



## education

Lefapha la Thuto la Bokone Bophirima  
Noord-Wes Onderwys Departement  
North West Education Department  
**NORTH WEST PROVINCE**

Garona Building, Mmabatho  
1st Floor, East Wing,  
Private Bag X2044,  
Mmabatho 2735  
Tel.: (018) 388-1086  
Fax.: 086-514-0126  
e-mail: tmoswathe@nwpg.gov.za

---

# OFFICE OF THE ADMINISTRATOR

---

Reference : Filling of vacant Posts  
Enquiries : M.G Bles/A.K Dithejane  
Telephone: 018 388 3315/4131

Date : 27 January 2020

TO : Deputy Director General  
Chief Directors  
Directors  
Sub-District Managers  
Principals/Heads of Learning Institutions  
Cs Educators  
Employee Organizations

From: The Administrator

Date: 27 January 2020

Subject : Erratum of Circular 29 of 2019.

The above subject refers;

1. The Department of Education on the 20 December 2019 issued a Departmental Circular number 29 of 2019 and some errors have been identified and therefore corrected as per the attached Annexure A of posts and profiles.
2. The attached post profiles contains the following: Corrected subjects and post requirements
3. All Circuit Manager posts are withdrawn.
4. The Closing date of the Circular is extended to the 28<sup>th</sup> February 2020.

The content of this correspondence must be brought to the attention of all employees and stake holders.

.....  
Mr J.N.T Mohlala  
Administrator



**VACANCIES IN THE DEPARTMENT OF EDUCATION ANNEXURE A DEPARTMENTAL CIRCULAR NO.29 OF 2019**

Post No.	Directorate	Sub - Directorate	Comp.	Component Description	Post Salary Level	POST/JO B TITLE	Subject	No. of Vacant Post/s
<b>CORPORATE CENTRE</b>								
<b>BRANCH</b>								
<b>CURRICULUM MANAGEMENT</b>								
DCES/FET/01	Cur.Sup. Services	FET Gr 10-12		FET. Gr 10-12	SL10	DCES		1
<b>DISTRICTS</b>								
<b>DR KENNETH KAUNDA</b>								
SES/JBM/02	DR KK	JB Marks	786140	Sub-Div: Gr. 10-12 FET	SL9	SES	English Fal	1
<b>BOJANALA PLATINUM DISTRICT</b>								
<b>MORETELE</b>								
SES/MOR/02	Bojanala Platinum	Moretele	746140	Sub-Div: Gr. 10-12 FET	SL9	SES	Life Sciences	1

Annexure H  
DEPUTY CHIEF EDUCATION SPECIALIST  
JOB PROFILE

**Chief Directorate** : Curriculum Management Services  
**Directorate** : Early Childhood Development, General & FET  
**Sub Directorate** : FET Curriculum Development Services (Gr 10-12)  
**Rank** : Deputy Chief Education Specialist (Life Sciences)  
**Salary Code** : 147  
**Salary Notch** : R482 706

**Requirements:** A recognized three year teacher's qualification (REQV 13), and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Eight (8) years actual teaching and appropriate experience in Life Sciences. In-depth knowledge of the Acts, regulations, prescripts and relevant policies.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide support for the implementation of learning programmes in respect of Life Sciences in schools including ELSEN institutions. Provide support for the implementation of learning programmes in respect of subject in schools, including ELSEN institutions. Participate and contribute to national curriculum policy development processes with respect to subjects. Monitor and oversee learner performance.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. DCES/FET/01**

**ANNEXURE T**  
**SENIOR EDUCATION SPECIALIST**  
**JOB PROFILE**

**District** : Dr Kenneth Kaunda  
**Sub District** : JB Marks  
**Division** : Institutional Curriculum Support Services FET BAND  
**Sub-Division** : Senior Secondary Phase Gr 10-12 ( English Fal)  
**Rank** : Senior Education Specialist  
**Salary Code** : 126  
**Salary Notch** : R414 003  
**Component** : 786140

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in FET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/JBM/02**

**ANNEXURE AH**  
**SENIOR EDUCATION SPECIALIST**  
**JOB PROFILE**

District : Bojanala Platinum  
Sub District : Moretele  
Division : Institutional Curriculum Support Services FET BAND  
Sub-Division : Senior Secondary Phase Gr 10-12 FET (Life Sciences)  
Rank : Senior Education Specialist  
Salary Code : 126  
Salary Notch : R414 003  
Component : 746140

**Requirements:** A recognized three year teacher's qualification (REQV 13); and must be registered with SACE. Valid driver's license (code 8)

**Experience and knowledge:** Five (5) years actual teaching and appropriate experience in FET field. In-depth knowledge of the Acts, regulations, prescripts and relevant policies in education.

**Skills and competencies:** Advanced communication, Facilitation management, developing others, Managing interpersonal Conflict and Resolving Problems, Planning and Organizing, Customer Focus and Responsiveness, Project Management, Proven computer literacy, including advanced MS-Word, MS-Excel and MS –Power point.

**Duties:** Provide Curriculum support to institution-based educators.

**(NB: See Annexure A for vacancies, post numbers, subjects and work stations)**

**Post No. SES/MOR/02**