

**Mmabatho**

**Requirements:** • Recognised 3-year tertiary qualification in Education Management/Business Management/Administration or equivalent qualification • More than 10 years' extensive experience in a supervisory capacity in spheres of education management including, but not limited to: \* Curriculum development \* Institutional policy development related to Public Learning Institutions, Early Childhood Development as well as Inclusive Education \* Exposure and experience in the coordination of the National Strategy for Learner Attainment \* Continuous assessment \* Final assessment • Master's degree in Education would serve as an added advantage • Valid driver's licence.

**In-depth knowledge of:** • Expert knowledge of the legislative and regulatory framework informing General and Further Education and Training • Working knowledge of systems relating to GETC and FETC result processing.

**Core management competencies:** • Strategic capability and leadership • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Proven management skills • Strong planning and coordination abilities • Track record in the preparation, implementation and management of operational and financial plans and projects • Ability to design and implement internal systems and controls to ensure sound operational management • Proven report-writing and presentation skills • Proven advanced computer literacy in MS Excel, Word, PowerPoint and WALKER financial management system.

**Key performance areas include, inter alia:** • Strategic planning and implementation monitoring • Curriculum development • Assessment, certification and accreditation • Chief Directorate administration, management and control.

**Note:** *This position is being re-advertised and persons who previously applied need not to re-apply as their applications will still be considered.*

**Enquiries:** Ms SM Semaswe, tel. (018) 388-3411

**Short-listed candidates will be subjected to a competency test. It will be required of the successful candidate to sign a performance agreement.**

## **Senior Strategic Planning Manager**

**Directorate: Strategic Planning Services**

**All-inclusive remuneration package: R898 743 per annum (SL13)**

**(Ref. K27097/2)**

### **Mmabatho**

**Requirements:** • Bachelor's degree or diploma in Business Management/Strategic and Business Planning or equivalent qualification • 10 years' extensive experience in the strategic planning field of which 5-8 years should have been at managerial level • Valid driver's licence.

**In-depth knowledge:** • Legislative prescripts governing Public Service as well as administrative processes, procedures and strategies • Knowledge of and experience in participating in organisational/programme reviews • Proven knowledge of strategic planning, policy management and integrated planning • Monitoring and evaluation systems • IT-based monitoring and evaluation systems • Political mandate with respect to education • Statistical analysis and forecasting • Financial administration.

**Core management competencies:** • Strategic capability and leadership • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Proven management skills • Exceptional project management experience and content review of deliverables • Proven report-writing and presentation skills • Proven advanced computer literacy in MS Excel, Word and PowerPoint.

**Key performance areas include, inter alia:** • Strategic advice • Annual performance plan management • Operational planning oversight • Annual report compilation • Monitoring and evaluation management • Directorate administration, management and control.

**Enquiries:** Mr MJ Ramadie, tel. (018) 388-3711

**Short-listed candidates will be subjected to a competency test. It will be required of the successful candidate to sign a performance agreement.**

## **Electrical Engineer**

**Salary Grade A: R594 477-R640 419 per annum**

**(The Department will award a higher salary notch based on years of experience post professional registration) (Ref. K27097/3)**

### **Mmabatho**

**Requirements:** • Degree in Engineering (Electrical) • Registered as a Professional Engineer with ECSA (Electrical Engineer) • 3 years' post-qualification experience • Computer literacy • Valid driver's licence.

**Key performance areas:** • Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS) • Prepare the construction procurement strategy and the Infrastructure Programme Management Plan • Prepare and/or approve packages/individual project briefs • Participate in the procurement of professional service providers and contractors • Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan • Monitor the implementation of programmes/projects • Approve project stage reports and designs • Manage

the interface between the end-user/community structures and implementing agent(s).

**Enquiries:** Mr DN Sefanyetso, tel. (018) 389-8063/72

### **Civil/Structural Engineer**

**Salary Grade A: R594 477-R640 419 per annum (the Department will award a higher salary notch based on years of experience post professional registration) (Ref. K27097/4)**

#### **Mmabatho**

**Requirements:** • B degree in Engineering (Civil/Structural) • Registered as a Professional Engineer with ECSA (Civil/Structural Engineer) • 3 years' post-qualification experience • Computer literacy • Valid driver's licence.

**Key performance areas:** • Assist to manage the delivery of infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS) • Prepare the construction procurement strategy and the Infrastructure Programme Management Plan • Prepare and/or approve packages/individual project briefs • Participate in the procurement of professional service providers and contractors • Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan • Monitor the implementation of programmes/projects • Approve project stage reports and designs • Manage the interface between the end-user/community structures and implementing agent(s).

**Enquiries:** Mr DN Sefanyetso, tel. (018) 389-8063/72

### **Architect**

**Salary Grade A: R512 244-R551 826 per annum (the Department will award a higher salary notch based on years of experience post professional registration) (Ref. K27097/5)**

#### **Mmabatho**

**Requirements:** • Degree in Architecture • Registration with the SACAP as a Professional Architect • 3 years' post-qualification experience • Computer literacy • Valid driver's licence.

**Key performance areas:** • Assist in managing the delivery of infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS) • Prepare the construction procurement strategy and the Infrastructure Programme Management Plan • Prepare and/or approve packages/individual project briefs • Participate in the procurement of professional service providers and contractors • Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan • Monitor the implementation of programmes/projects • Approve project stage reports and designs • Manage the interface between the end-user/community structures and Implementing Agent(s).

**Enquiries:** Mr DN Sefanyetso, tel. (018) 389-8063/72

### **Quantity Surveyors (4 Posts)**

**Salary Grade A: R512 244-R551 826 per annum (the Department will award a higher salary notch based on years of experience post professional registration) (Ref. K27097/6)**

#### **Mmabatho**

**Requirements:** • B degree in Quantity Surveying • Registered as a Professional Quantity Surveyor with SACQSP • 3 years' post-qualification experience • Computer literacy • Valid driver's licence.

**Key performance areas:** • Assist to manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial Infrastructure Delivery Management System (IDMS) • Prepare the construction procurement strategy and the Infrastructure Programme Management Plan • Prepare and/or approve packages/individual project briefs • Participate in the procurement of professional service providers and contractors • Contribute to the review and acceptance of the Infrastructure Programme Implementation Plan • Monitor the implementation of programmes/projects • Approve project stage reports and designs • Manage the interface between the end-user/community structures and implementing agent(s).

**Enquiries:** Mr DN Sefanyetso, tel. (018) 389-8063/72

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### **GISc Technician**

**Salary Grade A: R255 768-R275 526 per annum (the Department will award a higher salary notch based on years of experience post professional registration) (Ref. K27097/7)**

#### **Mmabatho**

**Requirements:** • National Diploma in GIS or equivalent qualification • Registered as a Professional GIS Technician with PLATO • 3 years' post-qualification experience • Computer literacy • Valid driver's licence.

**Key performance areas:** • Perform technical GIS activities for infrastructure planning through utilisation of education information systems • Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing education information systems • Use GIS equipment, software, data and products • Provide training to end users • Participate in regular systems audits and implementation of GIS standards • Undertake research.

**Enquiries:** Mr DN Sefanyetso, tel. (018) 389-8063/72

### **General Instructions**

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications.

Correctly completed and signed applications must be submitted on the Z83 Form, obtainable from any Public Service Department, and be accompanied by certified copies of formal qualifications, ID and a comprehensive Curriculum Vitae (which must include a minimum of 3 referees).

**Applications should be forwarded to the Superintendent-General, Department of Education and Sport Development, Private Bag X2044, Mmabatho 2735, for attention: Mr HG Moilwa, Chief Directorate: HRM&D Building (Old Taletso Hostels), Office Number 177, First Floor, Chief Albert Luthuli Drive, tel. (018) 388-4011.**

Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiries person to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful.

The Department reserves the right not to make any appointments to the advertised posts.

**Closing date: 19 August 2016 (posted applications must have reached the Department by 16:30 on this date, otherwise they will not be considered).**