

## Deputy Director: Acquisition and Demand Directorate: Acquisition and Demand Management Services All-inclusive remuneration package: R766 584 per annum (SL 11)

• Ref No: K34915/01 • Corporate Centre, Mmabatho

**Requirements:** • Appropriate three (3) year National Diploma/ B Degree (NQF Level 6/7) in Supply Chain Management/ Procurement or equivalent qualification • 3-5 years' experience at junior managerial level in the Public Finance and Procurement environment • A valid driver's license.

**Knowledge of:** • Deep and Broad knowledge of the Supply Chain Management Framework and Act • PFMA and Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes • Public Services Act and Regulations • Preferential Procure Framework • Walker Financial management system and LOGIS.

**Competencies and skills:** Strong planning and co-ordination abilities • Proven project management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects • Excellent communication skills both written and verbal • Demonstrative 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:** • Manage resource demand • Manage acquisition planning • Ensure trends analysis • Manage Supply Chain Management performance • Subordinate supervision administration management and control.

**Enquiries:** Ms KE Tsogang, tel. (018) 388 4045

## Assistant Director: Resource Demand Directorate: Acquisition and Demand Management Services Basic Salary: R393 711 per annum (SL 09)

• Ref No: K34915/02 • Corporate Centre, Mmabatho

**Requirements:** • Appropriate three (3) year National Diploma/B Degree (NQF Level 6/7) in Finance/Supply Chain Management/Procurement or equivalent qualification • 3 years' supervisory experience in a Public Finance and Procurement environment • A valid driver's license.

**Knowledge of:** • Thorough knowledge of the Supply Chain Management Framework and Act • PFMA and Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes • Public Services Act and Regulations • Preferential Procure Framework • Broad Based Black Economic Empowerment Framework • Walker Financial management system and LOGIS.

**Competencies and skills:** • Good communication skills both written and verbal • Sound policy drafting skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Develop procurement strategy and policy • Conduct needs assessment • Compile acquisition plan • Division administration, management and control.

**Enquiries:** Ms KE Tsogang, tel. (018) 388 4045

## Assistant Director: Early Childhood Development Programme Subsidy Management

Basic Salary: R393 711 per annum (SL 09)

• Ref No: K34915/03 • Corporate Centre, Mmabatho

**Requirements:** • A Bachelor's Degree in Social Work or equivalent qualification • Registration with the SACSSP as a Social Worker • A minimum of 7 years' appropriate experience as a Social Worker after registration with the SACSSP • Experience in social welfare practice, management and coordination of programme serve as an added advantage • A valid driver's license.

**Duties:** • Ensure implementation of and compliance with legislation, policies as well as norms and standards • Attend to any other matters that relate to the ECD subsidy part of the conditional grant • Monitor centres benefiting from the ECD subsidy part of the conditional grant • Manage and supervise all the administrative functions required in the unit (monthly reports, database) • Manage human, financial and other resources.

**Enquiries:** Mr SB Chuma, tel. (018) 388 397 3001/2

## Social Worker (Grade 1) (3-year Contract)

Early Childhood Development Programme  
Basic Salary: R269 301 per annum (Plus 37% in lieu of benefits)

• Ref No: K34915/04 • Corporate Centre, Mmabatho

**Requirements:** • A Bachelor's Degree in Social Work or equivalent qualification • Registration with the SACSSP as a Social Worker • A minimum of 2 years' appropriate experience as a Social Worker after registration with the SACSSP • A valid driver's license.

**Knowledge of:** • Social Support • Understanding of Social Work Legislation • Good communication (written and verbal) skills • Team work and collaboration • Planning and organizing • Diversity management • Understanding social work values and principles.

**Duties:** • Attending to all matters relating to Conditional Grant ECD subsidy • Develop and maintain database of all ECD Centres that benefitted from maintenance grant • Develop and maintain database of all children benefiting and the status of registration of all centres benefiting from conditional grant • Liaise with Districts and Service Points to facilitate full registration of conditionally registered centres • Ensure compliance to grant framework and compile monthly, quarterly and annual reports.

**Enquiries:** Mr SB Chuma, tel. (018) 388 397 3001/2

## Works Inspector x2 posts (3-year Contract)

Early Childhood Development Programme  
Basic Salary: R218 064 per annum (Plus 37% in lieu of benefits (SL 06)

• Ref No: K34915/05 • Corporate Centre, Mmabatho

**Requirements:** • A National Diploma in Engineering (T/N/S stream) or N3 Plus Trade Certificate or equivalent • A valid drivers' license.

**Knowledge of:** • The application of workmanship norms and standards • Safety procedures and best practices • The usage of machinery, tools and equipment • Ability to read, interpret drawings, layouts and specifications • Basic project management skills • Report writing and written skills • Proven computer literacy, including MS Word, MS Excel and MS Powerpoint.

**Duties:** • Render an inspection service of work done on new projects and existing structures on a project basis • Analyses and compile relevant documentation for work to be done on minor new and existing structures, oversee the work of contractors • Liaise with stakeholders and ensuring client requirements are met • Conduct monitoring and inspection during project implementation • Perform administrative duties associated with projects and programme • Compile progress reports • Carry out inspections on a regular basis to ensure that maintenance work performed is in accordance with the set standards.

**Enquiries:** Mr SB Chuma, tel. (018) 388 397 3001/2

## Administration Clerk (3-year Contract)

Early Childhood Development Programme  
Basic Salary: R218 064 per annum (Plus 37% in lieu of benefits (SL 06)

• Ref No: K34915/06 • Corporate Centre, Mmabatho

**Requirements:** • A Grade 12 certificate or equivalent • Between 2 and 5 years' related and complimentary experience in either the Private of Public Sector.

**Knowledge:** • Office administration skills relating to client liaison, function and meeting scheduling, equipment administration, filing and record keeping • Administrative skills and a track record in the creation/layout/typing of documents presentations, reports and databases • Public Sector and its administrative regulatory and legislative framework • Computer literacy, including MS Word, MS Excel and MS PowerPoint.

**Duties:** • Receive the list of conditional registered ECDs from the programme • Capture the list on the database • Capture results of analyses • Update the IRM • Serve as the Secretary for Provincial and District Committee meetings.

**Enquiries:** Mr SB Chuma, tel. (018) 388 397 3001/2

## Administration Clerk x2 posts (2-year Contract)

Chief Directorate: Curriculum Management Services  
(E-Learning/Mathematics, Science and Technology)

Basic Salary: R181 599 per annum (Plus 37% in lieu of benefits (SL 05)

• Ref No: K34915/07 • Corporate Centre, Mmabatho

**Minimum qualification and experience:** • Grade (12) certificate or equivalent qualification • Relevant post Matric qualification in Secretarial Studies/Office Management will serve as an added advantage • 0-2 years' related and complimentary experience in either Public or Private Sector.

**Knowledge of:** • The Public Sector and its administrative regulatory and legislative framework • Supply Chain Management methodology • Administrative skills and a track record in the creation/layout/typing of documents, presentations, reports and databases • Office administration skills relating to client liaison, function and meeting scheduling, equipment administration, filing and record keeping and supply chain management • Good written and verbal communication skills • Computer literacy, including MS Word; MS Excel and MS PowerPoint.

**Key performance areas, inter alia, include:** • Provide Secretarial Support • Arrange meetings and workshops • Provide S&T Administration Support • Handle Office Administration • Check Compliance with SCM processes and procedures.

**Enquiries:** Ms KA Gopane, tel. (018) 397 3002

### 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 NW, Private Bag X 2044, 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:** 02 December 2022 (Applications must have reached the Department by 13h00 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**