



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

REF : S3/2/1/3

ENQ: PHALAFALA R.M

TEL: 015 284 - 6524

TO: ALL HEADS OF DEPARMENTS

LIMPOPO PROVINCIAL ADMINISTRATION

DEPARTMENTAL CIRCULAR NO 131 OF 2019.

ADVERTISEMENT OF POSTS: DEPARTMENT OF EDUCATION

1. Applications are hereby invited for the filling of vacant post which exist in the Department of Education as outlined on the attached Annexure A. The contents of this circular must be brought to the attention of all employees in the province.
2. Applications should be submitted on Form Z83 obtainable from all Public Service Departments, accompanied by detailed /comprehensive CV as well as certified copies of educational qualifications and ID. Faxed or E-mailed applications will not be considered.
3. Please bring the contents of this circular to the attention of all your employees.

HEAD OF DEPARTMENT

Ms. MUTHEIWANA N.B

19/07/2019
DATE

Cnr. 113 Biccard & 24 Excelsior Street, POLOKWANE, 0700, Private Bag X9489, POLOKWANE, 0700
Tel: 015 290 7600, Fax: 015 297 6920/4220/4494

The heartland of southern Africa - development is about people!



DEPARTMENT OF
EDUCATION

ADVERTISEMENT OF POSTS

- 1. POST : CHIEF DIRECTOR: PHYSICAL RESOURCES
MANAGEMENT: REF NO: LDOE 01/07/2019**
- SALARY LEVEL : 14**
- SALARY PACKAGE: R1 251 183 per annum (All-Inclusive
remuneration package)**
- STATION : HEAD OFFICE**

REQUIREMENTS:

Bachelor's Degree in Built Environment or Post Graduate Degree in Management. 5 years' experience as a Director. Valid drivers' licence. Computer literate.

DUTIES:

The incumbent of this position will strategically manage the infrastructure portfolio of the Department. Manage infrastructure strategies, policies, systems, plans and norms & standards. Manage the delivery of the infrastructure programmes/projects. Manage equipment, leases, acquisitions, disposals and related supportive resources. Manage the infrastructure budget. Manage people. Provide strategic leadership and guidance.

- 2. POST : DIRECTOR: INFRASTRUCTURE DELIVERY
MANAGEMENT: REF NO: LDOE 02/07/2019**
- SALARY LEVEL : 13**
- SALARY PACKAGE: R1 057 183 per annum (All-Inclusive
remuneration package)**
- STATION : HEAD OFFICE**

REQUIREMENTS

A degree in the building environment. Five (5) years' experience as middle Manager. A valid driver's licence. Computer literate.

DUTIES:

Manage the delivery of the total infrastructure programme related to Capex. Minor capital and maintenance project through interaction with District and schools and monitoring/oversight of implementing agent(s). Prepare construction procurements strategies. Prepare infrastructure programme management plans. Manage construction procurement. Manage implementation agents. Manage contractors. Plan and manage maintenance at schools. Manage people finances.

- 3. POST** : **CHIEF ELECTRICAL ENGINEER: GRADE A**
REF NO: LDOE 04/07/2019
- SALARY PACKAGE:** **R1 042 827 per annum (All-Inclusive remuneration package) (Occupational Specific Dispensation**
- STATION** : **HEAD OFFICE**

REQUIREMENTS :

A degree in Engineering. Registration as a professional Engineer with the Engineering Council of South Africa (ECSA). Six (6) years post-qualification experience. A valid driver's licence.

DUTIES.

Provide Electrical Engineering inputs and guidance which include all aspects of innovative and complex engineering application for the development of infrastructure structure strategies. Policies, systems, norms, standards and signing off on electrical installations. 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 inputs to the determination of the construction procurement strategy and the infrastructure programme management plan. Investigate electrical engineering installation and oversee the commissioning of electrical engineering installations.

- 4. POST : CHIEF CIVIL/ STRUCTURAL ENGINEER GRADE
A: REF NO: LDOE 05/07/2019**
- SALARY PACKAGE: R1 042 827 per annum (All-Inclusive remuneration package) (Occupational Specific Dispensation)**
- STATION : HEAD OFFICE**

REQUIREMENTS:

Bachelor's degree in Engineering (Civil/structural engineer or Electrical or Mechanical Engineer). Registered as a Professional Engineer with ECSA. Six years' experience post qualification. Valid Drivers' Licence. Computer literate.

DUTIES:

The incumbent of the post will 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 & designs. Manage the interface between the end-user/community structures and Implementing Agent[s]. Manage people and budgets

- 5. POST : DEPUTY DIRECTOR: PROJECT MANAGER:
QUANTITY SURVEYING
REF NO: LDOE 03/07/2019**
- SALARY LEVEL : 12**
- SALARY PACKAGE: R 869 007 per annum**
- STATION : HEAD OFFICE**

REQUIREMENTS:

Bachelor's Degree or National Diploma in Architecture, Quantity Surveying or Engineering. Valid Driver's Licence. Computer literate. Five years' experience post qualification.

DUTIES:

The incumbent of the post will manage the delivery of infrastructure projects and programmes in line with the Provincial Infrastructure Delivery Management System. Manage Infrastructure Projects. Manage of Maintenance projects. Be responsible for Project Commissioning, Infrastructure Project Reporting, Monitoring and Evaluation.

- 6. POST : ARCHITECTS GRADE B:
REF NO: LDOE 06/07/2019**
- SALARY PACKAGE: R718 059 per annum (All-Inclusive remuneration package) (Occupational Specific Dispensation**
- STATION : HEAD OFFICE**

REQUIREMENTS:

Bachelor's Degree in Architecture. Registered as a Professional Architect with SACAP. Three years' relevant experience post qualification. Valid drivers' licence. Computer literate

DUTIES:

The incumbent of the post will be required to customise architectural functional and technical norms and standards for all schools. Determine architectural policies, strategies, plans, procedures and criteria for all infrastructure projects and programmes. Undertake master planning and prepare project briefs, business cases, accommodation schedules and operational narratives. Make inputs to the User Asset Management Plans and Project Lists. Undertake research.

- 7. POST : DEPUTY CHIEF EDUCATION SPECIALIST:
REF NO: LDOE 07/07/2019**
- SALARY LEVEL : 10**
- SALARY NOTCH : R510 219 per annum**
- STATION : HEAD OFFICE**

REQUIREMENT:

Bachelor degree in Education or a relevant qualification. Registration as a teacher. Valid driver's licence. Computer literacy. Six (6) post qualification experience.

DUTIES:

Provide and manage Education specific inputs towards the physical resources planning framework. Manage the Education specific planning inputs for Infrastructure planning and commissioning. Review the utilisation of facilities from an education perspective. Make inputs to the provincial function norms and standards in line with nationally prescribed functional norms and standards from an education perspective. Update information for NEIMS, EFMS and related document management systems. Manage school furniture and equipment plans, Procurement and commissioning.

- 8. POST : ASSISTANT DIRECTOR: PROPERTY MANAGEMENT: REF NO: LDOE 08/07/2019**
- SALARY LEVEL : 09**
- SALARY NOTCH : R376 596 per annum**
- STATION : HEAD OFFICE**

REQUIREMENTS:

Bachelor's Degree or National Diploma in Real Estate or related Property Management fields. Valid Driver's Licence. Computer literate. Three years' experience post qualification.

DUTIES:

The incumbent of this post will Implement land affairs matters. Update Immovable Asset Register. Administer leases and Municipal Accounts. Administer and assist with implement property administration functions.

- 9. POST : CHIEF WORKS INSPECTOR :**
- SALARY LEVEL : 08**
- SALARY NOTCH : R316 791 per annum**
- STATION : VHEMBE EAST DISTRICT:**
- REF NO: LDOE 09/07/2019**

REQUIREMENTS:

A National Diploma in Building/ Mechanical/ Electrical Engineering or an N3 with Trade Test. A valid driver's licence. Computer literacy.

DUTIES:

Plan and execute inspections on infrastructure projects and implement condition assessments specifications for work. Develop a bill of quantities. Develop proposals on associated costs and inspections on projects

(maintenance and infrastructure projects). Facilitate and resolve problems and assessments. Manage people and finances.

10. POST : WORKS INSPECTOR: REF NO: LDOE
SALARY LEVEL : 06
SALARY NOTCH : R208 584 per annum
STATION : VHEMBE EAST DISTRICT:
REF NO: LDOE 10/07/2019
SEKHUKHUNE SOUTH DISTRICT
REF NO: LDOE 11/07/2019

REQUIREMENTS:

National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. One Years' experience post qualification. Valid Drivers' Licence. Computer literate.

DUTIES:

The incumbent of the post will implement inspections on infrastructure projects and implement condition assessments. Prepare specifications for work. Develop bill of quantities. Develop proposals on associated costs. Implement inspections on all building projects. Implement condition assessments.

Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at www.gov.za/ document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications and a copy of Identity document. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting). Note: Candidates who previously applied for the re-advertised post need to re-apply. The full contents of the advertised posts will be posted on the following websites www.limpopo.gov.za / www.education.limpopo.gov.za / www.dpsa.gov.za / All shortlisted candidates for Senior Management Services (SMS) posts will be required to: sign SMS employment contract and performance agreement and disclose his/her financial interests. All shortlisted SMS candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with DPSA Directive on the implementation of competency based

assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools

The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

No Faxed, emailed and applications received after the closing date, whether posted or hand –submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the applicants. Applicants who apply for more than one position are requested to submit separate applications for each position. Due to large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

Applications should be forwarded to:

The HOD , Department of Education, Private Bag X 9489 Polokwane 0700 or handed in at 113 Biccard Street Polokwane at Records Management Directorate- Office No. H03 [REGISTRY]. Enquiries should be forwarded to Mr Langa L.M at 015 284 6534, Ms Phalafala R.M at 015 284 6524 & Ms Ngwepe M.P at 015 284 6535.

Application for the District should be forwarded to the below addresses:

POSTAL ADDRESSES	PHYSICAL ADDRESSES
<p>The District Director Sekhukhune South District Private Bag x 70 LEBOWAKGOMO , 0737 Enquiries should be directed to: Ms Mageza M.P ,Tel No: 015 633 2800</p>	<p>Lebowakgomo Old Parliamentary Complex</p>
<p>The District Director Vhembe District Private Bag x 2250 VENDA, 0970 Enquiries should be directed to: Ms Tel No: 015 962 1331</p>	<p>Thohoyandou Government Building, Old Parliament, Block D Sibasa</p>

Closing date for submission of applications is **30th AUGUST 2019, TIME: 16H30**

Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply.