

**Standardised Job Descriptions
for Physical Resources
Management Units of Provincial
Education Departments as
funded through the Division of
Revenue Act**

March 2015

JOB DESCRIPTION

JOB TITLE

CHIEF DIRECTOR PHYSICAL
RESOURCES MANAGEMENT

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

SMS

POST LEVEL/SALARY RANGE

LEVEL 14

REMUNERATION

LOCATION

COMPONENT

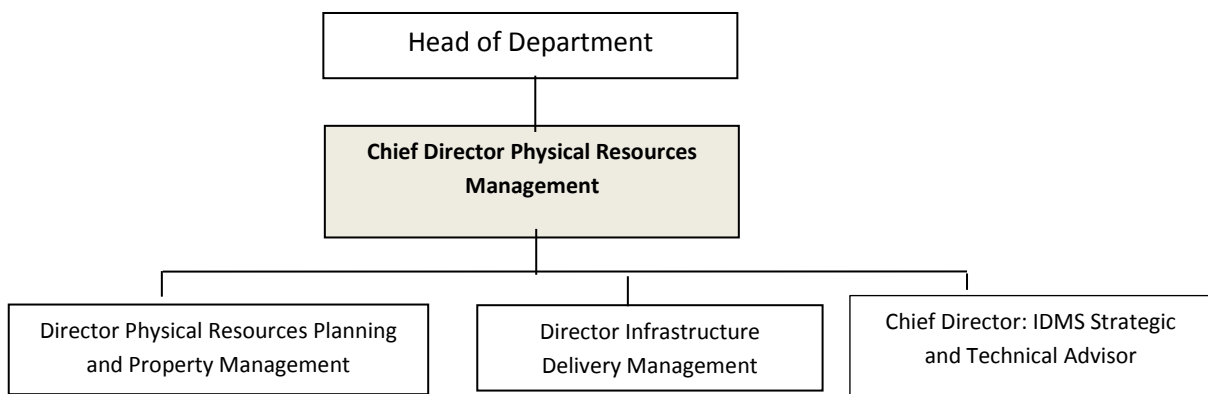
CHIEF DIRECTORATE PHYSICAL
RESOURCES MANAGEMENT

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	--

JOB PURPOSE:

To manage the planning, resourcing, delivery and maintenance of the physical environment conducive to teaching and learning.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Management of appropriate infrastructure strategies, policies, systems, planning, specific plans, functional and technical norms and standards.	<ol style="list-style-type: none">1. Direct and approve functional and technical norms and standards.2. Direct and approve infrastructure plans and inputs to the Provincial Infrastructure Plan, Departmental Strategic Plan, Annual Performance Plan, Annual Report and Education Services Plan.3. Direct and approve the User Asset Management Plan, Project Briefs and Financial estimates.4. Direct and approve the physical resources infrastructure planning framework and prioritisation model(s).5. Direct and approve policies, criteria and procedures for all infrastructures.6. Direct and approve Business Cases for Infrastructure Projects.7. Direct and approve the Project List and Accommodation Schedules supporting the implementation of the Education Services Plan and physical resources planning framework.8. Monitor and manage that projects are implemented in line with the approved functional and technical norms and standards.9. Monitor and manage the updating of data and documentation regarding Technical Conditions of Facilities.10. Manage integrated and seamless planning between commissioning of buildings and associated equipment.11. Manage and direct updated document management for built environment projects and programmes.
Management of the delivery of the infrastructure programmes and projects.	<ol style="list-style-type: none">1. Direct and approve the Medium Term, Annual and Adjustment Budget inputs.2. Direct and approve the Infrastructure Programme Management Plan which includes the procurement strategy.3. Direct and sign off on the Infrastructure Programme Implementation Plan.4. Direct and recommend the signing of the Service Delivery Agreements with Implementing Agents.5. Direct and sign off on the different Project Execution Plans.6. Direct and approve the Performance Monitoring reports.7. Manage and direct the commissioning of buildings and associated equipment.8. Direct and manage the infrastructure portfolio.9. Direct and implement contract

KEY RESULT AREAS	KEY ACTIVITIES
	<p>management.</p> <ol style="list-style-type: none"> 10. Manage the updating of financial data and document management for projects/programmes. 11. Direct and manage work orders, payments and authorisation in line with delegations. 12. Direct and manage day-to-day, routine/preventative and emergency maintenance.
<p>Manage the provision of equipment, leases, acquisitions, disposals and utilities and other support.</p>	<ol style="list-style-type: none"> 1. Direct and approve the plan for Facility furniture. 2. Direct and approve the plan for provision of equipment to Facilities. 3. Manage the updating of data and documentation on acquisitions and disposals. 4. Direct and manage leases. 5. Direct and manage utilities.
<p>Management of the infrastructure budget including infrastructure grants.</p>	<ol style="list-style-type: none"> 1. Direct and manage the spending of the infrastructure grant to achieve value for money. 2. Direct and manage the infrastructure grant budget to support the implementation of the Education Services Plan. 3. Direct and manage the spending of equitable share in terms of infrastructure to achieve value for money.
<p>Financial Management.</p>	<ol style="list-style-type: none"> 1. Use of funds in Chief Directorate effectively, efficiently and in compliance with Public Finance Management Act. 2. Use of funds for the Infrastructure and associated equipment effectively, efficiently and in compliance with the Public Finance Management Act.
<p>Strategic management.</p>	<ol style="list-style-type: none"> 1. Align the core business of the Chief Directorate: Physical Resource Management with the strategic goals and objectives of the Department. 2. Enhance the understanding of managers in terms of their roles and responsibilities. 3. Prepare the operational plan for the Chief Directorate.
<p>People Management.</p>	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as

KEY RESULT AREAS	KEY ACTIVITIES
	required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices, Circuit and Schools
- Relevant Education Stakeholder Forums
- Implementing Agents
- Custodian
- Provincial Treasury
- National Treasury
- Communities
- Education Service Providers
- Local Government
- National Department of Basic Education Department
- Traditional Leaders [if applicable]

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 hours per week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ Built environment Degree and/or Post Graduate Degree in Management. Preference will be given to a Built Environment Degree. ▪ Valid Driver's Licence. ▪ Computer literate. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Public Sector Management and/or related Management experience in the design and delivery of infrastructure programmes for the education sector. [6 – 10 years post qualification]. ▪ 5 - 8 year's senior management experience. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Council for Built Environment Act of 2000.</p> <p>PFMA/DORA/Treasury</p>	<p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p>

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>Regulations, Practice Notes, Instructions, Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.</p> <p>South African Schools Act and Regulations.</p> <p>Construction Industry Development Board Guidelines and different Forms of Contracts.</p>	
Managerial Competencies	<ul style="list-style-type: none"> Refer to dpsa SMS Competence Profile. 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Deputy Director General.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB INFORMATION:

JOB TITLE

CHIEF DIRECTOR: IDMS STRATEGIC
AND TECHNICAL ADVISOR FOR
EDUCATION INFRASTRUCTURE

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

POST LEVEL/SALARY RANGE

REMUNERATION

LOCATION

COMPONENT

PROFESSIONAL SMS
LEVEL 14

EACH PROVINCE
CHIEF DIRECTORATE PHYSICAL
RESOURCES MANAGEMENT

JOB EVALUATION

DATE OF EVALUATION:

JOB ANALYST:

EQUATE ID NUMBER:

JOB REVIEWED

DATE REVIEWED:

REVIEWED BY:

APPROVED BY:

DATE APPROVED:

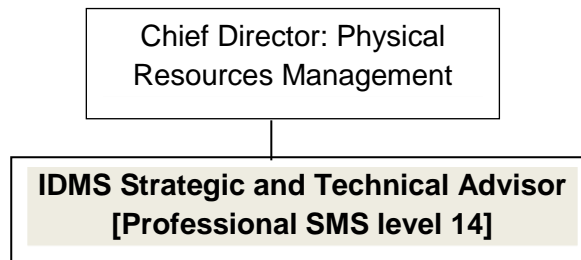
FILE NUMBER:

DATE FOR NEXT REVIEW:

JOB PURPOSE:

To provide strategic advice and direction in the built environment for the implementation of the Infrastructure Delivery Management System of Government in all Schools.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Implementation and institutionalisation of the IDMS.	<ol style="list-style-type: none">1. Provide direction to the development of policy documents, process maps, standard operating procedures and any related documentation to improve the implementation of the IDMS in the Department.2. Represent the Department in a strategic advisory role at all Provincial IDMS Governance structures that monitor the delivery of infrastructure projects and programmes and report on progress.3. Provide strategic and technical direction to the Department to improve the implementation and institutionalisation of the IDMS in the Province.4. Monitor and evaluate the implementation of the IDMS and report on progress through the different systems.5. Assist the Department to manage the implementation of the IDM Progression Model.
IDMS Capacitation.	<ol style="list-style-type: none">1. Provide strategic and technical direction to all personnel in terms of the IDMS and the Standard for Construction Procurement.2. Act as a mentor and a coach to personnel in the infrastructure unit as and when required.3. Provide direction to required training and development interventions of individual personnel Infrastructure Directorate.4. Facilitate the roll out of the IDMS Community of Practice which includes the Standards, the IDM Toolkit and any related training modules developed by either National Treasury or National Basic Education. [IDMBOK].
Education Infrastructure Planning.	<ol style="list-style-type: none">1. Provide technical direction to the preparation of the Departmental User Asset Management Plan [U-AMP] and implement quality assurance on the finalised U-AMP [to be prepared every year].2. Provide a technical opinion on the credibility of information and data included in the U-AMP.3. Provide strategic direction to the implementation of the Regulations Relating to Minimum Norms and Standards for Public School Infrastructure.4. Provide technical direction towards the determination of norms and standards for condition assessments.5. Provide technical direction to the determination of life cycle costs.6. Provide technical direction to the review of

KEY RESULT AREAS	KEY ACTIVITIES
	<p>standardised education facility designs.</p> <ol style="list-style-type: none"> 7. Provide a technical opinion to the Physical Resources Management Unit on the justification for infrastructure projects in terms of the type of projects to be implemented, costs, and risks associated with the project. 8. Provide technical direction to the development of a prioritisation model for capital projects. 9. Assess the extent to which the procurement of furniture and equipment is in line with the timeframes for different infrastructure projects and make recommendations to promote seamless commissioning.
Education Infrastructure Programme and Project Management.	<ol style="list-style-type: none"> 1. Provide technical direction to the Infrastructure Programme Delivery Unit to finalise a construction procurement strategy and conduct quality assurance on the finalised construction procurement strategy [strategy to be developed every year]. 2. Provide technical direction to finalise the Infrastructure Programme Management Plan [IPMP] and conduct quality assurance on the finalised IPMP. [IPMP to be developed every year]. 3. Implement quality assurance on the performance grant bid of the Department to be submitted to National Treasury on an annual basis. 4. Provide technical direction to ascertain if Infrastructure Programme Implementation Plans [IPIPs] as prepared by Implementing Agents are adequately responding to the needs of the Provincial Department of Education. 5. Provide technical direction on the review and signing of Service Delivery Agreements with Implementing Agents. 6. Provide technical direction to cost or scope variations on different infrastructure projects. 7. Provide information to the National Department of Basic Education in terms of progress with projects and programmes implemented by the Provincial Department of Education. 8. Compile reports as requested by the National Department of Basic Education.
Maintenance of educational assets.	<ol style="list-style-type: none"> 1. Provide technical support in the establishment of a tracking framework to monitor progress by the provinces and their adherence to key prescript of the national Guidelines in the roll-out of maintenance plans in the provinces.

KEY RESULT AREAS	KEY ACTIVITIES
	<ol style="list-style-type: none"> 2. Provide support with respect to a reporting framework on maintenance in the Province. 3. Assist in the institutionalisation of a maintenance component in the EFMS. 4. Provide direction and support to the provincial department's infrastructure teams in addressing lifecycle maintenance in maintenance plans. 5. Facilitate the provision of support to the infrastructure teams in the Province with the preparation of maintenance plans. 6. Provide technical direction towards the adherence to the relevant components of the IDMS in the establishment and roll-out of maintenance planning in the Province. 7. Provide strategic and operational direction with the design and roll out the Education maintenance system. 8. Assist the Department to establish required procurement systems for day-to-day, routine/preventative and emergency maintenance in line with CIDB guidelines and the Standard for Construction Procurement.
Education Reporting.	<ol style="list-style-type: none"> 1. Provide strategic and operational direction towards the hosting of the EFMS. 2. Provide support with respect to the alignment between planning and budgeting of educational projects. 3. Provide support with respect to the establishment of a framework that links the two components of the SIP 13 programme, namely the ASIDI and provincial EIG programmes. 4. Provide support with respect to the enhancement of U-AMP and IPMP planning in the nine provinces. 5. Facilitate processes to align the EFMS with the Standard for an IDMS and the Standard for Construction Procurement. 6. Assist with the validation of the quality of information captured on in the EFMS and make recommendations on how to improve the credibility of the information. 7. Assist with respect to specific reporting instruments that address the requirements of the National Treasury and PICC and other stakeholder parties. 8. Assist the National Department of Basic Education respond to queries and information on issues relating to Education infrastructure.

EFFECTIVE COMMUNICATION AND WORK RELATIONS:

Contacts:

- All Head Office Components
- Education Districts, Circuits and Schools
- Provincial Treasury
- National Treasury
- Professional Service Providers
- Contractors
- National Department of Basic Education
- Other relevant National Departments
- Office of the Premier
- Construction Industry Development Board
- Professional Councils/Bodies
- Tertiary Institutions

WORKING CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

GENERIC COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
Qualifications	<ul style="list-style-type: none"> ▪ A Degree or equivalent in Engineering, Quantity Surveying, Architecture, Town and Regional Planning or Infrastructure Project Management. ▪ Registration as a Built Environment professional. [NOT CANDIDATE] ▪ Valid Drivers' Licence. ▪ Computer literate. 	
Experience	<ul style="list-style-type: none"> ▪ 6– 8 years Senior Management experience with the roll out of the IDMS in a Government Department. ▪ 10 years' experience in a general built environment in a professional capacity. 	
Knowledge	<ul style="list-style-type: none"> ▪ Intergovernmental Fiscal Relations Act of 1997. ▪ Intergovernmental Framework Act of 2005. ▪ Construction Industry Development Board Act of 2000 and Regulations. ▪ Guidelines and Best Practice Notes issued by CIDB. ▪ Council for Built Environment Act of 2000. ▪ PFMA/DORA/Treasury Regulations. ▪ All different contract options 	<ul style="list-style-type: none"> ▪ National Building Standards Act of 1977 and Regulations.

COMPETENCIES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> for infrastructure projects. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Broad Based Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. South African Schools Act, Regulations and Guidelines pertaining to infrastructure. Standard for Infrastructure Delivery Management System. Standard for Construction Procurement System. 	
Managerial Competencies	<ul style="list-style-type: none"> Refer to dpsa SMS Competence Profile 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Deputy Director General.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB TITLE

DIRECTOR PHYSICAL RESOURCES
PLANNING AND PROPERTY
MANAGEMENT

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

SMS

POST LEVEL/SALARY RANGE

LEVEL 13

REMUNERATION

LOCATION

COMPONENT

DIRECTORATE PHYSICAL
RESOURCES PLANNING AND
PROPERTY MANAGEMENT

REPORTS TO

CHIEF DIRECTOR PHYSICAL
RESOURCES MANAGEMENT

JOB EVALUATION

DATE OF EVALUATION:

JOB ANALYST:

EQUATE ID NUMBER:

JOB REVIEWED

DATE REVIEWED:

REVIEWED BY:

APPROVED BY:

DATE APPROVED:

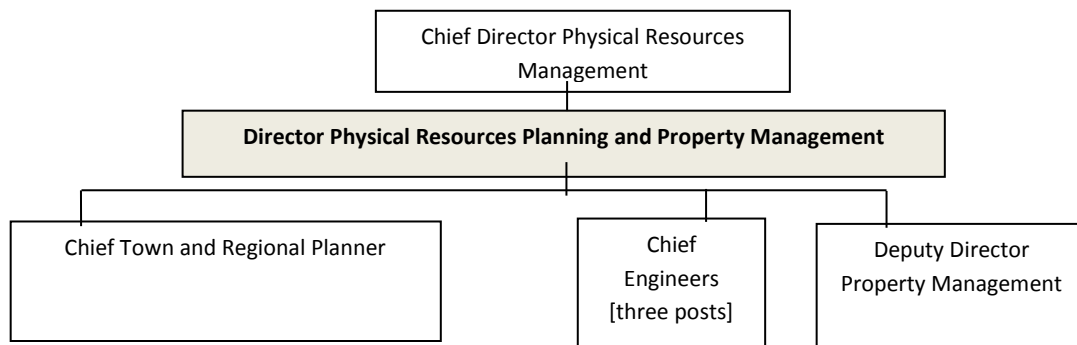
FILE NUMBER:

DATE FOR NEXT REVIEW:

JOB PURPOSE:

To develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets, associated equipment and property management.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

AS PER ORGANOGRAM

EQUIPMENT

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Development, interpretation and customisation of functional and technical norms and standards.	<ol style="list-style-type: none">1. Manage the customisation of functional norms and standards in line with nationally prescribed functional norms and standards and make final recommendations for approval.2. Manage the customisation of technical norms and standards in line with nationally prescribed technical norms and standards and make final recommendations for approval.3. Manage the updating of functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations.4. Manage adherence to the approved functional and technical norms and standards.
Research, policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes.	<ol style="list-style-type: none">1. Manage the development of policies, procedures and criteria for infrastructure projects and make final recommendations for approval.2. Manage adherence to the ISO 2000 Regulations and SANS standards.
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.	<ol style="list-style-type: none">1. Manage the development of the infrastructure modelling aligned to the Departmental Service Plan.2. Manage the inputs for Strategic Plan, Annual Performance Plan and Annual Report and make final recommendations.3. Manage the provision of inputs provided to the Directorate Infrastructure Programme Delivery in terms of the implementation of Project Briefs and related requests on built environment specific information.4. Manage the inputs to Directorate Infrastructure Programme Delivery in terms of the preparation of the Infrastructure Programme Management Plan. This includes the preparation of Project Briefs, which must be included in the Infrastructure Programme Management Plan, detailed project list, location of projects, GIS coordinates of projects, budgets and cash flows.5. Manage inputs to be provided to Directorate Infrastructure Programme Delivery to determine Medium, Annual and Adjustment Budgets.
Management of the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs.	<ol style="list-style-type: none">1. Direct the development of a ranking list/criteria starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans [IDPs] of Local Government.2. Direct the determination of service level infrastructure standards, spatial norms, service level norms and undertake comprehensive

	<p>spatial planning for education infrastructure planning.</p> <ol style="list-style-type: none"> 3. Direct spatial analysis and modeling to support comprehensive infrastructure planning framework. 4. Direct education specific inputs to infrastructure planning and update NIEMS and EFMS. 5. Manage the validation of land suitability and where Public Works does not fulfill its obligations as Custodian; also manage the validation of the availability and ownership of land. 6. Direct and finalise the physical resources planning framework and make recommendations for approval. 7. Direct and finalise the User Asset Management Plan and make final recommendations for approval. 8. Manage the finalisation of the Project list and project budgets. 9. Manage the design and implementation of unique project numbers system. 10. Manage the finalisation of Project Briefs and make final recommendations for approval. 11. Finalise and recommend the Facility furniture plan for approval. 12. Finalise and recommend for approval equipment plan for Facilities. 13. Manage the effective and efficient ordering and delivery of delivery of school furniture aligned to seamless commissioning and use of facilities.
Property Management.	<ol style="list-style-type: none"> 1. Manage the determination of technical requirements for leases. 2. Manage the determination of applicable leases tariffs and rates. 3. Manage the effective and efficient implementation of leases including payment of leases and collection of leases. 4. Manage the provision of credible data and documentation regarding acquisitions and disposals to be provided to the Custodian. 5. Effective management of utilities. 6. Manage acquisitions and disposals. 7. Manage budgeting and payment of rates, taxes and municipal services.
Financial Management.	<ol style="list-style-type: none"> 1. Use of funds in the Directorate effectively, efficiently and in compliance with Public Finance Management Act. 2. Manage participation in construction procurement committees of built environment professionals when required.
Strategic Management.	<ol style="list-style-type: none"> 1. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. 2. Mentor personnel in the Directorate to improve their understanding of their roles and

	responsibilities. 3. Map the processes in the Directorate and issue standard operating procedures to the personnel in the Directorate. 4. Manage research findings to improve the physical resources planning function of the Directorate.
People Management.	1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices, Circuit and Schools
- Relevant Education Stakeholder Forums
- Implementing Agents
- Custodian
- Provincial Treasury
- Communities
- Education Service Providers
- Local Government
- National Department of Basic Education
- Traditional Leaders [if applicable]

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 hours per week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ Degree in Built Environment and/or Post Graduate in Management – Degree in Built Environment will be the preferred qualification. ▪ Valid Driver's Licence. ▪ Computer literate. 	

COMPETENCIES	ESSENTIAL	DESIRABLE
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Public Sector Management and/or related Management experience in the design and delivery of infrastructure programmes for the education sector. [6 – 8 Years' experience post qualification]. 5 year's middle management experience. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Council for Built Environment Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>PFMA/DORA/Treasury Regulations/Practice Notes/Instructions/Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.</p> <p>South African Schools Act of 1996 and Regulations.</p>	<p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p>

COMPETENCIES	ESSENTIAL	DESIRABLE
Management Competencies	Refer to dpsa SMS Competence Profile	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the level of Chief Director.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

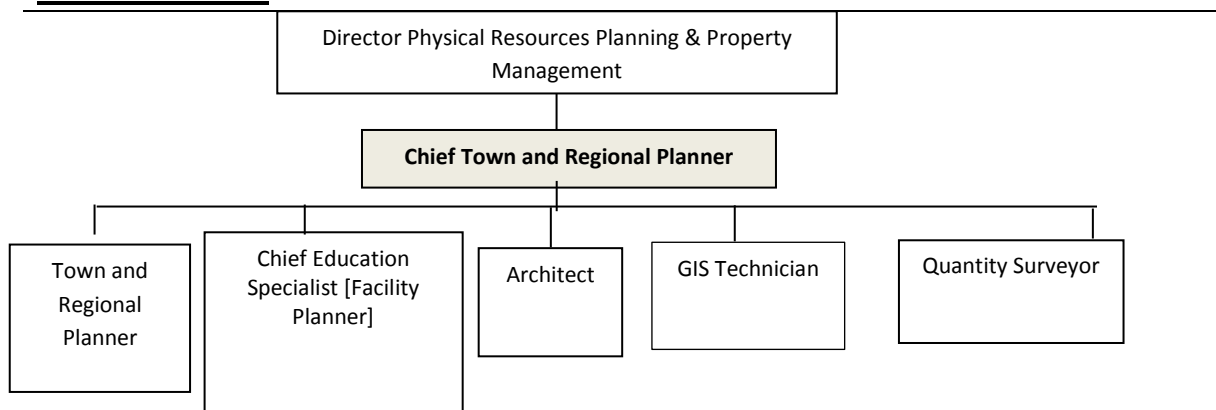
JOB TITLE	CHIEF TOWN AND REGIONAL PLANNER
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION GRADE A
POST LEVEL/SALARY RANGE	
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO	DIRECTOR PHYSICAL RESOURCES PLANNING AND PROPERTY MANAGEMENT

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the town and regional planning services for the development, updating and maintenance of the physical infrastructure planning framework of the Department as required in terms of the South African Schools Act in line with the Provincial Infrastructure Delivery Management System. [IDMS] and manage the personnel responsible for planning in the Sub Directorate Infrastructure Planning.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY	AS PER ORGANOGRAM
MANAGEMENT OF STAFF	
EQUIPMENT	
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY	

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan.	<ol style="list-style-type: none">1. Align town planning infrastructure modelling to the Departmental Service Plan.2. Prepare inputs for Strategic Plan, Annual Performance Plan and Annual Report.3. Prepare inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information.4. Prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan [IPMP].5. Prepare inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets.
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.	<ol style="list-style-type: none">1. Develop a ranking list/criteria starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans [IDPs] of Local Government.2. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning.3. Undertake spatial analysis and modeling to support comprehensive infrastructure planning framework.4. Validate land suitability and where Public Works do not fulfill its obligations as Custodian, validate the availability of land.5. Finalise and submit for approval the physical resources planning framework for Education Infrastructure.
Review utilisation 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].	<ol style="list-style-type: none">1. Develop prioritisation model(s) with inputs from all the professionals.2. Develop commissioning plans with inputs from all the professionals.3. Develop and Review Business Cases with inputs from all the professionals.4. Apply prioritisation model(s) with inputs from all the professionals.5. Make final inputs to the User Asset Management Plan and Strategic Briefs.6. Manage the planning of school equipment and furniture.
Development, interpretation and customisation of functional and technical norms and standards	<ol style="list-style-type: none">1. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards.2. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards.3. Validate that infrastructure projects implemented by Implementing Agent(s) comply

	<p>with approved functional and technical norms and standards.</p> <p>4. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation.</p>
People Management.	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.
Research / literature studies to keep abreast with new town planning technologies and procedures, including interaction with professional Councils/Boards.	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of the Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Component Strategic Planning and Governance
- District Offices and Schools
- Relevant Education Stakeholder Forums
- Relevant Public Entities, National/Provincial/Local Governments
- Treasury
- Professional Service Providers
- National Department of Basic Education
- Traditional Leaders [if applicable]

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 Hours per week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none">▪ University B Degree in Town and Regional Planning or equivalent qualification.▪ Registered as Built Environment Professional: Town Planner with SACPLAN.▪ Valid Driver's Licence.▪ Computer literate.	
RELEVANT EXPERIENCE	<ul style="list-style-type: none">▪ Appropriate experience after qualification including experience with spatial modelling.▪ Minimum of Six Years' experience post qualification.	
KNOWLEDGE	<p>South African Schools Act of 1996, Regulations and Proclamations.</p> <p>Guidelines issued by DBE in terms of functional and technical Norms and Standards.</p> <p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Spatial planning systems and norms of Government.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Town and Regional Planner Act of 1994.</p> <p>PFMA, Treasury Regulations, Treasury Practice Notes and Circulars.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Public Service Act 1999 and Regulations.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p>	National Archives and Records Service Act of 1996.

TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	
---	--	--

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Determined in OSD dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE

TOWN AND REGIONAL PLANNER

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

OCCUPATIONAL SPECIFIC

DISPENSATION

PRODUCTION LEVEL: A - C

POST LEVEL/SALARY RANGE

REMUNERATION

LOCATION

COMPONENT

SUB DIRECTORATE INFRASTRUCTURE

PLANNING

REPORTS TO

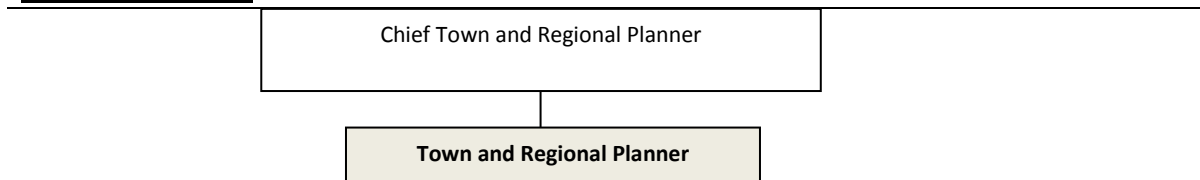
CHIEF TOWN AND REGIONAL PLANNER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To assist to manage the town and regional planning services for the development, updating and maintenance of the physical infrastructure planning framework of the Department as required in terms of the South African Schools Act in line with the Provincial Infrastructure Delivery Management System. [IDMS]

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Manage inputs to the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan.	<ol style="list-style-type: none">1. Assist to align town planning infrastructure modelling to the Departmental Service Plan.2. Assist to prepare inputs for Strategic Plan, Annual Performance Plan and Annual Report.3. Assist to prepare inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information.4. Assist to prepare inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan [IPMP].5. Assist to prepare inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets.
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.	<ol style="list-style-type: none">1. Develop a ranking list/criteria starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans [IDPs] of Local Government.2. Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning.3. Undertake spatial analysis and modeling to support comprehensive infrastructure planning framework.4. Validate land suitability and where Public Works do not fulfill its obligations as Custodian, validate the availability of land.
Review utilisation 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].	<ol style="list-style-type: none">1. Make input to prioritisation model(s) with inputs from all the professionals.2. Make input to the development of commissioning plans with inputs from all the professionals.3. Make inputs to Business Cases with inputs from all the professionals.4. Make inputs to the User Asset Management Plan and Strategic Briefs.5. Make inputs to the planning of school equipment and furniture.
Development, interpretation and customisation of functional and technical norms and standards	<ol style="list-style-type: none">1. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards.2. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards.3. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project

KEY RESULT AREAS	KEY ACTIVITIES
	evaluations and post occupancy evaluation.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Component Strategic Planning and Governance
- District Offices and Schools
- Relevant Education Stakeholder Forums
- Relevant Public Entities, National/Provincial/Local Governments
- Treasury
- Professional Service Providers
- National Department of Basic Education
- Traditional Leaders [if applicable]

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours per week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ University B Degree in Town and Regional Planning or equivalent qualification. ▪ Registered as Built Environment Professional: Town Planner with SACPLAN. ▪ Valid Driver's Licence. ▪ Computer literate. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Appropriate experience after qualification including experience with spatial modelling. ▪ Minimum of Three Years' experience post qualification. 	
KNOWLEDGE	<p>South African Schools Act of 1996, Regulations and Proclamations.</p> <p>Guidelines issued by DBE in terms of functional and technical Norms and Standards.</p> <p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>Spatial planning systems and</p>	National Archives and Records Service Act of 1996.

	<p>norms of Government.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Town and Regional Planner Act of 1994.</p> <p>PFMA, Treasury Regulations, Treasury Practice Notes and Circulars.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Determined in OSD dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB TITLE

GIS TECHNICIAN

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

OCCUPATIONAL SPECIFIC

DISPENSATION

PRODUCTION LEVEL: A - C

POST LEVEL/SALARY RANGE

REMUNERATION

LOCATION

COMPONENT

SUB DIRECTORATE INFRASTRUCTURE

PLANNING

REPORTS TO

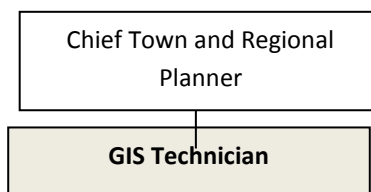
CHIEF TOWN AND REGIONAL PLANNER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide the geographical information support services for the development of infrastructure spatial planning and implementation of functional/technical norms & standards, plans for Education in line with the Provincial IDMS.

ORGANISATIONAL STRUCTURE:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Perform technical GIS activities for infrastructure planning through utilisation of education information systems.	<ol style="list-style-type: none"> 1. Collect credible data from different sources. 2. Capture data and update on a regular basis on required formats. 3. Analyse data according to application requirements. 4. Implement quality assurance.
Contribute to the design of an appropriate spatial database for infrastructure planning in line with existing Education Information Systems.	<ol style="list-style-type: none"> 1. Document functional and user requirements. 2. Identify gap analysis. 3. Verify spatial data. 4. Update information. 5. Capture metadata records. 6. Produce fully functional maps customised to requirements of users. 7. Compile reports.
GIS Equipment, software, data and products.	<ol style="list-style-type: none"> 1. Assist to validate GIS software. 2. Test GIS equipment. 3. Assist to validate GIS data and products. 4. Assist to customise GIS software to meet needs of users. 5. Assist to train end users.
Participate in regular systems audits and implementation of GIS standards.	<ol style="list-style-type: none"> 1. Adhere to GIS standards in terms of maps and information. 2. 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.	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

Head Office Components
District Offices and Schools
Personnel
Professional Service Providers
Office of the Premier

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none">▪ National Diploma in GIS or equivalent qualification.▪ Meeting requirements by PLATO to register as Professional GIS Technician.	
RELEVANT EXPERIENCE	<ul style="list-style-type: none">▪ Minimum of Three years' experience post qualification.	
KNOWLEDGE	South African Schools Act of 1996, Regulations and Guidelines. PLATO Act of 1984. Spatial planning systems and norms of Government. 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.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The next grade and salary levels determined in terms of the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE

CHIEF EDUCATION SPECIALIST

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

EDUCATION OFFICE BASED OSD

POST LEVEL/SALARY RANGE

EDUCATION OFFICE BASED OSD

REMUNERATION

LOCATION

COMPONENT

**SUB DIRECTORATE INFRASTRUCTURE
PLANNING**

REPORTS TO

**CHIEF TOWN AND REGIONAL
PLANNER**

JOB EVALUATION

DATE OF EVALUATION:

JOB ANALYST:

EQUATE ID NUMBER:

JOB REVIEWED

DATE REVIEWED:

REVIEWED BY:

APPROVED BY:

DATE APPROVED:

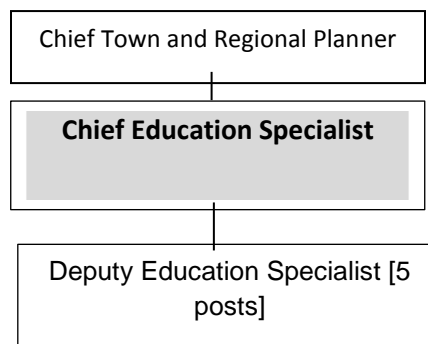
FILE NUMBER:

DATE FOR NEXT REVIEW:

JOB PURPOSE:

To provide and manage education specific inputs towards the physical resources planning framework.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESPONSIBILITY AREAS	ACTIVITIES
Manage the education specific planning inputs as part of the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan.	<ol style="list-style-type: none">1. Contribute to the alignment of the infrastructure modelling to the Departmental Service Plan from an educational perspective.2. Direct education specific inputs to the Strategic Plan, Annual Performance Plan and Annual Report for infrastructure.3. Document the education specific planning requirements to prepare Project Briefs.4. Provide inputs to the Directorate Infrastructure Delivery Management to determine Medium Term, Annual and Adjustment Budgets from a planning perspective.
Review utilisation of facilities from an education perspective.	<ol style="list-style-type: none">1. Assist to develop prioritisation model(s) from an education perspective.2. Assist to prepare commissioning plans.3. Assist to review Business Cases.4. Assist to apply prioritisation model(s).5. Make inputs to the User Asset Management Plan.
Development, interpretation and customisation of functional planning norms and standards.	<ol style="list-style-type: none">1. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective.2. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards from an education perspective.3. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation.
Updated information on NEIMS, EFMS and document management system for all built environment documentation [excluding financial documentation].	<ol style="list-style-type: none">1. Direct the updating of EFMS [or other systems if applicable].2. Direct the updating of NEIMS.3. Manage the extraction of data and information from EFMS and NEIMS for planning purposes.4. Validate that credible data and information are used to update NEIMS and related systems.5. Manage the document management system for all built environment documents excluding financial documents.
School furniture and school equipment	<ol style="list-style-type: none">1. Manage interaction with Districts and

KEY RESPONSIBILITY AREAS	ACTIVITIES
plans.	<p>Schools on needs for equipment and furniture.</p> <ol style="list-style-type: none"> 2. Direct the determination of needs for school furniture. 3. Direct the determination of needs for school equipment. 4. Finalise school furniture and school equipment plans. 5. Align the orders, procurement and delivery of school furniture and school equipment to the seamless commissioning and opening of schools.
People Management	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Component Strategic Management,
- Monitoring and Evaluation
- District Offices and Schools
- Relevant Education Stakeholder Forums
- Relevant Public Entities
- National/Provincial/Local Departments
- Provincial Treasury
- Communities
- Donors
- Implementing Agents
- National Department of Basic Education
- Traditional Leaders [if applicable]

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours Per week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ B Degree in Education or relevant qualification. ▪ Registered as Teacher. ▪ Valid Driver's Licence. ▪ Computer literate. ▪ Valid driver's Licence. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of six years' experience post qualification. 	
KNOWLEDGE	<p>South African Schools Act of 1996 and Regulations.</p> <p>Spatial planning systems and norms of Government.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>PFMA, Treasury Regulations, Treasury Practice Notes and Circulars.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Public Service Act 1999 and Regulations.</p> <p>National Archives and Records Service Act of 1996.</p>	Construction Industry Development Board Act of 2000 and Regulations.

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Director Physical Resources Planning and Property Management if required qualification is obtained.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE

**DEPUTY CHIEF EDUCATION
SPECIALIST**

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

POST LEVEL/SALARY RANGE

REMUNERATION

LOCATION

COMPONENT

EDUCATION OFFICE BASED OSD

EDUCATION OFFICE BASED OSD

**SUB DIRECTORATE INFRASTRUCTURE
PLANNING**

CHIEF EDUCATION SPECIALIST

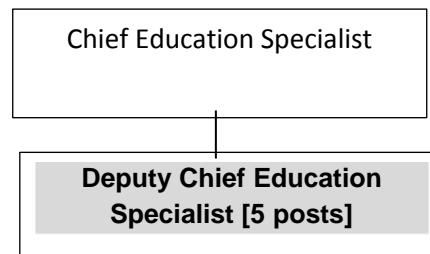
REPORTS TO

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	--

JOB PURPOSE:

To assist to manage education specific inputs towards the physical resources planning framework.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESPONSIBILITY AREAS	ACTIVITIES
Manage the education specific planning inputs as part of the Provincial Infrastructure Plan, Departmental Service Plan, Strategic Plan and Annual Performance Plan.	<ol style="list-style-type: none">1. Make inputs to the alignment of the infrastructure modelling to the Departmental Service Plan from an educational perspective.2. Make education specific inputs to the Strategic Plan, Annual Performance Plan and Annual Report for infrastructure.3. Assist to document the education specific planning requirements to prepare Project Briefs.4. Assist to make inputs to the Directorate Infrastructure Delivery Management to determine Medium Term, Annual and Adjustment Budgets from a planning perspective.
Review utilisation of facilities from an education perspective.	<ol style="list-style-type: none">1. Assist to develop prioritisation model(s) from an education perspective.2. Assist to prepare commissioning plans.3. Assist to review Business Cases.4. Assist to apply prioritisation model(s).5. Make inputs to the User Asset Management Plan.
Development, interpretation and customisation of functional planning norms and standards.	<ol style="list-style-type: none">1. Make inputs to the provincial functional norms and standards in line with nationally prescribed functional norms and standards from an education perspective.2. Make inputs to the technical norms and standards in line with nationally prescribed technical norms and standards from an education perspective.3. Contribute to the updating of functional and technical norms and standards updated based on learning generated through post project evaluations and post occupancy evaluation.
Updated information on NEIMS, EFMS and document management system for all built environment documentation [excluding financial documentation].	<ol style="list-style-type: none">1. Update EFMS [or other systems if applicable].2. Update NEIMS.3. Extract data and information from EFMS and NEIMS for planning purposes.6. Provide credible data and information to update NEIMS and related systems.7. Establish and update the document management system for all built environment documents excluding financial documents.
School Furniture and Equipment	<ol style="list-style-type: none">1. Apply the norms and standards to

KEY RESPONSIBILITY AREAS	ACTIVITIES
	<p>determine needs for school furniture and other equipment.</p> <ol style="list-style-type: none"> Determine needs in each province. Interact with Infrastructure Delivery to align commissioning plans with construction plans. Prepare schools furniture and equipment plans and coordinate procurement processes in collaboration with Departmental Supply Chain Management. Implement commissioning plans. Validate delivery and updating of asset registers.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Component Strategic Management,
- Monitoring and Evaluation
- District Offices and Schools
- Relevant Education Stakeholder Forums
- Relevant Public Entities
- National/Provincial/Local Departments
- Provincial Treasury
- Communities
- Donors
- Implementing Agents
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours per week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ B Degree in Education or relevant qualification. ▪ Registered as Teacher. ▪ Valid Driver's Licence. ▪ Computer literate. ▪ Valid driver's Licence. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of three years' experience post qualification. 	
KNOWLEDGE	<p>South African Schools Act of 1996 and Regulations.</p> <p>Spatial planning systems and norms of Government.</p> <p>National Environmental</p>	<p>Construction Industry Development Board Act of 2000 and Regulations.</p>

COMPETENCIES	ESSENTIAL	DESIRABLE
	Management Act of 1998. Relevant Provincial Land Administration Legislation. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations. Public Service Act 1999 and Regulations. National Archives and Records Service Act of 1996.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Director Physical Resources Planning and Property Management if required qualification is obtained.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

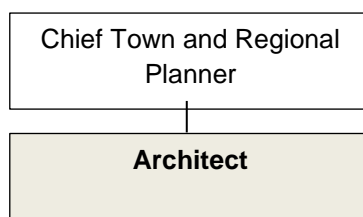
JOB TITLE	ARCHITECT
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFICATION DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL: A - C
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE INFRASTRUCTURE PLANNING
REPORTS TO	CHIEF TOWN AND REGIONAL PLANNER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide the architectural inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms and standards which includes form and space designs in line with the Provincial IDMS Framework and National Education prescribed norms and standards.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY	
MANAGEMENT OF STAFF	AS PER ORGANOGRAM
EQUIPMENT	
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY	

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Architectural functional and technical norms and standards.	<ol style="list-style-type: none"> 1. Determine functional and technical norms and standards to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms and standards. 2. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. 3. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations.
Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects.	<ol style="list-style-type: none"> 1. Make inputs to policies, procedures and criteria for infrastructure projects from an architectural perspective. 2. Make inputs to commissioning plans from an architectural perspective. 3. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realise the education goals of the Department.
Master Planning, Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives.	<ol style="list-style-type: none"> 1. Develop Master Plans. 2. Develop Project Briefs. 3. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. 4. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards and make inputs to the Directorate Infrastructure Delivery Management. 5. Develop Business Cases for projects. 6. Develop Accommodation Schedules. 7. Develop Operational Narratives. 8. Determine document management system requirements from architectural perspectives. 9. Determine green technology compliance requirements.
Preparation of architectural inputs to the development of the User Asset Management Plan and Project List.	<ol style="list-style-type: none"> 1. Provide inputs to the development of the User Asset Management Plan. 2. Prepare the final project list. 3. Assist with Condition Assessment of projects implemented in the MTEF from an architectural perspective.
Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the education

the Department including interaction with relevant professional development boards/councils.	<p>sector, legal frameworks, standards changes and policy frameworks.</p> <p>3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required.</p> <p>4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.</p> <p>5. Interact with relevant Professional Bodies/Councils.</p>
--	---

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Component
- District Offices and Schools
- Relevant Education Stakeholder Forums
- Implementing Agents
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession. ▪ Registration as a Professional Architect with the South African Council for Architectural Profession. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Three years' experience post qualification. 	
KNOWLEDGE	<p>South African Schools Act of 1996 Regulations and Guidelines.</p> <p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Architectural Profession Act of</p>	National Archives and Records Service Act of 1996.

COMPETENCIES	ESSENTIAL	DESIRABLE
	2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The next grade and salary level in terms of the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:**JOB TITLE**

QUANTITY SURVEYOR

PERSAL COMPONENT CODE**POST NUMBER****CURRENT JOBHOLDER****CORE**

OCCUPATIONAL SPECIFIC

DISPENSATION

POST LEVEL/SALARY RANGE

PRODUCTION LEVEL GRADE A - C

REMUNERATION**LOCATION****COMPONENT**

SUB DIRECTORATE INFRASTRUCTURE

PLANNING

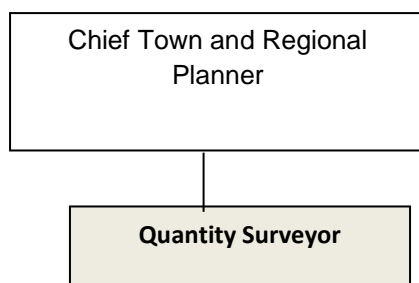
REPORTS TO

CHIEF TOWN AND REGIONAL PLANNER

JOB EVALUATION NOT REQUIRED DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide quantity surveying inputs and guidance for the development of infrastructure strategies, policies, systems, functional/technical norms, standards, and plans for Education in line with the Provincial IDMS Framework and National Education norms and standards.

ORGANOGRAM:**FINANCIAL RESPONSIBILITY****MANAGEMENT OF STAFF****EQUIPMENT**

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Development, interpretation and customisation of quantity surveying planning and cost norms and standards.	<ol style="list-style-type: none">1. Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards.2. Maintain planning and cost norms & standards library.3. Monitor that Infrastructure projects implemented by Implementing Agent[s] comply with approved planning and cost norms and standards.4. Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs.5. Promote the adoption of technical and quality strategies.6. Review cost determinations of projects and estimates submitted.
Policies, strategies, plans, procedures and criteria of all infrastructure projects/programmes.	<ol style="list-style-type: none">1. Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects.2. Make inputs to commissioning plans from a quantity surveying perspective.3. Undertake extensive analysis to inform strategies related to the quantity surveyor services to directly support and realise the Education goals of the Department.
Contribute to Project Briefing documents, costing models and operational narratives.	<ol style="list-style-type: none">1. Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents.2. Prepare from a Quantity Surveyor perspective inputs to the Project Execution Plan version 1.3. Prepare inputs to the Project Execution Plans versions 2-7 from a quantity surveyor perspective and submit to the Directorate Infrastructure Delivery Management.4. Develop cash flow projections.5. Develop costing models.6. Provide inputs to life cycle costing.7. Provide inputs to operational narratives from a quantity surveyor perspective.
Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project list,	<ol style="list-style-type: none">1. Provide inputs to the Annual, Medium Term and Adjustment budgets to the Directorate Infrastructure Delivery

KEY RESULT AREAS	ACTIVITIES
the budgets and Infrastructure Programme Management Plan.	<p>Management.</p> <ol style="list-style-type: none"> 2. Provide inputs to the User Asset Management Plan from a Quantity Surveyor perspective. 3. Provide inputs to the final project list from a Quantity Surveyor perspective. 4. Provide inputs to the Infrastructure Programme Management Plan and the Infrastructure Programme Implementation Plan from a Quantity Surveyor perspective. 5. Provide inputs to the procurement strategy from a Quantity Surveyor perspective.
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.	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Schools
- Personnel
- Provincial Treasury
- Communities
- Implementing Agents(s)
- Building Contractors
- Professional Service Providers
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations
Working hours: 40 Hour Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ University Degree in Quantity Surveying and/or equivalent qualification ▪ Registration with SACQSP as a professional Quantity Surveyor. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Three Years' experience post qualification. 	
KNOWLEDGE	<p>South African Schools Act of 1996, Regulations and Guidelines.</p> <p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Quantity Surveying Professions Act of 2000.</p> <p>PFMA, Treasury Regulations, Treasury Practice Notes and Circulars.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The next grade and salary level in terms of the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

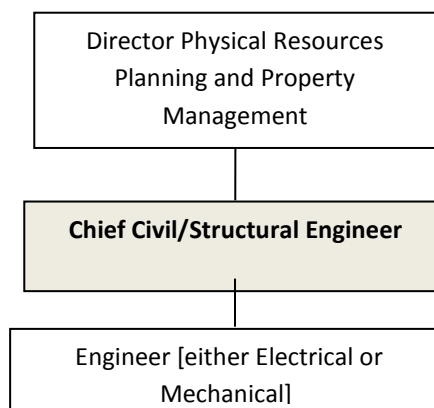
JOB DESCRIPTION:

JOB TITLE	CHIEF ENGINEER CIVIL/STRUCTURAL
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	GRADE A
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE INFRASTRUCTUR PLANNING
REPORTS TO	DIRECTOR PHYSICAL RESOURCES PLANNING AND PROPERTY MANAGEMENT

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide civil/structural engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects, functional / technical norms and standards aligned to the Provincial IDMS Framework.

ORGANOGRAM:

FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM
MILLIONS

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective.	<ol style="list-style-type: none">1. 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.2. 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.3. 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.4. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises.5. Maintain civil/structural engineering norms & standards.
Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies.	<ol style="list-style-type: none">1. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms.2. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability.3. Develop cost effective solutions according to standards.
Compile briefing documentation and specifications from an engineering perspective.	<ol style="list-style-type: none">1. Prepare technical specifications.2. Apply civil/structural design principles.3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications.4. Undertake preliminary costing per installation.5. Determine civil/structural engineering performance based standards.6. Develop civil/structural engineering standard data sheets and drawings.7. Provide civil/structural engineering inputs to Project Execution Plans.

	8. 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.	<ol style="list-style-type: none"> 1. Prepare reports on civil/structural engineering investigations. 2. Determine civil/structural proposals and design work for solutions, where necessary. 3. 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.	<ol style="list-style-type: none"> 1. Coordinate the drafting of the User Asset Management Plan through inputs from all the professionals. 2. Complete the Technical Condition Assessments of projects planned and implemented in the MTEF from an engineering perspective. 3. Obtain relevant information of professionals in terms of the preparation of the User Asset Management Plan. 4. Finalise and update the U-AMP on a continuous basis.
Environmental, OHS adherence in terms of planning and Maintenance.	<ol style="list-style-type: none"> 1. Validate from an engineering perspective adherence to environmental and OHS requirements in terms of all infrastructure plans. 2. Validate from an engineering perspective district plans on disaster management. 3. Validate District and Schools Evacuation plans from an engineering perspective. 4. Provide inputs to infrastructure assessments. 5. Provide inputs to life cycle costs. 6. Develop maintenance programmes. 7. 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.	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional

	Bodies/Councils.
People Management.	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Schools
- Personnel
- Provincial Treasury
- Communities
- Implementing Agents(s)
- Building Contractors
- Professional Service Providers
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required
Regular interaction with high level delegations
Working hours: 40 Hours Per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ A university degree in Engineering. ▪ Registration with ECSA as a Professional Civil/Structural Engineer. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Six Years' experience post qualification. 	
KNOWLEDGE	PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars.	Promotion of Access to Information Act of 2000. Promotion of

	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.	Administrative Justice Act of 2000.
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The next grade and salary level in terms of the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

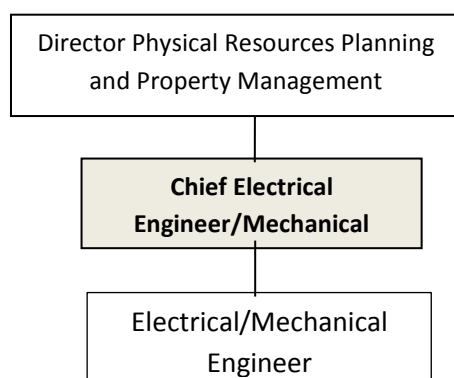
JOB TITLE	CHIEF ELECTRICAL OR MECHANICAL ENGINEER [province to decide]
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION GRADE A
POST LEVEL/SALARY RANGE	
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE PHYSICAL RESOURCES PLANNING
REPORTS TO	DIRECTOR PHYSICAL RESOURCES PLANNING AND PROPERTY MANAGEMENT

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide electrical or mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, plans, systems, projects, functional / technical norms and standards aligned to the Provincial IDMS Framework and National Education norms and standards.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Development, interpretation and customisation of functional and technical norms and standards from an engineering perspective.	<ol style="list-style-type: none">1. 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 Education norms & standards.2. 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.3. 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.4. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises.5. Maintain electrical or mechanical engineering norms & standards.
Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies.	<ol style="list-style-type: none">1. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms.2. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability.3. Develop cost effective solutions according to standards.
Compile briefing documentation and specifications from an engineering perspective.	<ol style="list-style-type: none">1. Prepare technical specifications.2. Apply electrical/mechanical design principles.3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications.4. Undertake preliminary costing per installation.5. Determine electrical/mechanical engineering performance based standards.6. Develop electrical/mechanical engineering standard data sheets and drawings.

	<ol style="list-style-type: none"> 7. Provide electrical/mechanical engineering inputs to Project Execution Plans. 8. Determine requirements for built environment document management system from an Electrical/Mechanical Engineering perspective.
Investigate electrical/mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary.	<ol style="list-style-type: none"> 1. Prepare reports on electrical/mechanical engineering investigations. 2. Determine electrical/mechanical engineering proposals and design work for solutions, where necessary. 3. Prepare reports on effectiveness of corrective measures.
Oversee implementation [construction] and commissioning of electrical/mechanical engineering installations and maintenance.	<ol style="list-style-type: none"> 1. Provide electrical/mechanical engineering inputs to implement projects successfully. 2. Provide electrical/mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings. 3. Provide inputs to infrastructure assessments from an electrical/mechanical engineering perspective. 4. Provide inputs to life cycle costs from an electrical/mechanical engineering perspective. 5. Develop maintenance programmes. 6. Provide engineering inputs to maintenance projects from an electrical/mechanical engineering perspective.
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.	<ol style="list-style-type: none"> 1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.
People Management.	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and

	<p>development of development of employees.</p> <ol style="list-style-type: none"> 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.
--	--

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Schools
- Personnel
- Provincial Treasury
- Communities
- Implementing Agents(s)
- Building Contractors
- Professional Service Providers
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required
Regular interaction with low level delegations
Working hours: 40 hours per week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ A university degree in Engineering and/or equivalent qualification. ▪ Registration with ECSA as a Professional Engineer:Electrical or Mechanical Engineer. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Six Years' experience post qualification. 	
KNOWLEDGE	<p>PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p>	<p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p>

COMPETENCIES	ESSENTIAL	DESIRABLE
	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.	
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The next grade and salary level in terms of the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

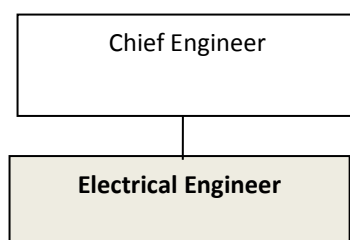
JOB TITLE	ELECTRICAL ENGINEER
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL: A - C
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE INFRASTRUCURE PLANNING
REPORTS TO	CHIEF ENGINEER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide electrical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, plans, systems, projects, functional / technical norms and standards aligned to the Provincial IDMS Framework and National Education norms and standards.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY	
MANAGEMENT OF STAFF	AS PER ORGANOGRAM
EQUIPMENT	
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY	

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Development, interpretation and customisation of functional and technical norms and standards from	1. Provide inputs to technical and functional norms and standards from an engineering perspective to be

<p>an engineering perspective.</p>	<p>issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards.</p> <ol style="list-style-type: none"> 2. 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. 3. 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. 4. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. 5. Maintain electrical engineering norms & standards.
<p>Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies.</p>	<ol style="list-style-type: none"> 4. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. 5. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. 6. Develop cost effective solutions according to standards.
<p>Compile briefing documentation and specifications from an engineering perspective.</p>	<ol style="list-style-type: none"> 1. Prepare technical specifications. 2. Apply electrical design principles. 3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. 4. Undertake preliminary costing per installation. 5. Determine electrical engineering performance based standards. 6. Develop electrical engineering standard data sheets and drawings. 7. Provide electrical engineering inputs to Project Execution Plans. 8. Determine requirements for built environment document management system from an Electrical Engineering perspective.
<p>Investigate electrical engineering installations and equipment, undertake design work and implement corrective measures, where</p>	<ol style="list-style-type: none"> 1. Prepare reports on electrical engineering investigations. 2. Determine electrical engineering proposals and design work for

necessary.	<p>solutions, where necessary.</p> <p>3. Prepare reports on effectiveness of corrective measures.</p>
Oversee implementation [construction] and commissioning of electrical engineering installations and maintenance.	<p>1. Provide electrical engineering inputs to implement projects successfully.</p> <p>2. Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings.</p> <p>3. Provide inputs to infrastructure assessments from an electrical engineering perspective.</p> <p>4. Provide inputs to life cycle costs from an electrical engineering perspective.</p> <p>5. Develop maintenance programmes.</p> <p>6. Provide engineering inputs to maintenance projects from an electrical engineering perspective.</p>
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.	<p>1. Study professional journals and publications to stay abreast of new developments.</p> <p>2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks.</p> <p>3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required.</p> <p>4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.</p> <p>5. Interact with relevant Professional Bodies/Councils.</p>

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Schools
- Personnel
- Provincial Treasury
- Communities
- Implementing Agents(s)
- Building Contractors
- Professional Service Providers
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required
Regular interaction with low level delegations
Working hours: 40 hours per week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ A university degree in Engineering and/or equivalent qualification. ▪ Registration with ECSA as a Professional Engineer:Electrical Engineer. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Three Years' experience post qualification. 	
KNOWLEDGE	<p>PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p>	<p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p>
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	<ul style="list-style-type: none"> ▪

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The next grade and salary level in terms of the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

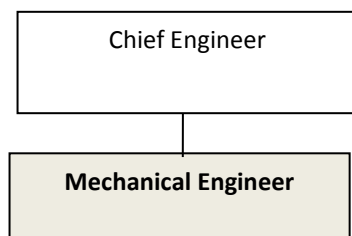
JOB TITLE	MECHANICAL ENGINEER
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	OCCUPATIONAL SPECIFIC DISPENSATION
POST LEVEL/SALARY RANGE	PRODUCTION LEVEL: A - C
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE INFRASTRUCURE PLANNING
REPORTS TO	CHIEF CIVIL/STRUCTURAL ENGINEER

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To provide mechanical engineering inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, plans, systems, projects, functional / technical norms and standards aligned to the Provincial IDMS Framework and National Education norms and standards.

C: DIMENSIONS



FINANCIAL RESPONSIBILITY	
MANAGEMENT OF STAFF	AS PER ORGANOGRAM
EQUIPMENT	
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY	

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Development, interpretation and customisation of functional and technical norms and standards from	1. Provide inputs to technical and functional norms and standards from an engineering perspective to be

<p>an engineering perspective.</p>	<p>issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards.</p> <ol style="list-style-type: none"> 2. 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. 3. 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. 4. Update functional and technical norms and standards updated based on learning generated through Post Project and Post Occupancy Evaluation [POE] exercises. 5. Maintain mechanical engineering norms & standards.
<p>Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies.</p>	<ol style="list-style-type: none"> 1. Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms. 2. Undertake feasibility studies and prepare reports detailing service impact, financial impact, infrastructure impact, constraints, alternatives and attainability. 3. Develop cost effective solutions according to standards.
<p>Compile briefing documentation and specifications from an engineering perspective.</p>	<ol style="list-style-type: none"> 1. Prepare technical specifications. 2. Apply mechanical design principles. 3. Evaluate existing technical manuals, standard drawings and procedures to incorporate new technology in specifications. 4. Undertake preliminary costing per installation. 5. Determine mechanical engineering performance based standards. 6. Develop mechanical engineering standard data sheets and drawings. 7. Provide mechanical engineering inputs to Project Execution Plans and Reports. 8. Determine requirements for built environment document management system from a Mechanical Engineering perspective.
<p>Investigate mechanical engineering installations and equipment, undertake design work and implement</p>	<ol style="list-style-type: none"> 1. Prepare reports on mechanical engineering investigations. 2. Determine mechanical engineering

corrective measures, where necessary.	<p>proposals and design work for solutions, where necessary.</p> <p>3. Prepare reports on effectiveness of corrective measures.</p>
Oversee implementation [construction] and commissioning of mechanical engineering installations and maintenance.	<p>1. Provide mechanical engineering inputs to implement projects successfully.</p> <p>2. Provide mechanical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings.</p> <p>3. Provide inputs to infrastructure assessments from a mechanical engineering perspective.</p> <p>4. Provide inputs to life cycle costs from a mechanical engineering perspective.</p> <p>5. Develop maintenance programmes.\</p> <p>6. Provide engineering inputs to maintenance projects from a mechanical engineering perspective.</p>
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.	<p>1. Study professional journals and publications to stay abreast of new developments.</p> <p>2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks.</p> <p>3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required.</p> <p>4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.</p> <p>5. Interact with relevant Professional Bodies/Councils.</p>

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Schools
- Personnel
- Provincial Treasury
- Communities
- Implementing Agents(s)
- Provincial Public Works
- Building Contractors
- Professional Service Providers
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required
Regular interaction with low level delegations
Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ A university degree in Engineering and/or equivalent qualification. ▪ Registration with ECSA as a Professional Engineer: Mechanical Engineer. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Three Years' experience post qualification. 	
KNOWLEDGE	<p>PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p>	<p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p>
TECHNICAL COMPETENCE REQUIREMENTS	As per OSD requirements issued by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The next grade and salary level in terms of the Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE

DEPUTY DIRECTOR: PROPERTY
MANAGEMENT

PERSAL COMPONENT CODE**POST NUMBER****CURRENT JOBHOLDER****CORE****POST LEVEL/SALARY RANGE**

LEVEL 11

REMUNERATION**LOCATION****COMPONENT**

SUB DIRECTORATE: PROPERTY
MANAGEMENT

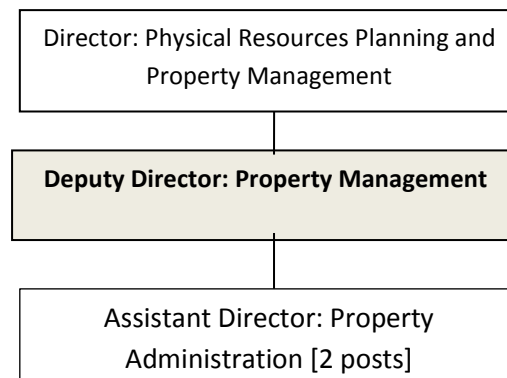
REPORTS TO

DIRECTOR: PHYSICAL RESOURCES
PLANNING AND PROPERTY
MANAGEMENT

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To direct and manage the implementation of property administration functions.

ORGANOGRAM:

FINANCIAL RESPONSIBILITY**MANAGEMENT OF STAFF**

AS PER ORGANOGRAM

EQUIPMENT

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Land Affairs and Immovable Asset Register.	<ol style="list-style-type: none"> 1. Obtain 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. 2. Validate the correctness of information pertaining to location of immovable assets. 3. Manage acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. 4. Manage disposals of immovable assets [land and buildings] for Facilities in close consultation with Public Works. 5. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. 6. Confirm all deeds searches to validate ownership of land before planning for buildings are finalised. 7. Keep a register of sites allocated to Education for future infrastructure development. 8. Implement actions to keep sites clean. 9. Implement actions to prevent any illegal occupation of sites. 10. Monitor and report on conditions and maintenance of vacant sites allocated to Education.
Accommodation, Municipal Accounts and Expenditure Management.	<ol style="list-style-type: none"> 1. Based the technical requirements for leases as prepared by the Planning Staff, identify suitable buildings for leases. 2. Interact with Districts and Schools on proposed buildings for leases. 3. Manage all Section 14 lease contracts. 4. Manage all lease payments. 5. Validate that maintenance is implemented by the Landlords. 6. Manage and direct the validation of municipal accounts. 7. Manage and direct the payment of municipal accounts through the finance section. 8. Refer excessive use of water or electricity to the Directorate Infrastructure Delivery Management for investigation.
Utilities.	<ol style="list-style-type: none"> 1. Prepare and issue guidelines on the use of utilities by Schools

	<ol style="list-style-type: none"> 2. Train Districts on the guidelines for use of utilities. 3. Design monitoring system to report on the use of utilities. 4. Prepare and submit progress reports on the use of facilities. 5. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. 6. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities.
People Management.	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Schools
- Personnel
- Provincial Treasury
- Communities
- Implementing Agents(s)
- Provincial Public Works
- Building Contractors
- Professional Service Providers
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required
Regular interaction with low level delegations
Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND	▪ Relevant B Degree or	

COMPETENCIES	ESSENTIAL	DESIRABLE
TRAINING	Equivalent in Real Estate or Property Management. <ul style="list-style-type: none"> ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Five Years' experience post qualification. 	
KNOWLEDGE	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.	Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000.

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Director.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

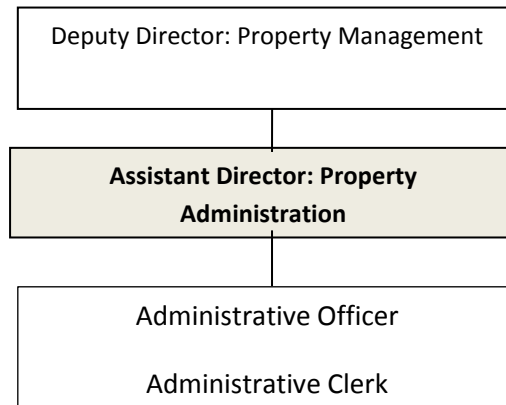
JOB TITLE	ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	
POST LEVEL/SALARY RANGE	LEVEL 9
REMUNERATION	
LOCATION	
COMPONENT	SUB DIRECTORATE: PROPERTY MANAGEMENT
REPORTS TO	DEPUTY DIRECTOR: PROPERTY MANAGEMENT

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To implement property administration functions.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY
MANAGEMENT OF STAFF
EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Land Affairs and Immovable Asset Register.	<ol style="list-style-type: none">1. 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.2. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works.3. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works.4. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals.5. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised.6. Update the register of sites allocated to Education for future infrastructure development.7. Implement actions to keep sites clean.8. Implement actions to prevent any illegal occupation of sites.9. Collect information on the conditions and maintenance of vacant sites allocated to Education.
Accommodation, Municipal Accounts and Expenditure Management.	<ol style="list-style-type: none">1. Assist to interpret lease needs and identify suitable buildings for leases.2. Interact with Districts and Schools on proposed buildings for leases.3. Administer Section 14 lease contracts.4. Administer lease payments.5. Implement inspections to verify the state of maintenance implemented at leased properties.6. Validate municipal accounts.7. Administer the payment of municipal accounts through the finance section.8. Identify excessive use of water or electricity.
Utilities.	<ol style="list-style-type: none">1. Make inputs to the preparation of guidelines on the use of utilities by Schools2. Assist to train Districts on the guidelines for use of utilities.3. Implement the monitoring system to report on the use of utilities.4. Collect and validate information for progress reports on the use of

	facilities. 5. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. 6. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities.
People Management.	1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORKING RELATIONS:

Contacts:

- Head Office Components
- District Offices and Schools
- Personnel
- Provincial Treasury
- Communities
- Implementing Agents(s)
- Provincial Public Works
- Building Contractors
- Professional Service Providers
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required
 Regular interaction with low level delegations
 Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ Relevant National Diploma in Real Estate or Property Management. ▪ Valid drivers licence. ▪ Computer literacy. 	

COMPETENCIES	ESSENTIAL	DESIRABLE
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Minimum of Three Years' experience post qualification. 	
KNOWLEDGE	<p>PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p> <p>Public Finance Management Act, 1999 and Treasury Regulations.</p> <p>Public Service Act, 1994 and Regulations.</p>	<p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p>

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Deputy Director.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION:

JOB TITLE

DIRECTOR INFRASTRUCTURE
DELIVERY MANAGEMENT

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

SMS

POST LEVEL/SALARY RANGE

LEVEL 13

REMUNERATION

LOCATION

COMPONENT

REPORTS TO

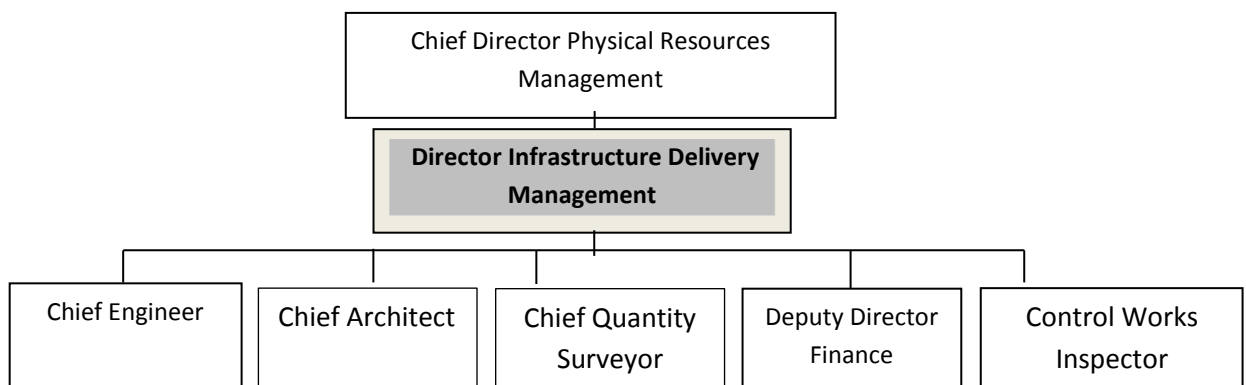
CHIEF DIRECTOR PHYSICAL
RESOURCES MANAGEMENT

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED: DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	---

JOB PURPOSE:

To manage the delivery of the total of Infrastructure Programme related to Capex, Minor capital and Maintenance projects through interaction with Districts and Schools and monitoring/oversight of Implementing Agent(s).

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Medium Term Expenditure Budget, Annual Budget, Adjustment Budget, Infrastructure Programme Management Plan, Construction Procurement Strategy and Infrastructure Programme Implementation Plan.	<ol style="list-style-type: none">1. Direct Infrastructure strategic objectives/briefs.2. Direct Medium Term, Annual and Adjustment Budget.3. Prepare and direct bids for performance grants in collaboration with the Directorate Infrastructure Planning & Property Management.4. Direct and approve Infrastructure Programme Management Plans.5. Direct and approve the procurement strategy providing value for money to inform the Infrastructure Programme Management Plan.6. Sign off on inputs provided for the preparation of the Infrastructure Programme Implementation Plan by Implementing Agent[s].7. Review and sign-off Infrastructure Programme Implementation Plans.8. Review and recommend signing of Signed Service Delivery Agreement.
Capital and Maintenance Project Implementation and Oversight.	<ol style="list-style-type: none">1. Participate on various Supply Chain Management Committee [if appointed].2. Sign-off Project Execution Plans.3. Sign-off scope and/or cost variations.4. Consult Districts and Schools during initiation and commissioning phases.5. Direct regular project site meetings and visits.6. Direct implementation of commissioning plans.7. Finalise and approve all infrastructure monitoring reports [performance reports].8. Direct updating of Project/Programme Management systems.9. Direct Post Project and Post Occupancy Evaluations.10. Manage feedback learning generated in terms of the application of approved norms and standards.11. Direct and manage social facilitation where applicable.12. Monitor and report on EPWP targets.
Management of the infrastructure budget as Infrastructure Programme Manager for assigned projects.	<ol style="list-style-type: none">1. Use of funds in terms of contracts issued effectively, efficiently and in compliance with Public Finance Management Act.2. Review and approve cost and scope variations.3. Review and approve Task and Work

KEY RESULT AREAS	ACTIVITIES
	<p>Orders.</p> <ol style="list-style-type: none"> 4. Authorise invoices certified by Implementing Agents. 5. Direct updating of financial documentation and records. 6. Direct preparation of financial reports.
Management of maintenance works.	<ol style="list-style-type: none"> 1. Direct the development of criteria for maintenance projects. 2. Direct the development and updating of the maintenance system. 3. Manage Departmental funding for maintenance. 4. Enforce adherence by Districts and Schools to maintenance criteria and guidelines. 5. Direct the completion of maintenance plans for all projects. 6. Manage the identification of needs for framework contracts and submit for procurement. 7. Manage and direct the use of contractors [Task or Batch Orders] in terms of framework contracts. 8. Manage the maintenance call center. [If it exist] 9. Monitor effective functioning of the call center. [If it exist] 10. Direct the orientation of Users in terms of maintenance.
Strategic Management.	<ol style="list-style-type: none"> 1. Align Directorate core business and strategic objectives to that of the Department. 2. Provide clarity to professionals and support staff to understand their roles and responsibilities.
People Management.	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices, Circuit and Schools
- Relevant Education Stakeholder Forums
- Implementing Agents
- Custodian
- Provincial Treasury
- Communities
- Education Service Providers
- Local Government
- National Department of Basic Education
- Traditional Leaders

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment and light motor vehicle.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none">▪ Degree or equivalent in Built Environment.▪ Valid drivers licence.▪ Computer literacy.	Registration with relevant Professional Council/Board.
RELEVANT EXPERIENCE	<ul style="list-style-type: none">▪ Public Sector Management and/or related Management experience in the delivery and oversight of infrastructure programmes. [6 – 10 years].▪ Five years middle management experience.	
KNOWLEDGE	Architectural Profession Act of 2000. Engineering Profession Act of 2000. Quantity Surveying Profession Act of 2000. National Building Standards Act of 1977 and Regulations. Local Government Building Regulations [where applicable]. Occupational Health and Safety Act of 1993 and Regulations. Construction Industry Development Board Act of 2000, Regulations, Guidelines, Best Practices.	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars.</p> <p>Departmental/Provincial Supply Chain Management Policies.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Public Service Act of 1994 and Regulations of 2001.</p> <p>Province Specific Land Administration Acts where relevant.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Intergovernmental Fiscal Relations Act of 1997.</p> <p>Intergovernmental Framework Act of 2005.</p> <p>Labour Relations Act of 1995/Resolutions of Public Sector Bargaining Councils.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p>	
Management Competencies	<ul style="list-style-type: none"> ▪ Refer to dpsa SMS Competence Profile. 	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

The post holder may progress to the next post of Chief Director Physical Resources Management.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

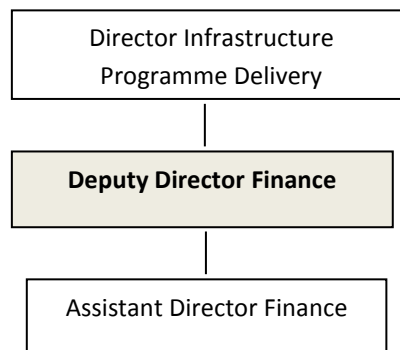
JOB TITLE	DEPUTY DIRECTOR FINANCE
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	MMS
POST LEVEL/SALARY RANGE	Level 11
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCTURE PROGRAMME DELIVERY
REPORTS TO	DIRECTOR INFRASTRUCTURE PROGRAMME DELIVERY

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	--

JOB PURPOSE:

To give direction to and coordinate all Financial Management functions for the Chief Directorate including all financial issues and supply chain management issues pertaining to infrastructure projects/programmes.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY	
MANAGEMENT OF STAFF	AS PER ORGANOGRAM
EQUIPMENT	
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY	

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Financial data analyses and validations regarding programmes, projects, reporting and monitoring.	<ol style="list-style-type: none">1. Extract relevant infrastructure project data from BAS and other relevant systems.2. Analyse financial data of infrastructure projects.3. Validate credibility of financial data with all Programme / Project Managers.4. Draft all financial reports as required by National Departments and Provincial Treasury.5. Report any variances of infrastructure projects expenditure against budgets and cash flow projections to the Directorate Infrastructure Delivery.
Financial administration for all infrastructure Programmes and Projects.	<ol style="list-style-type: none">1. Roll-overs of infrastructure projects successfully implemented through providing inputs to the Finance Section.2. Financial commitments in line with approved budgets and cash flow projections and the B5 Project List.3. Update B5 Project List and Budget [including budget adjustments] and ensure that any changes are authorised by the Chief Director.4. Prepare reports to the Budget Section in terms of budget adjustments in formats as prescribed by the budget section.5. Validate that the Finance section has updated BAS correctly in terms of projects, commitments, adjustments and spending against budgets.6. Manage infrastructure spending in line with cash flow projections to ensure no- under or overspending on infrastructure budgets.7. Liaise with the budget office and infrastructure office in Provincial Treasury to promote coordination and credibility of data/information.8. Monitor and report on deviations to the Finance Section and the Chief Director.9. Manage the issuing of Work orders after SCM processes if applicable.10. Manage the capturing of Infrastructure project invoices on LOGIS after signed off by the Chief Director.11. Manage payments.12. Implement financial journals for infrastructure projects/programme.13. Request for shifting of funds submitted

KEY RESULT AREAS	ACTIVITIES
	to Budget Office in line with the cash flow projections and payments of infrastructure projects and/or approved changes on B5 Infrastructure Project List.
Budget administration within Chief Directorate.	<ol style="list-style-type: none"> 1. Manage Personnel costs within approved budgets. 2. Manage Operational budgets. 3. Provide written inputs to the Finance Section in terms of operational budgets. 4. 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. 5. Manage movable assets being allocated to the Chief Directorate in line with the policies and procedures of the Department.
Compliance to the financial and SCM policies and prescripts in the Chief Directorate.	<ol style="list-style-type: none"> 1. Implement Financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. 2. Assist Managers and staff in Chief Directorate understand financial policies and directives. 3. Assist with implementation of SCM for projects if applicable. 4. Provide inputs to annual audits and respond to all Auditor General Queries and management letters.
Establish and maintain a document management system for all financial documentation that complies with requirements of the Auditor General.	<ol style="list-style-type: none"> 1. Design a document management in compliance with Construction Procurement System requirements, Auditor General Requirements and related National/Provincial Treasury Instructions. 2. 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. 3. Provide all financial documents requested by Auditor General and/or Finance Section.
People Management.	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of employees. 4. Undertake human resources and other

KEY RESULT AREAS	ACTIVITIES
	<p>related administrative functions.</p> <ol style="list-style-type: none"> 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Schools
- Personnel
- National and Provincial Treasuries
- Auditor General
- Implementing Agent(s)
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILES

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ Degree or Equivalent in Accounting or Economics or Commerce. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. ▪ Three years' experience in management. 	
KNOWLEDGE	<p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars.</p> <p>Departmental Supply Chain Management Policies, Procedures and Delegations.</p> <p>Promotion of Access to Information Act of 2000</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations.	
COMPETENCE REQUIREMENTS	Aligned to dpsa managerial competencies for the Middle Management Service.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office.

CAREER PATH:

The post holder may progress to relevant financial positions in the Department.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

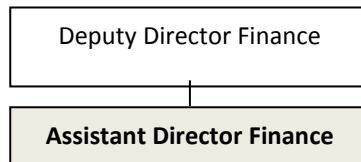
JOB TITLE	ASSISTANT DIRECTOR FINANCE
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	
POST LEVEL/SALARY RANGE	LEVEL 9
REMUNERATION	
LOCATION	
COMPONENT	DIRECTORATE INFRASTRUCTURE PROGRAMME DELIVERY
REPORTS TO	DEPUTY DIRECTOR FINANCE

JOB EVALUATION DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
---	--

JOB PURPOSE:

To assist with the coordination of all Financial Management functions for the Chief Directorate including all financial and supply chain management issues pertaining to infrastructure projects/programmes.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY	
MANAGEMENT OF STAFF	AS PER ORGANOGRAM
EQUIPMENT	

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Financial data analyses and validations regarding programmes, projects, reporting and monitoring.	<ol style="list-style-type: none">1. Extract relevant infrastructure project data from BAS and other relevant systems.2. Analyse financial data of infrastructure projects.3. Validate credibility of financial data with all Programme / Project Managers.4. Assist with the preparation of the financial and performance reports as required by National Departments and Provincial Treasury.5. Identify any variances of infrastructure projects expenditure against budgets and cash flow projections to the Deputy Director Finance.
Financial administration for all infrastructure Programmes and Projects.	<ol style="list-style-type: none">1. Make recommendations on roll-overs of infrastructure projects to the Deputy Director.2. Update and manage financial commitments in line with approved budgets and cash flow projections and the B5 Project List.3. Update B5 Project List and Budget [including budget adjustments] and control that any changes are authorised by the Chief Director.4. Provide written reports to the Budget Section in terms of budget adjustments in formats as prescribed by the budget section.5. Validate that the Service Providers database is updated correctly by the Finance section.6. Assist with the management of infrastructure spending in line with cash flow projections to ensure no under or overspending on infrastructure budgets.7. Validate that the Finance section has updated BAS correctly in terms of projects, commitments, adjustments and spending against budgets.8. Validate that no duplicate payments as made in terms of projects with a Cession Agreement in terms of sub-contractors.9. Report on deviations to the Deputy Director.10. Assist with supply chain management if applicable.11. Prepare the issuing of Work orders or Task orders after SCM processes have been completed if applicable.12. Assist with the capturing of invoices on

KEY RESULT AREAS	ACTIVITIES
	<p>LOGIS/BAS for payments after signed off by Director and Chief Director. [Authorisation of issuing of work orders and payments of invoices will be the Director and Chief Director in terms of delegations].</p>
<p>Budget administration within Chief Directorate.</p>	<ol style="list-style-type: none"> 1. Assist with the management of personnel costs within approved budgets. 2. Assist with the management of operational budgets. 3. 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.
<p>Compliance to the financial policies and prescripts in the Chief Directorate.</p>	<ol style="list-style-type: none"> 1. Assist to manage adherence to financial policies [Division of Revenue Act, PFMA, SCM, National and Provincial Treasury directives / prescripts, Finance instructions, Departmental financial policies]. 2. Update the CIDB register in terms of tender system and register of projects if applicable.
<p>Update and maintain a document management system for all financial documentation that complies with requirements of the Auditor General.</p>	<ol style="list-style-type: none"> 1. 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. 2. 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. 3. Provide all financial documents requested by Auditor General and/or Finance Section.
<p>Effective and efficient resources management.</p>	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work.

KEY RESULT AREAS	ACTIVITIES
	9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices and Schools
- Personnel
- National and Provincial Treasuries
- Auditor General
- Implementing Agent(s)

WORK CONDITIONS:

Normal office conditions and regular travelling required.
 Regular interaction with low-level delegations.
 Working hours: 40 Hours per Week

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILES:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ Diploma in Commerce or Accounting or Economics. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Understanding financial management as implemented in Government and within the context of infrastructure/construction budgeting and spending. ▪ Three years post qualification experience. 	
KNOWLEDGE	PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars. Departmental Supply Chain Management Policies, Procedures and Delegations. Promotion of Access to Information Act of 2000 Promotion of Administrative Justice Act of 2000. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and	

COMPETENCIES	ESSENTIAL	DESIRABLE
	Guidelines. National Archives and Records Service Act of 1996. Public Service Act of 1994 and Regulations.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office.

CAREER PATH:

The post holder may progress to relevant financial positions in the Department.

PROGRESSION TO NEXT SALARY LEVEL:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB TITLE

CHIEF ARCHITECT

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

OCCUPATIONAL SPECIFIC

DISPENSATION

GRADE A

POST LEVEL/SALARY RANGE

REMUNERATION

LOCATION

COMPONENT

SUB DIRECTORATE INFRASTRUCTURE

PROJECTS/PROGRAMMES DELIVERY

DIRECTOR INFRASTRUCTURE

DELIVERY MANAGEMENT

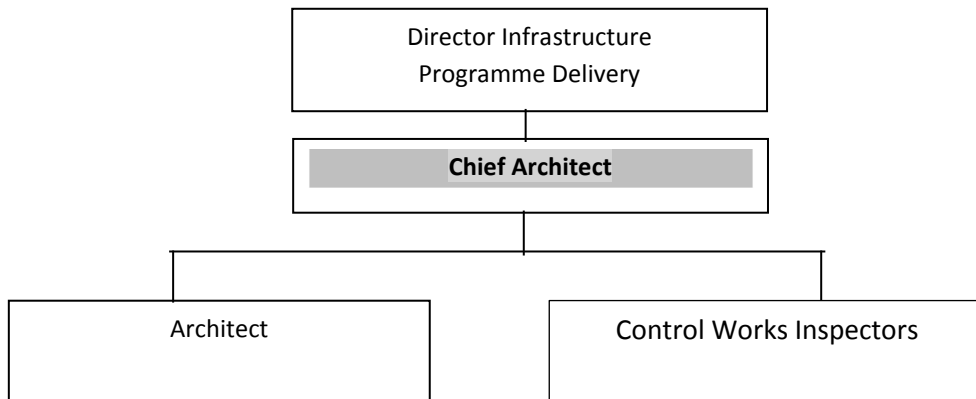
REPORTS TO

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS Framework.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Implementation and Monitoring.	<ol style="list-style-type: none">1. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements.2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA].4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA].5. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning.6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations.7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS].8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance.9. Manage the interface between the end-user/community structures and Implementing Agent [IA].10. Prepare and submit progress reports [financial and non-financial indicators].
Maintenance Projects.	<ol style="list-style-type: none">1. Assess departmental projects that qualify for departmental funding assessed.2. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department.3. Provide guidance to the preparation of maintenance plans.4. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans

KEY RESULT AREAS	KEY ACTIVITIES
	<p>and projects.</p> <ol style="list-style-type: none"> On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. Monitor Section 21 allocations for maintenance. Monitor preparation of disaster management plans.
Infrastructure Project Commissioning.	<ol style="list-style-type: none"> Coordinate and participate in project commissioning, including site visits. Review the School Maintenance Plan and budget on completion of projects. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. Orientate users in terms of the optimal usage of Facilities.
Infrastructure Programme and Project Evaluation.	<ol style="list-style-type: none"> Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. Manage the preparation of the project close out reports. Manage and participate in Post Project and Post Occupancy Evaluation exercises. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.
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.	<ol style="list-style-type: none"> 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.
People Management.	<ol style="list-style-type: none"> Undertake planning for future human resources needs.

KEY RESULT AREAS	KEY ACTIVITIES
	<ol style="list-style-type: none"> 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.
Financial Management.	<ol style="list-style-type: none"> 1. Monitor that infrastructure projects are planned within available funds. 2. Monitor application of costs norms. 3. Monitor expenditure on infrastructure projects within budgets. 4. Control cost and scope variances on infrastructure projects.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices, Circuit Offices and Schools
- Personnel
- Educators
- Provincial Treasury
- Communities
- Contractors
- Professional Service Providers
- Implementing Agent(s)
- Public Works
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with high level delegations.
Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ Bachelor of Architecture and/ or equivalent qualification. ▪ Registration as a Professional Architect with the South African Council for Architectural Profession. 	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> Valid drivers licence. Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Minimum of Six years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	Determined in terms of OSD dispensation by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Determined in terms of Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB TITLE

CHIEF QUANTITY SURVEYOR

POST NUMBER

CURRENT JOBHOLDER

CORE

OCCUPATIONAL SPECIFIC
DISPENSATION

POST LEVEL/SALARY RANGE

GRADE A

REMUNERATION

LOCATION

COMPONENT

SUB DIRECTORATE INFRASTRUCTURE
PROJECTS/PROGRAMMES DELIVERY
DIRECTOR INFRASTRUCTURE
DELIVERY MANAGEMENT

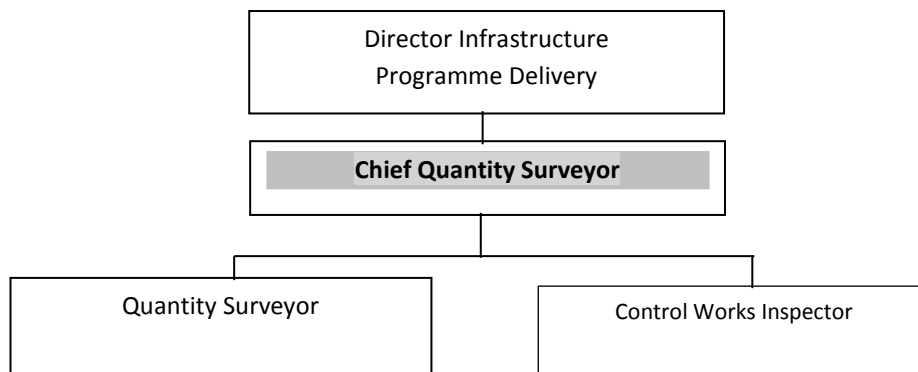
REPORTS TO

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS Framework.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Planning in line with IDMS.	<ol style="list-style-type: none">1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan.2. Prepare the infrastructure budget and Final Project List.3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1.4. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].5. 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 Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education.6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
Infrastructure Programme and Project Implementation and Monitoring.	<ol style="list-style-type: none">1. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements.2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA].4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA].5. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning.6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations.

KEY RESULT AREAS	KEY ACTIVITIES
	<ol style="list-style-type: none"> 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
Maintenance Projects.	<ol style="list-style-type: none"> 1. Assess departmental projects that qualify for departmental funding assessed. 2. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. 3. Provide guidance to the preparation of maintenance plans. 4. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. 5. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. 6. Monitor Section 21 allocations for maintenance. 7. Monitor preparation of disaster management plans.
Infrastructure Project Commissioning.	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the School Maintenance Plan and budget on completion of projects. 3. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
Infrastructure Programme and Project Evaluation.	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage the preparation of the project close out reports. 3. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 4. Provide feedback to Directorate Physical Resources Planning on

KEY RESULT AREAS	KEY ACTIVITIES
	<p>functional and technical norms and standards that should be updated from an architectural perspective.</p> <p>5. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.</p>
<p>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.</p>	<p>1. Study professional journals and publications to stay abreast of new developments.</p> <p>2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks.</p> <p>3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required.</p> <p>4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.</p> <p>5. Interact with relevant Professional Bodies/Councils.</p>
<p>People Management.</p>	<p>1. Undertake planning for future human resources needs.</p> <p>2. Maintain discipline.</p> <p>3. Manage performance and development of employees.</p> <p>4. Undertake human resources and other related administrative functions.</p> <p>5. Establish and maintain effective and efficient communication arrangements.</p> <p>6. Develop and manage the operational plan.</p> <p>7. Plan and allocate work.</p> <p>8. Develop and implement processes to promote control of work.</p> <p>9. Serve on transversal task teams as required.</p> <p>10. Implement quality control of work delivered by employees.</p>
<p>Financial Management.</p>	<p>1. Monitor that infrastructure projects are planned within available funds.</p> <p>2. Monitor application of costs norms.</p> <p>3. Monitor expenditure on infrastructure projects within budgets.</p> <p>4. Control cost and scope variances on infrastructure projects.</p>

COMMUNICATION AND WORK RELATIONS:

Contacts:

Head Office Components
District Offices, Circuit Offices and Schools

Personnel
 Educators
 Provincial Treasury
 Communities
 Contractors
 Professional Service Providers
 Implementing Agent(s)
 Public Works
 National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
 Regular interaction with high level delegations.
 Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ University degree in Quantity Surveying and/or equivalent qualification. ▪ Registered as a Professional Quantity Surveyor with SACQSP. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Six years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	Determined in terms of OSD dispensation by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Determined in terms of Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB TITLE

CHIEF ENGINEER

POST NUMBER

CURRENT JOBHOLDER

CORE

OCCUPATIONAL SPECIFIC
DISPENSATION

POST LEVEL/SALARY RANGE

GRADE A

REMUNERATION

LOCATION

COMPONENT

SUB DIRECTORATE INFRASTRUCTURE
PROJECTS/PROGRAMMES DELIVERY
DIRECTOR INFRASTRUCTURE
DELIVERY MANAGEMENT

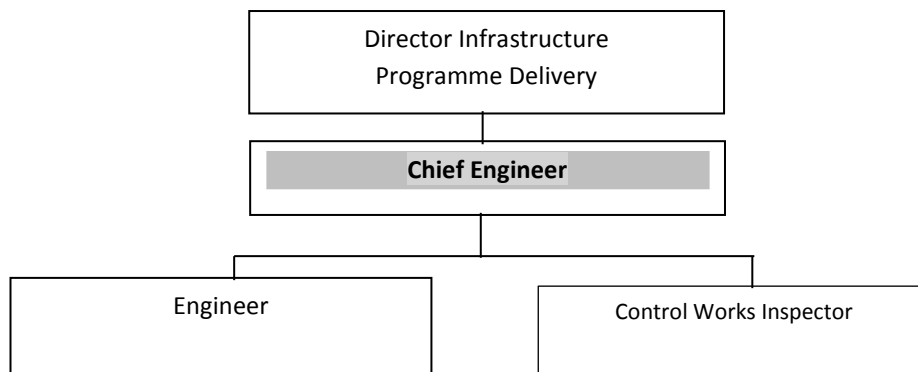
REPORTS TO

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS Framework.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Planning in line with IDMS.	<ol style="list-style-type: none">1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan.2. Prepare the infrastructure budget and Final Project List.3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1.4. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].5. 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 Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education.6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
Infrastructure Programme and Project Implementation and Monitoring.	<ol style="list-style-type: none">1. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements.2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA].4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA].5. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning.6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations.

KEY RESULT AREAS	KEY ACTIVITIES
	<ol style="list-style-type: none"> 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
Maintenance Projects.	<ol style="list-style-type: none"> 1. Assess departmental projects that qualify for departmental funding assessed. 2. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. 3. Provide guidance to the preparation of maintenance plans. 4. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. 5. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. 6. Monitor Section 21 allocations for maintenance. 7. Monitor preparation of disaster management plans.
Infrastructure Project Commissioning.	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the School Maintenance Plan and budget on completion of projects. 3. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
Infrastructure Programme and Project Evaluation.	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage the preparation of the project close out reports. 3. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 4. Provide feedback to Directorate Physical Resources Planning on

KEY RESULT AREAS	KEY ACTIVITIES
	<p>functional and technical norms and standards that should be updated from an architectural perspective.</p> <p>5. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.</p>
<p>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.</p>	<p>1. Study professional journals and publications to stay abreast of new developments.</p> <p>2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks.</p> <p>3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required.</p> <p>4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment.</p> <p>5. Interact with relevant Professional Bodies/Councils.</p>
<p>People Management.</p>	<p>1. Undertake planning for future human resources needs.</p> <p>2. Maintain discipline.</p> <p>3. Manage performance and development of employees.</p> <p>4. Undertake human resources and other related administrative functions.</p> <p>5. Establish and maintain effective and efficient communication arrangements.</p> <p>6. Develop and manage the operational plan.</p> <p>7. Plan and allocate work.</p> <p>8. Develop and implement processes to promote control of work.</p> <p>9. Serve on transversal task teams as required.</p> <p>10. Implement quality control of work delivered by employees.</p>
<p>Financial Management.</p>	<p>1. Monitor that infrastructure projects are planned within available funds.</p> <p>2. Monitor application of costs norms.</p> <p>3. Monitor expenditure on infrastructure projects within budgets.</p> <p>4. Control cost and scope variances on infrastructure projects.</p>

COMMUNICATION AND WORK RELATIONS:

Contacts:

Head Office Components
District Offices, Circuit Offices and Schools

Personnel
 Educators
 Provincial Treasury
 Communities
 Contractors
 Professional Service Providers
 Implementing Agent(s)
 Public Works
 National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
 Regular interaction with high level delegations.
 Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ University degree in Engineering and/or equivalent qualification. ▪ Registered as a Professional Engineer with ECSA. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Six years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land Administration Legislation.</p> <p>ISO standards.</p> <p>All different types and forms of construction contracts.</p>	
TECHNICAL COMPETENCE REQUIREMENTS	Determined in terms of OSD dispensation by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Determined in terms of Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB TITLE

ARCHITECT

PERSAL COMPONENT CODE

POST NUMBER

CURRENT JOBHOLDER

CORE

OCCUPATIONAL SPECIFIC

DISPENSATION

GRADE A - C

POST LEVEL/SALARY RANGE

REMUNERATION

LOCATION

COMPONENT

SUB DIRECTORATE INFRASTRUCTURE

PROJECTS/PROGRAMMES DELIVERY

DIRECTOR INFRASTRUCTURE

DELIVERY MANAGEMENT

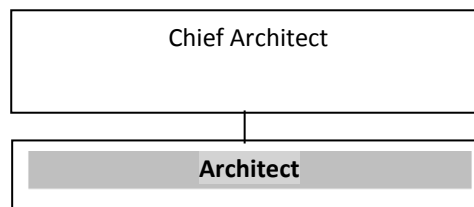
REPORTS TO

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS Framework.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Planning in line with IDMS.	<ol style="list-style-type: none">1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan.2. Prepare the infrastructure budget and Final Project List.3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1.4. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].5. 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 Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education.6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
Infrastructure Programme and Project Implementation and Monitoring.	<ol style="list-style-type: none">1. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements.2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA].4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA].5. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning.6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations.

KEY RESULT AREAS	KEY ACTIVITIES
	<ol style="list-style-type: none"> 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
Maintenance Projects.	<ol style="list-style-type: none"> 1. Assess departmental projects that qualify for departmental funding assessed. 2. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. 3. Provide guidance to the preparation of maintenance plans. 4. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. 5. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. 6. Monitor Section 21 allocations for maintenance. 7. Monitor preparation of disaster management plans.
Infrastructure Project Commissioning.	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the School Maintenance Plan and budget on completion of projects. 3. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
Infrastructure Programme and Project Evaluation.	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage the preparation of the project close out reports. 3. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 4. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and

KEY RESULT AREAS	KEY ACTIVITIES
	standards that should be updated from an architectural perspective. 5. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.
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.	1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices, Circuit Offices and Schools
- Personnel
- Educators
- Provincial Treasury
- Communities
- Contractors
- Professional Service Providers
- Implementing Agent(s)
- Public Works
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCY PROFILE

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ Bachelor of Architecture and/ or equivalent qualification. ▪ Registration as a Professional Architect with the South African Council for Architectural Profession. ▪ Valid drivers licence. 	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Minimum of Three years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.	
TECHNICAL COMPETENCE REQUIREMENTS	Determined in terms of OSD dispensation by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Determined in terms of Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB TITLE

QUANTITY SURVEYOR

POST NUMBER

CURRENT JOBHOLDER

CORE

OCCUPATIONAL SPECIFIC

DISPENSATION

GRADE A -C

POST LEVEL/SALARY RANGE

REMUNERATION

LOCATION

COMPONENT

SUB DIRECTORATE INFRASTRUCTURE

PROJECTS/PROGRAMMES DELIVERY

DIRECTOR INFRASTRUCTURE

DELIVERY MANAGEMENT

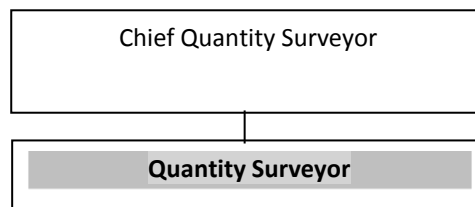
REPORTS TO

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Limpopo IDMS.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Planning in line with IDMS.	<ol style="list-style-type: none">1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan.2. Prepare the infrastructure budget and Final Project List.3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1.4. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].5. 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 Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education.6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
Infrastructure Programme and Project Implementation and Monitoring.	<ol style="list-style-type: none">1. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements.2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA].4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA].5. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning.6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations.

KEY RESULT AREAS	KEY ACTIVITIES
	<ol style="list-style-type: none"> 7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as defined in the Provincial Infrastructure Delivery Framework. [IDMS]. 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
Maintenance Projects.	<ol style="list-style-type: none"> 1. Assess departmental projects that qualify for departmental funding assessed. 2. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. 3. Provide guidance to the preparation of maintenance plans. 4. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. 5. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. 6. Monitor Section 21 allocations for maintenance. 7. Monitor preparation of disaster management plans.
Infrastructure Project Commissioning.	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the School Maintenance Plan and budget on completion of projects. 3. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. 4. Orientate users in terms of the optimal usage of Facilities.
Infrastructure Programme and Project Evaluation.	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage the preparation of the project close out reports. 3. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 4. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and

KEY RESULT AREAS	KEY ACTIVITIES
	standards that should be updated from an architectural perspective. 5. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.
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.	1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices, Circuit Offices and Schools
- Personnel
- Educators
- Provincial Treasury
- Communities
- Contractors
- Professional Service Providers
- Implementing Agent(s)
- Public Works
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ University degree in Quantity Surveying and/or equivalent qualification. ▪ Registered as a Professional Quantity Surveyor with SACQSP. ▪ Valid drivers licence. 	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<ul style="list-style-type: none"> Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> Minimum of Three years' experience post qualification. 	
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	National Environmental Management Act of 1998. Relevant Provincial Land Administration Legislation. ISO standards. All different types and forms of construction contracts.	
TECHNICAL COMPETENCE REQUIREMENTS	Determined in terms of OSD dispensation by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Determined in terms of Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

JOB TITLE

ENGINEER

POST NUMBER

CURRENT JOBHOLDER

CORE

OCCUPATIONAL SPECIFIC

DISPENSATION

POST LEVEL/SALARY RANGE

GRADE A

REMUNERATION

LOCATION

COMPONENT

SUB DIRECTORATE INFRASTRUCTURE

PROJECTS/PROGRAMMES DELIVERY

DIRECTOR INFRASTRUCTURE

DELIVERY MANAGEMENT

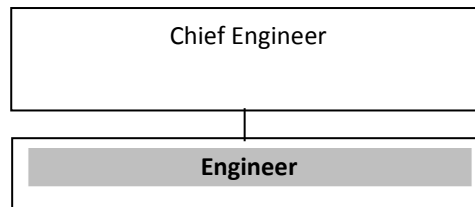
REPORTS TO

JOB EVALUATION NOT APPLICABLE DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the delivery of the infrastructure built environment programmes and projects in line with the Provincial IDMS Framework.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY

MANAGEMENT OF STAFF

EQUIPMENT

AS PER ORGANOGRAM

THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Infrastructure Programme and Project Planning in line with IDMS.	<ol style="list-style-type: none">1. Prepare the Procurement Strategy, Infrastructure Programme Management Plan [IPMP] and updating of the plan.2. Prepare the infrastructure budget and Final Project List.3. Prepare the Packages/Individual Project Briefs; presenting these to the Implementing Agent [IA] – referred to as Project Execution Plan v1.4. Manage the preparation of Packages/Individual Project Briefs for projects that are not allocated to an Implementing Agent [IA].5. 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 Committees in Public Works and/or relevant SCM Committees of Alternative IAs and Provincial Department of Education.6. Manage adherence to Occupational Health and Safety and Quality Assurance standards.
Infrastructure Programme and Project Implementation and Monitoring.	<ol style="list-style-type: none">1. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements.2. Manage project implementation of projects that are not allocated to an Implementing Agent [IA].3. Review and sign-off on the Infrastructure Programme Implementation Plan [IPIP] as prepared by the Implementing Agent [IA].4. Review and sign-off on the Project Execution Plans Versions 2 – 7 prepared by the Implementing Agent [IA].5. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the Directorate Physical Resources Planning.6. Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations.7. Develop and Approve Project Stage reports & designs, in accordance with strategic decision making points as

KEY RESULT AREAS	KEY ACTIVITIES
	<p>defined in the Provincial Infrastructure Delivery Framework. [IDMS].</p> <ol style="list-style-type: none"> 8. Manage the updating of project/programme documentation and information and submit all built environment documentation to the Deputy Director Finance. 9. Manage the interface between the end-user/community structures and Implementing Agent [IA]. 10. Prepare and submit progress reports [financial and non-financial indicators].
Maintenance Projects	<ol style="list-style-type: none"> 1. Assess departmental projects that qualify for departmental funding assessed. 2. Manage the implementation of day-to-day, routine and emergency maintenance projects funded by department. 3. Provide guidance to the preparation of maintenance plans. 4. Provide training to districts and schools in terms of day-to-day, routine and emergency maintenance plans and projects. 5. On an annual basis, evaluate day-to-day, routine and emergency projects implemented by Districts and Schools. 6. Monitor Section 21 allocations for maintenance. 7. Monitor preparation of disaster management plans.
Infrastructure Project Commissioning.	<ol style="list-style-type: none"> 1. Coordinate and participate in project commissioning, including site visits. 2. Review the School Maintenance Plan and budget on completion of projects. 3. Collect and update NEIMS and EFMS information [if applicable] in terms of Technical Condition Assessments on completion of projects. 8. Orientate users in terms of the optimal usage of Facilities.
Infrastructure Programme and Project Evaluation.	<ol style="list-style-type: none"> 1. Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements. 2. Manage the preparation of the project close out reports. 3. Manage and participate in Post Project and Post Occupancy Evaluation exercises. 4. Provide feedback to Directorate Physical Resources Planning on functional and technical norms and standards that should be updated from an architectural perspective.

KEY RESULT AREAS	KEY ACTIVITIES
	5. Participate in the continuous improvement of best practices, standardised processes and procedures, software applications and tools.
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.	1. Study professional journals and publications to stay abreast of new developments. 2. Monitor and study the education sector, legal frameworks, standards changes and policy frameworks. 3. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. 4. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. 5. Interact with relevant Professional Bodies/Councils.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Head Office Components
- District Offices, Circuit Offices and Schools
- Personnel
- Educators
- Provincial Treasury
- Communities
- Contractors
- Professional Service Providers
- Implementing Agent(s)
- Public Works
- National Department of Basic Education

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 Hours per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ University degree in Engineering and/or equivalent qualification. ▪ Registered as a Professional Engineer with ECSA. ▪ Valid drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Minimum of Three years' experience post qualification. 	

COMPETENCIES	ESSENTIAL	DESIRABLE
KNOWLEDGE	<p>Construction Industry Development Board Act of 2000 and Regulations.</p> <p>PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/ Construction Procurement System.</p> <p>Provincial/Departmental Supply Chain Management Policies.</p> <p>Promotion of Access to Information Act of 2000.</p> <p>Promotion of Administrative Justice Act of 2000.</p> <p>Expanded Public Works Programme.</p> <p>Broad Based Black Empowerment Act of 2003.</p> <p>Preferential Procurement Act of 2000 and Regulations.</p> <p>Architectural Profession Act of 2000.</p> <p>Engineering Profession Act of 2000.</p> <p>Quantity Surveying Profession Act of 2000.</p> <p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act and Regulations of 1993.</p> <p>Project and Construction Management Professions Act of 2000.</p> <p>South African Schools Act of 1996, Regulations and Guidelines.</p> <p>National Environmental Management Act of 1998.</p> <p>Relevant Provincial Land</p>	

COMPETENCIES	ESSENTIAL	DESIRABLE
	Administration Legislation. ISO standards. All different types and forms of construction contracts.	
TECHNICAL COMPETENCE REQUIREMENTS	Determined in terms of OSD dispensation by dpsa.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Determined in terms of Occupational Specific Dispensation.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER
SIGNATURE OF SUPERVISOR

DATE
DATE

JOB DESCRIPTION

JOB TITLE

CONTROL WORKS INSPECTOR

PERSAL COMPONENT CODE**POST NUMBER****CURRENT JOBHOLDER****CORE****POST LEVEL/SALARY RANGE**

LEVEL 10

REMUNERATION**LOCATION**

DISTRICT OFFICE

COMPONENT

DIVISION: INFRASTRUCTURE

COORDINATION AND DELIVERY

REPORTS TO

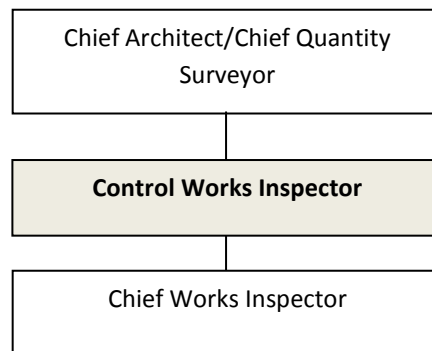
CHIEF DIRECTOR : PHYSICAL

RESOURCES MANAGEMENT

JOB EVALUATION DPSA GENERIC LEVEL DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To manage the credibility of technical data and information for planning and delivery purposes and assist with implementation of infrastructure and maintenance projects.

ORGANOGRAM:

FINANCIAL RESPONSIBILITY**MANAGEMENT OF STAFF**

AS PER ORGANOGRAM

EQUIPMENT**THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY**

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Infrastructure Planning.	<ol style="list-style-type: none">1. Provide planning inputs and information for planning purposes.2. Consult local stakeholders.3. Participate in the development of Integrated Development Plans.
Maintenance and Infrastructure Projects.	<ol style="list-style-type: none">1. Provide training Schools on the criteria applicable to maintenance projects and emergency repairs.2. Assess the School Annual financial reports in terms of maintenance expenditure against performance.3. Undertake annual evaluations on completed maintenance projects.4. Monitor Section 21 allocations for maintenance.5. Coordinate and participate in project commissioning, including site visits.6. Monitor progress with infrastructure projects in close consultation with Schools and report any issue to Head Office.7. Interact with Municipalities to resolve any issues pertaining to services and/or building plans.8. Orientate users in terms of the optimal usage of Facilities.9. Prepare briefs/scope of work and cost estimates for day-to-day, routine/preventative and emergency maintenance projects.
NEIMS assessments.	<ol style="list-style-type: none">1. Provide relevant data and information for updating NEIMS and Facility Management Systems.2. Review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention.3. Develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards.4. Implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools.
Disaster management plans.	<ol style="list-style-type: none">1. Monitor compliance of disaster management plans.2. Provide assistance with preparation of disaster management plans.3. Provide training Schools on the preparation of disaster management plans.

KEY RESULT AREAS	ACTIVITIES
	<ol style="list-style-type: none"> 4. Provide mentoring services to Schools in terms of preparation of disaster management plan. 5. Develop the integrated District Disaster Management Plan.
School Maintenance Plans.	<ol style="list-style-type: none"> 1. Draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs. 2. Develop the integrated District maintenance plan and budget. 3. Validate quality of school maintenance plans. 4. Make recommendations to Schools in terms of changes to be made to District/Schools Maintenance Plans.
People Management.	<ol style="list-style-type: none"> 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Relevant Head Office Components
- Schools
- Contractors
- Professional Service Providers
- Implementing Agent
- Municipalities

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND	<ul style="list-style-type: none"> ▪ National Diploma in Building 	

COMPETENCIES	ESSENTIAL	DESIRABLE
TRAINING	or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. <ul style="list-style-type: none"> ▪ Valid Drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Six Years relevant experience post qualification. 	
KNOWLEDGE	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.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Deputy Director.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

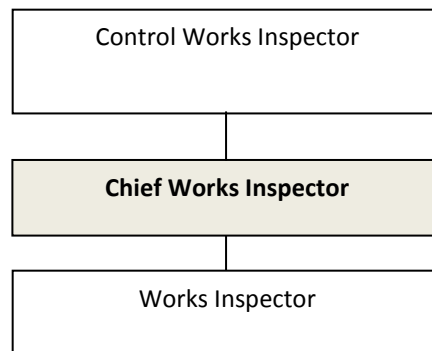
JOB TITLE	CHIEF WORKS INSPECTOR
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	
POST LEVEL/SALARY RANGE	LEVEL 8
REMUNERATION	
LOCATION	DISTRICT OFFICE
COMPONENT	DIVISION: INFRASTRUCTURE COORDINATION AND DELIVERY
REPORTS TO	CONTROL WORKS INSPECTOR

JOB EVALUATION DPSA GENERIC LEVEL DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To plan and execute inspections on projects and implement condition assessments in line with legislative and regulatory requirements.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY	
MANAGEMENT OF STAFF	AS PER ORGANOGRAM
EQUIPMENT	
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY	

KEY RESPONSIBILITIES:

KEY RESULT AREAS	KEY ACTIVITIES
Maintenance and Infrastructure Projects.	<ol style="list-style-type: none">1. Prepare specifications for work.2. Develop bill of quantities.3. Develop proposals on associated costs.4. Implement inspections on projects [maintenance and infrastructure projects.5. Compile estimates.6. Update the electronic maintenance systems.7. Prepare progress reports.8. Analyse and compile relevant project documentation.9. Manage activities of contractors.10. Facilitate and resolve problems.11. Monitor compliance with building regulations.12. Prepare progress reports.13. Validation of work completed and verification of invoices.14. Make recommendations on payments for work completed.15. Implement follow up inspections.
NEIMS assessments.	<ol style="list-style-type: none">1. Provide relevant data and information for updating NEIMS and Facility Management Systems.2. Direct and implement technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention.3. Develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards.4. Implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools.
Disaster management plans.	<ol style="list-style-type: none">1. Implement disaster management plans.2. Assist to prepare disaster management plans.3. Assist to provide training to Schools on the preparation of disaster management plans.4. Make inputs to the development of the integrated District Disaster Management Plan.
School Maintenance Plans.	<ol style="list-style-type: none">1. Make inputs to School Maintenance Plans and budgets on completion of

KEY RESULT AREAS	KEY ACTIVITIES
	<p>projects through application of life cycle costs.</p> <ol style="list-style-type: none"> 2. Make inputs to the development of the integrated District maintenance plan and budget. 3. Assist to validate quality of school maintenance plans. 4. Assist to make recommendations to Schools in terms of changes to be made to District/Schools Maintenance Plans.
Effective and efficient resources management.	<ol style="list-style-type: none"> 1. Maintain discipline. 2. Manage performance and development of development of employees. 3. Undertake human resources and other related administrative functions. 4. Establish and maintain effective and efficient communication arrangements. 5. Plan and allocate work. 6. Develop and implement processes to promote control of work. 7. Implement quality control of work delivered by employees.

COMMUNICATION AND WORK RELATIONS:

Contacts:

- Relevant Head Office Components
- Schools
- Contractors
- Professional Service Providers
- Implementing Agent
- Municipalities

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none"> ▪ National Diploma in Building or Mechanical or Electrical or N3 with passed Trade Test or National Diploma in Engineering. ▪ Valid Drivers licence. ▪ Computer literacy. 	
RELEVANT EXPERIENCE	<ul style="list-style-type: none"> ▪ Three to Five Years relevant experience post qualification. 	
KNOWLEDGE	Job Creation Targets.	

COMPETENCIES	ESSENTIAL	DESIRABLE
	<p>National Building Standards Act of 1977 and Regulations.</p> <p>Government Immovable Asset Management Act of 2007.</p> <p>Occupational Health and Safety Act of 1993 and Regulations.</p> <p>South African Schools Act and Regulations.</p> <p>National Environmental Management Act of 1998.</p> <p>Public Service Act, 1994 and Regulations.</p> <p>Public Finance Management Act, 1999 and Treasury Regulations.</p>	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Control Works Inspector.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE

JOB DESCRIPTION

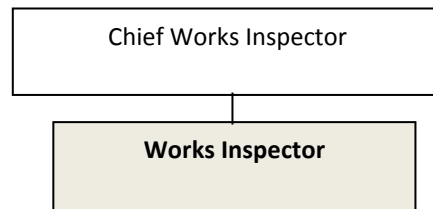
JOB TITLE	WORKS INSPECTOR
PERSAL COMPONENT CODE	
POST NUMBER	
CURRENT JOBHOLDER	
CORE	
POST LEVEL/SALARY RANGE	LEVEL 6
REMUNERATION	
LOCATION	DISTRICT OFFICE
COMPONENT	DIVISION: INFRASTRUCTURE COORDINATION AND DELIVERY
REPORTS TO	CHIEF WORKS INSPECTOR

JOB EVALUATION DPSA GENERIC LEVEL DATE OF EVALUATION: JOB ANALYST: EQUATE ID NUMBER:	JOB REVIEWED DATE REVIEWED: REVIEWED BY: APPROVED BY: DATE APPROVED: FILE NUMBER: DATE FOR NEXT REVIEW:
--	--

JOB PURPOSE:

To assist with the management of the credibility of technical data and information for planning and delivery purposes and assist with implementation of infrastructure and maintenance projects.

ORGANOGRAM:



FINANCIAL RESPONSIBILITY	
MANAGEMENT OF STAFF	AS PER ORGANOGRAM
EQUIPMENT	
THE SIGNING OF A PERFORMANCE AGREEMENT IS MANDATORY	

KEY RESPONSIBILITIES:

KEY RESULT AREAS	ACTIVITIES
Maintenance and Infrastructure Projects.	<ol style="list-style-type: none">1. Assist with the training of Schools on the criteria applicable to maintenance projects and emergency repairs.2. Assist to assess the School Annual financial reports in terms of maintenance expenditure against performance.3. Participate in annual evaluations on completed maintenance projects.4. Assist to interact with Municipalities to resolve any issues pertaining to services and/or building plans.5. Assist to orientate users in terms of the optimal usage of Facilities.
NEIMS assessments.	<ol style="list-style-type: none">1. Assist to collect relevant data and information for updating NEIMS and Facility Management Systems.2. Assist to review technical condition assessment findings and make recommendations to Schools on areas that should receive specific attention.3. Assist to develop plans to address shortcomings in terms of compliance in terms of Occupational Health and Safety Requirements, Environmental Requirements and Quality Assurance Standards.4. Assist to implement plans to promote full compliance in terms of Occupational Health and Safety and Environmental Requirements at Schools.
Disaster management plans.	<ol style="list-style-type: none">1. Assist to monitor compliance of disaster management plans.2. Provide assistance with preparation of disaster management plans.3. Assist to train Schools on the preparation of disaster management plans.4. Assist to provide mentoring services to Schools in terms of preparation of disaster management plan.
School Maintenance Plans.	<ol style="list-style-type: none">1. Assist to draft School Maintenance Plans and budgets on completion of projects through application of life cycle costs.2. Assist Schools to develop maintenance plans and budgets.3. Validate quality of school maintenance plans.4. Make recommendations to Schools in terms of changes to be made to Schools Maintenance Plans.

COMMUNICATION AND WORK RELATIONS:

Contacts: Relevant Head Office Components
Schools
Contractors
Professional Service Providers
Implementing Agent
Municipalities

WORK CONDITIONS:

Normal office conditions and regular travelling required.
Regular interaction with low level delegations.
Working hours: 40 hours Per Week.

MATERIAL AND EQUIPMENT:

Office equipment.

COMPETENCE PROFILE:

COMPETENCIES	ESSENTIAL	DESIRABLE
EDUCATION AND TRAINING	<ul style="list-style-type: none">▪ National Diploma in Building.▪ Valid Drivers licence.▪ Computer literacy.	
RELEVANT EXPERIENCE	<ul style="list-style-type: none">▪ One years' experience post qualification.	
KNOWLEDGE	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.	

DELEGATIONS:

The post holder delegations will be determined at the Head Office level.

CAREER PATH:

Chief Works Inspector.

PROGRESSION TO NEXT SALARY RANGE:

Progression to next range is subject to performance assessment.

SIGNATURE OF JOBHOLDER

DATE

SIGNATURE OF SUPERVISOR

DATE