



Education and Sport Development

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

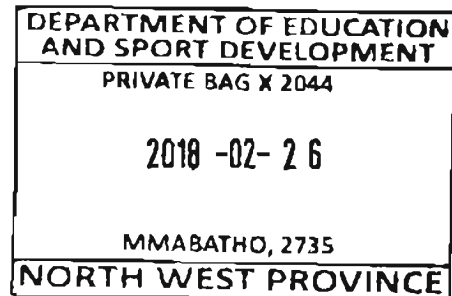
NORTH WEST PROVINCE

Taletso Building,
Chief Directorate: HRM&D
Dr Albert Luthuli Drive, Mmabatho
Private Bag X2044,
Mmabatho 2735
Tel.: (018) 388-3426-7
Fax: (018) 388-1701
e-mail: mkeelile@nwpg.gov.za

CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT SERVICES

Reference: Filling of SMS Posts
Enquiries: Mr L Abrahams
Telephone: (018) 388 4016
Date: 26th February 2018

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

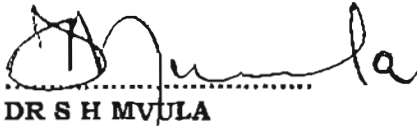


DEPARTMENTAL PUBLIC SERVICE ACT (PSA) STAFF VACANCY CIRCULAR NO.8 OF 2018

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.8 OF 2018

CLOSING DATE: 16 MARCH 2018 (All Applications must have reached the Department by 16:30 pm on this date, otherwise they will not be considered)



**DR S H MVULA
ACTING SUPERINTENDENT GENERAL**

Deputy Director - General

Branch: Institutional Management Governance and Support

Salary: R1 370 973 per annum, All-inclusive remuneration package (SL 15)

Ref. K29187/01

Mmabatho

Requirements: • A postgraduate qualification (NQF level 8) as recognised by SAQA (A Post Graduate qualification in Educational Management/Public Management/Administration) • More than 10 years' extensive experience in any of the following general management spheres, of which 8 years' should have been at Senior Management level: Strategy Management and Education Management • A valid driver's license.

In-depth knowledge of: • The Public Sector and its Regulatory and Legislative Framework • The Education and School Management regulatory and legislative framework • Education management principles, methodology and procedures • The Public Sector management reporting requirements • The management and control dimensions of the WALKER financial management.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management

• People management and empowerment • Communication • Programme and project management • Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects • Problem-solving and analysis skills • Honesty and integrity • The ability to design internal systems and control to ensure sound education governance, management and control • Proven report-writing and presentation skills • Proven computer literacy, including MS Word, Excel and PowerPoint.

Key performance areas include, inter alia: • Strategic management and branch governance and integration • District Institutional Management, Development and Support • District Learner Support • District Institutional Administrative Support.

Enquiries: Ms S M Semaswe, tel. (018) 388-3433

Director: ECD, GFET

Directorate: Early Childhood Development, General And Further Education and Training

Salary: R 948 174 per annum, All-inclusive remuneration package (SL13)

Ref. K29187/02

Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA (Bachelor's degree in Education Management) • More than 10 years' experience in the spheres of Education Management, but not limited to: General education and training, Further education and Training • Continuous assessment • Final assessment • Curriculum development • Early Childhood Development • Barriers to Learning (Learners with Special Education Needs) of which 5 years' should have been at middle Management level • A valid driver's license.

In-depth knowledge: • Expert knowledge of the legislative and regulatory environment informing General and Further Education and Training • Working knowledge of systems relating to GET and FET assessment processes.

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

Key performance areas include, inter alia: • Early Childhood Development (ECD) • Curriculum Development (GET and FET) • Directorate administration, management and control.

Enquiries: Mr M J Ramadie, tel. (018) 397 - 3011

Director: Examinations

Directorate: Examinations Services

Salary: R 948 174 per annum, All-inclusive remuneration package (SL13)

Ref. K29187/03

Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA (Bachelor's degree in Education Management) • More than 10 years' experience in the spheres of Education Management but not limited to: General education and training • Further Education and Training Certificates • School Based Assessment (Continuous assessment) • Final assessment of which 5 years should have been at middle management level • A valid driver's license.

In-depth knowledge: • Expert knowledge of the legislative, policy and regulatory environment informing General and Further Education and Training and Examinations and Assessment • Working knowledge of systems relating to GETC and FETC results processing Examination computer System and certification process for the NSC, SC and AET examinations • Implementation of policy and regulations relating to Examinations.

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

Key performance areas include, inter alia: • Examinations management • GET and FET Examination irregularities • Capacitation programming • Directorate administration management and control Conduct and monitoring in the administering of external examinations and assessment process (marking of external examinations and release of results at Gr 12 and AET L4) • Support, coordinate and monitor SBA marks, Gr. 1 – 12 • Analyse and report on the performance of all learners in all Grades • Manage the IECS.

Enquiries: Ms D E Mohube, tel. (018) 388 – 2481

ERRATUM

Kindly note the post for **Director: Security, Records Management and Auxiliary Services Ref.K29187/04** which was advertised by the Department on the 25th February 2018 is being withdrawn.

The Department would like to apologise for the inconvenience caused.

District Director

Ngaka Modiri Molema District Services

Salary: R 948 174 per annum, All-inclusive remuneration package (SL13)

Ref. K29187/05

Mahikeng

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA (Bachelor's degree in Education/Business Management/Public Administration) • More than 10 years' experience in any or all of the following general management spheres, of which 5 years' must have been at Middle Management level in the spheres of: Education management, Institutional support and Education assessment • A valid driver's license.

In-depth knowledge of: • The Public Sector and its regulatory and legislative framework • Education and school management regulatory and legislative framework • Education management principles, methodologies and procedures • The Public Sector management reporting requirements • The Walker, BAS and PERSAL systems.

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.

Key performance areas, inter alia, include: • District office governance, management and control • Curriculum support and delivery • Institutional administration and support • District learner support services • District HR management services • District financial management • District Corporate support services • District Sport and Recreation • District liaison, collaboration and reporting.

Enquiries: Ms M P Mokhutle, tel. (018) 389 - 8101

GENERAL INSTRUCTIONS

Note the above SMS posts: Short-listed candidates will be subjected to a security clearance and competency test. It will be required of the successful candidate to sign a performance agreement.

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: 16 March 2018 (All Applications must have reached the Department by 16:30 pm on this date, otherwise they will not be considered)