

## **DEPARTMENT OF EDUCATION**

*Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.*

**CLOSING DATE: 10 February 2022. The system closes at 23:59 on the closing date; however, the technical support is limited to working hours: (08:00-16:30 Monday -Thursday and 08:00-16:00 on Friday)**

**APPLICANTS: APPLICANTS ARE ENCOURAGED TO USE E-RECRUITMENT SYSTEM WHICH IS AVAILABLE ON [WWW.ECPROV.GOV.ZA](http://WWW.ECPROV.GOV.ZA). APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED. NO HAND DELIVERED APPLICATIONS WILL BE ALLOWED/ACCEPTED DUE TO COVID 19.**

### **APPLICATION INSTRUCTIONS:**

Applicant must register on the E-recruitment system, complete and submit required information and apply for position as advertised following the following link <http://www.ecprov.gov.za>. Please note that copies submitted need not to be certified. Communication regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore, only shortlisted candidates for a post will be required to submit certified documents on or before the day of the interview following communication from HR. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. Employment equity targets of the department will be adhered to. All short-listed candidates will be required to undergo pre-employment screening. All the appointments are subject to security vetting results. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender.



# PROVINCE OF THE EASTERN CAPE

VACANCY CIRCULAR \_\_ OF 2021\_22

CLOSING DATE: 2022

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## **ELECTRICAL ENGINEER**

Salary Package: R728 829 per annum (OSD)

Ref. **ECDOE EE/02/2022**

Centre: **INFRASTRUCTURE PLANNING (Dora Funded) – Zwelitsha**

**REQUIREMENTS:** An undergraduate qualification (NQF 7) as recognized by SAQA in Electrical Engineering (B Eng/Bsc). Three years post qualification experience in electrical engineering environment. Compulsory registration with ECSA as professional engineer. Valid driver's license. Computer literacy. Knowledge of Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines.

**KEY RESULTS AREAS:** Engineering design and analysis effectiveness: Perform final review and approvals or audits on new engineering designs according to design principles or theory. Coordinate design efforts and integration across disciplines to ensure seamless integration with current technology. Pioneering of new engineering services and management methods. Maintain engineering operational effectiveness: Manage the execution of management strategy through the provision of appropriate structures, systems and resources. Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability. Monitor management efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives. Financial management: Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services. Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives. Manage the commercial value add of the discipline-related programmes and projects. Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles. Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management. Governance: Allocate, control, monitor and report on all resources. Compile risk log and manages significant risk according to sound risk management practice and organizational requirements. Provide technical consulting services for the operation of engineering related matters to minimize possible engineering risks. Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment. Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives. People management: Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements. Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**Enquiries: Mr. T Pefole (040-608 4246)**

## **DEPUTY DIRECTOR: EFMS SYSTEM CONTROLLER**

Salary Notch: R744 255 per annum (Level 11)

Ref. **ECDOE DD/02/2022**

Centre: **CHIEF DIRECTORATE: PHYSICAL RESOURCE MANAGEMENT (Dora Funded) - Zwelitsha**

**REQUIREMENTS:** A degree (NQF 7) in Information Systems. A valid light motor vehicle driver's license. Sound communication, managerial and report writing skills. Proven practical experience of at least 10 years in: Systems support in a similar environment, Proven data mining skills, Aligning IT services with the needs of the Chief Directorate, Experience in IT service management, Database security & audit compliance, Project management & planning. Knowledge and experience of the following is strongly recommended: Knowledge & understanding of the Education Facilities Management System, Understanding of the built environment, Knowledge of government operations & procedures, Management of Service Level Agreement compliance, Training and helpdesk experience, Database development and administration in SQL Server.

**KEY RESULTS AREAS:** The successful candidate will be responsible for managing the abovementioned tasks in the Education Facilities Management System (EFMS). System Maintenance and Support. Provide input and oversight to system and/or system component upgrades and/or updates. Give access, monitor and manage the activities of the system development/maintenance resources and other system users. EFMS Service Desk-Establish and operate an effective



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service desk to assist users, Provide regular reports on service desk performance according to the agreed service desk performance metrics. Training Services-Facilitate or provide training on the effective use of the EFMS to all relevant stakeholders. Data Management and Services-Perform data extraction, data transformation and data loading services as and when required by the Business, monitoring of project data to ensure data integrity and to inform relevant stakeholders of any challenges in respect of this data, monitoring of property data to ensure data integrity and to inform relevant stakeholders of any challenges in respect of this data. System Security-Manage an effective security model to ensure effective access control into the system and all of its components, manage user account authentication, account roles and permissions, Monitor and audit user account activities on a regular basis to identify anomalies and/or attempted unauthorised access. Performance Monitoring & System Availability-Regular monitoring of system performance to identify and remedy bottlenecks in consultation with DBE/SITA, In consultation with DBE/SITA ensure high availability of the system in line with agreed service levels and uptime of system.

**Enquiries: Mr. T Pefole (040-608 4246)**

## TOWN AND REGIONAL PLANNER

Salary Package: R628 014 per annum (OSD)

Ref. [ECDOE TRP/02/2022](#)

Centre: *INFRASTRUCTRE PLANNING (Dora Funded) - Zwelitsha*

**REQUIREMENTS:** A Degree in Town and Regional Planning. Registered as Built Environment Professional: Town Planner with SACPLAN. Appropriate experience after qualification including experience with spatial modelling. Minimum of Three Years' experience post qualification. Valid Driver's License. Computer literate. Knowledge of South African Schools Act of 1996, Regulations and Proclamations. Guidelines issued by DBE in terms of functional and technical Norms and Standards. Construction Industry Development Board Act of 2000 and Regulations. Spatial planning systems and National Archives and Records Service Act of 1996. norms of Government. National Building Standards Act of 1977 and Regulations. Town and Regional Planner Act of 1994. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. National Archives and Records Service Act of 1996.

**KEY RESULTS AREAS:** Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan. Undertake extensive analyses to formulate and maintain a physical planning framework for the Department based on long-term population projections, education targets and verifiable crowding distance indicators. Review utilization of Schools, undertake cost benefit analysis, and plan for land/leases/accommodation schedules as inputs towards the drafting of the User Asset Management Plan [U-AMP]. Development, interpretation and customisation of functional and technical norms and standards.

**Enquiries: Mr. T Pefole (040-608 4246)**

## CONTROL WORKS INSPECTOR

Salary Notch: R321 543 per annum (Level 8)

Ref. [ECDOE CWI/02/2022](#)

Centre: *INFRASTRUCTRE DELIVERY (Dora Funded) - Zwelitsha*

**REQUIREMENTS:** National Diploma (NQF 6) in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering, Valid Driver's license, Computer literacy. Six years relevant experience post qualification. Knowledge of Job Creation Targets, National Building Standards Act of 1977 and Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations, South African Schools Act and Regulations, National Environmental Management Act of 1998. Public Service Act, 1994 and Regulations, Public Finance Management Act, 1999 and Treasury Regulations.

**KEY RESULTS AREAS:** Infrastructure Planning.- Provide planning inputs and information for planning purposes, Consult local stakeholders, Participate in the development of Integrated Development Plans, Maintenance and Infrastructure Projects- 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, Coordinate and participate in project commissioning, including site visits, Monitor progress with infrastructure projects in close consultation with Schools and report any issue to Head Office, Interact with Municipalities to resolve any issues pertaining to services and/or building

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plans, Orientate users in terms of the optimal usage of Facilities, Prepare briefs/scope of work and cost estimates for day-to-day, routine/preventative and emergency maintenance projects, NEIMS assessments-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 Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards, Implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools, Disaster management plans- Monitor compliance of disaster management plans, Provide assistance with preparation of disaster management plans, Provide training Schools on the preparation of disaster management plans, Provide mentoring services to Schools in terms of preparation of disaster management plan, Develop the integrated District Disaster Management Plan, School Maintenance Plans-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, People Management- Undertake planning for future human resources needs, Maintain discipline, Manage performance and development of 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. T Pefole (040-608 4246)**

## **ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION**

*Salary Notch: R376,596 per annum (Level 9)*

*Ref: ECDOE AD-PA/02/2022*

*Centre: Physical Resource Planning (Dora Funded) - Zwelitsha*

**REQUIREMENTS:** A Senior Certificate, NQF 7 Degree in Real Estate or Property Management. Valid driver's license. Computer literacy. Minimum of Three Years' post qualification experience at a level of supervisor (salary level 7 or 8). Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations.

**KEY RESULTS AREAS:** 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 consultation 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 finalized. Update the register of sites allocated to Education for future infrastructure development. Implement actions to keep sites clean. Implement actions to prevent any illegal occupation of sites. Collect information on the conditions and maintenance of vacant sites allocated to Education. Assist to interpret lease needs and identify suitable buildings for leases. Interact with Districts and Schools on proposed buildings for leases. Administer Section 14 lease contracts. Administer lease payments. Implement inspections to verify the state of maintenance implemented at leased properties. Validate municipal accounts. Administer the payment of municipal accounts through the finance section. Identify excessive use of water or 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. Implement the monitoring system to report on the use of utilities. Collect and validate information for progress reports on the use of facilities. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. Monitor that Districts implement interventions to improve the utilization of utilities by Facilities.

**Enquiries: Mr. T Pefole (040-608 4246)**

  
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**MR. G. LUTHULI**  
**A/CD: HRM&D**

04 February 2022

**DATE**

