



## Education and Sport Development

Department of Education and Sport Development  
Departement van Onderwys en Sport Ontwikkeling  
Lefapha la Thuto le Tlhabololo ya Metshameko

**NORTH WEST PROVINCE**

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### **CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES**

**Reference:** Filling of Posts  
**Enquiries:** Mr L Abrahams  
**Telephone:** (018) 388 4016  
**Date:** 30<sup>th</sup> January 2018

**TO:** Deputy Director- Generals  
Executive Managers  
Directors  
Deputy Directors  
Assistant Directors  
Area Office Managers  
Principals/Heads of Learning Institutions  
All Employees



#### **DEPARTMENTAL PUBLIC SERVICE ACT (PSA) STAFF VACANCY CIRCULAR NO.2 OF 2018**

1. Attached hereto is a copy of an advertisement of PSA posts within the department.
2. The contents of this Circular must be brought to the attention of all employees.
3. Direction to candidates
  - (a) Separate application form Z83 must be duly completed for each post,
  - (b) An application form must be accompanied by a comprehensive Curriculum Vitae, certified copies of qualifications, identity document and driver's license,
  - (c) The post number must be quoted on each 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 destination after the closing date will not be considered, and
  - (f) An envelope containing application forms must be forwarded to the relevant Office as indicated in the advertisement.
4. The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply.
5. The Department reserves the right not to make any appointments to the advertised posts.
6. Due to large number of applications we envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiry persons to check your application. If you do not receive any response from us within 90 days from the closing date, please accept that your application was unsuccessful.



**DEPARTMENTAL PUBLIC SERVICE ACT (PSA) STAFF VACANCY CIRCULAR NO.2 OF 2018**

1. **Closing Date: 9<sup>th</sup> FEBRUARY 2018** (posted applications must have reached the by 16:30 on this date, otherwise they will not be considered).



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**MS S M SEMASWE**  
**ACTING SUPERINTENDENT GENERAL**

**Deputy Director: Recreation**  
**Sub-directorate: Recreation Programmes**  
**All-inclusive remuneration package: R 657 558 per annum (SL11)**  
**• (Ref. K29024/01)**  
**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Sport Management/Administration • Ten (10) years' related experience in the spheres of Sport and Recreation of which five (5) years should be at junior managerial level • Valid driver's licence • **Knowledge:** • Expert knowledge of the legislative framework informing sport and recreation • Working knowledge of systems relating to sport and event management.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Ability to design and implement internal systems and controls to ensure sound office administration, management, governance and support • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Recreation programmes • Recreation policies, regulations and guidelines implementation • Sub-directorate administration, management and control.

**Enquiries:** Mr L E Molala, tel. (018) 388 - 2780/81

**Deputy: Recreation Development**  
**Sub-directorate: Recreation Development**  
**All-inclusive remuneration package: R 657 558 per annum (SL11)**  
**• (Ref. K29024/02)**  
**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Sport Management/Administration • Ten (10) years' related experience in the spheres of Sport and Recreation of which five (5) years should be at junior managerial level • Valid driver's licence • **Knowledge:** • Expert knowledge of the legislative framework informing sport and recreation • Working knowledge of systems relating to sport and event management.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in

English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Recreation development • Recreation support • Recreation structures • Recreation policies, regulations and guidelines implementation • Sub-directorate administration, management and control.

**Enquiries:** Mr L E Molala, tel. (018) 388 - 2780/81

**Deputy: Community Sport**

**Sub-directorate: Community Sport**

**All-inclusive remuneration package: R 657 558 per annum (SL11)**

**• (Ref. K29024/03)**

**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Sport Management/Administration • Ten (10) years' related experience in the spheres of Sport Management/Administration of which five (5) years should be at junior managerial level • Valid Code B driver's licence • **Knowledge:** • Expert knowledge of the legislative framework informing sport and recreation • Working knowledge of systems relating to sport and event management.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Proven project and event management skills • Managing interpersonal conflict and resolving problems • Planning and organising • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Sport programmes • Sport structures/ clubs • Provincial Sport Council Support • Sub-directorate administration, management and control.

**Enquiries:** Dr V S Mogajane, tel. (018) 388 – 2907

**Deputy Director: HRM**

**District: Ngaka Modiri Molema District Services**

**All-inclusive remuneration package: R 657 558 per annum (SL11)**

**• (Ref. K29024/04)**

**Mahikeng**

**Requirements:** • Appropriate tertiary qualification in Human Resource Management/Administration • Ten (10) years' experience in the spheres of Human Resource Management and Administration of which five (5) years should be at junior managerial level • Valid driver's licence • **Knowledge:** • Expert knowledge of public sector and its regulatory and legislative framework • Public sector management reporting requirements • Expert knowledge of the IT systems associated with human resource management and administration and PERSAL • Financial planning and human resource management principles, methodologies and procedures.

**Competencies and skills:** • Proven report writing and presentation skills • Ability to design and implement internal systems, policies and controls sound management • Proven management skills and a track record in the preparation, implementation and management of operational and financial plans and budget • Proven interpersonal skills and good verbal and written communication in English

(communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Human resource management and development • Performance, Wellness and Safety Management • Labour Relations • Sub-directorate administration, management and control

**Enquiries:** Mr B E Monale, tel. (018) 388 -1964

**Deputy: Sport and Recreation**

**Sub-directorate: Sport and Recreation**

**District: Ngaka Modiri Molema District Services**

**All-inclusive remuneration package: R 657 558 per annum (SL11)**

**• (Ref. K29024/05)**

**Mahikeng**

**Requirements:** • Appropriate tertiary qualification in Sport Management/Administration • Ten (10) years' related experience in the spheres of Sport Management/Administration of which five (5) years should be at junior managerial level • Valid driver's licence • **Knowledge:** • Expert knowledge of the legislative framework informing sport and recreation • Working knowledge of systems relating to sport and event management.

**Competencies and skills:** • Proven report-writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Proven project and event management skills • Managing interpersonal conflict and resolving problems • Planning and organising • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • School enrichment programme • Community sport and recreation

• Facility infrastructure planning and maintenance • Sub-directorate administration, management and control.

**Enquiries:** Mr L E Molala, tel. (018) 388 - 2780/81

**Deputy Director: PMDS**

**Sub-Directorate: Performance Management Services (PSA Staff)**

**All-inclusive remuneration package: R 657 558 per annum (SL11)**

**• (Ref. K29024/06)**

**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Human Resource Management/Administration with ten (10) years' related experience in the spheres of Human Resource Management (PMDS) with five (5) years experience at junior managerial level • Valid driver's licence • **Knowledge:** • Expert knowledge of the legislative 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 • Public sector management reporting requirements • Expert knowledge of the IT systems associated with human resource management and administration (PERSAL).

**Competencies and skills:** • Proven report-writing and presentation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and

responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Performance Management and Development (Public Service Act Staff)

• Monitor and evaluate implementation of Performance Management System • Subordinate supervision and management.

**Enquiries:** Mr M M Keetile, tel. (018) 388 - 3426/7

### **Deputy Director: Change Management**

#### **Sub-Directorate: Change Management**

**All-inclusive remuneration package: R 657 558 per annum (SL11)**

• (Ref. K29024/07)

#### **Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Industrial Psychology/Organisational Development • Ten (10) years' experience in the spheres Change Management/Batho Pele Programmes with five (5) years at junior managerial level • Valid driver's licence • **Knowledge:** • Expert knowledge of the legislative 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 • Expert knowledge of Change Management and Interventions.

**Competencies and skills:** • Proven report writing and presentation skills • Strong project management skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Change management strategies and interventions • Organisational Culture • Batho Pele programmes and interventions • Subordinate supervision and management.

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

### **Deputy Director: Budget Planning**

#### **Sub-Directorate: Budget Planning, Management and Support Services**

**All-inclusive remuneration package: R 657 558 per annum (SL11)**

• (Ref. K29024/08)

#### **Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Financial/Business Management/Administration/Accounting • Ten (10) years' related experience in financial management and/or budget and financial planning of which five (5) years should be at junior management level • Valid driver's licence • **Knowledge:** • The Public Sector and its financial management regulatory and legislative framework • Financial planning principles, methodologies and procedures • Public Sector financial management and budgeting reporting requirements • BAS financial management and PERSAL systems.

**Competencies and skills:** • Proven report-writing and presentation skills • Proven management skills and a track record in the preparation, implementation and

management of financial plans and budget • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Corporate budget compilation, coordination and control • Financial analysis and information management • Budgetary support • Sub-Directorate administration, management and control.

**Enquiries:** Mr X Z Mtila, tel. (018) 388 – 3889

**Deputy Director: Internal Audit  
Directorate: Internal Audit Services**

**All-inclusive remuneration package: R 657 558 per annum (SL11)**

**• (Ref. K29024/09)**

**Mmabatho**

**Requirements** • Appropriate tertiary qualification in Auditing and Accounting • Ten (10) years' related experience in the following internal audit aspects • Internal audit and control, Accounting, Computer Auditing, Risk Management of which five (5) years should be at junior management level • A valid driver's licence •

**Knowledge:** • The Public Sector and its financial management regulatory and legislative framework • Expert knowledge of and experience in Internal audit techniques and application • Financial audit principles and their application • Internal audit standards and methodology • The legislative prescripts governing the Public Service as well as all administrative processes and procedures.

**Competencies and skills:** • Proven report-writing and presentation skills • High level of integrity due to the confidential nature of the information being processed • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Ability to analyse processes and situations • High level of integrity due to the confidential nature of the information being processed

• Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel, PowerPoint, Teammate and ACL.

**Key performance areas, inter alia, include:** • Audit Departmental Risk Management strategies • Audit planning

• Performing audit function • Subordinate supervision and management.

**Enquiries:** Ms M J Phuti, tel. (018) 388 – 2103

**Deputy Director: Monitoring and Evaluation  
Directorate: Strategic Planning Services**

**All-inclusive remuneration package: R 657 558 per annum (SL11)**

**• (Ref. K29024/10)**

**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Public Management/Administration related field • Ten (10) years' related experience in strategic planning field of which five (5) years should be at junior management level • Valid driver's licence •

**Knowledge:** • Understanding of the legislative prescripts governing the public service as well as administrative processes, procedures and

strategies • Strategic planning, policy management and integrated planning • Monitoring and evaluation • Political mandate with respect to Education • Statistical analysis and forecasting • Financial administration.

**Competencies and skills:** • Proven report-writing and presentation skills • Proven management skills and a track record in the preparation, implementation and management of financial plans and budget • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Monitoring and evaluation in line with the Government-Wide M&E Policy Frameworks Develop monitoring and reporting tools • Manage and coordinate the submission of quarterly reports • Liaise with Auditor General on audit of predetermined objectives and respond to audit exceptions • Subordinate supervision and management.

**Enquiries:** Ms P K Rasetshwane, tel. (018) 388 – 2114

**Deputy Director: Property Management  
Sub-Directorate: Property Management**

**All-inclusive remuneration package: R 657 558 per annum (SL11)**

**• (Ref. K29024/11)**

**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Building/Built environment • Ten (10) years' related experience in property management/physical resources/facilities management environment which five (5) years should be at junior management level • Valid driver's licence. **Knowledge:** • The Public Finance Management Act and Treasury Regulations • Supply Chain Management Regulations • Occupational Health and Safety Act • National Building Regulations • The application of workmanship norms and standards • Safety procedures and best practices • The renovation of old and existing structures • The use of machinery, tools and equipment • Building construction • Property management.

**Competencies and skills:** • Proven report-writing and presentation skills • Proven management skills and a track record in the preparation, implementation and management of financial plans and budget • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint. • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Contracts and lease management • Utility management • Acquisitions and disposals • Subordinate supervision and management.

**Enquiries:** Mr N D Sefanyetso, tel. (018) 389 – 8063

**Assistant Director: Recreation**  
**Sub-directorate: Recreation Programmes**  
**Basic salary: R334 545 per annum (SL9) • (Ref.K29024/12)**  
**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Sport Management/Administration • Five (5) to ten (10) years' related experience in the spheres of Sport Management/Administration with at least three (3) years in a supervisory capacity • Valid driver's licence • **Knowledge:** • Expert knowledge of the legislative framework informing sport and recreation • Working knowledge of systems relating to sport and event management.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Recreation programmes • Recreation policies, regulations and guidelines implementation.

**Enquiries:** Mr L E Molala, tel. (018) 388 2780/81

**Assistant Director: Community Sport**  
**Sub-directorate: Community Sport**  
**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/13)**  
**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Sport Management/Administration • Five (5) to ten (10) years' related experience in the spheres of Sport Management/Administration with at least 3 years in a supervisory capacity • Valid Code B driver's licence • **Knowledge:** • Expert knowledge of the legislative framework informing sport environment • Working knowledge of systems relating to sport and event management.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Proven project and event management skills • Managing interpersonal conflict and resolving problems • Planning and organising • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Sport programmes • Sport structures/ clubs • Provincial Sport Council Support.

**Enquiries:** Dr V S Mogajane, tel. (018) 388 – 2907

**Assistant Director: Paysheet Control and Financial Registry**  
**Division: Salary Paysheet Control and Financial Registry**  
**Basic salary: R334 545 per annum (SL9) • (Ref.K29024/14)**  
**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Financial Management and Accounting • Five (5) to ten (10) years' related experience in financial administration with at least three (3) years in a supervisory capacity • Valid driver's licence • **Knowledge:** • The Public Sector and its financial management regulatory and legislative framework • Salary and payroll management, administration •



Public Sector Financial Management and financial reporting requirements • The WALKER financial and PERSAL systems.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Payroll control • Financial registry management • Subordinate supervision.

**Enquiries:** Mr A Suliman, tel. (018) 388 – 4217

**Assistant Director: Systems Administration**  
**Sub-Directorate: Systems Administration and Certification**  
**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/15)**  
**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Information Technology • Five (5) to ten (10) years' related experience in Information Technology (preferably in Education Sector) with at least three (3) years in a supervisory capacity • Valid driver's licence • **Knowledge:** • Operational knowledge of the legislative and regulative environment informing General and Further Education and Training Certificates and Information Technology • Operational knowledge of systems relating to GETC and FETC results processing.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Manage and maintain the computerised examination system

• Management and monitoring of FETC/and GETC examination irregularities • Examination certification • Subordinate supervision and management.

**Enquiries:** Mr R D Moroeng, tel. (018) 384 – 8095

**Assistant Director: Certification**  
**Sub-Directorate: Systems Administration and Certification**  
**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/16)**  
**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Public Administration/Management • Five (5) to ten (10) years' related experience in Education Sector - Certification with at least three (3) years in a supervisory capacity • A valid driver's licence • **Knowledge:** • Operational knowledge of the legislative and regulative environment informing examination and Certification process NSC, AET and SC • Operational knowledge of the legislative and Umalusi resulting procedure.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving

problems • Planning and organising • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Manage and maintain the computerised examination system • Processing examination results and generation of certificates • Managing and monitoring examination related queries • Subordinate supervision and management of the unit.

**Enquiries:** Mr R D Moroeng, tel. (018) 384 8095.

**Assistant Director: Change Management**

**Sub-Directorate: Change Management**

**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/17)**

**Mmabatho**

**Requirements:** • Appropriate tertiary qualification in Industrial Psychology/Organisational Development with five (5) to ten (10) years related experience in the spheres of Change Management/Batho Pele Programmes of which three (3) years should be of supervisory capacity • Valid driver's licence •

**Knowledge:** • Expert knowledge of the legislative 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 • Expert knowledge of Change Management and Interventions.

**Competencies and skills:** • Proven report writing and presentation skills • Strong project management skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Change management strategies and interventions • Organisational Culture • Batho Pele programmes and interventions • Subordinate supervision and management.

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

**Assistant HR Manager**

**District: Ngaka Modiri Molema District Services:**

**Division: Human Resource Administration Administration Services**

**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/18)**

**Mahikeng**

**Requirements:** • Appropriate tertiary qualification in Human Resource Management / Administration with five (5) to ten (10) years in the sphere of Human Resource Management and Administration of which three (3) years should be of supervisory capacity • Valid Code B driver's licence • **Knowledge:** • Intimate knowledge of legislative 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 and the Employment of Educators Act, 1998 • Expert knowledge of the IT associated with human resource management and administration (PERSAL).

**Competencies and skills:** • Proven report writing and presentation skills • Project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Employment practices • Human Resource information • Human Resource provisioning [Institution Based CS and Non CS Educators] • Human Resource utilisation [Institution Based CS and Non CS Educators • Conditions of Service [Institution Based CS and Non CS Educators •] Subordinate supervision and management.

**Enquiries:** Ms L G Tsotetsi, tel. (018) 388 – 3100

**Assistant HR Manager**

**District: Bojanala District Services:**

**Division: Performance, Wellness and Safety Management**

**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/19)**

**Rustenburg**

**Requirements:** • Appropriate tertiary qualification in Human Resource Management and/or Development with five (5) to ten (10) years in the sphere of Human Resource Management of which three (3) years should be of supervisory capacity • Valid Code B driver's licence • **Knowledge:** • Intimate knowledge of legislative 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 and the Employment of Educators Act, 1998 • Expert knowledge of the IT associated with human resource management and administration (PERSAL).

**Competencies and skills:** • Proven report writing and presentation skills • Project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Performance Management • Human resource information • Employee health and safety services • Human Resource Development • Subordinate supervision and management.

**Enquiries:** Mr J M Mogatusi, tel. (014) 597 – 8720

**Assistant HR Manager**

**District: Dr Ruth Segomotsi Mompati District Services:**

**Division: Performance, Wellness and Safety Management**

**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/20)**

**Vryburg**

**Requirements:** • Appropriate tertiary qualification in Human Resource Management and/or Development with five (5) to ten (10) years in the sphere of Human Resource Management of which three (3) years should be of supervisory

capacity • Valid Code B driver's licence • **Knowledge:** • Intimate knowledge of legislative 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 and the Employment of Educators Act, 1998 • Expert knowledge of the IT associated with human resource management and administration (PERSAL).

**Competencies and skills:** • Proven report writing and presentation skills • Project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Performance Management • Human resource information • Employee health and safety services • Human Resource Development • Subordinate supervision and management.

**Enquiries:** Ms M A Monareng, tel. (053) 928 - 0269/70

#### **Assistant Director: Budget**

**Sub-directorate: Budget Planning, Management and Support**

**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/21)**

**Mmabatho**

**Requirements:** Appropriate tertiary qualification in Financial Management/Accounting • Five (5) to ten (10) years' related experience in Financial Management or Budgeting and Financial Planning with at least three (3) years in a supervisory capacity • A valid driver's licence • **Knowledge:** • The Public Sector and its financial management regulatory and legislative framework • Financial planning principles, methodologies and procedures • Public Sector financial management and budgeting requirements • WALKER financial management and PERSAL systems.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Proven project and event management skills • Managing interpersonal conflict and resolving problems • Planning and organising • Ability to design and implement internal systems and controls to ensure sound budgetary management • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Corporate budget compilation, coordination and control • Financial analysis and information management • Budget support • Subordinate management and control.

**Enquiries:** Mr X Z Mtila, tel. (018) 388 - 3889

#### **Assistant Director: Budget**

**Sub-directorate: School funding and monitoring Services**

**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/22)**

**Mmabatho**

**Requirements:** Appropriate tertiary qualification in Financial Management/Accounting • Five (5) to ten (10) years' related experience in Financial Management or Budgeting and Financial Planning with at least three (3) years in a supervisory capacity • A valid driver's licence • **Knowledge:** • The Public Sector

and its financial management regulatory and legislative framework • Financial planning principles, methodologies and procedures • Public Sector financial management and budgeting requirements • WALKER financial management and PERSAL systems.

**Competencies and skills:** • Proven report writing, presentation and facilitation skills • Proven interpersonal skills and good verbal and written communication in English (communication and information management) • Customer focus and responsiveness • Developing others • Proven project and event management skills • Managing interpersonal conflict and resolving problems • Planning and organising • Ability to design and implement internal systems and controls to ensure sound budgetary management • Proven project and event management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint.

**Key performance areas, inter alia, include:** • Institutional budget compilation, coordination and control • Financial analysis and information management • Institutional financial support and capacitation • Subordinate management and control.

**Enquiries:** Mr X Z Mtila, tel. (018) 388 - 3889

**Assistant Director: Peer Education Coordinator (12 months contract)**

**Sub-directorate: HIV and AIDS School Programme**

**Basic salary: R334 545 per annum (SL9) • (Ref. K29024/23)**

**Mmabatho**

**Requirements:** Appropriate tertiary qualification in Social Science, Public Relations/Youth Development • Five (5) to ten (10) years' related experience in the implementation of Peer Education Programme • A valid driver's licence • Project Management will be an added advantage • **Knowledge:** • In depth knowledge and understanding of all education, policies and children's Act issues • Knowledge of Sexual Reproductive Health and youth development framework • Knowledge of Sexual Reproductive Health and youth development framework.

**Competencies and skills:** • Effective communication skills (written and verbal) Writing and report skills • Facilitation and presentation skills • Planning and organising skills • Project management • Interact professionally and effectively with stakeholders • Time management • Willingness to work irregular/ extended hours • Computer literacy • Good interpersonal relations • Ability to work independently and as part of the team • Ability and willingness to work under pressured • Be willing to travel extensively.

**Key performance areas, inter alia, include:** • Ensure implementation of and compliance of relevant legislation and policies • Management and facilitation of the Peer Education Programme • Develop and monitor implementation plans • Prepare and present monthly, quarterly and annual reports and the evidence • Support district with regard to peer education implementation • Database management • Network for services required for implementation of Peer Education Programmes • Establish, strengthen and sustain partnership with relevant stakeholders • Conduct situational analyses to inform programme implementation.

**Enquiries:** Ms N M Diale, tel. (018) 388 - 0837

### **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).

**Applications should be forwarded to the Superintendent-General, Department of Education and Sport Development, Private Bag X2044, Mmabatho 2735, for attention:, Chief Directorate: HRM&D Building (Old Taletso Hostels), Office Numbers 177, 746, 747 (Ms N Phakula, Mr T Motsusi, Ms J Setzin) First Floor, Chief Albert Luthuli Drive, Tel. (018) 388-4011/2088/2165.**

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 posts.

**Closing date: 09 February 2018** (posted applications must have reached the by 16:30 on this date, otherwise they will not be considered).