

Department of Education

Deputy Director-General:

Institutional Management Governance and Support (SL 15)

Branch: Institutional Management Governance and Support

Salary: R1 813 182.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/01 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) and a Post Graduate qualification (NQF Level 8) in Education Management and/ or Public Management/Administration as recognised by SAQA • Eight – Ten (8-10) years' experience at Senior Managerial level in any or all of the following general management spheres: - • Strategy management • Education management • A valid drivers' license.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Proven management skills and a track record in the presentation, implementation and management of strategic , operational and financial plans and projects • Ability to design and implement internal systems and controls to ensure sound education governance, management and control • Expert knowledge of:- • The Public Sector financial management and its regulatory and legislative framework • The Education and school management regulatory and legislative framework • Education management principles, methodologies and procedures • Public Sector management reporting requirements • The management and control dimensions of the WALKER financial management, LOGIS and PERSAL systems • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Manage and oversee Branch strategy, governance and integration • Manage the development, coordination and implementation of institutional development • Manage the development, coordination and implementation of learner support services • Manage and coordinate District operations • Facilitate and coordinate the Quality Learning and Teaching Campaign (QLTC).

Enquiries: Mr L J Bogatsu, tel. (018) 388 3429/3433

Deputy Director-General:

Curriculum Management and Delivery (SL 15)

Branch: Curriculum Management and Delivery

Salary: R1 813 182.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/02 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) and a Post Graduate qualification (NQF Level 8) in Education Management and/ or Public Management/Administration as recognised by SAQA • Eight – Ten (8-10) years' experience at Senior Managerial level in any or all of the following general management spheres: - • Strategy management • Education management • A valid drivers' license.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Excellent management skills and a track record in the presentation, implementation and management of strategic , operational and financial plans and projects • Ability to design and implement internal systems and controls to ensure sound education governance, management and control • Expert knowledge of:- • The Public Sector financial management regulatory framework, control and reporting requirements • The Education and school management regulatory and legislative framework • Education management principles, methodologies and procedures • Public Sector management reporting requirements • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Manage Branch strategy, governance and integration • Manage and coordinate the provision of all curriculum management services, special and transversal programmes • Manage the provision of examinations and assessment.

Enquiries: Mr L J Bogatsu, tel. (018) 388 3429/3433

Chief Director:

District Coordination and Management (SL 14)

Chief Directorate: District Coordination and Management

Salary: R1 494 900.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/03 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Education Management and/or Public Management/Public Administration • Five (5) years' experience at Senior Managerial level in any or all of the following management spheres: - • Strategy management • Education management • Corporate services, encompassing financial, human, supply chain administration, management and control • A valid drivers' license.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Proven management skills and a track record in the presentation, implementation and management of operational and financial plans and projects • Ability to design and implement internal systems and controls to ensure sound institutional administration, management, governance and support • Expert 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 management reporting requirements • The WALKER financial management, LOGIS and PERSAL systems • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Facilitate and ensure effective interfacing between the Head Office and District Offices • Ensure district office governance, management and control • Ensure management, monitoring and support of Districts performance • Oversee and ensure district planning and resourcing.

Enquiries: Mr L J Bogatsu, tel. (018) 388 3429/ 3433

Chief Director: Financial Management (SL 14)

Chief Directorate: Financial Management Services

Salary: R1 494 900.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/04 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Financial or Business Management/Administration or Accounting • Five (5) years' experience at Senior Managerial level in the following financial management and accounting spheres:- • Risk management and internal control • Budgeting and Financial planning • Financial accounting • Supply Chain Management • A valid drivers' license.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Proven management skills and a track record in the presentation, implementation and management of operational and financial plans and projects • Ability to design and implement internal systems and controls to ensure sound budgetary management • Expert knowledge of:- • The Public Sector and its financial management regulatory and legislative framework • Financial planning principles, methodologies and procedures • Public Sector financial management and budgeting reporting requirements • The WALKER financial management, LOGIS and PERSAL systems • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Establish and maintain financial management and accounting systems and frameworks • Manage and monitor financial norms and standards • Manage, monitor and ensure departmental budgetary controls • Ensure financial reporting • Ensure Corporate Centre financial administration, management and control • Chief Directorate administration, management and control.

Enquiries: Mr M H Mashao, tel. (018) 388 3498

Chief Director: Examinations and Assessment (SL 14)

Chief Directorate: Examinations and Assessment

Salary: R1 494 900.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/05 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Education Management • Five (5) years' experience at Senior Managerial including, but not limited to:- • Gender education and training • Further education and training • Continuous assessment • Final assessment • A valid drivers' license.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Expert knowledge of legislative and regulatory environment informing General Further Education and Training Certificates • Expert working knowledge of systems relating to GET and FET results processing • Excellent report writing and presentation skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Manage and ensure the development and implementation of policy regulations and guidelines • Manage examination administration processes and maintenance of examination administration system • Manage provision of professional assessment of all school phases • Manage provision of examination and assessment support services • Chief Directorate management and control.

Enquiries: Mr M J Ramadie, tel. (018) 388 5192

Chief Director: HRM & D (SL 14)

Chief Directorate: HRM & D

Salary: R1 494 900.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/06 • Centre: Mmabatho

Requirements: An undergraduate (NQF Level 7) as recognized by SAQA in Human Resource Management and Administration • Training and courses in management practices • Five (5) years' experience at a Senior Managerial level in spheres of human resource management and administration • Certificate in Public Service Senior Management Leadership Programme (SMS pre-entry programme) • A valid driver's license.

Core Management Competencies: Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Proven 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 • Strategic capability and leadership • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Expert knowledge of the legislative and regulatory environment informing human resource management, development and labour relations including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Intimate knowledge of the IT systems associated with human resource management and administration [PERSAL and WALKER] • Ability to design and implement internal systems and controls to ensure sound operational management.

Duties: • Ensure strategic human resource management advice and leadership • Ensure management of human resource development • Ensure proper human resource administration • Ensure management of Employee Health and Wellness • Ensure management of Organisational Development and HR Planning • Ensure management of Employee and Labour Relations • Chief Directorate Operational Management.

Enquiries: Mr M H Mashao, tel. (018) 388 3498

Director: Early Childhood Development (SL 13)

Directorate: Early Childhood Development Services

Salary: R1 266 714.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/07 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Education Management and/or Social Sciences • Five (5) years' experience at middle/senior management level in the spheres of Education Management and/or Social Sciences but not limited to:- • Early Childhood Development • Barriers to learning (Learners with Special Education Needs) • A valid drivers' license.

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 • Proven management skills related to the presentation, implementation and management of the strategic, operation and financial plans and projects • Expert knowledge of:- • The Public Sector and regulatory environment informing Early Childhood Development • Expert • The WALKER financial management, LOGIS and PERSAL systems • Expert knowledge of systems relating to ECD registration, funding, capacity building, programme design, monitoring and evaluation • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Manage the provision of Early Childhood Development (ECD curriculum programmes • Manage and facilitate the provision of registration and funding services • Manage and facilitate the provision of Early Childhood Development (ECD) Programme Development • Ensure the provision of capacity building and monitoring and evaluation services • Directorate administration, management and control.

Enquiries: Mr M J Ramadie, tel. (018) 388 5192

Director: Supply Chain Management (SL 13)

Directorate: Supply Chain Management

Salary: R1 266 714.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/08 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Commerce • Five (5) years' experience at middle/senior management level in public finance and procurement/supply chain management environment • A valid drivers' license.

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 • Proven management skills related to the presentation, implementation and management of the strategic, operation and financial plans and projects • Specialised knowledge of:- • Supply chain management framework and ACT • PFMA and Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes • Public Service Act and Regulations • Preferential Procurement Policy Framework • Broad Based Black Economic Empowerment Framework • WALKER financial management systems and LOGIS • Transport regulations and accommodation norms and standards • Strong planning and co-ordination • Good ability to analyse policy and apply it effectively to operational issues • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Manage the provision of demand management • Manage the provision of acquisition management • Manage the provision of contract and logistics management • Manage Supply Chain performance • Directorate administration, management and control.

Enquiries: Mr S L Poe, tel. (018) 388 3499

Director: Infrastructure Programme Delivery (SL 13)

Directorate: Infrastructure Programme Delivery

Salary: R1 266 714.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/09 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in the field of Engineering and/or Building Management • Five (5) years' experience at middle/senior management level in construction and maintenance industry • A valid drivers' license.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People presentation skills • Expert knowledge of:- • Public Finance Management, Treasury and DORAH Regulations • Supply Chain Management, Regulations and Preferential Procurement Act • Occupational Health and Safety Act • National Building Regulations • Construction Industry Development Board Act of 2000 and Regulations • Standard for Infrastructure Delivery Management System • Departmental initiatives and programmes • Building construction and property management • Exceptional knowledge relating to the construction and renovation of new and existing structures • Demonstrative Tender process knowledge and skills relating to the compilation of tender specification and adjudication • Excellent budgetary management skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Provide for unplanned minor maintenance to institutions and offices of the North West Department of Education • Manage and facilitate the implementation of capital projects • Monitor management of projects fund (Capital projects and maintenance projects) • Directorate administration, management and control.

Enquiries: Mr M P S Makwela, tel. (018) 388 1799/1802

Director: Human Resource Utilisation and Development (SL 13)

Directorate: Human Resource Utilisation and Development

Salary: R1 266 714.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/10 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Human Resource Development • Five (5) years' experience at middle/senior management level in the spheres of human resource development • A valid drivers' license.

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 • Proven management skills related to the presentation, implementation and management of the strategic, operational and financial plans and projects • Strong project management skills • Expert knowledge of the legislative and regulatory environment informing human resource development but not limited to:- • Procedures applicable to employees employed in terms of the Public Service Act, 1994; Employment of Educators Act, 1998 • Requirements of the Skills Development Act, 1998 • Performance measurement and management • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Manage Skills Development Services • Manage Performance Management Services (Public Service Act Staff) • Manage Training and Development Services • Directorate administration, management and control.

Enquiries: Mr M H Mashao, tel. (018) 388 3498

Director: Education District Office

(District Director) (SL 13) x2 Posts

Salary: R1 266 714.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/11 • Centre: Mahikeng (Ngaka Modiri Molema District),
• Ref no: NWP/DOE/2025/12 • Centre: Rustenburg (Bojanala District)

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Education Management and/or Public Administration • Five (5) years' experience at middle/senior management level in any of the following general management spheres: - • Education management • Institutional support • Educational assessment • A valid drivers' license.

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 • Proven management skills related to the presentation, implementation and management of the strategic, operational and financial plans and projects • Strong project management skills • Ability to design and implement internal systems and controls to ensure sound institutional administration, management, governance and support • Intimate knowledge of • Public Sector and its regulatory and legislative framework • Education and school management regulatory and legislative framework • Education management principles, methodologies and procedures • Public Sector management reporting requirements • The WALKER financial management, LOGIS and PERSAL systems • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Oversee and control the District • Facilitate and coordinate the provision of Curriculum Support and Delivery • Facilitate and coordinate the provision of Institutional Management, Governance and Support Services • Provide District Learner Support Services • Manage and facilitate the provisioning of District HR Management Services • Provide District Financial Management Services • Provide and monitor District Corporate/Diverse Management Support Services • Ensure District liaison, collaboration and reporting.

Enquiries: Mr L J Bogatsu, tel. (018) 388 3429/3433

Director: Curriculum Support (SL 13)

Directorate: Curriculum Support Services

Salary: R1 266 714.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/13 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Education Management • Five (5) years' experience at middle/senior managerial level in the spheres of Educational management including, but not limited to:- • A valid drivers' license.

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 • Proven management skills related to the presentation, implementation and management of the strategic, operational and financial plans and projects • Strong project management skills • Ability to design and implement internal systems and controls to ensure sound institutional administration, management, governance and support • Intimate knowledge of: Public Sector and its regulatory and legislative framework • Education and school management regulatory and legislative framework • Education management principles, methodologies and procedures • Public Sector management reporting requirements • The WALKER financial management, LOGIS and PERSAL systems • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Oversee and control the District • Facilitate and coordinate the provision of Curriculum Support and Delivery • Facilitate and coordinate the provision of Institutional Management, Governance and Support Services • Provide District Learner Support Services • Manage and facilitate the provisioning of District HR Management Services • Provide District Financial Management Services • Provide and monitor District Corporate/Diverse Management Support Services • Ensure District liaison, collaboration and reporting.

Enquiries: Mr M J Ramadie, tel. (018) 388 5192

Director: Communication Services (SL 13)

Directorate: Communication Services (SL 13)

Salary: R1 266 714.00 per annum (All-inclusive remuneration package consists of a basic salary, the State's contribution to the Government Employee's Pension Fund and a flexible portion that may be structured i.r.o. the applicable rules).
• Ref no: NWP/DOE/2025/14 • Centre: Mmabatho

Requirements: • An undergraduate qualification (NQF level 7) as recognised by SAQA in Communication/Public Relations • Five (5) years' experience at middle/senior managerial level in the spheres of:- • Media management • Marketing management • Public relations • Public participation & Public education • Intergovernmental relations • Corporate branding • Events management • A valid drivers' license.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Proven management skills and a track record in the preparation, implementation and management of strategic, operational and financial plans and projects • Ability to display high levels of tact and diplomacy in providing/obtaining sensitive information • Excellent knowledge of Public Sector and its regulatory and legislative frameworks • Ability to interact and liaise with a diverse audience range • Sound understanding of website and intranet development and management • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Duties: • Ensure departmental representation at the Provincial Forum • Manage departmental media relations • Manage the provision of language service • Manage corporate branding and internal communication • Ensure governmental and community liaison • Directorate administration, management and control.

Enquiries: Ms P K Rasetshwane, tel. (018) 388 4114/4115

General Instructions:

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. 5.

The Applicant must fully complete all fields on the New Amended Z83 Form (81/971431) as prescribed with effect from 01 January 2021, which must be signed, initialled on every page.

The new Z83 Form obtainable from any Public Service Department or on the Department of Public Service and Administration (DPSA) website link: <http://www.dpsa.gov.za/newsroom/psvc/> and must be accompanied by a recently updated and Comprehensive/Detailed Curriculum Vitae with competencies and experience, including three (3) names of contactable referees.

Applicants are not required to submit copies of qualifications and other relevant documents on application. The communication from the HR department regarding the requirements for certified documents will be limited to shortlisted candidates. Therefore only shortlisted candidates for the post will be required to submit certified documents on or before the day of the interview following communication from HR.

Failure to submit the requested documents will result in your application not being considered. Shortlisted candidates for senior management posts will be subjected to a technical assessment and the selected interviewed candidates will be subjected to a two-day competency assessment.

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.

The office reserves the right to introduce other objective requirement/s should a need arise. Applicants who do not possess SMS Pre-Entry Certificate shall be considered for shortlisting and interviews, but the successful candidate shall not be appointed before successfully obtaining the certificate (SMS Pre-Entry/Programme) offered by the National School of Government. Information can be accessed via this link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

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: 03rd October 2025

(Posted applications must have reached the Department by 16:30 pm on this date, otherwise they will not be considered).