

Department of Education

Director: Infrastructure Programme Delivery

Directorate: Infrastructure Programme Delivery

All-inclusive remuneration package: R1 105 383 per annum (SL13)

• Ref No: K35401/01 • Mmabatho

Requirements: • Appropriate B degree (NQF level 7) in Engineering and/or Building Management • Registered with relevant Engineering or Built Environment Professional Body will serve as an added advantage • Five (5) years' experience at a Middle/Senior Managerial level in the construction and maintenance industry • A valid driver's license.

Expert knowledge: • The Public Sector and its Regulatory framework • The Departments' processes, procedures, initiatives, goals and strategic objectives • Be able to understand and advice on legal and administrative framework of the sector.

Core management competencies: • Public Financial Management, Treasury & DORA Regulations • Supply Chain Management Regulations and Preferential Procurement Act • Occupational Health and Safety Act • National Building Regulations • Construction Industry Development Board Act of 2000 and Regulations • Standard for Infrastructure Delivery Management System • Departmental initiatives and programmes • The application of workmanship norms and standards • Safety procedures and best practices • The use of machinery, tools and equipment • Building construction • Property management • Advanced project management skills • Excellent report writing and written communication skills • Strategic Capability and Leadership • Client Orientation and Customer Focus • Financial Management • People Management and Empowerment • Communication • Proven computer literacy (including advanced MS Word, Excel, Powerpoint and Teams).

Key performance areas include, inter alia: • Provide for unplanned minor maintenance to institutions and offices of the department • Manage and facilitate the implementation of Capital Projects • Monitor management of projects fund (Capital Projects and Maintenance Projects) • Directorate administration, management and control.

Enquiries: Mr M H Mashao, tel. (018) 388 1479

Deputy Chief Education Specialist (South African Sign Language: Grade: 1-12)

Salary/Post Level: SL 10/PL5

Salary Notch: R572 346

Notch Code: 286

Chief Directorate: Curriculum Management

Sub-Directorate: FET curriculum

Division: FET schools

• Ref No: K35401/02 • Workstation: Corporate Centre

Requirements: • National Senior Certificate plus a recognized three (3) or four (4) years' qualification which includes professional teacher education specializing in South African Sign Language (SASL) up to FET level • Registration with SACE as Professional Educator • A valid code B driver's license.

Expert knowledge: • *Eight (8) years' experience in spheres of education management, including, but not limited to management in the following areas:* • Barriers to learning (Learners with Special Education Needs and SASL) • General % Further Education and Training • School Based Assessment • Final assessment • Curriculum development • Expert knowledge of the legislative and regulatory environment informing education • Exceptional knowledge of systems relating to public learning institutions • Experience in research on the latest developments related to curriculum transformation • A good understanding of Matrix management • Knowledge and understating of ICT in Education, as it relates to teaching and learning in the classroom to support SASL • A sound understanding of curriculum transformation issues and the capacity building processed in education • Interpret, analyse and apply current legislation and departmental policies.

Skills and Competencies: • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Proven communication (verbal & writing), report writing and presentation skills • Effective public relations and public speaking skills • Proven project management skills • Proven analytic, organizational and interpersonal and supervisory skills • Attention to details and a high level of accuracy • Time management and able to cope with pressures and setbacks • Monitoring and evaluation • Performance management • Decision making and initiating action • Adhering to principles and values and creating, conceptualising and innovating.

Duties: • *Provide professional leadership through the implementation of systems and structures that allow for effective management of South African Sign Language (SASL) in teaching and learning. These will include the following:* • Conduct regular on-site support visits to schools/offices • Represent the district at provincial and other relevant forums • Co-ordinate and manage national, provincial and district priorities and projects in special school programmes including SASL • Ensure effective and efficient utilisation of resources and information services • Work collaboratively to improve learner performance in special schools • Establish clear channels of communication by liaising with schools • Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies pertaining to SASL • Conduct analysis of data collected in order to inform and improve teaching and learning • Facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility • Any other reasonable function assigned by the employer within the job function • Implement provincial policies in support of the National Curriculum Statements for the GET & FET Band • Provide Curriculum Development Support for the GET & FET Band • Maintain Continuous Assessment norms and standards for the GET & FET Band • Ensure the enhancement and expansion of the capacity of curriculum support teams/teachers at district and circuit offices and in schools • Provide guidance/advice/assistance to curriculum support teams • Monitor and oversee learner performance from school level and offer support from school/Circuit/District levels.

Enquiries: Dr E Mammen, tel.(018) 397 3004

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 this post.

Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications. The applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect 01 January 2021, which must be signed, initialled on every page. The new Z83 Form must be accompanied by a recently updated and Comprehensive/ Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable 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 enquiry persons 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.

Applications should be forwarded to: **The Superintendent-General, Department of Education, Private Bag X2044, Mmabatho, 2735, for attention: Sub-Directorate: HRM – Recruitment Section, alternatively, hand delivered at Block C (Offices C22 – C25) – Old Mmabatho High Hostels, Chief Albert Luthuli Drive. Contact Numbers for further assistance, Tel. (018) 388-2088/2165/3278/4016/4102**

Closing date: 19 May 2023



education

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