

GAUTENG DEPARTMENT OF EDUCATION

The Gauteng Department of Education awaits applications from suitably qualified and experienced persons for appointment to the positions as set out below:

DISTRICT DIRECTOR: JOHANNESBURG WEST (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)

CHIEF DIRECTORATE: District Operations Management (Johannesburg Region)

REF NO: HO2019/10/150

SALARY: R 1 057 326.00 per annum (an all-inclusive package)

CENTRES: Johannesburg West

REQUIREMENTS: An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. **COMPETENCIES:** Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES: Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Department.

ENQUIRIES: Ms. Winny Radzilani

Tel No: 011 843 6540

DIRECTOR: MAINTENANCE (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)

CHIEF DIRECTORATE: Physical Resources Planning and Property Management

REF NO: HO2019/10/152

SALARY: R 1 057 326.00 per annum (an all-inclusive package)

CENTRES: Head Office

REQUIREMENTS: An appropriate NQF level 7 (Degree in the Built Environment) qualifications, with at least a minimum of 5 years middle/senior management experience. Proven management skills in infrastructure management environment especially in terms of maintenance. **COMPETENCIES:** Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential. Ability to work under pressure.

DUTIES: Manage the design and implementation of technical condition assessments for all Education Facilities and Offices. Manage the implementation of the maintenance strategy, system and policy of the Department for all Education Facilities and Offices. Direct and control the implementation of facilities

management at all Education Facilities. Manage procurement and contracts for maintenance works. Plan and manage job creation on maintenance projects. Manage the development and updating of standard operating procedures for maintenance. Manage inspections to validate that all maintenance work has been completed timeously, within budget and meeting quality assurance standards. Provide technical advice with prioritisation of maintenance projects. Undertake site visits and prepare progress reports for infrastructure projects. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery.

ENQUIRIES: Ms. Winny Radzilani

Tel No: 011 843 6540

CHIEF MECHANICAL ENGINEER GRADE A

DIRECTORATE: INFRASTRUCTURE DELIVERY MANAGEMENT

REF NO: HO: HO2019/10/154

SALARY: R 1 042 827 – R 1 192 365 per annum (All-inclusive package). The Department will award a higher salary depending on the expertise of the applicant.

CENTRE: Head Office, Johannesburg

REQUIREMENTS: Degree in Engineering. Six years' experience post qualification. Computer literate. Registered as a Professional Engineer with ECSA. Valid Drivers' Licence.

DUTIES: Develop and maintain technical and functional norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile mechanical briefing documentation and specifications. Provide mechanical engineering guidance and inputs to all Infrastructure Delivery Management System deliverables and reports. Investigate mechanical engineering installations and oversee commissioning of mechanical engineering installations. Develop strategies to cultivate greater feedback with internal and external stakeholders for the enhancement of service delivery. Manage sub-ordinates. Undertake research.

ENQUIRIES: Ms. Winny Radzilani (011) 843 6540.

CLOSING DATE: 15 November 2019

It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents), which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. All candidates for SMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered. **Applications must be delivered or posted to: HEAD OFFICE Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.**