

Department of Education

Superintendent General

(5-year Fixed-Term Contract) (SL 16)

Salary: R2 068 458 per annum (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) Plus a non-pensionable Head of Department's allowance equal to 10% of the all-inclusive remuneration package

• Ref no: K35213/01 • Mmabatho

Requirements: • An appropriate Bachelor's degree (NQF level 7) and a Postgraduate qualification (NQF Level 8) as recognised by SAQA in Public Management/Administration or Economic or Social Sciences • Eight (8) - ten (10) years' extensive experience at senior managerial level in any or all of the following general management spheres (of which 5 years must be of the SMS in the Public Service):- Strategy management, Education management, Corporate services encompassing financial, human, supply chain administration, management and control • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

Intimate and extensive knowledge of: • The Public Sector and its regulatory and legislative framework • The Education and school management regulatory and legislative framework • Education management principles, methodologies and procedures • Public Sector financial management regulatory framework • Control and reporting requirements • Public Sector management reporting requirements.

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 the provision of Curriculum Management and Delivery Services • Manage the provision of Institutional Management Governance and Support Services • Ensure District integration • Manage and coordinate the implementation of Corporate Management Services • Manage and facilitate the provision of financial management services • Manage the provisioning of internal audit services • Manage the provisioning of organisational risk and integrity management • Manage and maintenance of anti-corruption and integrity • Manage the provision of executive support programmes.

Enquiries: Mr MM Keetile, tel. (018) 388 3426/27

Deputy Director-General Branch:

Corporate Management Services (SL15)

Salary: R1 590 747 per annum (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: K35213/02 • Mmabatho

Requirements: • An appropriate Bachelor's degree 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.

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.

Enquiries: Dr S H Mvula, tel. (018) 388 3433

Director: Professional Educator Development (SL13)

Salary: R1 105 383 per annum, All-inclusive remuneration package

• Ref no: K35213/04 • Mmabatho

Requirements: • An appropriate Bachelor's degree (NQF level 7) as recognised by SAQA in Human Resource Management/Development and/or Education Management or equivalent • 5 years' experience at middle/senior managerial level in the spheres of human resource development/continuous Teacher development • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

Expert knowledge of: • The legislative and regulatory environment informing human resource development/continuous professional Teacher development, including but not limited to:- Procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998, Employment Equity Act, 1998, Requirements of the Skills Development Act, 1998, Performance measurement and management, Integrated Strategic Planning Framework for Teacher Education and Development 2011 -2025, National Policy for Teacher Education and Development, 2007, National Qualifications Framework Act 67 of 2008, South African Qualifications Authority Act.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Excellent report-writing and presentation skills • Strong project management skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects • Proven computer literacy, including MS Word, MS Excel and MS PowerPoint.

Key performance areas include, inter alia: • Manage professional development of all Educators • Manage the implementation of PMDS and IQMS pertaining to CS Educators • Manage the coordination of EDSCs • Directorate administration, management and control.

Enquiries: Mr MJ Ramadie, tel. (018) 397 3066

Director: Employee Health and Wellness (SL13)

Salary: R1 105 383 per annum, All-inclusive remuneration package

• Ref no: K35213/05 • Mmabatho

Requirements: • An appropriate Bachelor's degree (NQF level 7) in Behavioral and/or Social Sciences as recognised by SAQA Plus registration with the relevant Council or equivalent • Five (5) years' experience at middle/senior managerial level in the spheres of employee health and wellness • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

Expert knowledge of: • The legislative and regulatory environment informing human resource management and employee health and safety, including but not limited to:- Labour Relations Act, Basic Conditions of Employment Act, Public Service Regulations, 2016, the Public Service Act, 1994, the Employment of Educators Act, 1998, Employment Equity Act, 1998 • Expert knowledge of employee health and safety practices.

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 • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects.

Key performance areas include, inter alia: • Manage the development of Employee Health and Wellness Policies • Manage the provision of Wellness Programmes • Manage the provision of occupational health services • Directorate administration, management and control.

Enquiries: Mr MM Keetile, tel. (018) 388 3426/27

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) (First Floor, 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: 31 March 2023

(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