

# Department of Education

## Director: Strategic Planning Directorate: Strategic Planning Services

All-inclusive remuneration package: R1 073 187 per annum (SL13)

• Ref no: K34564/1 • Mmabatho

**Requirements:** • An undergraduate (NQF level 7) as recognised by qualification as recognised by SAQA in Public Management/Administration or Strategic Planning and Business Management or equivalent • Five (5) years' experience at middle/senior managerial level in the strategic planning field • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

**Expert knowledge of:** • Strategic planning, policy management and integrated planning • Monitoring and evaluation systems • IT based M & E systems • Political mandate with respect to Education • Financial administration (budget projections) • Understanding of the legislative prescripts governing the Public Service as well as administrative processes and strategies • Knowledge and experience participating in organizational/programme reviews • Exceptional project management experience and content review of deliverables.

**Core management competencies:** • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Proven report-writing and presentation skills • Proven computer literacy, including MS Word, MS Excel and MS PowerPoint.

**Key performance areas include, inter alia:** • Manage and coordinate provision of integrated planning and reporting • Manage and conduct integrated planning and report • Co-ordinate, facilitate and conduct research and provide policy coordination • Co-ordinate and facilitate gender focal point, diversity management and special programmes • Directorate management and control.

**Enquiries:** Ms PK Rasetshwane, tel. (018) 388 2114

## Director: Legal Services Directorate: Legal Services

All-inclusive remuneration package: R1 073 187 per annum (SL13)

• Ref No: K34564/2 • Mmabatho

**Requirements:** • An appropriate LLB Degree or recognized four (4) year legal qualification (NQF level 8) as recognised by SAQA plus admission as an Attorney/Advocate • Five (5) years' experience at a middle/senior managerial level in the following legal spheres:- Civil and criminal procedures, Law on contracts, Criminal and Labour Law, Interpretation of Statutes • Valid "Top Secret" Security Clearance • A valid driver's license.

**Expert knowledge:** • The Public Sector and its Regulatory framework • The Departments' processes, procedures, initiatives, goals and strategic objectives • Proven ability to provide legal advice on a senior management as well as to interact on high profiled levels.

**Core management competencies:** • Excellent management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects • 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 the strategies, operational/financial plans and projects • A track record in the preparation, implementation and management of operational and financial plans and projects • Excellent report-writing and presentation skills • Proven advanced computer literacy in MS Excel, Word and PowerPoint.

**Key performance areas include, inter alia:** • Provide Educational legislation management • Manage and provide litigation support • Legal advice, litigation, legal opinions, drafting service level agreements • Directorate administration, management and control.

**Enquiries:** Ms PK Rasetshwane, tel. (018) 388 2114

### General Instructions

**Note:** 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 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:** 23 September 2022

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



**education**

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