

Department of Education

Re-Advertisement

Deputy Director-General Branch: Corporate Management Services (SL15)

Salary: R1 663 581 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 • Centre: 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 3429/3433

Re-Advertisement

Director: Legal Services

Directorate: Legal Services

All-inclusive remuneration package: R1 162 200 per annum (SL13)

• Ref no: K35628 • Centre: 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 • 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

NB. These positions are being re-advertised and applicants who previously have applied are encouraged to re-apply should they still be interested in any of the above-mentioned positions.

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. 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: 28 July 2023

(Applications must have reached the Office 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