

## Deputy Director: HR Management

**All-inclusive remuneration package: R811 560 per annum (SL 11)**

- Ref No: K35681/01 • Dr Ruth Segomotsi Mompoti District - Vryburg
- Ref No. K35681/02 • Ngaka Modiri Molema District - Mahikeng

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Human Resource Management/Administration or equivalent qualification • Three (3) - five (5) years' experience at junior managerial level in Human Resource Management and Administration • A valid driver's license.

**Knowledge of:** • Deep and Broad 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 • Deep and broad knowledge of the IT systems associated with human resource management and administration [PERSAL and WALKER].

**Competencies and skills:** • Proven report-writing and presentation skills • 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, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Manage Human Resource Administration Services • Manage Performance, Wellness and Safety Services • Manage Labour Relations Services • Subordinate supervision and management.

**Enquiries:** Ms MV Dithejane, Tel (053) 928 0294  
Mr SD Ntlabathi , Tel (018) 388 3383

## Deputy Director: Quality of Life

**Directorate: Employee Health and Wellness**

**All-inclusive remuneration package: R811 560 per annum (SL 11)**

- Ref No: K35681/03 • Corporate Centre - Mmabatho

**Minimum qualification and experience:** • Appropriate four (4) year B Degree (NQF Level 7) in Behavioural Sciences Plus registration with the relevant Council or equivalent qualification • Three (3) - five (5) years' experience at junior managerial level in spheres of Health and Wellness • A valid driver's license • A valid driver's license.

**Knowledge of:** • Deep and Broad knowledge of the legislative and regulatory environment informing human resource management and employee health and safety, including, but not limited to:- Labour Relations Act; Basic Conditions of Employment Act; Public Service Act and Regulations; Employment Equity Act; Health and Safety Act • Specialised knowledge of employee health and safety practices • Knowledge of the IT systems associated with human resource management and administration.

**Competencies and skills:** • Proven report-writing and presentation skills • Proven management skills • 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, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Manage the formulation and implementation of Safety, Health, Environment, Risk and Quality (SHERQ) Policy • Facilitate Employee Assistance Service • Facilitate Employee Workplace Safety Service • Subordinate supervision and management.

**Enquiries:** Ms KMM Menong, tel. (018) 388 4172

## Deputy Director: Occupational Health

**All-inclusive remuneration package: R811 560 per annum (SL 11)**

- Ref No: K35681/04 • Corporate Centre - Mmabatho

**Minimum qualification and experience:** • Appropriate four (4) year B Degree (NQF Level 7) in Behavioural and or Health Sciences Plus registration with the relevant Council or equivalent qualification • Three (3) - five (5) years' experience at junior managerial level in spheres of Health and Wellness • A valid driver's license.

**Knowledge of:** • Deep and Broad knowledge of the legislative and regulatory environment informing human resource management and employee health and safety, including, but not limited to: • Labour Relations Act • Basic Conditions of Employment Act • Public Service Act and Regulations • Employment of Educators Act and Regulations • Employment Equity Act; Health and Safety Act • Specialised knowledge of employee health and safety practices • Knowledge of the IT systems associated with human resource management and administration.

**Competencies and skills:** • Proven report-writing and presentation skills • Proven management skills • 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, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Manage Workplace HIV/AIDS & TB Programme • Manage Health and Productivity in the workplace • Facilitate Employee Workplace Safety Service • Manage the establishment of Departmental Occupational Health Policies • Subordinate supervision and management.

**Enquiries:** Ms KMM Menong, tel. (018) 388 4172

## Deputy Director: Transport Management

**All-inclusive remuneration package: R811 560 per annum (SL 11)**

- Ref No: K35681/05 • Corporate Centre - Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Transport and/or Finance /SCM Management • Three (3) - five (5) years' junior management experience in the following government transport management environment: • Vehicle utilisation • Accident management • Vehicle maintenance • Transport administration • A valid driver's license.

**Knowledge of:** • Broad knowledge and understanding of the policies and procedures governing fleet management in the public service sector. The public sector and its regulatory and legislative framework • The WALKER financial management and BAS systems.

**Competencies and skills:** • Excellent administrative skills and a track record in the preparation of strategic documents, presentations, reports and databases • Proven report-writing and presentation skills • Proven management skills • 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, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Manage GG vehicles • Manage Subsidised vehicle scheme • Manage departmental transport budget • Sub Directorate Administration, Management and Control.

**Enquiries:** Mr K B Moepedi, tel. (018) 388 3341

## Deputy Director: Business Information Systems

**All-inclusive remuneration package: R811 560 per annum (SL 11)**

- Ref No: K35681/06 • Corporate Centre - Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/ B Degree (NQF Level 6/7) in Information Technology/ Computer Science • Three (3) - five (5) years' experience at junior managerial level in spheres information technology • A valid driver's license.

**Knowledge of:** • Specialised knowledge on the operation and application of the Microsoft product range • Knowledge of the functioning of the Department of Education and the various components to allow proactive business solutions development.

**Competencies and skills:** • Proven computer systems analysis and the application thereof in the identification, formulation and interpretation of user requirements i a variety of functional areas • Specialised IT research and analysis in order to stay abreast of the dynamic field of information technology • Proven project management and planning experience particularly related to the development of systems and the management and operation of management information systems • Experience in strategy development and the implementation thereof to ensure that the unit attains its annual objectives • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Develop and monitor the implementation of ICT policies, processes and procedures • Establish integrated Departmental Business Information Systems • Develop and maintain web-based information system • Subordinate supervision and management.

**Enquiries:** Mr B Thejane-Ka Mpumelelo, tel. (018) 388 1778

## Deputy Director: Budget Planning, Management and Support

**All-inclusive remuneration package: R 811 560 per annum (SL 11)**

- Ref No: K35681/07 • Corporate Centre - Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Financial/Business Management and /or Administration/Accounting • Three (3) - five (5) years' experience at junior managerial level in the financial management and/or budget and financial planning • A valid driver's license.

**Knowledge of:** • Broad knowledge and understanding of the policies and procedures governing fleet management in the public service sector • The Public Sector and its financial management regulatory and legislative framework • Financial planning principles, methodologies and procedures • The WALKER financial management and PERSAL systems.

**Competencies and skills:** • Proven management skills and a track record in the preparation, implementation and management of financial plans and budgets • Ability to design and implement internal systems and controls to ensure sound budgetary management • Proven report-writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Compile and control Corporate budget • Manage financial analysis and information • Provide budgetary support • Sub Directorate Administration, Management and Control.

**Enquiries:** Mr Z Mtla, tel. (018) 388 3886

## Deputy Director: School Funding and Monitoring

**All-inclusive remuneration package: R 811 560 per annum (SL 11)**

- Ref No: K35681/08 • Corporate Centre - Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Financial/Business Management and /or Administration/Accounting • Three (3) - five (5) years' experience at junior managerial level in the financial management and/or budget and financial planning • A valid driver's license.

**Knowledge of:** • The Public Sector and its financial management regulatory and legislative framework • The Public Sector financial management and budgeting reporting requirements • Financial planning principles, methodologies and procedures • The WALKER financial management and PERSAL systems.

**Competencies and skills:** • Proven management skills and a track record in the preparation, implementation and management of financial plans and budgets • Ability to design and implement internal systems and controls to ensure sound budgetary management • Proven report-writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Compile and monitor institutional budget (school funding) • Provide financial analysis and information • Provide institutional financial support and capacitation • Sub Directorate Administration, Management and Control.

**Enquiries:** Mr Z Mtla, tel. (018) 388 3886

## Deputy Director: Administrative Support and Co-ordination Office of the MEC

**All-inclusive remuneration package: R811 560 per annum (SL 11)**

- Ref No: K35681/09 • Corporate Centre - Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Public Administration/ Managemnet • Three (3) - five (5) years' experience at junior managerial level • A valid driver's license.

**Knowledge of:** • Demonstrative knowledge of Parliamentary procedures and systems • The Public Sector and its regulatory and legislative framework • Working knowledge of the political and parliamentary processes.

**Competencies and skills:** • Proven office administration skills relating to client relations and liaison, meeting co-ordination, function organisation, equipment management, logistical scheduling, filing and record keeping • Proven communication skills both verbal and written • Proven report-writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Manage administrative support and receptionist service • Liaise with internal and external roleplayers with regard to matters relating to Portfolio of the Executive Authority • Render a cabinet/ Executive Council support service to the executive authority • Manage registry services Manage driver and messenger services • Manage logistical support for meetings.

**Enquiries:** Mr TO Keoagile, tel. (018) 388 2558

## Assistant Director: Media Liaison

**Basic salary: R424 104 per annum (SL 09)**

- Ref No: K35681/10 • Corporate Centre: Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree or equivalent (NQF level 6/7) in Communication and/or Journalism • Three (3) years' experience at supervisory level in the communication environment, preferably within government • A valid driver's license.

**Knowledge of:** • Thorough knowledge of Public Sector and its regulatory framework • Knowledge media protocol.

**Competencies and skills:** • Proven experience to conduct verbal exchange of information requiring difficult explanation as well as tact and diplomacy relating to various fields • Proven skills in photography and artistic design • Exceptional communication skills both verbal and written • Ability to relate different matters which have common themes • Ability to interact and liaise with a diverse audience range • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Provide Education related communication • Co-ordinate media Liaison Services • Promote good relations with media • Supervise and manage subordinates.

**Enquiries:** Mr E M Malindi, tel. (018) 388 2106/2126

## Assistant Director: External Communication

**Basic salary: R424 104 per annum (SL 09)**

- Ref No: K35681/11 • Corporate Centre: Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree or equivalent (NQF level 6/7) in Communication/Public Relations • Three (3) years' experience at supervisory level in the communication spheres, preferably within government: - intergovernmental relations, communication liaison • A valid driver's license.

**Knowledge of:** • Proven knowledge of all departmental programmes and initiatives and facilitative forums • Thorough knowledge of Public Sector and its regulatory and legislative framework.

**Competencies and skills:** • Proven experience to conduct verbal exchange of information requiring difficult explanation as well as tact and diplomacy relating to various fields • Good communication skills both verbal and written • Ability to relate different matters which have common themes • Ability to interact and liaise with a diverse audience range • Conduct extensive research and obtain benchmarks of world best practices W.R.T governmental and community liaison • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Maintain the provision of intergovernmental relations • Maintain relationships with key stakeholders in the communities • Monitor relationships and identify intervention strategies • Co-ordinate stakeholder's meetings and Imbizos • Supervise and manage subordinates.

**Enquiries:** Mr EM Malindi, tel. (018) 388 2106/2126

## Chief Language Practitioner

**Basic salary: R424 104 per annum (SL 09)**

- Ref No: K35681/12 • Corporate Centre: Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree or equivalent (NQF level 6/7) in Communication/ Languages • Three (3) years' experience at supervisory level in the language services environment pertaining to: • Translation • Interpretation • Editing • Terminology • Literacy development • A valid driver's license.

**Knowledge of:** • Proven practical knowledge of computer programmes used in the field of languages • Familiarity with the latest language policy development and legislative programmes • Thorough knowledge of Public Sector and its regulatory and legislative framework.

**Competencies and skills:** • Proven experience in translating communicative, technical and literacy text from one language and culture to another • Good communication skills both verbal and written • Extensive language proficiency in Setswana, English and Afrikaans • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Develop Language Policy • Provide document editing and translation • Provide language awareness and advisory services • Supervise and manage subordinates.

**Enquiries:** Mr EM Malindi, Tel. (018) 388 2106/2126

## Assistant Director: Dispute Resolution

**Basic salary: R424 104 per annum (SL 09)**

- Ref No: K35681/13 • Corporate Centre - Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Labour Relations and/or Labour Law • Three (3) years' experience at supervisory level in the field of Labour Relations • A valid driver's license.

**Knowledge of:** • Thorough knowledge of the legislative and regulatory environment informing labour relations, including, but not limited to: Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 • Conditions of service dispensation for Senior Management Services.

**Competencies and skills:** • Proven report-writing and presentation skills • Proven mediation and negotiation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Co-ordinate grievances (Non CS Educators) • Co-ordinate dispute resolution services (Non CS Educators) • Compile trend analysis reports • Monitor case database • Supervise and manage subordinates.

**Enquiries:** Mr SS Ramong, tel. (018) 388 3384

## Assistant Director: Conduct Management

**Basic salary: R424 104 per annum (SL 09)**

- Ref No: K35681/14 • Corporate Centre - Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Labour Relations and/or Labour Law • Three (3) years' experience at supervisory level in the field of Labour Relations • A valid driver's license.

**Knowledge of:** • Thorough knowledge of the legislative and regulatory environment informing labour relations, including, but not limited to: Disciplinary, Grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 • Conditions of service dispensation for Senior Management Services.

**Competencies and skills:** • Proven report-writing and presentation skills • Proven mediation and negotiation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Monitor conduct management (Non CS Educators) • Compile trend analysis reports • Monitor case database • Monitor development of procedure manuals, guidelines and referral systems • Supervise and manage subordinates.

**Enquiries:** Mr SS Ramong, tel. (018) 388 3384



**education**

Department:  
Education  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA



## Assistant Director: (HRD) Sub-Directorate: Training and Development Services (PSA Staff)

**Basic salary: R424 104 per annum (SL 09)**

**Ref No: K35681/15 • Corporate Centre - Mmabatho**

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Human Resource Development • Three (3) years' experience at supervisory level in spheres of human resource development (HRD) • A valid driver's licence.

**Knowledge of:** • Thorough knowledge of the legislative and regulatory environment informing human resource development including, but not limited to: • Procedures applicable to employees employed in terms of the Public Service Act, 1994 • Requirements of Skills Development Act, 1998 • Performance measurement and management.

**Competencies and skills:** • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven report-writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Maintain and monitor Annual Training Schedule (Non CS Educators) • Establish and maintain Annual Training Schedule (Non CS Educators) • Co-ordinate the development of Training Programmes (Non CS Educators) and facilitate training of employees in line with WSP • Co-ordinate the development of learnership and internship programmes • Monitor and evaluate pre and post-training assessments (Non CS Educators) • Subordinate supervision and management.

**Enquiries:** Mr R Khechane, tel. (018) 388 0838

## Assistant Director: Financial Administration and Accounting

**Basic salary: R424 104 per annum (SL 09)**

**Ref No: K35681/16 • Ngaka Modiri Molema District - Mahikeng**

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Financial/Business Management and /or Administration/Accounting • Three (3) years' experience at supervisory level in the financial management/administration • A valid driver's licence.

**Knowledge of:** • Thorough knowledge of The Public Sector and its financial management regulatory and legislative framework • Salary and payroll management, administration and control principles, methodologies and procedures • The WALKER financial management and PERSAL systems.

**Competencies and skills:** • Proven management skills and a track record in the administration, management and control of revenue, debtors, expenditure, taxation, suspense accounts and financial statements • The ability to implement internal systems and controls to ensure sound salary payroll management • Ability to design and implement internal systems and controls to ensure sound expenditure and account management • Proven report-writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Monitor salary administration and accounting services • Manage financial registry • Manage expenditure • Manage and reconcile ledger accounts • Ensure revenue collection • Supervise and manage subordinates.

**Enquiries:** Mr Z Mtila, tel. (018) 388 3886

## Assistant Director: Finance (DORA Funding)

**Basic salary: R424 104 per annum (SL 09)**

**Ref No: K35681/17 • Corporate Centre - Mmabatho**

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Commerce/ Accounting or equivalent qualification • Three (3) - five (5) years' post qualification experience • A valid driver's licence.

**Knowledge of:** • Sound knowledge of the Public Service Act, 1994 and Regulations • National Archives and Records Service Act of 1996 • SA Schools Act and Regulations • Government Immovable Asset Management Act of 2007 • Promotion of Administrative Justice Act of 2000 • Promotion of Access to Information Act of 2000 • Departmental SCM policies and procedures • PFMA, Division of Revenue/Treasury Regulations/Practice Notes/Instructions/Circulars.

**Competencies and skills:** • Ability to apply the Provincial IDMS and the IDM Toolkit in terms of document management and processing of invoices including Construction Procurement System • Understanding of the Education service delivery platform, indicators and service plan and linkage with infrastructure • Understand the different information management systems relevant to the work of the Chief Directorate and how to interpret financial data and information • Understand the Government wide planning, monitoring, reporting and evaluation frameworks, processes and procedures • Prepare reports, submissions and presentations • Undertake risk analysis and undertake risk mitigation strategy.

**Key performance areas, inter alia, include:** • Co-ordinate financial data and validations regarding programmes, projects, reporting and monitoring • Co-ordinate financial administration for all infrastructure programmes and projects • Co-ordinate budget administration within Directorate • Ensure compliance to the financial policies and prescripts in the Directorate • Update and maintain a document management system for all financial that comply with requirements of the Auditor General.

**Enquiries:** Mr Z Mtila, tel. (018) 388 3886

## Assistant Director: School Funding and Monitoring

**Basic salary: R424 104 per annum (SL 09)**

**Ref No: K35681/18 • Corporate Centre - Mmabatho**

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Financial/ Administration/Accounting • Three (3) - five (5) years' experience at junior managerial level in the financial management and/or budgeting and financial planning • A valid driver's licence.

**Knowledge of:** • The Public Sector and its financial management regulatory and legislative framework • Broad knowledge and understanding of the policies and procedures governing fleet management in the public service sector • Financial planning principles, methodologies and procedures • Public Sector financial management and budgeting reporting requirements • The WALKER financial management and PERSAL systems.

**Competencies and skills:** • Proven management skills and a track record in the preparation, implementation and management of financial plans and budgets • Ability to design and implement internal systems and controls to ensure sound budgetary management • Proven report-writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Co-ordinate institutional budget (School funding) • Provide financial analysis and information • Provide institutional financial support and capacitation • Subordinate management and control.

**Enquiries:** Mr Z Mtila, tel. (018) 388 3886

## Assistant Director: Transport Management

**Basic salary: R424 104 per annum (SL 09)**

**Ref No: K35681/19 • Corporate Centre - Mmabatho**

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Transport and/or Fleet Management • Three (3) years supervisory experience in the following government transport management environment:- Vehicle utilisation • Accident management • Vehicle maintenance • Transport administration • A valid driver's licence.

**Knowledge of:** • Thorough knowledge and understanding of the policies and procedures governing fleet management in the Public Service sector • The Public Sector and its regulatory and legislative framework • The WALKER financial management and BAS systems.

**Competencies and skills:** • Demonstrative administrative skills and a track record in the preparation of strategic documents, presentations, reports and databases • Good communication skills both verbal and written • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Maintain and control GG vehicles • Administer subsidised • Manage departmental transport budget • Sub Directorate vehicle scheme • Deal with loss control and inspections • Supervise and manage subordinates.

**Enquiries:** Mr KB Moepedi, tel. (018) 388 3341

## Assistant Director: Loss Control

**Basic salary: R424 104 per annum (SL 09)**

**Ref No: K35681/20 • Corporate Centre - Mmabatho**

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Finance and/or Procurement • Three (3) years' supervisory experience in Public Finance and procurement environment • A valid driver's licence.

**Knowledge of:** • Thorough knowledge Supply Chain Management Framework and Act • PFMA and Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes • Public Service Act and Regulations • Asset management and control • Walker financial management and PERSAL.

**Competencies and skills:** • Demonstrative ability to apply policy effectively to operational issues • Good communication skills both verbal and written • Strong planning and co-ordination abilities • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Monitor loss and theft cases • Maintain loss and theft register • Conduct asset disposal • Division administration, management and control.

**Enquiries:** Mr KB Moepedi, tel. (018) 388 3341

## Assistant Director: HIV, TB and STI Management

**Basic salary: R424 104 per annum (SL 09)**

**Ref No: K35681/21 • Corporate Centre - Mmabatho**

**Minimum qualification and experience:** • Four (4) year B Degree (NQF Level 7) in Behavioural Sciences • Registration with SACSSP or HPCSA • Three (3) years' supervisory experience in the spheres of HIV, TB and STI prevention and care • A valid driver's licence.

**Knowledge of:** • Thorough and specialised knowledge of the legislative and regulatory environment informing employee assistance programme, including but not limited to: • Labour Relations Act • Public Service Act and Regulations • Employment of Educators Act and Regulations • Employment Equity Act • Health Act.

**Competencies and skills:** • Proven presentation and report writing skills • Well-developed written and verbal communication skills • 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, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Develop Departmental HIV/AIDS/ TB and STI Management Policy • Develop Departmental HIV/TB and STI programmes • Ensure provision of counselling services • Ensure monitoring and evaluation of HIV, TB and STI programmes • Division administration and control.

**Enquiries:** Ms KMM Menong, tel. (018) 388 4172

## Assistant Director: Wellness Management

**Basic salary: R424 104 per annum (SL 09)**

**Ref No: K35681/22 • Corporate Centre - Mmabatho**

**Minimum qualification and experience:** • Four (4) year B Degree (NQF Level 7) in Behavioural Sciences • Registration with SACSSP or HPCSA • Three (3) years' supervisory experience in the spheres of employee assistance/wellness programme • A valid driver's licence.

**Knowledge of:** • Thorough and specialised knowledge of the legislative and regulatory environment informing employee assistance programme, including but not limited to: • Labour Relations Act • Public Service Act and Regulations • Employment of Educators Act and Regulations • Employment Equity Act • Health Act.

**Competencies and skills:** • Proven presentation and report writing skills • 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, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Formulate Departmental EAP policy • Develop Workplace Employee Assistance Programme • Ensure EAP Counselling services rendered • Division administration and control.

**Enquiries:** Ms KMM Menong, tel. (018) 388 4172

## Assistant Director: Performance Management, Wellness and Safety Management

**Basic salary: R424 104 per annum (SL 09)**

**Ref No: K35681/23 • Dr Ruth Segomotsi Mompoti District - Vryburg**

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Human Resource Management/Administration and/or Development • Three (3) - five (5) years' experience at supervisory level in Human Resource Management • A valid driver's licence.

**Knowledge of:** • Through 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 • Through knowledge of the IT systems associated with human resource management and administration [PERSAL and WALKER].

**Competencies and skills:** • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven report writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Oversee implementation of Performance Management and Development System (PMDS) • Oversee the implementation of Employee Wellness programmes • Oversee the provision of Safety, Health, Environment and Quality (SHERQ) Management services • Division administration, management and control.

**Enquiries:** Ms MV Dithejane, tel. (053) 928 0294

## Assistant Director: Assessment Support Division: Examinations and Assessment Administration

**Basic Salary: R424 104 per annum (SL 09)**

**Ref No: K35681/24 • Bojanala District - Rustenburg**

**Minimum qualification and experience:** • Appropriate three (3) years' National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Administration or equivalent • Three (3) years' at supervisory level in the spheres of assessment, certification and accreditation • A valid code B driver's licence.

**Knowledge of:** • Thorough and operational knowledge of the legislative and regulatory environment informing General and Further Education and Training Certificates • Thorough and operational knowledge of systems relating to GETC and FETC results processing • Proven administrative skills • Operational knowledge of IT systems related to GETC and FETC.

**Competencies and skills:** • Communication • Interpersonal Relationships • Delegation and Empowerment • Planning and Execution • Management of Financial Resources (Optional) • Flexibility • Initiative.

**Key performance areas, inter alia, include:** • Facilitate candidates registration for examination • Ensure distribution and collection of assessment instruments • Monitor examination, marking systems and process • Monitor examination marking and resulting • Subordinate supervision and management.

**Enquiries:** Dr WM Moime, tel. (014) 590 4800

### 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. 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 FOLLOWING PHYSICAL ADDRESSES:**

Office	Physical Address	Enquiries	Contacts
Head Office/ Corporate Centre	Department of Education, Private Bag X 2044, MMABATHO, 2735 OR (Hand delivered – At the Main Gate –Old Mmabatho High Hostels), Chief Albert Luthuli Drive	Mr T Motsusi/ Ms J Setzin/ Ms G Moumakoe	Tel. (018) 388 2088/ 2165/3278/4016/4102
Bojanala District	Bojanala Platinum, Palladium House 102 Cnr OR Tambo and Klopper Street, Rustenburg	Mr JT Mogatusi/ Ms MA Aprils	Tel. (014) 597 8720/8649
Ngaka Modiri Molema District	No. 10 Nelson Mandela Drive, Mahikeng, 2745	Ms K Lethoba/ Ms N Mothusi	Tel. (018) 388 3100/3108
Dr Kenneth Kaunda District	Teemane Building, No. 8 OR Tambo Street, Potchefstroom, 2520	Ms M Poe/ Ms S De Meyer	Tel. (018) 299 8147/8256
Dr Ruth Segomotsi District	Mini Garona Building, Cnr North and Molopo Road, Vryburg, 8600	Mr T Molao/ Ms M Gabonwe	Tel. (053) 928 0242/0241/0242

**Closing Date: 18<sup>th</sup> August 2023**

(Applications must have reached the Office by 15h00 pm on the closing date, otherwise they will not be considered).



# Department of Education

## Assistant Director: Supply Chain, Asset & Transport Management Division: Supply Chain, Asset and Transport Management Services Basic salary: R424 104 per annum (SL 09)

• Ref No: K35681/25 • Dr Ruth Sogomotsi Mompoti District

• Ref No: K35681/26 • Bojanala District • Ref No: K35681/27 • Dr Kenneth Kaunda District

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree or equivalent (NQF level 6/7) in Financial or Business Management/Administration or Accounting • Three (3) years' experience at supervisory level in public finance and procurement environment • A valid Code B driver's license.

**Knowledge of:** • Thorough knowledge of Supply Chain Management Framework & Act • PFMA & Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes • Public Service Act and Regulations • Preferential Procurement Policy Framework • Broad Based Black Economic Empowerment Framework • Asset Management and Control • WALKER financial management system and LOGIS • Sound knowledge of CSD (Central Supplier Database).

**Competencies and skills:** • Strong planning and co-ordination abilities • Proven communication skills both written and verbal • Ability to analyse policy and apply it effectively to operational issues • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Contract Management • Document Management • Facilities Management • Manage Supplier deliveries • Handle Service Provider enquiries • Monitor district SCM performance • Manage and control district and institutional assets • Manage and control GG and subsidised transport • Subordinate supervision and management.

**Enquiries:** Ms GV Rammutla, tel (014) 597 8651 (Bojanala)  
Ms L Schutte, tel. (018) 299 8278 (Dr Kenneth Kaunda)

## Chief Work Study Officer Basic Salary: R424 104 per annum (SL 09) Ref No: K35681/28 • Mmabatho

**Minimum qualification and experience:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Management Services/Organisation and Workstudy/Operations Management or equivalent qualification • Three (3) years' experience at supervisory level in spheres of Organisational Development including design, operations and change management • A valid driver's license.

**Knowledge of:** • Expert knowledge of the legislative and regulatory environment informing human resource management 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 organisational development practices including design, operations and change management • Knowledge of the IT systems including PERSAL, EQUATE OrgPlus and Visio.

**Competency and skills:** • 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, MS Excel and MS PowerPoint • Proven report-writing and presentation skills • Strong project management skills.

**Key performance areas, inter alia, include:** • Facilitate the establishment of Organisational posts (Office-Based structures) • Facilitate job analysis and job evaluation • Facilitate Business Process Re-engineering • Monitor Organisational Functional Assessment (OFA) • Subordinate supervision and management.

**Enquiries:** Ms G Joseph, tel. (018) 388 4087

## Internal Auditor: Risk and Compliance Basic salary: R 359 517 per annum (SL 08)

• Ref No: K35681/29 • Corporate Centre – Mmabatho

**Minimum qualification and experience:** • Bachelor's degree or National Diploma (NQF 6/7) in Internal Audit or Auditing/Risk Management or equivalent qualification within the related field • Member of the Institute of Internal Auditors and comply with standards of the Professional Practice of Internal Auditing or other professional standards • Three (3) - five (5) years' experience in the following internal audit aspects: • Internal Audit and control, Accounting, Risk Management • A valid driver's license.

**Knowledge of:** • Proven and specialized knowledge of and experience in: Internal Audit techniques, Internal auditing principles and their applications, the legislative prescripts governing the public services as well as all administrative processes and procedures • Ability to analyse processes and situations • High standards of professional ethics and integrity due to the confidential nature of information being processed and diplomacy and tact are required due to the sensitive nature of this function • Extensive knowledge and application of internal auditing standards • Extensive knowledge of PFMA, treasury regulations and National Treasury Internal Audit Framework.

**Competencies and skills of:** • Proven communications skills (written and spoken) • Ability to work under pressure and meet strict deadlines • Good interpersonal relations • Proven computer literacy, including advanced MS Word, MS Excel, MS PowerPoint, Teammate and ACL.

**Key performance areas, inter alia, include:** • Provide secretarial support to Department Audit Committee and Audit Steering • Track and monitor implementation of Audit Committee resolutions • Assist with facilitation of internal audit quality assurance programmes • Facilitate implementation of continuous professional development.

**Enquiries:** Mrs MJ Phuti, CIA, Tel. (018) 388 2103/1021

## 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. 5.**

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 FOLLOWING PHYSICAL ADDRESSES:**

Office	Physical Address	Enquiries	Contacts
Head Office/ Corporate Centre	Department of Education, Private Bag X 2044, MMABATHO, 2735 OR (Hand delivered – At the Main Gate – Old Mmabatho High Hostels), Chief Albert Luthuli Drive	Mr T Motsusi/ Ms J Setzin/ Ms G Moumakoe	Tel. (018) 388 2088/ 2165/3278/4016/4102
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**education**

Department:  
Education  
North West Provincial Government  
REPUBLIC OF SOUTH AFRICA