

Director: Institutional Development Services Directorate: Institutional Development Services All-inclusive remuneration package: R1 057 326 per annum (SL13) • Ref No: K32553/1 • Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Education Management or equivalent • 5 years' experience at a middle/senior managerial level in the spheres of Education management, including but limited to: - Public learning institution policy • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

Expert knowledge of: • The legislative and regulatory environment informing education • Working knowledge of systems relating to public learning institutions • Proven computer literacy, including advanced MSWord, MSExcel and MSPowerpoint.

Core management competencies: • Strategic capability and leadership • Financial management • People management and empowerment • Communication skills • Client orientation and customer focus • Proven management skills and a track record in the preparation, implementation and management of operational and financial plans and projects • The ability to design and implement internal systems and controls to ensure sound institutional administration, management, governance and support • Proven report writing and presentation skills.

Key performance areas include, inter alia: • Ensure sound institutional management, development and governance practices • Ensure institutional policy formulation and implementation • Ensure development of institutional norms and standards • Directorate administration, management and control.

Enquiries: Dr S H Mvula, tel. (018) 388 3411

Director: Organisational Development (OD) and Human Resource (HR) Planning

Directorate: Organisational Development (OD) and Human Resource (HR) Planning
Salary: R1 057 326 per annum, All-inclusive remuneration package (SL 13)
• Ref No: K32553/2 • Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Management Services/Organisation and Workstudy/Production Management/Operations Management or equivalent • 5 years' experience at middle/senior managerial level in spheres of Organisational Development including design, operations and change management as well as Human Resource Planning • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

Expert knowledge of: • The legislative and regulatory environment and regulatory environment informing Human Resource Management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Intimate knowledge of the IT systems including PERSAL, EVALUATE, OrgPlus, Visio Expert knowledge of organisational development practices including design, operations and change management as well as Human Resource Planning.

Core management competencies: • Proven management skills related to the preparation implementation and management of the strategic, operational and financial plans and projects • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Proven report-writing and presentation skills • Proven computer literacy, including MS Word, MSExcel and MSPowerPoint.

Key performance areas include, inter alia: • Manage Organisational Design and Job Evaluation • Manage Change Management services • Manage Human Resource Planning • Directorate administration, management and control.

Enquiries: Mr M M Keetile, tel. (018) 388 3426/27

Director: Security, Records Management and Auxiliary Services Directorate: Security, Records Management and Auxiliary Services Salary: R1 057 326 per annum, All-inclusive remuneration package (SL 13) • Ref no: K32553/3 • Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Information Security Management or equivalent • 5 years' experience at middle/senior managerial level in the following security management spheres: - Risk management • Physical security • IT security • Personnel security • Information and communication security • A valid "top secret" security clearance • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

Expert knowledge of: • Extensive knowledge and understanding of the Minimum Information Security Standards and other relevant governmental legislative prescriptions (e.g Criminal Procedures Act, Protection of Information Act, Promotion to Access to Information Act) • Ability to liaise effectively with private and state law enforcement agencies • Experience in identifying, developing and managing sources of information and evidence.

Core management competencies: • Proven management skills related to the preparation implementation and management of the strategic, operational and financial plans and projects • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Proven report-writing and presentation skills • Proven computer literacy, including MS Word, MSExcel and MSPowerPoint.

Key performance areas include, inter alia: • Manage the development and implementation of Security strategy • Manage the implementation of Security policy • Ensure Security management • Records management, archiving and Auxiliary services.

Enquiries: Ms P K Rasetshwane, tel. (018) 388 4115

General Instructions

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of these posts.

Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications. Correctly completed and signed applications must be submitted on the Z83 Form, obtainable from any Public Service Department and be accompanied by certified copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees). Please note: It is a responsibility of a person in possession of a foreign qualification to furnish the Department with an evaluation certificate from South African Qualifications Authority (SAQA) Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiries person to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful.

The Department reserves the right not to make any appointments to the advertised post.

Applications should be forwarded to the The Superintendent-General, Department of Education, Private Bag X2044, Mmabatho, 2735, for attention: Sub-Directorate: HRM – Recruitment Section, Auxiliary Services Building (Alternatively Submitted At The Main Gate - Old Mmabatho High Hostels), Chief Albert Luthuli Drive. Contact Numbers for further assistance: tel. (018) 388 4011/4016/2088/2165

Closing date: 19th March 2021

(Posted applications must have reached the Department by 16:30 on this date, otherwise they will not be considered).



education

Lefapha la Thuto la Bokone Bophirima
Noordwes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE