



WE ARE HIRING

Assistant Director Finance x1

Directorate: Infrastructure Finance
Salary: R 334 545.00 – R 394 065.00
Centre: IK Nkoane House, Head Office
Ref.no: HO/ADF/INFRA/02/2019

Qualifications and experience

Degree or Diploma in Commerce or Accounting or Economics. Valid driver's licence. Computer literacy. Understanding of financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. 3 years post qualification experience.

Main role:

To assist with the coordination of all Financial Management functions for the Chief Directorate including all financial and supply chain management issues pertaining to infrastructure projects/programmes.

Key responsibilities:

Conduct financial data analysis and validations regarding programmes, projects, reporting and monitoring *Implement and monitor the budget administration function in terms of infrastructure programmes and projects *Prepare all financial and performance reports for infrastructure projects *Manage the processing of work orders and payments *Manage the document management system in terms of infrastructure financial documentation.

Assistant Director Properties x1

Directorate: Infrastructure Planning
Salary: R 334 545.00 – R 394 065.00
Centre: IK Nkoane House, Head Office
Ref.no: HO/ADP/INFRA/02/2019

Qualifications and experience

Relevant Diploma in Property Management or equivalent qualification. Minimum 3 years' post qualification experience. Computer literacy and a valid driver's license.

Main role:

To implement property administration functions.

Key responsibilities:

Collect updated information on Immovable Assets *Make inputs to the acquisition and disposal of land *Undertake deeds searches to validate land ownership before planning for buildings are finalized *Update register of sites allocated to Education for future development *Collect information on the conditions and maintenance of vacant sites allocated to Education.

Senior State Accountant x1

Directorate: Infrastructure Finance
Salary: R 281 418.00 – R 331 497.00
Centre: IK Nkoane House, Head Office
Ref.no: HO/SSA/INFRA/02/2019

Qualifications and experience

An appropriate Degree or Diploma or equivalent in Financial Management/ Accounting / Auditing/ Finance. Three to five years' experience. Knowledge of PFMA, GRAP and Treasury regulations. Good numerical, analytical and problem solving skills. Computer literacy and a valid driver's license.

Main role:

To assist with the coordination of all Financial Management functions pertaining to infrastructure projects/programmes.

Key responsibilities:

Provide strategic financial advisory services *Advise on budget and general financial needs *Investigate irregular expenditure and commitment reports *Act as a contact person between Budget Office, Treasury and Suppliers *Compile and follow up on all submissions and requests with financial implications.

Town and Regional Planner x1

Directorate: Infrastructure Planning
Salary: Grade A: R585 366.00 – R630 597.00
Grade B: R669 300.00 – R717 636.00
Grade C: R758 241.00 – R893 175.00
(Salary notch will be determined based on the years' of experience posts registration)
Centre: IK Nkoane House, Head Office
Ref.no: HO/TRP/INFRA/02/2019

Qualifications and experience:

University Degree in Town and Regional Planning. At least 3 years' post registration experience. Registered as a Professional with SACPLAN. Computer literacy and a valid drivers' license.

Generic Skills:

Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication skills; Computer literacy; Delegation and development of others; Planning, organising and Execution; Ability to manage conflict; Problem solving and analysis; Insight; People management skills; Change management

Key responsibilities

Manage Infrastructure Planning inputs *Develop the Physical Resources Framework *Oversee the updating of technical information and data *Undertake relevant research for education infrastructure planning *Review business cases and apply prioritization models *Manage geographical and spatial information

Quantity Surveyor x2

Directorate: Physical Resource Delivery and
Physical Resource Planning

Salary: Grade A:
R585 366.00 – R630 597.00
Grade B:
R669 300.00 – R717 636.00
Grade C:
R758 241.00 – R893 175.00
(salary notch will be determined
based on years of experience
post registration)

Centre: IK Nkoane House, Head Office

Ref.no: HO/QS/PLAN/INFRA/02/2019

Ref.no: HO/QS/DELIV/INFRA/02/2019

Qualifications and experience

Degree in Quantity Survey or relevant qualification plus three years' experience post qualification. Registration with SACQSP as a professional Quantity Surveyor. Valid Driver's Licence.

Main role:

To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms, standards, and plans for Education in line with the Provincial IDMS Framework and National Education norms and standards.

Generic Skills:

Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organising; Conflict management; Problem solving; and analysis; People management; Change management; Innovation

Key responsibilities:

Development, interpretation and customization of quantity surveying planning and cost norms and standards *Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes *Contribute to Project Briefing documents, costing models and operational narratives *Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project list, the budgets and Infrastructure Programme Management Plan *Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

NOTE: PLEASE DO NOT RESPOND TO THIS ADVERT IF YOU DO NOT MEET THE ABOVE REQUIREMENTS OF THE POST(S).

The Northern Cape Department of Education (NCDOE) is committed to providing equal opportunities and practicing affirmative action employment, including the employment of persons with disabilities. Women and people with disabilities are therefore encouraged to apply. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of these posts and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. To facilitate this process successfully, an indication in this regard is required on applications.

Applications must be submitted on the prescribed Z83 form obtainable from any Public Service Department, District Office or from the website of the NCDOE at <http://ncdoe.ncpg.gov.za/vacancies.php>, which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) and certified copies of original qualifications (matric certificate, degrees, diplomas, and certificates), drivers license (where applicable) and ID document and proof of citizenship if not a South African Citizen. Note that copies of certified copies will under no circumstances be accepted. Applicants in possession of foreign qualifications must attach certified copies of the evaluation certificates from the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable).

Architect x1

Directorate: Physical Resource Planning

Salary: Grade A:
R585 366.00 – R630 597.00
Grade B:
R669 300.00 – R717 636.00
Grade C:
R758 241.00 – R893 175.00
(Salary notch will be determined
based on the years of experience
post registration)

Centre: IK Nkoane House, Head Office

Ref.no: HO/ARCH/INFRA/02/2019

Qualifications and experience

Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession. At least 3 years' experience post registration. Computer literate. Valid drivers' licence. Compulsory registration with SACAP.

Main role:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS Framework.

Generic Skills:

Decision making; Team leadership; Analytical skills; Creativity; Self-management; Financial management; Customer focus and responsiveness; Communication; Computer literacy; Planning and organising; Conflict management; Problem solving; and analysis; People management; Change management; Innovation

Key responsibilities:

Manage the implementation of all infrastructure projects including planned and unplanned maintenance *Finalize Infrastructure Programme Management Plans, Procurement Strategy, Budgets and Project lists *Make recommendations on all Project Execution Plans *Oversight of Implementing Agents for projects implemented *Cost and Scope Variation Management *Draft School Maintenance Plan and budget on completion of projects *Monitor allocations for maintenance *Analyze and submit Technical Condition Assessment information

All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, emailed applications, applications sent or delivered to the wrong address or applications received after the closing date will be disqualified. Separate Z83 forms, accompanying CVs and supporting documentation must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared.

Shortlisted candidates must be available for interviews on a date, time and place as determined by the NCDOE.

Applicants will be required to meet vetting requirements as prescribed by the Minimum Information Security Standards. Applicants must note that pre-employment checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, qualification verification, criminal records, credit records and previous employment. Candidates will also be vetted in terms of the Criminal Law (Sexual Offences and Related matters) Amendment Act of 2007 and the Children's Act of 2005 as amended. A candidate whose particulars appear in either the National Register of Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post. The successful candidate will have to sign an Annual Performance Agreement.

Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and correspondence will be limited to shortlisted candidates only. Applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. Applicants should note that applications will not be returned or given back to the applicant once it has been submitted to the department.

The NCDOE is under no obligation to fill the position and reserves the right not to make an appointment. Although advertised, the post may thus either be withdrawn or re-advertised.

Please forward all applications, clearly stating the post (s) and reference number for which you are applying, for the attention of the relevant District Director at the following address:

**ALL ENQUIRIES ARE TO BE DIRECTED TO
MR L HUMPHREYS: 053 839 6603**

HEAD OFFICE:

IK Nkoane House

Private Bag X5029 Kimberley 8301
156 Barkly Road Kimberley
053 839 6500

**CLOSING DATE:
01 MARCH 2019 @ 16:00**