



# NORTHERN CAPE DEPARTMENT OF EDUCATION

**Post: Director – Physical Resources Planning Management**  
**Salary: SMS Salary level: 13 R1 073 187.00 – R1 264 176.00 (All-inclusive remuneration package consist of basic salary, the State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non pensionable that may be structured in terms of the applicable rules)**  
**Centre: Provincial Office, Kimberley**  
**Reference No. HO/INFRA/DIR/PLANNING/08/2022**

**Requirements:** A Degree in Built Environment and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification, plus 6-8 years experience post qualification in public sector management and/or related management experience in the design and delivery of infrastructure programmes for the education sector. 5 year's middle management experience.

Thorough understanding of the current education and public sector policies and legislation i.e. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000; National Building Standards Act of 1977 and Regulations; Occupational Health and Safety Act of 1993 and Regulations; PFMA/DORA/Treasury Regulations/Practice Notes/Instructions/Circulars. Extensive. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Good presentation skills; Analytic thinking; Research & Report writing skills; Computer literacy (MS Word, MS Excel, Access, Power Point, etc). Proven communication (verbal and written) and interpersonal skills at all levels. Valid driver's license.

**Core Management Criteria (CMC):** Financial Management, People Management & Empowerment, Client Orientation & Customer Focus, Strategic Capability & Leadership, Programme & Project Management, Knowledge Management.

**Duties:** \*Development, interpretation and customization of functional and technical norms and standards. Research, policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes. Management of infrastructure analyses and inputs in terms of the Provincial Infrastructure Plan, the Departmental Service Plan, Strategic Plan, Annual Performance Plan and Annual Report. Management of the physical resources planning framework, prioritization model(s), Business Cases and Project Briefs. \*Manage the professional and administrative function of the Directorate.

**NB:** The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

**Enquiries:** Mr GB Oliphant at (053) 8396500

**Post: Director – Physical Resources Delivery Management**  
**Salary: SMS Salary level 13: R1 073 187.00 – R1 264 176. (All-inclusive remuneration package consist of basic salary, the State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non pensionable that may be structured in terms of the applicable rules)**  
**Centre: Provincial Office, Kimberley**  
**Reference No. HO/INFRA/DIR/DELIVERY/08/2022**

**Requirements:** A Degree in Built Environment and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification, plus 6-8 years experience post qualification in public sector management and/or related management experience in the design and delivery of infrastructure programmes for the education sector. 5 year's middle management experience.

Thorough understanding of the current education and public sector policies and legislation i.e. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000; National Building Standards Act of 1977 and Regulations; Occupational Health and Safety Act of 1993 and Regulations; PFMA/DORA/Treasury Regulations/Practice Notes/Instructions/Circulars. Extensive. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Good presentation skills; Analytic thinking; Research & Report writing skills; Computer literacy (MS Word, MS Excel, Access, Power Point, etc). Proven communication (verbal and written) and interpersonal skills at all levels. Valid driver's license.

**Core Management Criteria (CMC):** Financial Management, People Management & Empowerment, Client Orientation & Customer Focus, Strategic Capability & Leadership, Programme & Project Management, Knowledge Management.

**Duties:** \*Manage Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan.\* Manage Capital and Maintenance Project Implementation and Oversight. \*Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects. \*Management of maintenance works. \*Provide technical direction to ascertain if Infrastructure Programme Implementation Plans (IPPs) as prepared by Implementing Agents are adequately responding to the needs of the Provincial Department of Education. \*Provide technical direction on the review and signing of Service Delivery Agreements with Implementing Agents. \*Provide technical direction on the review and signing of Service Delivery Agreements with Implementing Agents. \*Provide technical direction to cost or scope variations on different infrastructure projects. \*Manage the professional and administrative function of the Directorate.

**NB:** The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

**Enquiries:** Mr GB Oliphant at (053) 8396500

**Post:** Deputy Director Finance Physical Resources  
**Salary:** MMS Salary level 11: R744 255.00 – R876 705.00 (All-inclusive remuneration package consist of basic salary, the State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non pensionable that may be structured in terms of the applicable rules)  
**Centre:** Provincial Office, Kimberley  
**Reference No.** HO/INFRA/DD/FINANCE/08/2022

**Requirements:** \*An appropriate recognized Bachelor's degree or equivalent relevant qualification with Accounting or Economics or Commerce. \*At least 3 years proven management experience at Senior State Accountant /Assistant Director level or equivalent. \*Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. \*Knowledge of the Public Finance Management Act, Treasury Regulations, the DORA, the PPPFA, General Accepted Accounting Practices (GAAP) and other Government prescripts regarding financial matters. \*Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint. \*A valid driving license.

**Duties:** \*Financial data analyses 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 requirements of the Auditor General.

**Enquiries:** Mr. G.B. Oliphant at (053) 839 6500.

**Post:** DCES Physical Resource Planning and Delivery X3  
**Salary:** R519 429.00 – R 1 007 610.00  
**Centre:** Frances Baard (Kimberley);  
**Reference No.** FB/INFRA/DCES/08/2022  
**Enquiries:** Mr. L. Monyera at 053 830 1600

**ZF Mgcawu (Upington)**  
**Reference No.** ZFM/INFRA/DCES/08/2022  
**Enquiries:** Mr G.G. March at 054 339 0372

**Pixley ka Seme (De Aar)**  
**Reference No.** PKS/INFRA/DCES/08/2022  
**Enquiries:** Mr F. Silengile at 053 631 0505

**Requirements:** \*A recognised three or four- year qualification, which includes professional teacher education plus a minimum of eight (8) years' experience in the educational field. Registration with SACE as Professional Educator. \*At least 3 years proven management experience at Deputy Principal/Senior Education Specialist or higher within the education environment. \*Extensive knowledge of and insight into relevant policies i.e. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000; National Building Standards Act of 1977 and Regulations; Occupational Health and Safety Act of 1993 and Regulations; PFMA/DORA/Treasury Regulations/Practice Notes/ Instructions/Circulars. \*Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint. \*Good report writing and presentation skills. \*Excellent written and verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills. \*Conflict and dispute resolution skills \*Strategic and analytical thinking skills \*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively \*A valid driving license.

**Duties:** \*Manage the District education specific planning inputs as part of the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. \*Review utilization of facilities from an education perspective. Development, interpretation and customization of functional planning norms and standards. \*Update information on NEIMS, EFMS and document management system for all built environment documentation (excluding financial documentation). \*Manage interaction with Circuits and Schools on needs for equipment and furniture; direct the determination of needs for school equipment and furniture. Finalize school furniture and school equipment plans; align the orders, procurement and delivery of school furniture and school equipment to the seamless commissioning and opening of schools.

**Post:** Chief Education Specialist – Physical Resources Planning Management  
**Salary:** MMS Salary level 12: R922 635 – R 1 425 018.00 (All-inclusive remuneration package consist of basic salary, the State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non pensionable that may be structured in terms of the applicable rules)  
**Centre:** Head Office, Kimberley  
**Reference No.** HO/INFRA/CES/PLANNING/08/2022

**Requirements:** \*A recognized appropriate three- or four year qualification, which includes a professional teacher education qualification \*At least 9 year's relevant teaching experience \*At least 5 years proven management experience at Principal/Deputy Chief Education Specialist. \*Registration with SACE as professional educator. \*Extensive knowledge of and insight into relevant policies i.e. Construction Industry Development Board Act of 2000 and Regulations. Council for Built Environment Act of 2000; National Building Standards Act of 1977 and Regulations; Occupational Health and Safety Act of 1993 and Regulations; PFMA/DORA/Treasury Regulations/Practice Notes/ Instructions/Circulars. \*Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint. \*Good report writing and presentation skills. \*Excellent written and verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills \*Conflict and dispute resolution skills \*Strategic and analytical thinking skills \*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively \*A valid driving license.

**Duties:** \*Manage the education specific planning inputs as part of the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. \*Review utilisation of facilities from an education perspective. Development, interpretation and customisation of functional planning norms and standards. \*Update information on NEIMS, EFMS and document management system for all built environment documentation (excluding financial documentation). \*Manage interaction with Districts and Schools on needs for equipment and furniture; direct the determination of needs for school equipment and furniture. Finalise school furniture and school equipment plans; align the orders, procurement and delivery of school furniture and school equipment to the seamless commissioning and opening of schools.

**Enquiries:** Mr. G.B. Oliphant at (053) 839 6500.

**Post:** Control Works Inspector Physical Resources X2  
**Salary:** R477 090.00 – R561 981.00  
**Centre:** Provincial Office, Kimberley  
**Reference No.** HO/INFRA/CONTROLWORKS/08/2022

**Requirements:** \*National Diploma (T/N/S streams) or equivalent, or N3 and a passed trade test in the building environment, or Registration as an Engineering Technician. \*Six years relevant experience post qualification. \*Problem solving, personnel management, good planning, supervisory, organizing and motivation skills. \*Good verbal and written communication skills. \*Sound project management skills. \*Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint. \*A valid drivers licence.

**Duties:** \***Infrastructure Planning through inter alia the following:** Provide planning inputs and information for planning purposes; consult local stakeholders; participate in the development of Integrated Development Plans. \***Maintenance and Infrastructure Projects through inter alia the following:** Provide training Schools on the criteria applicable to maintenance projects and emergency repairs; assess the School Annual financial reports in terms of maintenance expenditure against performance; undertake annual evaluations on completed maintenance projects; monitor Section 21 allocations for maintenance. \***NEIMS assessments through inter alia the following:** provide relevant data and information for updating NEIMS and Facility Management Systems; review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention; develop plans to address shortcomings in terms of compliance in terms of OHS requirements, environmental requirements and quality assurance Standards. \***Disaster management plans through inter alia the following:** monitor compliance of disaster management plans; provide assistance with preparation of disaster management plans; provide training Schools on the preparation of disaster management plans; develop the integrated District Disaster Management Plan. \***School Maintenance Plans through inter alia the following:** draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs; develop the integrated District maintenance plan and budget; validate quality of school maintenance plans; make recommendations to Schools in terms of changes to be made to District/Schools Maintenance Plans.

**Enquiries:** Mr. G.B. Oliphant at (053) 839 6500.

**Post: Assistant Director Finance Physical Resources**  
**Salary: R382 245.00 – R450 255.00**  
**Centre: Head Office, Kimberley**  
**Reference No. HO/INFRA/ASD/FINANCE/08/2022**

**Requirements:** An appropriate recognized National Diploma or equivalent relevant qualification with Accounting or Economics or Commerce. \*At least 3 years proven management experience at State Accountant/Senior Administrative Officer level or equivalent. \*Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. \*Knowledge of the Public Finance Management Act, Treasury Regulations, the DORA, the PPPFA, General Accepted Accounting Practices (GAAP) and other Government prescripts regarding financial matters. \*Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint.\*A valid driving license.

**Duties:** \*Assist with the preparation of the financial and performance reports as required by National Departments and Provincial Treasury. \*Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Deputy Director Finance. \*Make recommendations on roll-overs of infrastructure projects to the Deputy Director Finance. \*Provide written reports to the Budget Section in terms of budget adjustments in formats as prescribed by the budget section. \*Validate that the Service Providers database is updated correctly by the Finance section. \*Assist with the management of infrastructure spending in line with cash flow projections to ensure no under or overspending on infrastructure budgets. \*Validate that the Finance section has updated BAS correctly in terms of projects, commitments, adjustments and spending against budgets. \*Report on deviations to the Deputy Director Finance. Make inputs to Deputy Director Finance in terms of the Budgets and Financial Annual Statements for infrastructure projects/programmes prepared in line with GRAP and within time frames for the PFMA. \*Update all financial files with the required financial documentation in compliance with Construction Procurement System requirements, Auditor General Requirements and related National/Provincial Treasury Instructions. \*Effective and efficient resources management.

**Enquiries:** Mr. G.B. Oliphant at (053) 839 6500.

**Post: Works Inspector**  
**Salary: R211 713.00 – R249 378.00**  
**Centre: Provincial Office, Kimberley X2**  
**Reference No. HO/INFRA/WORKS/08/2022**  
**Enquiries: Mr GB Oliphant at (053) 839 6500.**

**Frances Baard (Kimberley)**  
**Reference No. FB/INFRA/WORKS/08/2022**  
**Enquiries: Mr L. Monyera at 053 830 1600**

**John Taolo Gaetsewe (Mothibistad) X1**  
**Reference No. JTG/INFRA/WORKS/08/2022**  
**Enquiries: Mr VJ Teise at 053 773 0003**

**ZF Mgcawu (Upington) X1**  
**Reference No. ZFM/INFRA/WORKS/08/2022**  
**Enquiries: Mr G.G. March at 054 339 0372**

**Namakwa (Springbok) X1**  
**Reference No. NAM/INFRA/WORKS/08/2022**  
**Enquiries: Mr P.T.A. Cloete at 027 718 8600**

**Requirements:** \*National Diploma (T/N/S streams) or equivalent, or N3 and a passed trade test in the building environment, or Registration as an Engineering Technician. \*One year relevant experience post qualification. \*Problem solving, personnel management, good planning, supervisory, organizing and motivation skills. Good verbal and written communication skills. Sound project management skills. \*Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint. \*A valid drivers license.

**Duties:** \*Implement inspections on infrastructure projects and implement condition assessments. \*Implement inspections on all building projects. \*Assist to collect relevant data and information for updating NEIMS and Facility Management Systems. \*Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs.

**Post: Chief Works Inspector**  
**Salary: R321 543.00 – R378 765.00**  
**Centre: John Taolo Gaetsewe (Mothibistad)**  
**Reference No. JTG/INFRA/CHIEFWORKS/08/2022**  
**Enquiries: Mr VJ Teise at 053 773 0003**

**ZF Mgcawu (Upington)**  
**Reference No. ZFM/INFRA/CHIEFWORKS/08/2022**  
**Enquiries: Mr G.G. March at 054 339 0372**

**Namakwa (Springbok)**  
**Reference No. NAM/INFRA/CHIEFWORKS/08/2022**  
**Enquiries: Mr P.T.A. Cloete at 027 718 8600**

**Requirements:** \*National Diploma (T/N/S streams) or equivalent, or N3 and a passed trade test in the building environment, or Registration as an Engineering Technician. \*Three to five years relevant experience post qualification. \*Problem solving, personnel management, good planning, supervisory, organizing and motivation skills. Good verbal and written communication skills. Sound project management skills. \*Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint. \*A valid drivers license.

**Duties:** \*Plan and execute inspections on infrastructure projects. \*Implement condition assessments. \*Prepare specifications for work. \*Develop bill of quantities. \*Develop proposals on associated costs. \*Prepare progress reports. \*Validation of work completed and verification of invoices. \*Make recommendations on payments for work completed. \*Implement follow up inspections. \*Facilitate and resolve technical problems.

**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 new 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). Only shortlisted candidates will be required to submit certified copies of original qualifications (matric certificate, degrees, diplomas, and certificates), drivers licence (where applicable) and ID document and proof of citizenship if not a South African Citizen on the day of the Interviews to the Interview Committee. 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).

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 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.

All shortlisted candidates for SMS posts 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 the 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.

Send all applications stating the post for which you are applying to the respective office for attention of the appropriate official as listed below.

OFFICE	DIRECTOR	POSTAL ADDRESS	HAND-DELIVERY ADDRESS	TELEPHONE
Provincial Office	Mr M.C. Mothelesi	Private Bag X 5029, Kimberley, 8300	to I.K. Nkoane Education House, 156 Barkly Road, Homestead, Kimberley	053 8396500
Frances Baard	Mr. CL Monyera <b>Att: Ms A. Jansen</b>	Private Bag X5041, Kimberley 8300	9 Hayston Road, Hadison Park, Kimberley	053 830 1600
John Taolo Gaetsewe	Mr. VJ Teise <b>Att: Ms. V Keetile</b>	Private Bag X115, Mothibistad, 8474	6164 Kgosi Mothibi Road, Mothibistad	053 773 0003
Pixley Ka Seme	Mr F. Silengile <b>Att: Ms. N. Mabedla</b>	Private Bag X1013, De Aar, 7000	Alpha Street, Happy Valley, De Aar	053 631 0505
ZF Mgcawu	Mr. GG March <b>Att: Mr. B. Mathupi</b>	Private Bag X891, Upington, 8800	2 JG Smith Street Morning Glory, Upington	054 339 0372
Namakwa	Mr. PTA Cloete <b>Att: Ms. D. Curnow</b>	Private Bag X2, Springbok, 8240	Cnr Phillips and Bree Street, Springbok	027 718 8600

**Closing Date: 19 August 2022 @16h00**