

Department of Education

Deputy Director-General

Branch: Corporate Management Services

Salary: R1 590 747 per annum (SL15) (All-inclusive remuneration package consisting of a basic salary, the states' contribution to the Government Employees Pension Fund and a flexible portion that may be structured i.t.o. the applicable rules)

• Ref no: K34977 • Centre: Mmabatho

Requirements: • An undergraduate and a Postgraduate (NQF Level 8) qualification in Business Management and/ or Administration, Economic or Social Sciences and/or Public Management/Administration or equivalent qualification • Eight (8)-ten (10) years' experience at Senior Managerial level in any or all of the following general management spheres:- Strategic management and governance • Corporate services encompassing Human Resource Management • Financial Management • Infrastructure Management and Control • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) is a mandatory requirement • A valid driver's license.

Expert Knowledge: • The Public Sector and its regulatory and legislative framework • The Public Sector Financial management regulatory framework, control and reporting requirements • Public Sector management reporting requirements • The Education and school management regulatory and legislative framework • The management and control dimensions of the BAS financial management, PROQUOTE and PERSAL systems.

Core management competencies: • Excellent management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects • Ability to design internal systems and controls to ensure sound financial management, corporate governance, management and control • Strategic capability and leadership • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Excellent report-writing and presentation skills • Proven computer literacy in MS Word, MS Excel, and MS PowerPoint.

Key performance areas include, inter alia: • Strategic management and branch governance and integration • Manage and facilitate the provision of Human Resource Management Services • Manage the provision of planning, resourcing, delivery and maintenance of Physical Resources (Infrastructure) • Manage the provision of strategic and governance services • Co-ordinate Delegation of Authority • Ensure reporting liaison and stakeholder relationship.

Note: Short-listed candidates will be subjected to a competency test. It will be required of the successful candidate to sign a performance agreement.

Enquiries: Mrs S M Semaswe, tel. (018) 388-3429/3433

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 this post.

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, initialed 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 post.

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: 27 January 2023

(All applications must have reached the Department by 16H00 pm on this 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