**education**
Lefapha la Thuto la Bokone Bophirima
Noord-Wes Departement van Onderwys
North West Department of Education
**NORTH WEST PROVINCE**

Taletso Building
Dr Albert Luthuli Drive, Mmabatho
Private Bag X2044, Mmabatho 2735
Tel.: (018) 388-3602
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## CHIEF DIRECTORATE:
## HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

**Reference : Filling of vacant Posts**
**Enquiries : M.G Bles/A.K Dithejane**
**Telephone: 018 388 3315/4131**

**Date : 20 December 2019**

**TO : Deputy Director General**
**Chief Directors**
**Directors**
**Sub-District Managers**
**Principals/Heads of Learning Institutions**
**Cs Educators**
**Employee Organizations**

**DEPARTMENTAL CIRCULAR No. 29 OF 2019: VACANCIES IN THE DEPARTMENT OF EDUCATION. CORPORATE CENTRE AND DISTRICTS.**

1. Kindly find attached hereto a copy of advertisement of posts within the Department.

2. **The Department is an equal opportunity and affirmative action employer. People with disability are encouraged to apply.**

3. **Directions to Applicants:**

   a) Application form **EDNW 2** (dated and signed) must be duly completed for each post.
   b) The application form must be accompanied by comprehensive recent Curriculum Vitae, certified copies of qualifications, identity copy document and driver's license.
   c) The reference number must be quoted in application form.
   d) Candidates who require additional information must direct their enquiries to the relevant person as indicated in the advertisement.
   e) Applications which are sent to the wrong address or reach their destinations after closing date will not be considered.
   f) Previous employment will be verified. All appointments are subject to a positive Qualification verification as well as security clearance and vetting.

g) The Department reserves the right not to make appointment and correspondence will be limited to shortlisted candidate only.

4. The contents of this circular must be brought to the attention of all CS Educators.

5. Envelopes containing application forms must be marked "Application for advertised post" and forwarded to the address and attention of the person listed below:

| District | Responsible Person | Postal Address | Physical Address | Telephone number |
|---|---|---|---|---|
| 1. DRSM | Ms Gabonnwe | P/Bag X 21<br>Vryburg<br>8600 | Mini Garona Building<br>Second floor Bolck D<br>Cor. North & Molopo Str<br>Vryburg<br>8600 | 053 920 0241 /<br>053 928 0242 |
| 2. DR KK | Ms Nomandla | P/Bag X 1256<br>Potchefstroom<br>2520 | Teemane Building<br>8 O R Tambo Ave<br>Potchefstroom<br>2531 | 018 299 8243 |
| 3. BP | Ms Modutwane | P/Bag X 82110<br>Rustenburg<br>0300 | No. 102 Corner Oliver Tambo Drive & Klopper Str<br>Rustenburg<br>0300 | 014 597 8650<br>014 597 8652<br>014 597 8653<br>014 597 8654 |
| 4. NMM | Ms Mothusi | P/Bag X 10<br>Mmabatho<br>2735 | 10 Nelson Mandela Drive<br>Mafikeng<br>2745 | 018 388 3108 |
| 5. Corporate | Ms Dithejane | P/Bag X 2044<br>Mmabatho<br>2735 | Mmabatho High Sch. Hostel<br>Dr Albert Luthuli Drive<br>Mmabatho<br>2735 | 018 388 4131 |

**Attached kindly find the following Annexures:**

**Vacancy list for Corporate Centre**
**Vacancy list for Dr Ruth Segomotsi Mompati District**
**Vacancy list for Dr Kenneth Kaunda District**
**Vacancy list for Ngaka Modiri Molema District**
**Vacancy list for Bojanala Platinum District**

NB. Profiles are according to Directorates and Sub-Directorate, Sub- Districts and Districts.

CLOSING DATE: 14 February 2020

.....
Administrator

14/1/2020
.....
Date

| VACANCIES IN THE DEPARTMENT OF EDUCATION ANNEXURE A DEPARTMENTAL CIRCULAR NO.29 OF 2019 | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| Post No. | Directorate | Sub - Directorate | Comp. | Component Description | Post Salary Level | POST/JOB TITLE | Subject | No. of Vacant Post/s |
| **CORPORATE CENTRE** | | | | | | | | |
| **BRANCH** | | | | | | | | |
| **CURRICULUM MANAGEMENT** | | | | | | | | |
| CES/NSNP/01 | LSSS | NSNP, School Safety & Learner transport | 733000 | NSNP, School Safety & Learner transport | SL12 | CES | CES | 1 |
| CES/LSSS/01 | LSSS | Inclusive Education | 707230 | Inclusive Education | SL12 | CES | CES | 1 |
| CES/CBAS/01 | HRM&D | Employee and Labour Relations Services | 724200 | Collective Bargaining & Action Services | SL12 | CES | CES | 1 |
| CES/BMS/01 | HRM&D | Employee and Labour Relations Services | 724300 | Behaviour Management Services | SL12 | CES | CES | 1 |
| CES/SEP/01 | Sport | School Enrichment Programme | 708130 | School Enrichment Programme | SL12 | CES | CES | 1 |
| DCES/SEP/01 | Sport | School Enrichment Programme | 708130 | School Enrichment Programme | SL10 | DCES | DCES | 1 |
| DCES/FET/01 | Cur.Sup. Services | FET Gr 10-12 | | FET. Gr 10-12 | SL10 | DCES | DCES | 1 |
| SES/FS/01 | Quality Assurance | Inst. Policy Dev. Services | 707220 | Ord. Pub learning Inst. On Private Prop.-Farm Schools | SL9 | SES | SES | 2 |
| **DISTRICTS** | | | | | | | | |
| **DR RUTH SEGOMOTSI MOMPATI** | | | | | | | | |
| **TALEDI** | | | | | | | | |
| CES/TAL/01 | DRSM | Taledi | 767000 | Sub- District | SL12 | CES | CES | 1 |
| **KAGISANO MOLOPO** | | | | | | | | |
| CM/KM/01 | DRSM | Kagisano Molopo | 765000 | Sub-Div. Ordi. Pub.Inst | SL10 | CM | CM | 2 |
| SES/KM/01 | DRSM | Kagisano Molopo | 765140 | Sub-Div: Gr. 10-12 FET | SL9 | SES | Life Sciences | 1 |
| SES/KM/02 | DRSM | Kagisano Molopo | 765110 | Sub-Div: Gr. 10-12 FET | SL9 | SES | English Fal | 1 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| SES/KM/03 | DRSM | Kagisano Molopo | 765400 | Sub-Div. Ordi. Pub.Inst | SL9 | SES | IQMS | 1 |
| **GREATER TAUNG** | | | | | | | | |
| SES/GT/01 | DRSM | Greater Taung | 768210 | Sub Div: Inclusive Educa. | SL9 | SES | SES | 1 |
| SES/GT/02 | DRSM | Greater Taung | 768120 | Sub Div: Gr 4-9 GET | SL9 | SES | EMS | 1 |
| SES/GT/03 | DRSM | Greater Taung | 768120 | Sub Div: Gr 4-9 GET | SL9 | SES | English & Afri | 1 |
| **DR KENNETH KAUNDA** | | | | | | | | |
| CES/DR KK/01 | DR KK | DR KK | 784000 | Sub-District | SL12 | CES | CES | 1 |
| SES/JBM/01 | DR KK | JB Marks | 786110 | Sub-Div: Gr. R-3 GET | SL9 | SES | SES | 1 |
| SES/JBM/02 | DR KK | JB Marks | 786140 | Sub-Div: Gr. 10-12 FET | SL9 | SES | English | 1 |
| **NGAKA MODIRI MOLEMA** | | | | | | | | |
| **RAMOTSHERE MOILOA** | | | | | | | | |
| DCES/RAM/01 | NMM | Ramotshere Moiloa | 778130 | Div: Inst. Cur. Supp. Ser. | SL10 | DCES | DCES | 1 |
| **LICHTENBURG** | | | | | | | | |
| CES/LIC/01 | NMM | Lichtenburg | 775000 | Sub-District | SL12 | CES | CES | 1 |
| CM/LIC/01 | NMM | Lichtenburg | 775400 | Div: Ord. Pub. Inst. Sup. | SL10 | CM | CM | 1 |
| **RATLOU** | | | | | | | | |
| CES/RAT/01 | NMM | Ratlou | 777000 | Sub-District | SL12 | CES | CES | 1 |
| **TSWAING** | | | | | | | | |
| CES/TSW/01 | NMM | Tswaing | 774000 | Sub-District | SL12 | CES | CES | |
| SES/TSW/01 | NMM | Tswaing | 774110 | Sub-Div: Gr. R-3 GET | SL9 | SES | English Fal | 1 |
| SES/TSW/02 | NMM | Tswaing | 774140 | Sub-Div: Gr. 10-12 FET | SL9 | SES | History | 1 |
| **MAHIKENG** | | | | | | | | |
| SES/MAH/01 | NMM | Mahikeng | 776120 | Sub-Div: Gr. 4-9 GET | SL9 | SES | Creative Arts | 1 |
| SES/MAH/02 | NMM | Mahikeng | 776410 | Div: Ord. Pub. Inst. Sup. | SL9 | SES | Matshepe | 1 |

| | | | | | | | | |
|---|---|---|---|---|---|---|---|---|
| CM/MAH/01 | NMM | Mahikeng | 776400 | Div: Ord. Pub. Inst. Sup | SL10 | CM | CM | 1 |
| **BOJANALA PLATINUM DISTRICT** | | | | | | | | |
| **MORETELE** | | | | | | | | |
| CES/MOR/01 | Bojanala Platinum | Moretele | 746000 | Sub-District | SL12 | CES | CES | 1 |
| DCES/EMDG/01 | Bojanala Platinum | Moretele | 746200 | Inst. Man & Dev. Sup. | SL10 | DCES | EMDG | 1 |
| SES/MOR/01 | Bojanala Platinum | Moretele | 746400 | Div: Ord. Pub. Ins. Sup. | SL9 | SES | IQMS | 1 |
| SES/MOR/02 | Bojanala Platinum | Moretele | 746140 | Sub-Div: Gr. 10-12 FET | SL9 | SES | Life Skills | 1 |
| SES/MOR/03 | Bojanala Platinum | Moretele | 746140 | Sub-Div: Gr. 10-12 FET | SL9 | SES | History | 1 |
| SES/MOR/04 | Bojanala Platinum | Moretele | 746140 | Sub-Div: Gr. 10-12 FET | SL9 | SES | BS & Economics | 1 |
| **MOSES KOTANE** | | | | | | | | |
| CES/MK/01 | Bojanala Platinum | Moses Kotane | 756000 | Sub District | SL12 | CES | CES | 1 |
| SES/MK/01 | Bojanala Platinum | Moses Kotane | 755120 | Sub- Div: Grade 4-9 GET | SL9 | SES | Creative Arts | 1 |
| SES/MK/02 | Bojanala Platinum | Moses Kotane | 755120 | Sub- Div: Grade 4-9 GET | SL9 | SES | Consumer Stu. | 1 |
| **MADIBENG** | | | | | | | | |
| CES/MAD/01 | Bojanala Platinum | Madibeng | 744000 | Sub-District | SL12 | CES | CES | 1 |
| SES/MAD/01 | Bojanala Platinum | Madibeng | 744140 | Sub-Div: Gr. 10-12 FET | SL9 | SES | Afrikaans | 1 |

## CORPORATE CENTRE

### ANNEXURE B
### CHIEF EDUCATION SPECIALIST
### JOB PROFILE

| | |
|---|---|
| **Branch** | **: Institutional Management Governance and Support** |
| **Directorate** | **: Leaner Social Support Services** |
| **Sub Directorate** | **: NSNP, School safety and leaner transport services** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R906 282 (All Inclusive Package)** |
| **Component** | **: 733000** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual teaching and appropriate experience in NSNP, School Safety and learner transport services. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties: NSNP:** Establish and Monitor an effective NSNP. Facilitate and co-ordinate the implementation thereof. Liaise with relevant role players to establish databases and information systems. Maintain databases and submit quarterly management reports. Monitor, evaluate and identify strategies when required. Facilitate and co-ordinate the mobilization of community involvement. Establish and maintain a sound financial and provisioning system.

**School Safety**: Coordinating the national school safety framework, ensure implementation of strategies to promote schools as safe environment for teaching and learning, facilitate awareness campaigns to increase knowledge, skills, confidence amongst educators, SMT's, leaners and other stakeholders to prevent violence and promote school safety coherently and effectively.

**Learner Transport:** To make school accessible to leaners. Ensure establishment and maintenance of Leaner Transport practices, facilitate and coordinate the implementation of leaners transport policies. Monitor, evaluate and analyse effectiveness of policies and liaise with various stakeholders to enhance Leaner Transport.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/NSNP/01**

**ANNEXURE C**

**CHIEF EDUCATION SPECIALIST**

**JOB PROFILE**

| | |
|---|---|
| **Branch** | **: Institutional Management Governance and Support** |
| **Directorate** | **: Leaner Social Support Services** |
| **Sub Directorate** | **: Inclusive Education** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch Component** | **: R 906 282 (All Inclusive Package) : 707230** |

**Requirements:** A recognized three year teacher's qualification (REQV 13), and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual experience in Inclusive Education. In-depth knowledge of the Acts, regulations, prescripts and relevant policies.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Conceptualize and provincialize national policy on special needs education within an inclusive education and training system. Establish provincial information and an advocacy programme on inclusive education. Facilitate and co-ordinate the mobilization of out of school disabled learners and their inclusion into the formal education system. Establish and maintain a support programme for children and youth at risk and in conflict with the law (social services). Establish and maintain child abuse and neglect support programmes (social services). Establish and maintain an early identification, referral, assessment and placement system for special needs learners (Psychological services).
Guide and support the early identification of the range of diverse learning needs and interventions in the Foundation Phase (Learning remedial support and therapeutic services). Facilitate and co-ordinate the establishment of full-service schools and resource centres. Facilitate the establishment of inter-disciplinary District-based support teams and site-based support teams. Liaise with relevant role-players such as the Department of Social Services, Health, Disability organizations etc. Ensure the establishment of relevant databases. Establish and maintain a Health Promoting School Strategy. Establish and maintain support programmes for orphans and vulnerable children (social services). Establish and maintain a substance abuse and risk behaviour prevention programme (social services). Monitor and evaluate the implementation of programmes and formulate intervention strategies.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/LSSS/01**

**ANNEXURE D**

**CHIEF EDUCATION SPECIALIST**

**JOB PROFILE**

| | |
|---|---|
| **Chief Directorate** | **: Human Resource Management and Development Services** |
| **Directorate** | **: Employee and Labour Relations Services** |
| **Sub Directorate** | **: Collective Bargaining and Action Services** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R 906 282 (All Inclusive Package)** |
| **Component** | **: 724200** |

**Requirements:** A recognized National Diploma or Degree in Human Resource Management or Labour Relations/ Industrial Relations or Labour Law or Public Management. A post graduate degree in any of the above qualifications will an added advantage. Must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** five (5) years' experience in the field of labour relations and Ten (10) years experience in the educational field as a professional educator. In-depth knowledge of South African Labour Legislation, disciplinary, grievance and dispute resolution procedures applicable to both Public Service Act employees and Educators. Understanding of various collective bargaining forums and should be able to demonstrate sound knowledge of departmental policies, leadership , communication , conflict resolution, decision making capacities and planning. Bargaining and mediating skills are an added advantage.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Promote and ensure collective bargaining within the scope of the PELRC. Promote and ensure collective bargaining within the scope of the PCSBC. Establish and maintain formal and informal structures for ongoing interaction with employee organizations and employee participation in decision making in the workplace. Establish and maintain a recognition agreement with employee organizations. Represent the employer at the formal bargaining structures. Draft regulations and obtain mandates for consultation and negotiation purposes. Refer agreements reached to Councils for endorsement and/or extension. Conduct workshops on collective agreements and departmental policies. Compile monthly management reports. Purposely deal with strikes, lock-outs, picketing and protest action. Facilitate, co-ordinate and ensure the implementation of agreed resolutions. Facilitate the formulation and determination of labour policies. Supervise staff in the unit. Perform any additional allocated responsibilities and tasks. Be prepared to work with all other units in the department and as well as organized labour.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/CBAS/01**

**ANNEXURE E**

**CHIEF EDUCATION SPECIALIST**

**JOB PROFILE**

| | |
|---|---|
| **Chief Directorate** | **: Human Resource Management and Development Services** |
| **Directorate** | **: Employee and Labour Relations Services** |
| **Sub Directorate** | **: Behaviour Management Services** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R906 282 (All Inclusive Package)** |
| **Component** | **: 724300** |

**Requirements:** A recognized National Diploma or Degree in Human Resource Management or Labour Relations/ Industrial Relations or Labour Law or Public Management. A post graduate degree in any of the above qualifications will an added advantage. Must be registered with SACE. Valid driver's license (code 8).

**Experience and knowledge:** Five (5) years' experience in the field of labour relations and Ten (10) years' experience in the educational field as a professional educator. In-depth knowledge of South African Labour Legislation, disciplinary, grievance and dispute resolution procedures applicable to both public service Act employees and Educators Act. Understanding of various disciplinary codes and procedures for both Cs and non Cs educators. Should be able to demonstrate sound knowledge of Departmental policies, leadership, communication, conflict resolution, decision making capacities and planning. Bargaining and mediating skills are an added advantage.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Perform disciplinary functions pertaining to serious misconduct cases in respect of Cs Educators and Non Cs Educators. Manage all matters pertaining incapacity/inefficiency of employee behavior. Conduct trends analysis of disciplinary cases. Compile various disciplinary cases and trend analysis monthly reports. Be in a position to prosecute and preside over disciplinary cases. Supervise staff in the sub directorate. Be prepared to work with other unit in the department and other relevant stakeholders like PSC, SACE etc. Capacitate and train both Cs and non Cs employees in the Department. Perform any other additional duties assigned by the supervisor.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/BMS/01**

**ANNEXURE F**
**CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **Directorate** | **: LSSS** |
| **Sub Directorate** | **: School Enrichment Programme** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R906 282 (All Inclusive Package)** |
| **Component** | **: 708130** |

**Requirements:** A recognized three year teacher's qualification in sports (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual teaching and appropriate experience in sports. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provincialize and institutionalize national policy on school sports, arts, culture, music, eisteddfod, race values etc. Manage and facilitate the provision of youth sport Programmes. Manage and facilitate the provision of arts, culture, music, eisteddfod, race and values programmes. Monitor and evaluate the implementation of school enrichment programmes.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/SEP/01**

**ANNEXURE G**
**DEPUTY CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **Directorate** | **: LSSS** |
| **Sub Directorate** | **: School Enrichment Programme** |
| **Rank** | **: Deputy Chief Education Specialist (Sport Coordinator)** |
| **Salary Code** | **: 147** |
| **Salary Notch** | **: R482 706** |
| **Component** | **: 708130** |

**Requirements:** A recognized three year teacher's qualification in sports (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Eight (8) years actual teaching and appropriate experience in sports. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provincialise and institutionalize national policy on school sports, arts, culture, music, eisteddfod, race values etc. Manage and facilitate the provision of youth sport programmes. Manage and facilitate the provision of arts, culture, music, eisteddfod, race and values programmes. Monitor and evaluate the implementation of school enrichment programmes.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. DCES/SEP/01**

**ANNEXURE H**
**DEPUTY CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **Chief Directorate** | **: Curriculum Management** |
| **Directorate** | **: Curriculum Support Services** |
| **Sub Directorate** | **: FET Curriculum Development Services (Gr 10-12)** |
| **Rank** | **: Deputy Chief Education Specialist** |
| **Salary Code** | **: 147** |
| **Salary Notch** | **: R482 706** |
| **Component** | **:** |

**Requirements:** A recognized three year teacher's qualification in FET (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Eight (8) years actual teaching and appropriate experience in the field of FET. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide support for the implementation of learning programs in respect of Languages, Humanities, Mathematics, Sciences and Technology subjects in schools, including ELSEN institutions. Provide support for the implementation of learning programmes in respect of humanities subjects in schools including ELSEN Institutions. Participate and contribute to national curriculum policy development processes with respect to subjects. Monitor and oversee learner performance

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. DCES/FET/01**

**ANNEXURE I**
**SENIOR EDUCATION SPECIALIST X 2**
**JOB PROFILE**

| | |
|---|---|
| **Directorate** | **: Institutional Policy Development Services** |
| **Sub District** | **: Ordinary Public Learning Institutions on Private Property – Farm Schools** |
| **Rank** | **: Senior Education Specialist X2** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 707220** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in Independent Schools, Home Education and farm Schools. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Formulate policy for operational reasons e.g registration, de-registration, amalgamation, closure of learning institutions, feeder zones etc. Establish, maintain and ensure the application of norms and standards (e.g. minimum number of learners required prior to the registration, closure and/or amalgamation of schools) as specified in the SASA. Establish and maintain sound practices pertaining to ordinary public schools on private property (farm schools). Ensure the maintenance of the school database in collaboration with EMIS. Provide guidance/advice/assistance to institutional support teams. Ensure a well-functioning process of appeals from parents over school fee exemptions.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/FS/01**

**DISTRICTS**
**ANNEXURE J**
**CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: DRSM** |
| **Sub District** | **: Taledi** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch Component** | **: R906 282 (All Inclusive Package) : 767000** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual teaching and appropriate experience with regard to coordination and assurance of the effective and efficient service delivery to learning institutions. In-depth knowledge of the Acts, Regulations, Prescripts and relevant Policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Ensure the leverage of institutional curriculum support to institution based educators. Ensure the functionality and performance of learning institutions. Render institutional management and development support to learning institutions. Ensure the implementation of literacy and skills development programmes/projects and the rendering of support to Abet Centres. Administer sport development programmes. Administer the National School Nutrition program. Ensure a supportive environment that will improve employee wellness in the workplace. Co-ordinate and monitor LAIP activities. Co-ordinate and facilitate the implementation of an inclusive education system.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/TAL/01**

**ANNEXURE K**
**DEPUTY CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: DRSM** |
| **Sub District** | **: Kagisano Molopo** |
| **Division** | **: Ordinary Public Institutional Support Services** |
| **Rank** | **: Circuit Manager X2** |
| **Salary Code** | **: 147** |
| **Salary Notch** | **: R482 706** |
| **Component** | **: 765000** |

**Requirements:** A recognized three year teacher's qualification (REQV 13), and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Eight (8) years actual teaching and appropriate experience in effective functionality and performance of public institutions and IQMS. In-depth knowledge of the Acts, regulations, prescripts and relevant policies.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Analyse and identify professionals, educational and resources (Physical, financial, human and other) needs of learning institutions. Facilitate the provisioning of resources required. Monitor and ensure the implementation of national/provincial institutional policies as specified by the SASA and/or other legislation/ policy directives e.g admission policy, code of conduct, IQMS, PMDS etc. Liase/communicate with relevant stake-holders such as principals, staff, parents, SGB's, trade unions etc. Provide support in respect of the establishment of school developmental plans etc. Ensure the optimal utilization of resources via the establishment of timetables in accordance with the prescribed workloads, job description, work plans, attendance registers etc. Ensure the maintenance of discipline pertaining to learners and educators. Maintain a database of institutions and staff. Facilitate and co-ordinate the implementation of IQMS pertaining to institution based Cs Educators in the circuit.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)** **Post No. CM/KM/01**

**ANNEXURE L**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: DR Ruth Segomotsi Mompati** |
| **Sub District** | **: Kagisano Molopo** |
| **Division** | **: Institutional Curriculum Support Services FET BAND** |
| **Sub-Division** | **: Senior Secondary Phase Gr 10-12 FET (Life Sciences)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 765140** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in FET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/KM/01**

**ANNEXURE M**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: DR Ruth Segomotsi Mompati** |
| **Sub District** | **: Kagisano Molopo** |
| **Division** | **: Institutional Curriculum Support Services GET BAND** |
| **Sub-Division** | **: Foundation Phase Gr R-3 GET (English Fal)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 765110** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in Foundation field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/KM/02**

## ANNEXURE N
## DEPUTY CHIEF EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: DRSM** |
| **Sub District** | **: Kagisano Molopo** |
| **Division** | **: Ordinary Public Institutional Support Services** |
| **Rank** | **: Senior Education Specialist (IQMS)** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 765400** |

**Requirements:** A recognized three year teacher's qualification (REQV 13), and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in IQMS. In-depth knowledge of the Acts, regulations, prescripts and relevant policies.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Co-ordinate teacher development, world teacher`s day and teacher`s awards. Monitor implementation of IQMS of educators in the sub-district. Co-ordinate PMDS within the sub-districts.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/KM/03**

## ANNEXURE O
## SENIOR EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: DRSM** |
| **Sub District** | **: Greater Taung** |
| **Division** | **: Institutional Management and Development Support Services** |
| **Sub-Division** | **: Inclusive Education Support Services** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 768210** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in Inclusive Education field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide in Inclusive Education support services to learning institutions.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/GT/01**

**ANNEXURE P**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: DRSM** |
| **Sub District** | **: Greater Taung** |
| **Division** | **: Institutional Curriculum Support Services GET Band** |
| **Sub-Division** | **: Intermediate and Senior Phase Gr 4-9 (EMS)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 768120** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in Inclusive Education field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/GT/02**

**ANNEXURE Q**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: DRSM** |
| **Sub District** | **: Greater Taung** |
| **Division** | **: Institutional Curriculum Support Services GET Band** |
| **Sub-Division** | **: Intermediate and Senior Phase Gr 4-9 (English & Afrikaans)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 768120** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in Inclusive Education field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/GT/03**

## ANNEXURE R
## CHIEF EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: DR Kenneth kaunda** |
| **Sub District** | **: Matlosana** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R906 282 (All Inclusive Package)** |
| **Component** | **: 784000** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual teaching and appropriate experience with regard to coordination and assurance of the effective and efficient service delivery to learning institutions. In-depth knowledge of the Acts, Regulations, Prescripts and relevant Policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Ensure the leverage of institutional curriculum support to institution based educators. Ensure the functionality and performance of learning institutions. Render institutional management and development support to learning institutions. Ensure the implementation of literacy and skills development programmes/projects and the rendering of support to Abet Centres. Administer sport development programmes. Administer the National School Nutrition program. Ensure a supportive environment that will improve employee wellness in the workplace. Co-ordinate and monitor LAIP activities. Co-ordinate and facilitate the implementation of an inclusive education system.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/MAT/01**

## ANNEXURE S
## SENIOR EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: Dr Kenneth Kaunda** |
| **Sub District** | **: JB Marks** |
| **Division** | **: Institutional Curriculum Support Services GET BAND** |
| **Sub-Division** | **: Foundation Phase Gr R-3** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 786110** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in Foundation field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/JBM/01**

## ANNEXURE T
## SENIOR EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: Dr Kenneth Kaunda** |
| **Sub District** | **: JB Marks** |
| **Division** | **: Institutional Curriculum Support Services FET BAND** |
| **Sub-Division** | **: Senior Secondary Phase Gr 10-12 ( English)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 786140** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in FET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/JBM/02**

## ANNEXURE U
## DEPUTY CHIEF EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: Ngaka Modiri Molema** |
| **Sub District** | **: Ramotshere Moiloa** |
| **Division** | **: Institutional Curriculum Support Services FET BAND** |
| **Rank** | **: Deputy Chief Education Specialist** |
| **Salary Code** | **: 147** |
| **Salary Notch** | **: R482 706** |
| **Component** | **: 778130** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Eight (8) years actual teaching and appropriate experience in FET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Ensure the enhancement and expansion of the capacity of institution based educators in relation to FET Band. Ensure that Educators are effective facilitators and mediators of learning.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. DCES/RAM/01**

**ANNEXURE V**
**CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: NMM** |
| **Sub District** | **: Lichtenburg** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R906 282 (All Inclusive Package)** |
| **Component** | **: 775000** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual teaching and appropriate experience with regard to coordination and assurance of the effective and efficient service delivery to learning institutions. In-depth knowledge of the Acts, Regulations, Prescripts and relevant Policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Ensure the leverage of institutional curriculum support to institution based educators. Ensure the functionality and performance of learning institutions. Render institutional management and development support to learning institutions. Ensure the implementation of literacy and skills development programmes/projects and the rendering of support to Abet Centres. Administer sport development programmes. Administer the National School Nutrition program. Ensure a supportive environment that will improve employee wellness in the workplace. Co-ordinate and monitor LAIP activities. Co-ordinate and facilitate the implementation of an inclusive education system.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/LIC/01**

**ANNEXURE W**
**DEPUTY CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: NMM** |
| **Sub District** | **: Lichtenburg** |
| **Division** | **: Ordinary Public Institutional Support Services** |
| **Rank** | **: Circuit manager** |
| **Salary Code** | **: 147** |
| **Salary Notch** | **: R482 706** |
| **Component** | **: 775400** |

**Requirements:** A recognized three year teacher's qualification (REQV 13), and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Eight (8) years actual teaching and appropriate experience in effective functionality and performance of public institutions and IQMS. In-depth knowledge of the Acts, regulations, prescripts and relevant policies.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Analyse and identify professionals, educational and resources (Physical, financial, human and other) needs of learning institutions. Facilitate the provisioning of resources required. Monitor and ensure the implementation of national/provincial institutional policies as specified by the SASA and/or other legislation/ policy directives e.g admission policy, code of conduct, IQMS, PMDS etc. Liase/communicate with relevant stake-holders such as principals, staff, parents, SGB's, trade unions etc. Provide support in respect of the establishment of school developmental plans etc. Ensure the optimal utilization of resources via the establishment of timetables in accordance with the prescribed workloads, job description, work plans, attendance registers etc. Ensure the maintenance of discipline pertaining to learners and educators. Maintain a database of institutions and staff. Facilitate and co-ordinate the implementation of IQMS pertaining to institution based Cs Educators in the circuit.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CM/LIC/01**

**ANNEXURE X**
**CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: NMM** |
| **Sub District** | **: Ratlou** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R906 282 (All Inclusive Package)** |
| **Component** | **: 777000** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual teaching and appropriate experience with regard to coordination and assurance of the effective and efficient service delivery to learning institutions. In-depth knowledge of the Acts, Regulations, Prescripts and relevant Policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Ensure the leverage of institutional curriculum support to institution based educators. Ensure the functionality and performance of learning institutions. Render institutional management and development support to learning institutions. Ensure the implementation of literacy and skills development programmes/projects and the rendering of support to Abet Centres. Administer sport development programmes. Administer the National School Nutrition program. Ensure a supportive environment that will improve employee wellness in the workplace. Co-ordinate and monitor LAIP activities. Co-ordinate and facilitate the implementation of an inclusive education system.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/RAT/01**

**ANNEXURE Y**
**CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: NMM** |
| **Sub District** | **: Tswaing** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R906 282 (All Inclusive Package)** |
| **Component** | **: 774000** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual teaching and appropriate experience with regard to coordination and assurance of the effective and efficient service delivery to learning institutions. In-depth knowledge of the Acts, Regulations, Prescripts and relevant Policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Ensure the leverage of institutional curriculum support to institution based educators. Ensure the functionality and performance of learning institutions. Render institutional management and development support to learning institutions. Ensure the implementation of literacy and skills development programmes/projects and the rendering of support to Abet Centres. Administer sport development programmes. Administer the National School Nutrition program. Ensure a supportive environment that will improve employee wellness in the workplace. Co-ordinate and monitor LAIP activities. Co-ordinate and facilitate the implementation of an inclusive education system.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No.CES/TSW/01**

**ANNEXURE Z**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: Ngaka Modiri Modiri** |
| **Sub District** | **: Tswaing** |
| **Division** | **: Institutional Curriculum Support Services GET BAND** |
| **Sub-Division** | **: Foundation Phase Gr R-3 GET (English Fal)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 774110** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in Foundation field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/TSW/01**

**ANNEXURE AA**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: Ngaka Modiri Molema** |
| **Sub District** | **: Tswaing** |
| **Division** | **: Institutional Curriculum Support Services FET BAND** |
| **Sub-Division** | **: Senior Secondary Phase Gr 10-12 FET (History)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 774140** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in FET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/TSW/02**

**ANNEXURE AB**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: Ngaka Modiri Molema** |
| **Sub District** | **: Mahikeng** |
| **Division** | **: Institutional Curriculum Support Services GET BAND** |
| **Sub-Division** | **: Intermediate & Senior Phase Gr 4-9 GET (Creative Arts)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 776120** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in GET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/MAH/01**

**ANNEXURE AC**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: NMM** |
| **Sub District** | **: Mahikeng** |
| **Division** | **: Ordinary Public Institutional Support Services** |
| **Rank** | **: Senior Education Specialist** |
| **Work Station** | **: Education Development & Support Centre (Matshepe EDCS Centre)** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 776410** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in collaborating training and development to community and education system. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide accredited pre- and in-service training courses, Seminars, Conferences, Subject committee Meetings/workshops/lectures, clusters meetings, Professional development of teachers, School management and governance development programmes, Adult and youth literacy programmes, HIV and AIDS programmme, Human Rights, Gender Race, and Value programmes, IT literacy programmes etc.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/MAH/02**

## ANNEXURE AD
## DEPUTY CHIEF EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: NMM** |
| **Sub District** | **: Mahikeng** |
| **Division** | **: Ordinary Public Institutional Support Services** |
| **Rank** | **: Circuit manager** |
| **Salary Code** | **: 147** |
| **Salary Notch** | **: R482 706** |
| **Component** | **: 776400** |

**Requirements:** A recognized three year teacher's qualification (REQV 13), and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Eight (8) years actual teaching and appropriate experience in effective functionality and performance of public institutions and IQMS. In-depth knowledge of the Acts, regulations, prescripts and relevant policies.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Analyse and identify professionals, educational and resources (Physical, financial, human and other) needs of learning institutions. Facilitate the provisioning of resources required. Monitor and ensure the implementation of national/provincial institutional policies as specified by the SASA and/or other legislation/ policy directives e.g admission policy, code of conduct, IQMS, PMDS etc. Liase/communicate with relevant stake-holders such as principals, staff, parents, SGB's, trade unions etc. Provide support in respect of the establishment of school developmental plans etc. Ensure the optimal utilization of resources via the establishment of timetables in accordance with the prescribed workloads, job description, work plans, attendance registers etc. Ensure the maintenance of discipline pertaining to learners and educators. Maintain a database of institutions and staff. Facilitate and co-ordinate the implementation of IQMS pertaining to institution based Cs Educators in the circuit.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)** **Post No. CM/MAH/01**

## ANNEXURE AE
## CHIEF EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: Bojanala Platinum** |
| **Sub District** | **: Moretele** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R906 282 (All Inclusive Package)** |
| **Component** | **: 746000** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual teaching and appropriate experience with regard to coordination and assurance of the effective and efficient service delivery to learning institutions. In-depth knowledge of the Acts, Regulations, Prescripts and relevant Policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Ensure the leverage of institutional curriculum support to institution based educators. Ensure the functionality and performance of learning institutions. Render institutional management and development support to learning institutions. Ensure the implementation of literacy and skills development programmes/projects and the rendering of support to Abet Centres. Administer sport development programmes. Administer the National School Nutrition program. Ensure a supportive environment that will improve employee wellness in the workplace. Co-ordinate and monitor LAIP activities. Co-ordinate and facilitate the implementation of an inclusive education system.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)** **Post No. CES/MOR/01**

## ANNEXURE AF
## CHIEF EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: Bojananala Platinum** |
| **Sub District** | **: Moretele** |
| **Division** | **: Institutional Management and Development Support Services** |
| **Rank** | **: Deputy Chief Education Specialist (EMDG)** |
| **Salary Code** | **: 147** |
| **Salary Notch** | **: R482 706** |
| **Component** | **: 746200** |

**Requirements:** A recognized three year teacher's qualification (REQV 13), and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Eight (8) years actual teaching and appropriate experience in EMDG. In-depth knowledge of the Acts, regulations, prescripts and relevant policies.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Ensure the effective functioning of SMT's. Ensure the effective functioning of SGB's. Ensure the effective functioning of RCL &TLO's.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. DCES/EMDG/01**

## ANNEXURE AG
## DEPUTY CHIEF EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: Bojananala Platinum** |
| **Sub District** | **: Moretele** |
| **Division** | **: Ordinary Public Institutional Support Services** |
| **Rank** | **: Senior Education Specialist (IQMS)** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 746400** |

**Requirements:** A recognized three year teacher's qualification (REQV 13), and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in IQMS. In-depth knowledge of the Acts, regulations, prescripts and relevant policies.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Co-ordinate teacher development, world teacher`s day and teacher`s awards. Monitor implementation of IQMS of educators in the sub-district. Co-ordinate PMDS within the sub-district.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/MOR/01**

**ANNEXURE AH**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: Bojanala Platinum** |
| **Sub District** | **: Moretele** |
| **Division** | **: Institutional Curriculum Support Services FET BAND** |
| **Sub-Division** | **: Senior Secondary Phase Gr 10-12 FET (Life Skills)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 746140** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in FET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.
**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/MOR/02**

**ANNEXURE AI**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: Bojanala Platinum** |
| **Sub District** | **: Moretele** |
| **Division** | **: Institutional Curriculum Support Services FET BAND** |
| **Sub-Division** | **: Senior Secondary Phase Gr 10-12 (History)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 746140** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in FET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/MOR/03**

**ANNEXURE AJ**
**SENIOR EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: Bojanala Platinum** |
| **Sub District** | **: Moretele** |
| **Division** | **: Institutional Curriculum Support Services FET BAND** |
| **Sub-Division** | **: Senior Secondary Phase Gr 10-12 (Business Studies & Economics)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 746140** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in FET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/MOR/04**

**ANNEXURE AK**
**DEPUTY CHIEF EDUCATION SPECIALIST**
**JOB PROFILE**

| | |
|---|---|
| **District** | **: Bojanala Platinum** |
| **Sub District** | **: Moses Kotane** |
| **Rank** | **: Chief Education Specialist** |
| **Salary Code** | **: 017** |
| **Salary Notch** | **: R906 282 (All Inclusive Package)** |
| **Component** | **: 756000** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Ten (10) years actual teaching and appropriate experience in co-ordination and ensure the effective and efficient delivery of services to learning institutions. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Ensure the leverage of institutional curriculum support to institution based educators. Ensure the functionality and performance of learning institutions. Render institutional management and development support to learning institutions. Ensure the implementation of literacy and skills development programmes/projects and the rendering of support to Abet Centres. Administer sport development programmes. Administer the National School Nutrition program. Ensure a supportive environment that will improve employee wellness in the workplace. Co-ordinate and monitor LAIP activities. Co-ordinate and facilitate the implementation of an inclusive education system.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. CES/MK/01**

## ANNEXURE AL
## SENIOR EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: Bojanala Platinum** |
| **Sub District** | **: Moses Kotane** |
| **Division** | **: Institutional Curriculum Support Services GET BAND** |
| **Sub-Division** | **: Intermediate & Senior Phase Gr 4-9 GET (creative Arts)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 755120** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in GET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/MK/01**

## ANNEXURE AM
## SENIOR EDUCATION SPECIALIST
## JOB PROFILE

| | |
|---|---|
| **District** | **: Bojanala Platinum** |
| **Sub District** | **: Moses Kotane** |
| **Division** | **: Institutional Curriculum Support Services GET BAND** |
| **Sub-Division** | **: Intermediate & Senior Phase Gr 4-9 GET (Consumer Studies)** |
| **Rank** | **: Senior Education Specialist** |
| **Salary Code** | **: 126** |
| **Salary Notch** | **: R414 003** |
| **Component** | **: 755120** |

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in GET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/MK/02**