



## education

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

Taletso Building,  
Dr Albert Luthuli Drive, Mmabatho  
Private Bag X2044, Mmabatho 2735  
Tel.: (018) 388-3602  
Fax: (018) 388-1701  
e-mail: omotang@nwpg.gov.za

### CHIEF DIRECTORATE: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT

**Reference : Filling of Posts: Human Resource Management**

**Enquiries : Ms A Kaotsane**

**Telephone : 018 388 3589**

**DATE : 06 August 2021**

**TO : Executive Managers  
District Directors  
Sub District Managers  
Principals/Head of Learning Institutions  
CS Educators  
Employee Organizations**

#### DEPARTMENTAL CIRCULAR NO. 28 OF 2021: SPECIALIST POSTS IN THE DEPARTMENT OF EDUCATION DISTRICTS.

1. Kindly find attached hereto a copy of advertisement of posts within the Department.
2. **The Department is an equal opportunity, affirmative action employer. It is our intention to promote representivity (race, gender and disability) in the Department through filling of these posts. Candidates whose transfer/promotion/ appointment promote representivity will receive preference. An indication in this regard will facilitate the processing of applications**
3. **Directions to applicants:**
  - a) Application form **EDNW 2** (dated and signed) must be duly completed for each post.
  - b) The application form must be accompanied by comprehensive recent Curriculum Vitae, certified copies of qualifications, identity copy document a driver's license and SACE certificate.
  - c) The reference must be quoted in the 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 destinations after the closing date will not be considered.**
  - f) Previous employment will be verified. All appointments are subject to a positive Qualification verification as well as security clearance and vetting.
  - g) The Department reserves the right not to make appointments and/or withdraw an advertised post due to operational requirements.
  - h) Correspondence will be limited to shortlisted candidates only.
  - i) The recruitment and selection process will be conducted as directed by the Personnel Administrative Measures (PAM) as well as issued departmental Circulars.
  - j) The minimum of three candidates and maximum of five candidates will be shortlisted for the post to enable reasonable competition.



**BE SAFE  
STAY AT HOME**

**WASH YOUR  
HANDS OFTEN**

**WEAR A MASK WHEN  
GOING OUTSIDE**

**MAINTAIN SOCIAL  
DISTANCING**



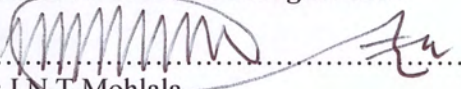
4. The contents of this Circular must be brought to the attention of all CS Educators.
5. Envelopes containing application forms must be clearly marked “Application for an advertised post “and forwarded to the address and attention of the person listed below:

District	Responsible person	Postal Address	Physical Address	Telephone number
1.DRSM	Ms Gabonnwe	P/Bag x21 Vryburg 8600	Mini Garona Building Second floor Block D Cor. North & Molopo Street Vryburg 8600	0539280241/ 0539280242
2.BP	Ms Modutwane	P/Bag x82110 Rustenburg 0300	No. 102 Corner Oliver Tambo Drive & Klopper Street Rustenburg 0300	0145978650/2/ 3/4
3.DR KK	Ms Nomandla	P/Bag x1256 Potchefstroom 2526	8 Greyling Street Potchefstroom 2520	018 299 8243

Attached kindly find following Post Profile:

- Deputy Chief Education Specialist (DCES: Circuit Manager)

**CLOSING DATE: 31 August 2021**

  
 .....  
 Mr J.N.T. Mohlala  
 The Administrator of Department of Education

13/8/2021  
 .....  
 Date



BE SAFE  
STAY AT HOME

WASH YOUR  
HANDS OFTEN

WEAR A MASK WHEN  
GOING OUTSIDE

MAINTAIN SOCIAL  
DISTANCING





## education

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

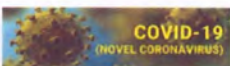
HRM&D Chief Directorate  
No. 3105 Albert Lithuli Drive  
Block C, Old Mmabatho H/S Hostel  
Room No. 186, First floor, Mmabatho 2735  
Private Bag X2044, Mmabatho 2735  
Tel.: (018) 388-3426 / 7 / Tel.: (018) 388-4179 / 80  
Fax: (018) 388-1701  
e-mail: mkeetile@nwpg.gov.za

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

Enq: OM Motang  
018 388 3602  
[omotang@nwpg.gov.za](mailto:omotang@nwpg.gov.za)

#### Departmental Circular Number 28 of 2021: Vacant Circuit Manager Posts

Post Number	District	Sub-district	Component	Post Description	SL/PL
Boj/Mad/C01	Bojanala	Madibeng	744400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)
Boj/Mad/C02	Bojanala	Madibeng	744400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)
Boj/Mad/C03	Bojanala	Madibeng	745400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)
Boj/Mad/C04	Bojanala	Madibeng	745400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)
Boj/Mor/C01	Bojanala	Moretele	745400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)
Boj/Rus/C01	Bojanala	Rustenburg	746400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)
RSM/TAL/C01	Dr RSM	Taledi-Mamusa	767400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)
KK/JBM/C01	Dr KK	Tlokwe-JB Marks	784400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)
KK/JCM/C01	Dr KK	Matlosana-JC Motaung	785400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)
KK/JCM/C02	Dr KK	Matlosana-JC Motaung	785400	Deputy Chief Education Specialist (Circuit Manager)	10/11 (5)



BE SAFE  
ACT RESPONSIBLY

WASH YOUR  
HANDS OFTEN

WEAR A MASK WHEN  
GOING OUTSIDE

MAINTAIN SOCIAL  
DISTANCING





## education

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

HRM&D Chief Directorate  
No. 3105 Albert Lithuli Drive  
Block C, Old Mmabatho H/S Hostel  
Room No. 186, First floor, Mmabatho 2735  
Private Bag X2044, Mmabatho 2735  
Tel.: (018) 388-3426 / 7 / Tel.: (018) 388-4179 / 80  
Fax: (018) 388-1701  
e-mail: mkeetile@nwpg.gov.za

---

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

---

## ANNEXURE B CIRCUIT MANAGER JOB PROFILE

**District** : As per Advert  
**Cluster** : As per Advert  
**Division** : Ordinary Public Institutional Support Services  
**Post** : Circuit Manager  
**Salary Notch** : R511 752  
**Salary Code** : 286

**Requirements:** A recognized three (3) year qualification (REQV 13) which must include appropriate training as a teacher. Management experience. Registration with SACE and a valid driver's license (code8).

**Specific work experience and knowledge:** Eight (8) years actual teaching and extensive experience in management. Proven track record in knowledge of IQMS, PMDS, Acts, practices, policies and resolutions.

**Duties and Responsibilities:** Ensure the implementation of national/provincial institutional policies as specified by the SASA and other legislation/policy directives e.g. IQMS etc. Analyse and identify professional, educational and resource (physical and financial) needs of learning institutions. Facilitate the provision of resources required. Liaise with relevant stake-holders such as the SGB, unions, parents and NGOs. Maintain a database of institutions and staff. Facilitate and co-ordinate the implementation of IQMS pertaining to institution based Cs educators in the Circuit. Mentor and Coach Principals, School Management Teams, conduct and coordinate training of staff as per identified needs. Ensure curriculum delivery and management by leading the multi-disciplinary team in the Circuit.

**Skills and Competencies:** The ability to interpret and apply the policies. Good interpersonal skills. Knowledge of curriculum development. Facilitation and presentation skills. Advanced Communication Skills (Verbal and written). Sound administrative and dynamic management skills. Valid drivers license (code 8) Problem solving and analyzing skills. Financial management skills. Project management skills. Proven computer literacy including advanced MS-Word, MS-Excel and MS –Power point. Labour relations in a function context. General Education and training plus inclusive education