

**PROVINCIAL ADMINISTRATION: FREE STATE  
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Please submit your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, Bloemfontein, 9300. (Old Saambou Building, Ground Floor, corner Charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300) or e-mail to: [erecruitment@fseducation.gov.za](mailto:erecruitment@fseducation.gov.za) Regarding e-mailed applications: Applications must be submitted as a Single document/One Attachment to the e-mail address specified for each position. (Kindly note that e-mailed applications and attachments should not exceed 15MB). It remains the candidate's responsibility to ensure that their application is successfully submitted.
- CLOSING DATE** : 08 November 2024
- NOTE** : It is the intention to promote representativity in the Department through the filling of these posts. The candidature of applicants from designated groups especially in respect of people with disabilities will receive preference. Applicants must apply using the NEW Z83 form which can be downloaded at <http://www.dpsa.gov.za/dpsa2g/vacancies.asp>. From 1 January 2021 should an application be received using the incorrect application form for employment (Z83), it will not be considered. Please ensure to complete ALL fields on the new Z83 application form. A recent comprehensive, detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies, and previous employment record as well as the names and telephone numbers of three persons willing to act as referees. Applicants are not required to submit copies of qualifications and other relevant documents on application but must only submit the Z83 and curriculum vitae (Only shortlisted candidates will be required to submit certified documents). All shortlisted candidates will be subjected to personnel suitability checks on criminal records, citizenship verification, financial records, qualification verification and applicants could be required to provide consent for access to their social media accounts. Correspondence will be limited to shortlisted candidates only. Separate applications must be submitted for every vacancy. N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered, and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted, e-mailed or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are requested to complete the new Z83 form properly which must be authenticated by a signature and initialed on both pages and clearly quoting the relevant REF NO number for each post applied for. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Non-RSA residents/permanent residents will submit proof only when shortlisted. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application has been unsuccessful. Please note it might be expected of short-listed applicants to complete a project. Successful candidates on level 13 and higher must undergo a Competency test. Introduction and general measures: NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Entry level requirement for SMS posts: In terms of the Directive on Human Resource Management and Development on Public Service Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Certificate to be submitted prior to appointment.

**MANAGEMENT ECHELON**

- POST 39/47** : **DIRECTOR: INFRASTRUCTURE DELIVERY MANAGEMENT REF NO: PS3/2024/01**
- SALARY** : R1 216 824 – R1 433 355 per annum (Level 13), (an all-inclusive salary package). The total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
- CENTRE** : Bloemfontein: Head Office
- REQUIREMENTS** : Relevant B Degree qualification in Built Environment or equivalent qualification as recognised by SAQA. (NQF Level 7). Post Graduate Qualification will be an added advantage. Six (6) Years'

proven experience in Public Sector Management and/or related Management experience in the delivery and oversight of Infrastructure programmes as well as 5 Years Middle Management Experience. Valid Code B/EB Driver's license. Pre-entry certificate for the Senior Management Services to be submitted prior to appointment. Recommendations: Desirable: Certificate Course in infrastructure Delivery Management and Registration with relevant Professional Council/Board. Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organisational and people management skills; computer literacy; a highly developed interpretative and conceptualisation/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations. Knowledge of 178 PFMA/Division of Revenue Act / Treasury/Regulations/Practice Notes /Instructions Circulars, Departmental Supply Chain Management Policies, Procedures Delegations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act 2000. Government Immovable Asset Management Act 2007. South African Schools Act of 1996, Regulations and Guidelines, National Archives and Records Service Act 1996. Public Service Act of 1994 and Regulations. Experience and in-depth knowledge of Infrastructure Delivery Management System. Experience and knowledge of capital commitments scheduling, dealing within infrastructure financial compliance and auditing. Experience in major programme and project management. Understanding and knowledge of Framework for Infrastructure Delivery and Procurement Management. Experience and knowledge of development and implementation of operations and maintenance strategies. Specific knowledge of water and sanitation strategies and technologies. Understanding of the District Development Model. Knowledge in the development of Infrastructure Programme Management Plan and management of Implementing Agents.

**DUTIES**

: Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan. Direct Infrastructure strategic objectives/briefs. Direct Medium Term, Annual and Adjustment Budget. Prepare and direct bids for performance grants in collaboration with the Directorate Infrastructure Planning & Property Management. Direct and approve Infrastructure Programme Management Plans. Direct and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan. Sign off on inputs provided for the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s]. Review and sign-off Infrastructure Programme Implementation Plans. Review and recommend signing of Signed Service Delivery Agreement. Capital and Maintenance Project Implementation and Oversight. Participate on various Supply Chain Management Committee (if appointed). Sign-off Project Execution Plans. Sign-off scope and/or cost variations. Consult Districts and Schools during initiation and commissioning phases. Direct regular project site meetings and visits. Direct implementation of commissioning plans. Finalise and approve all infrastructure monitoring reports (performance reports). Direct updating of Project/Programme Management systems. Direct Post Project and Post Occupancy Evaluations. Manage feedback learning generated in terms of the application of approved norms and standards. Direct and manage social facilitation where applicable. Monitor and report on EPWP targets. Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects. Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act. Review and approve cost and scope variations. Review and approve Task and Work Orders. Authorise invoices certified by Implementing Agents. Direct updating of financial documentation and records. Direct preparation of financial reports. Management of maintenance works. Direct the development of criteria for maintenance projects. Direct the development and updating of the maintenance system. Manage Departmental funding for maintenance. Enforce adherence by Districts and Schools to maintenance criteria and guidelines. Direct the completion of maintenance plans for all projects. Manage the identification of needs for framework contracts and submit for procurement. Manage and direct the use of contractors [Task or Batch Orders] in terms of framework contracts. Manage the maintenance call centre. Monitor effective functioning of the call centre. Direct the orientation of Users in terms of maintenance. Strategic management of the 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 imperative and legal prescripts. Align Directorate core business and strategic objectives to that of the Department. Provide clarity to professionals and support staff to understand their roles and responsibilities. Effective and efficient resources management. Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees. ADV Malakoane Tel No: (051) 404 8203/8576

**ENQUIRIES**

## OTHER POSTS

<b><u>POST 39/48</u></b>	:	<b><u>CHIEF CIVIL ENGINEER: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT DIRECTORATE: INFRASTRUCTURE PLANNING SUB DIRECTORATE: REF NO: PS3/2024/02</u></b>
<b><u>SALARY</u></b>	:	Grade A: R1 200 426 - R1 371 489 per annum, (all-inclusive annual salary package), (OSD) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein: Head Office A university degree in Engineering or equivalent qualification as recognised by SAQA. (NQF Level 7). Be registered with Engineering Council of South Africa (ECSA) as a professional Civil/Structural Engineer, Valid drivers license and a minimum of 6 years experience post qualification. Recommendations: Computer Literacy and an Executive course in Infrastructure Delivery Management will be an added advantage.
<b><u>DUTIES</u></b>	:	Be able to provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Basic Education. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practise. Monitor that planning and design completed through insourced engineering service is done according to sound engineering principles and according to norms and standards and code of practise. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain civil/structural engineering norms & standards. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Prepare technical specifications. Apply civil/structural design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Determine civil/structural engineering performance based standards. Develop civil/structural engineering standard data sheets and drawings. Provide civil/structural engineering inputs to Project Execution Plan v 1. Provide civil/structural engineering inputs Plans v 2 – 7 to the Directorate Infrastructure Delivery Management. Determine requirements for built environment document management system from a Civil/Structural Engineering perspective. Determine civil/structural proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Coordinate the drafting of the User Asset Management Plan through inputs from all the professionals. Complete the Technical Condition Assessments of projects planned and implemented in the MTEF from an engineering perspective. Finalise and update the U-AMP on a continuous basis. Validate from an engineering perspective adherence to environmental and OHS requirements in terms of all infrastructure plans. Validate from an engineering perspective district plans on disaster management. Provide inputs to infrastructure assessments. Provide engineering inputs to maintenance projects. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.
<b><u>ENQUIRIES</u></b>	:	Mr Botsane Tel No: (051) 404 9292
<b><u>POST 39/49</u></b>	:	<b><u>CHIEF ARCHITECT: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE: INFRASTRUCTURE PROGRAMMES/PROJECTS AND MAINTANANCE REF NO: PS3/2024/03</u></b>
<b><u>SALARY</u></b>	:	Grade A: R1 042 170 – R1 185 693 per annum, (all-inclusive annual salary package), (OSD) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.
<b><u>CENTRE REQUIREMENTS</u></b>	:	Bloemfontein: Head Office A University degree in Architecture and/or equivalent qualification as recognised by SAQA. (NQF Level 7). Registered as a Professional Architect with the South African Council for Architectural Profession (SACAP), Valid driver's license, a minimum of 6 years' experience post qualification. Recommendations: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.
<b><u>DUITES</u></b>	:	Be able to prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan. Prepare the infrastructure budget and Final Project List. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Plan v1. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA]. Participate in the procurement of Professional Service Providers and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management (SCM) Committees in Public Works and/or relevant SCM Committees of Alternative IAs and

Provincial Department of Education. Manage adherence to Occupational Health and Safety and Quality Assurance standards. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage project implementation of projects that are not allocated to an implementing agent [IA]. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resource Planning. Develop and Approve Project Stage reports & designs, in accordance with strategic decision-making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. Manage the updating of projects/programmes documentation and information and submit all built environment documentation to Deputy Director Finance. Manage the interface between the end-user/community structures and Implementing Agent [IA]. Prepare and submit progress reports [financial and non-financial indicators]. Assess departmental projects that qualify for departmental funding assessed. Manage day-to-day, routine and emergency maintenance projects funded by department. Provide guidance to the preparation of maintenance plans. Monitor Section 21 allocations for maintenance. Coordinate and participate in project commissioning, including sites visits. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Conditions Assessments on completion of projects. Manage and participate in Post Projects and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resource Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practice, standardise processes and procedures, software applications and tools. Monitor and study the education sector, legal frameworks, standards changes and policy framework. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Monitor expenditure on infrastructure projects within budgets.

**ENQUIRIES**

: Mr Botsane Tel No: (051) 404 9292

**POST 39/50**

: **CHIEF ENGINEER: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE: INFRASTRUCTURE PROGRAMMES/PROJECTS AND MAINTENANCE SUB DIRECTORATE: REF NO: PS3/2024/04**

**SALARY**

: Grade A: R1 200 426 – R1 371 489 per annum, (all-inclusive annual salary package), (OSD) of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

**CENTRE REQUIREMENTS**

: Bloemfontein: Head Office  
 : A university degree in Engineering or equivalent qualification as recognised by SAQA. (NQF Level 7). Be registered with Engineering Council of South Africa (ECSA) as a professional Civil/Structural Engineer, ECSA as a professional Civil/Structural Engineer, Valid drivers license, Computer literacy and a minimum of 6 years experience post qualification. Recommendations: Computer literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.

**DUITES**

: Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective. Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Basic Education. Monitor that infrastructure projects implemented by Implementing Agent[s] comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice. Monitor that planning and design completed through insourced engineering services is done according to sound engineering principles and according to norms and standards and code of practice. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. Maintain civil/structural engineering norms & standards. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. Develop cost effective solutions according to standards. Compile briefing documentation and specifications from an engineering perspective. Prepare technical specifications. Apply civil/structural design principles. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. Undertake preliminary costing per installation. Determine civil/structural engineering performance based standards. Develop civil/structural engineering standard data sheets and drawings. Provide civil/structural engineering inputs to Project Execution Plan v 1. Provide civil/structural engineering inputs to Project Execution Plans v 2 – 7 to the Directorate Infrastructure Delivery Management. Determine requirements for built environment document management system from a Civil/Structural Engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures, where necessary. Prepare reports on civil/structural engineering investigations. Determine civil/structural proposals and design work for solutions, where necessary. Prepare reports on effectiveness of corrective measures. Preparation and on-going review of the User Asset Management Plan [U-AMP] from an

engineering perspective with inputs received from other professionals. Coordinate the drafting of the User Asset Management Plan through inputs from all the professionals. Complete the Technical Condition Assessments of projects planned and implemented in the MTEF from an engineering perspective. Obtain relevant information of professionals in terms of the preparation of the User Asset Management Plan. Finalise and update the U-AMP on a continuous basis. Environmental, OHS adherence in terms of planning and Maintenance. Validate from an engineering perspective adherence to environmental and OHS requirements in terms of all infrastructure plans. Validate from an engineering perspective district plans on disaster management. Validate District and Schools Evacuation plans from an engineering perspective. Provide inputs to infrastructure assessments. Provide inputs to life cycle costs. Develop maintenance programmes. Provide engineering inputs to maintenance projects. 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. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils. Effective and efficient resources management Undertake planning for future human resources needs. Maintain discipline. Manage performance and development of employees. Undertake human resources and other related administrative functions. Establish and maintain effective and efficient communication arrangements. Develop and manage the operational plan. Plan and allocate work. Develop and implement processes to promote control of work. Serve on transversal task teams as required. Implement quality control of work delivered by employees.

**ENQUIRIES**

: Mr Botsane Tel No: (051) 404 9292

**POST 39/51**

: **DEPUTY DIRECTOR: FINANCE: PHYSICAL RESOURCE MANAGEMENT REF NO: PS3/2024/06**

**SALARY**

: R849 702 – R1 000 908 per annum (Level 11), (all-inclusive annual salary package), of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

**CENTRE REQUIREMENTS**

: Bloemfontein: Head Office  
 : B Comm Degree or Equivalent in Finance, Accounting, Economics or Commerce as recognised by SAQA. (NQF 7). Relevant Post -Graduate Qualification will be an advantage. Minimum of 3 - 5 years' experience in management and Valid Drivers license. Recommendations: Computer Literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage. Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending.

**DUTIES**

: Be able to extract relevant infrastructure project data from BAS and other relevant system. Analyse financial data of infrastructure projects. Validate credibility of financial data with all Programme/Project Managers. Prepare all financial reports as required by National Departments and Provincial Treasury. Report any variances of infrastructure projects expenditure against budgets and cash flow projections. Implement roll-overs of infrastructure projects through providing inputs to the Finance Section. Direct financial commitments in line with approved budget, cash flow projections and the B5 Project list. Update B5 Project list and Budget [including budget adjustments] and direct that any changes are authorised by the Chief Director. Prepare reports to the Budget Section in terms of budget adjustment in formats as prescribed by the budget section. Manage infrastructure spending in line with cash flow projections to avoid under or overspending on infrastructure budgets. Liaise with the budget office and infrastructure office in Provincial Treasury to promote coordination and credibility of data/information. Monitor and report on deviations to the Finance Section and the Chief Director. Manage the issuing of Work orders after SCM processes. Manage the capturing of Infrastructure project invoices on LOGIS after signed off by the Chief Director. Manage payments. Implement financial journals for infrastructure projects/programme. Request for shifting of funds submitted to Budget office in line with the cash flow projections and payments of infrastructure projects and/or approved changes on B5 infrastructure project list. Direct personnel costs within approved budgets. Direct Operational budgets. Provide written inputs to the Finance Section in terms of operational budgets. Provide inputs to the Finance Section 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. Manage movable assets being allocated to the Chief Directorate in line with the movable asset management policies and procedures of the Department. Implement Financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instruction, Departmental financial policies]. Assist managers and staff in Chief Directorate to understand financial policies and directive. Assist with implementation of SCM. Provide inputs to annual audits and respond to all Auditor General queries and related Management Letters. Manage the keeping of all financial records and copies of the contracts while projects are implemented. Original contracts will be kept by

the contract management section in SCM and/or by the implementing agent. Provide all financial documents requested by Auditor General and/or Finance Section.

**ENQUIRIES**

: Mr Botsane Tel No: (051) 404 9292

**POST 39/52**

: **GIS TECHNICIAN: PHYSICAL RESOURCE PLANNING AND PROPERTY MANAGEMENT DIRECTORATE: INFRASTRUCTURE PLANNING SUB DIRECTORATE: REF NO: PS3/2024/05**

**SALARY**

: Grade A. R721 476 – R774 267 per annum, (all-inclusive annual salary package), (OSD), of which 30% may be structured according to the individual's needs. The department will determine the salary notch based on years' experience post professional registration.

**CENTRE**

: Bloemfontein: Head Office

**REQUIREMENTS**

: A National Diploma in GIS or equivalent qualification as recognised by SAQA. (NQF Level 6). Meeting the requirements by South African Geomatics Council (SAGC) to register as GIS Professional Technician. Valid drivers license, Minimum of 3 years experience post qualification. Recommendations: Computer Literacy and a Certificate in Infrastructure Delivery Management System will be an added advantage.

**DUTIES**

: Perform technical GIS activities for infrastructure planning through utilisation of education information systems. Collect credible data from different sources. Capture data and update on a regular basis on required formats. Analyse data according to application requirements. Implement quality assurance. Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing Education Information Systems. Document functional and user requirements. Identify gap analysis. Verify spatial data. Update information. Capture metadata records. Produce fully functional maps customised to requirements of users. Compile reports, GIS Equipment, software, data and products. Assist to validate GIS software. Test GIS equipment. Assist to validate GIS data and products. Assist to customise GIS software to meet needs of users. Assist to train end users. Participate in regular systems audits and implementation of GIS standards. Adhere to GIS standards in terms of maps and information. Provide updated information in terms of system audits. 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. Study professional journals and publications to stay abreast of new developments. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

**ENQUIRIES**

: Mr Botsane Tel No: (051) 404 9292

**POST 39/53**

: **ASSISTANT DIRECTOR: PHYSICAL RESOURCE PLANNING & PROPERTY MANAGEMENT DIRECTORATE REF NO: PS3/2024/07**

**SALARY**

: R444 036 – R532 602 per annum (Level 09), (A basic salary)

**CENTRE**

: Bloemfontein: Head Office

**REQUIREMENTS**

: An applicable 3-year diploma or equivalent qualification. Minimum of Three years' experience post qualification. Computer literacy and valid driver's license. Preference to candidates with relevant NQF Level 7 qualifications.

**DUTIES**

: To collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close with Public Works. Consult with Districts and schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administrate Section 14 lease contracts. Administrate the payment of municipal accounts through the finance section. Identify excessive use of water and electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Undertake planning for future human resource needs.

**ENQUIRIES**

: Mr Lephoto Tel No: (051) 404 9286

**POST 39/54**

: **ASSISTANT DIRECTOR FINANCE: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE REF NO PS3/2024/08**

**SALARY**

: R444 036 – R532 602 per annum. (Level 09), (A basic salary)

**CENTRE**

: Bloemfontein: Head Office

**REQUIREMENTS**

: An applicable 3-year Diploma or equivalent qualification in Finance, Economics, Accounting or Commerce. Minimum of 3 years' post qualification experience in supervising and Valid Drivers

<b><u>DUTIES</u></b>	: license. Preference to candidates with relevant NQF Level 7 qualifications. Recommendations: A certificate in infrastructure Delivery Management System will advantageous. : Extract relevant infrastructure project data from BAS and other relevant systems. Analyse financial data of infrastructure projects. Validate credibility of financial data with all Programme / Project Managers. 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. Update and manage financial commitments in line with approved budgets and cash flow projections and the B5 Project list. Update B5 Project List and Budget [including budget adjustments]. 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 Finance section has updated BAS correctly in terms of projects, commitments, adjustments and spending against budgets. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of sub-contractors. Assist with construction procurement processes. Prepare the issuing of Work orders or Task orders after SCM processes have been completed. Assist with the capturing of invoices on LOGIS/BAS for payments after signed off by delegated officials. Assist with the control of personnel costs within approved budgets. Assist with the control of operational budgets. 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. Assist to manage adherence to financial policies. Update the CIDB register in terms of itender system and registration of projects. Update all financial files with the required financial documentation in compliance with Construction Procurement System requirements, Auditor General Requirements and related National/Provincial Treasury Instruction. Update the register of contracts while projects are implemented. Original contracts will be kept by the Contract Management Section in SCM and/or by the Implementing Agent. Provide all financial documents requested by Auditor General Finance Section.
<b><u>ENQUIRIES</u></b>	: Dr Monyane Tel No: (051) 404 9292
<b><u>POST 39/55</u></b>	: <b><u>CHIEF WORKS INSPECTOR: INFRASTRUCTURE PROGRAMMES SUB DIRECTORATE: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE REF NO: PS3/2024/09</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R376 413 – R443 403 per annum (Level 08), (A basic salary) : Lejweleputswa District Office : An applicable 3-year diploma or equivalent qualification in Building or Mechanical or Electrical or N3 with passed trade test or National Diploma in Engineering. A valid driver's license and 3-year relevant experience. Preference to candidates with relevant NQF Level 7 qualifications. Recommendations: Computer literacy.
<b><u>DUTIES</u></b>	: Make inputs to the design of the maintenance system. Provide information for the design and updating of the electronic maintenance management system. Develop training manuals on the maintenance system. Provide training to Districts on the maintenance management system. Direct the establishment of the call centre. Provide training to personnel in the call centre. Provide relevant data and information for updating NEIMS and Facility Management System. Prepare specifications. Develop a bill of quantities. Develop proposal on associated costs. Make recommendations on quotations. Inspect maintenance work on projects sites. Verify invoices and make recommendations for payments.
<b><u>ENQUIRIES</u></b>	: Dr Monyane Tel No: (051) 404 9292
<b><u>POST 39/56</u></b>	: <b><u>SENIOR ADMINISTRATIVE OFFICER INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT DIRECTORATE REF NO: PS3/2024/10</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	: R376 413 – R443 403 per annum, (Level 08), (A basic salary) : Bloemfontein: Head Office : An applicable 3 years diploma (NQF 6) in Business Management/Public Management/Office Management, Built Environment or equivalent qualification. Relevant 2 years' experience will be an added advantage. Computer literacy and valid driver's license. Preference to candidates with relevant NQF Level 7 qualifications. Recommendation: Preference will be given to candidates with a degree qualification. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy. Relevant experience will be an added advantage.
<b><u>DUTIES</u></b>	: Assisting with the rendering of records management services to the district. Assist with provision of switchboard services to the district. Assist with Co-ordinating EMIS statistics. Assist with the provision of hardware & software support. Assist with provision of security services. Assisting with of cleaning services. Assists with co-ordination of all infrastructure needs and repairs. Recommendation: Preference will be given to candidates with a degree qualification. Good verbal and written communication skills, as well as administrative, organizational, and general office management skills. Good interpersonal relations and ability to interact with stakeholders on various levels. Computer literacy. Relevant experience will be an added advantage.

**ENQUIRIES** : Mr Lephoto Tel No: (051) 404 9286

**POST 39/57** : **ADMINISTRATIVE OFFICER: INFRASTRUCTURE PROGRAMMES PROJECT MAINTENANCE SUB DIRECTORATE: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE REF NO: PS3/2024/11**

**SALARY CENTRE REQUIREMENTS** : R308 154 – R362 994 per annum, (Level 07), (A basic annual salary)  
: Bloemfontein: Head Office  
: An applicable 3-year Diploma or equivalent qualification (NQF 6) in Business Management, Public Management or Built Environment. A valid Driver's license. Preference to candidates with relevant NQF Level 7 qualifications. Recommendations: Computer literacy and a Relevant experience will be an added advantage.

**DUTIES** : To assist with the collecting and updating of information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. To assist with the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. To assist with the disposal of immovable assets [land and buildings] for Facilities in close with Public Works. Assist Consultation with Districts and schools to obtain their needs and inputs in terms of acquisitions and disposals. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. Update the register of sites allocated to Education for future infrastructure development. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administrate Section 14 lease contracts. Administrate the payment of municipal accounts through the finance section. Identify excessive use of water and electricity. Make inputs to the preparation of guidelines on the use of utilities by Schools. Assist to train Districts on the guidelines for use of utilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Undertake planning for future human resource needs.

**ENQUIRIES** : Dr Monyane Tel No: (051) 404 9292

**POST 39/58** : **ADMINISTRATION CLERK: INFRASTRUCTURE PROGRAMMES PROJECT MAINTENANCE SUB DIRECTORATE: INFRASTRUCTURE DELIVERY MANAGEMENT DIRECTORATE REF NO: PS3/2024/12**

**SALARY CENTRE REQUIREMENTS** : R216 417 – R254 928 per annum (Level 05), (A basic salary)  
: Bloemfontein: Head Office  
: Gr. 12 Certificate Recommendations: Preference will be given to candidates with technical qualifications related to infrastructure. Knowledge of Computer (Excel and Word) will be essential. Post-Matric Qualifications will be an added advantage.

**DUTIES** : Assist with general office administration in the office of Infrastructure Programmes. Handling files, typing and keeping records up to date, handling telephone enquiries and any other admin official duties as may be assigned.

**ENQUIRIES** : Dr Monyane Tel No: (051) 404 9292