

DEPARTMENT OF EDUCATION

ERRATUM

INTERNAL ADVERT 04 of 20/21

Closing Date: 04 November 2020

The department wishes to place the following erratum for the above internal advert place 28 October 2020.

The department advertised project coordinators Information Management indicating six (6) posts). Please see below the corrections

PROJECT COORDINATOR: INFORMATION MANAGEMENT SCHOOL RATIONALISATION (1 YEAR CONTRACT)

Salary Notch: R242,475 per annum (Level 7)

Centre: Head Office – Zwelitsha Ref: DOE PC/11/20

REQUIREMENTS: An NQF 6 in Information Technology/Systems with 1-2 years' experience in the field of IT or Matric with 06 years' experience in the field of IT. A valid Code 8 driver's license.

KPA`s: Collect learner and school information. Collect curriculum offerings of the nonviable schools. Develop a list of schools that will be closed or merged. Update school and learner information database. Maintain school and learner information database. Provide source information to the school rationalization reports. Store geographic data for school rationalization. Store the required datasets. Store spatial data topology and attributes. Store spatial data for school rationalization Store geo-databases and maps and other related project. Support the publishing of metadata records.

PROJECT COORDINATOR: HR AND FINANCE SCHOOL RATIONALISATION (1 YEAR CONTRACT)

Salary Notch: R242,475 per annum (Level 7)

Centre: Head Office – Zwelitsha Ref: DOE PC/11/20

REQUIREMENTS: An NQF 6 in Human Resource Management/Finance with 1-2 years' experience in the field of HRM/Finance or Matric with 06 years' experience in the field of HRM and Finance. A valid Code 8 driver's license.

KPA`s: Coordinate the transfer of employees from one school to the other. Facilitate the movement of funds from the school to the other. Facilitate the closer of school bank accounts. Liaise with District and Head Office on the HR & Finance implications due to the School rationalization project.

PROJECT COORDINATOR: ASSET MANAGEMENT SCHOOL RATIONALISATION (1 YEAR CONTRACT)

Salary Notch: R242,475 per annum (Level 7)

Centre: Head Office – Zwelitsha Ref: DOE PC/11/20

REQUIREMENTS: An NQF 6 in Purchasing Management/Logistics/SCM with 1-2 years' experience in the field of SCM or Matric with 06 years' experience in the field of SCM. A valid Code 8 driver's license.

KPA`s: Audit assets in non-viable school and merging schools. Develop an asset register for merging schools. Coordinate acquisition of moveable assets for merging schools. Establish loss and damage prevention and other control strategies. Provide disposal asset disposal services for non-viable schools. Liaise and reconcile assets with the Head Office SCM unit. Facilitate transfer of assets from one school to the other. Facilitate the acquiring of additional hostel space. Facilitate changes to service level agreements due to school rationalization. Facilitate the transfer of learners from the old to the new school. Facilitate the audit and transfer admin docs, library, laboratories etc.

PROJECT COORDINATOR: INFRASTRUCTURE SCHOOL RATIONALISATION (1 YEAR CONTRACT) 2 X POSTS

Salary Notch: R242,475 per annum (Level 7)

Centre: Head Office – Zwelitsha Ref: DOE PC/11/20

REQUIREMENTS: An NQF 6 in the Building environment with 1-2 years' experience in the related field or Matric with 06 years' experience in the related field. A valid Code 8 driver's license

KPA's: Conduct school buildings inspections. Attend to minor electrical, plumbing and carpentry problems. Repair broken furniture and equipment. Report defects to major defects to the Department of Public Works. Liaise with Public Works for additional needed infrastructure due to transfer of learners and educators. Alterations and additions to receiving schools will need to be recorded and submitted for inclusion on the NEIMS data base as well as the asset register in the province. Read and Understand Technical Drawings and Contract Document. Quality Assurance and Quality control of variety of construction projects. Prepare detailed documentation of construction progress and inspection and prepare. Observe work during progress and upon completion. Monitor contractors, subcontractors and consultants through all phases of construction to ensure compliance with all standards and contract requirements. Conduct final inspections, review as built drawings, test results, compile final inspection list and get the works completed correctly. Carry out scoping works as required.

PROJECT COORDINATOR: SOCIAL FACILITATION SCHOOL RATIONALISATION (1 YEAR CONTRACT)

Salary Notch: R242,475 per annum (Level 7)

Centre: Head Office – Zwelitsha Ref: DOE PC/11/20

REQUIREMENTS: An NQF 6 in Public Administration/Public Management with 1-2 years' experience in the related or Matric with 06 years' experience in the related field. A valid Code 8 driver's license

KPA's: Collect learner and school information. Collect curriculum offerings of the nonviable schools. Develop and maintain an inventory of all school rationalization stakeholders contact details. Administrate the establishment of functional district school rationalization committees. Facilitate stakeholder interaction. Coordinate the communication of critical messages that must be communicated to the stakeholders. Facilitate buy in into the school rationalization process. Support the implementation of school rationalization stakeholder management strategy. Provide secretariat support to district school rationalization task teams and committees. Coordinate the participation of district officials in the school rationalization project. Facilitate the acquiring of scholar transport. Facilitate the handover of closed schools to the Department of Public Works.