



# NORTHERN CAPE DEPARTMENT OF EDUCATION

**Post: Director – Supply Chain Management**

**Salary: R1 105 383.00 – R1 302 102.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**

**Centre: Head Office, Kimberley**

**Reference No. HO/SCM/DIR/05/2023**

**Requirements:** An appropriate tertiary qualification (NQF level 7) as recognized by SAQA in Supply Chain Management/Logistics/Purchasing/Finance/Economics plus a minimum of 5 years in middle management(Deputy Director level) in SCM environment.\* **Nyukela Public Service Senior Management Service (SMS) Pre-entry Certificate.** Knowledge of the legislative and regulatory environment applicable to the procurement environment i.e. PFMA 1999, Treasury Regulations , PPPFA ,CIDB, BBBEE and other relevant legislation. Knowledge and experience of Asset Management in a large government organization. Extensive knowledge, experience, interpretation and application of GRAP Reporting Standards, MCS. A valid Driver's Licence.

**Core Management Criteria (CMC):** Financial Management, People Management & Empowerment, Client Orientation & Customer Focus, Strategic Capability & Leadership, Programme & Project Management, Knowledge Management and Problem solving.

**NB:** SMS appointments are subject to SMS Competency Based Assessments as per DPSA Directive.

**Duties:** \*Manage Supply Chain Management in respect of: Assets, Inventory, Demand, Acquisition and Logistics. \*Demand plans, market analysis, supplier committee and acquisition committees. \*Manage the administration of quotations and bids, bid specifications committees, bid evaluation committees and acquisition committees. \*Monitor the progress of orders and monthly receipt of goods received vouchers. \*Oversee reconciliation of asset and inventory accounts. \*Effectively liaise with internal and external auditors. \*Implement internal control measures and the effective management of Human Capital within the Directorate. \*Ensure compliance with SCM policies and practices with applicable GRAP standards, SA-GAAP, IFRS, Treasury regulations, Preferential Procurement policy Framework and other various legislation. \*Prepare and submit monthly inputs for preparation of Annual Financial Statements; and respond on all SCM internal and external audit queries. \*Strategically lead and manage the professional and administrative functions of the Directorate.

**Enquiries:** Mr. S.B. Sekhoacha at (053) 839 6500.

**Post: Chief Director – Policy and Planning**

**Salary: R1 308 051.00 – R1 563 948.00.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**

**Centre: Head Office, Kimberley**

**Reference No: HO/POLICY-PLANNING/CD/05/2023**

**Requirements:** \*An appropriate tertiary qualification (NQF Level 7) as recognized by SAQA in Economics, Political Science, Public Administration or Business Administration. A postgraduate qualification as recognised by SAQA in Economics/ Political Science/ Public Administration and/or Business Administration will be an added advantage. **Nyukela Public Service Senior Management Service (SMS) Pre-entry Certificate.** A minimum of five (5) to ten (10) years of experience in Strategic Planning/Monitoring and Evaluation /Reporting with at least five (5) years of experience at Director level. Knowledge of legislation, policies, and frameworks applicable to government planning and reporting processes. Understanding of the Basic Education sector; Computer Literacy. A valid Driver's licence.

**Core Management Criteria:** Financial Management, People Management & Empowerment, Client Orientation & Customer Focus, Strategic Capability & Leadership, Programme & Project Management, Knowledge Management and Problem solving.

**NB:** SMS appointments are subject to SMS Competency Based Assessments as per DPSA Directive.

**Duties:** \***Manage and maintain credible planning processes for the Department.** Provide leadership in the development of the Department's Strategic Plans, Annual Performance Plans and Operational Plans.\***Coordination of strategic plan inputs with relevant units within the Department for inclusion in the 5-Year Strategic Plan,** guide the formulation of the department's Annual Performance Plans (APPs), ensure compliance with applicable government planning frameworks and policies within the department. \***Ensure that the Department's planning is evidence-based and is informed by research, monitoring, and evaluations.**

\***Monitor the performance of the Department:** Provide strategic guidance in the development of quarterly assessment tools for reporting; Oversee the development of reporting guidelines for the branches/chief directorates of the Department, provide leadership in the circulation of reviewed reporting guidelines to the senior management of the Department and relevant management structures; Prepare strategic consolidated reports on the quarterly and annual performance of the Department for oversight bodies e.g. EXCO, OTP, DBE, DPSA, PSC etc; Recommend approval of quarterly and annual reports for the MEC, HOD and Executive Management's consideration and approval; Ensure formulation and facilitation of the Department's quarterly reports for the implementation of the Medium-Term Strategic Framework, Provide support and guidance in the compilation of Strategic Plan by the entities of the Department to ensure alignment with the MTSF, Oversee the monitoring and evaluation of the achievement of targets as set out in the Strategic Plan and the MTSF. \***Manage and improve business processes concerning the Department's planning and reporting processes:** Provide strategic direction in the development and implementation of departmental policies, procedures, models and systems to enhance the effectiveness of the Department's planning and reporting mechanisms; provide leadership in the preview and consolidation of reports on audit outcomes, emphasized matters and recommend to the Head of Department to request Programme Managers to prepare and implement corrective actions. \***Coordinating the development of procedure manuals for the Department to streamline processes and**

<p><b>Post: Director – Institutional Development, Management, Governance and Support</b>  <b>Salary: R1 105 383.00 – R1 302 102.00</b> (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)  <b>Centre: Head Office, Kimberley</b>  <b>Reference No. HO/IDMGS/DIR/05/2023</b></p> <p><b>Requirements:</b> An appropriate tertiary qualification (NQF level 7) as recognized by SAQA preferably a B.Ed. Degree. <b>Nyukela Public Service Senior Management Service (SMS) Pre-entry Certificate.</b> Plus a minimum of five (5) years' experience at middle/senior managerial level with Curriculum experience. Thorough understanding of the current education and public sector policies and legislation guiding the Department. Extensive, credible knowledge in Education procedures and practices. Distinct competence and a proven track record in the areas of participative management and leadership, organizational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Good presentation skills; Analytic thinking; Research &amp; Report writing skills; Computer literacy (MS Word, MS Excel, Access, Power Point, etc). Proven communication (verbal and written) and interpersonal skills at all levels. Valid driver's license.</p> <p><b>Core Management Criteria (CMC):</b> Financial Management, People Management &amp; Empowerment, Client Orientation &amp; Customer Focus, Strategic Capability &amp; Leadership, Programme &amp; Project Management, Knowledge Management and Problem Solving</p> <p><b>NB:</b> SMS appointments are subject to SMS Competency Based Assessments as per DPSA Directive.</p> <p><b>Duties:</b> *Management of School Development and Support. *Management of Institutional Management, Governance, Development and Support. *Management of Specialized Educational Support. *Strategically lead and manage the professional and administrative functions of the Directorate.</p> <p><b>Enquiries:</b> Mr S. Beuzana at (053) 8396500</p>	<p>improve efficiency. *Strategically lead and manage the professional, administrative function of the Chief Directorate.</p> <p><b>Enquiries:</b> Mr T.I. Van Staden at 053 – 8396500</p> <p><b>Post: Director – Professional Teacher Development</b>  <b>Salary: SMS R1 105 383.00 – R1 302 102.00</b> (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)  <b>Centre: Head Office, Kimberley</b>  <b>Reference No. HO/PTD/DIR/05/2023</b></p> <p><b>Requirements:</b> An appropriate tertiary qualification (NQF level 7) as recognized by SAQA preferably a B.Ed. Degree. <b>Nyukela Public Service Senior Management Service (SMS) Pre-entry Certificate.</b> Plus a minimum of five (5) years' experience at middle/senior managerial level experience. Thorough understanding of the current education and public sector policies and legislation guiding the Department. Extensive, credible knowledge in the Education procedures and practices. Distinct competence and a proven track record in the areas of participative management and leadership, organizational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Good presentation skills; Analytical thinking; Research &amp; Report writing skills; Computer literacy (MS Word, MS Excel, Access, Power Point, etc). Proven communication (verbal and written) and interpersonal skills at all levels. Valid driver's license.</p> <p><b>Core Management Criteria (CMC):</b> Financial Management, People Management &amp; Empowerment, Client Orientation &amp; Customer Focus, Strategic Capability &amp; Leadership, Programme &amp; Project Management, Knowledge Management and Problem Solving.</p> <p><b>NB:</b> SMS appointments are subjected to SMS Competency Based Assessments as per DPSA Directive.</p> <p><b>Duties:</b> *Management and implementation of pre-service training (PRESET). *Management and implementation of in-service training (INSET) and related educator professional development programmes. *Manage and coordinate the establishment of Professional Learning Communities (PLCs), Subject Committees and the operationalization of the Provincial Teacher Development Institute (PTDI). *Ensure optimal utilization of District Teacher Development Centers (DTDCs) and provide support to Center Managers. *Manage and coordinate the implementation of the Continuing Professional Teacher Development (CPTD) system. *Coordinate and implement the teacher award and recognition systems (National Teaching Awards (NTA)). *Establish and maintain partnerships with Higher Education Institutes (HEIs) and relevant stakeholders. *Conduct educator skills audit and maintain a database of qualification profiles. *Strategically lead and manage the professional and administrative functions of the Directorate.</p> <p><b>Enquiries:</b> Ms G.D. Sibiya at (053) 8396500</p>
<p><b>Post: District Director – Namakwa District</b>  <b>Salary: R1 105 383.00 – R1 302 102.00</b> (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)  <b>Centre: Springbok, Namakwa</b>  <b>Reference No. HO/DISTRICTDIRECTOR/NAM/05/2023</b></p> <p><b>Requirements:</b> *An appropriate tertiary qualification (NQF level 7) or equivalent as recognized by SAQA. <b>Nyukela Public Service Senior Management Service (SMS) Pre-entry Certificate.</b> Plus a minimum of five (5) years' experience at middle/senior managerial level with district operations experience. *Thorough understanding of the current education and public sector policies and legislation guiding the Department. *Extensive, credible</p>	<p><b>Post: Chief Education Specialist – School Safety</b>  <b>Salary: MMS R1 002 012.00 – R1 536 543.00 per annum</b> (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)  <b>Centre: Head Office, Kimberley</b>  <b>Reference No. HO/SCHOOLSAFETY/CES/05/2023</b></p> <p><b>Requirements:</b> *A recognized appropriate three - or four-year qualification, which includes a professional teacher education qualification plus a minimum of 9 years experience in the educational field. Five years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. *Registration with SACE as professional educator. *Project Management and Financial and</p>

knowledge in the Education procedures and practices. \*Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. \*Ability to develop logical frameworks and other planning models. \*Ability to develop and adhere to work schedules. \*Willingness to travel and work beyond normal working hours. \*Good presentation skills; \*Analytical thinking; Research & Report writing skills. \*Computer literacy (MS Word, MS Excel, Access, Power Point, etc). \*Proven verbal and written communication and interpersonal skills at all levels. \*Valid driver's license.

**\*Core Management Criteria (CMC):** Financial Management, People Management & Empowerment, Client Orientation & Customer Focus, Strategic Capability & Leadership, Programme & Project Management, Knowledge Management and Problem Solving.

**NB:** SMS appointments are subjected to SMS Competency Based Assessments as per DPSA Directive.

**Duties:** Manage the professional and administrative functions of the district, provide leadership and direction with regard to: \*Management of Curriculum and Delivery. \*Management of Examinations and Assessment Services. \*Management and Coordination of Circuit Operations. \*Management of the provisioning of Institutional Management, Governance and Support Services. \*Management of the provisioning of Financial and Supply Chain Services. \*Management of the provisioning of Learner Social Support Services. \*Management of the provisioning of Corporate Services. Management of the provisioning of Physical Resources. \*Promoting system accountability by: holding the District Management Team, Circuit Managers and Principals to account for the performance of education institutions/schools. \*Accounting to the provincial education department for the performance of education institutions/schools. \*Pro-actively build sound relationships with key stakeholders and clients, including organized labour, SGB Associations etc. \*Advocate and implement National and Provincial policies, programmes and advance the educational interests of learners. Advance the implementation of quality education and improved service delivery in all education institutions/schools in the District. \*Strategically lead and manage the professional, administrative function of the District.

**Enquiries:** Mr. ES Kistoo @ 053 839 6500

**Post: Chief Education Specialist – Marking Management and Administration (Examinations)**

**Salary:** MMS R1 002 012.00 – R1 536 543.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)

**Centre:** Head Office, Kimberley

**Reference No.** HO/MARKINGADMIN/CES/05/2023

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 9 years experience in the educational field. Five years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE as professional educator. \*Project Management and Financial and administrative skills. Understanding and knowledge of education and particularly programmes that enhance the curriculum. A thorough understanding of Examination and Assessment and other related policies. \*Computer literacy with specific reference to the practical use of MS Word, MS Excel and PowerPoint. \*Good report writing and presentation skills. \*Excellent writing, verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills. \*Conflict and dispute resolution skills. \*Strategic and analytical thinking skills. \*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively. \*Ability to plan, manage and delegate as well as monitor public administrative functions. \*Innovative, analytical and creative thinking.\*The official must be willing to work under surveillance in an enclosed high security precinct. \*A Valid driver's license.

administrative skills. \*Understanding and knowledge of education and particularly programmes that enhance the curriculum. A thorough understanding of School Safety and other related policies. \*Computer literacy with specific reference to the practical use of MS Word, MS Excel and PowerPoint. \*Good report writing and presentation skills. \*Excellent writing, verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills. \*Conflict and dispute resolution skills. \*Strategic and analytical thinking skills. \*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively. \*Ability to

plan, manage and delegate as well as monitor public administrative functions. \*Innovative, analytical and creative thinking. \*A Valid driver's license.

**Duties:** \*Liaise with schools and districts regarding implementation of the School Safety programme. \*Provide strategic direction in terms of the implementation of policies and framework of School Safety programmes. \*Assistance in management, co-ordination and monitoring of School Safety. \*Improve physical conditions and reduce all forms of crimes at Schools to enhance effective teaching and learning. \*Build strong partnerships and communication with internal and external stakeholders and beneficiaries to enhance integration and collaboration. \*Improve the quality and build the capacity of human technical resources of educators and associates to enable transfer of skills and enhance the delivery capabilities in line with all relevant legislative guidelines. \*Provide strategic direction by influencing, developing and overseeing the implementation of appropriate School Safety policies.\*Set standards of good practice and provide evidence of programmes that will bridge and articulate the NCS as well as the framework for school enrichment. \*To acquire and manage resources and secure capital for sustainable and secure capital for sustainable projects, events, activities. \*To ensure effective monitoring, evaluation and accurate reporting progress on expected outcomes and quality control on deliverables. \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Ms N.V. Mlambo-Izquierdo at (053) 8396500

**Post: Chief Education Specialist – Curriculum Further Education and Training Band (FET)**

**Salary:** MMS R1 002 012.00 – R1 536 543.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)

**Centre:** Head Office, Kimberley

**Reference No.** HO/CURRFET/CES/05/2023

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 9 years experience in the educational field. Five years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE as professional educator. \*Project Management, Financial and administrative skills. \*A thorough understanding of the purpose, principles, aims and teaching methodologies underpinning the NCS Grade R to 12. \*A thorough understanding of e-learning and the use of ICTs to enhance learning and teaching. \*Experience and knowledge in teacher development and curriculum policy development and implementation. \*A thorough understanding of Curriculum and other related policies. \*Computer literacy with specific reference to the practical use of MS Word, MS Excel and PowerPoint. \*Good report writing and presentation skills. \*Excellent writing, verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills. \*Conflict and dispute resolution skills. \*Strategic and analytical thinking skills. \*Ability to plan, manage and delegate as well as monitor public administrative functions. \*Innovative, analytical and creative thinking. \*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively. \*A Valid driver's license.

**Duties:** \*The overall strategic and operational management of the marking process, including planning, budgeting and delivering of all activities. \*Communicate with Markers, Chief Markers, Internal Moderators and Centre managers. \*Communicate with the staff to strive to ensure achieving a stable employee-employer relationship; Planning and Organizing the Marking and Pre-marking guideline standardization meetings, Coordinate National Senior Certificate and Senior Certificate Examinations. \*Plan and organize workshops regarding the marking of scripts, and develop a risk management plan to prevent irregularities. \*Arrange the matric Awards Ceremony. \*Manage, monitor and assist in the implementation of education policies, in particular examination and assessment policies. \*Plan and manage various examination functions and processes within the examination cycle. \*Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting. \*Manage the effective utilization of finances and other resources. \*Facilitate policy formulation, analysis and implementation. \*Undertake research and development with a view to improve service delivery. \*Work within a matrix management arrangement with head office. \*Provide training and support to all officials and schools in the district. \*Develop operational strategies to implement policies and circulars by interpreting and coordinating such policies and directives for schools. \*Plan, organize, present and participate in various workshops, meetings and other forums \*Manage, coordinate and support partnership projects related to the improvement of learning and teaching. \*Networking with the DBE and other education districts, other sectors, non-governmental organizations, teacher unions and other relevant internal and external stakeholders. \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Mr S. Maketlo at (053) 8396500

**Duties:** \*The overall strategic and operational management of FET Curriculum Unit including the planning, budgeting and delivery of all FET activities. \*Coordinate, monitor and drive the implementation of the National Strategy for Learner Attainment (NSLA) as well as the Mathematics, Science and Technology Strategies (MST) as it relates to the FET. \*Lead the curriculum management, planning and support functions. \*Lead the development of provincial policies, learning programmes and assessment to ensure effective curriculum implementation. \*Ensure effective planning, implementation, monitoring and evaluation of policies pertaining to FET curriculum and assessment. \*Monitoring and evaluation of all provincial and district curriculum activities within FET. Manage the development and support of Subject Coordinators and Advisors in FET. \*Coordinate the monitoring of district and school functionality as it relates to curriculum implementation. \*Represent the department at national, provincial and other curriculum and assessment forums. \*Plan, organize, present and participate in various workshops, meetings and other curriculum and assessment forums. \*Establish and manage data on schools, teachers, training and support courses, on-site support etc. to ensure effective planning, decision-making, implementation and monitoring of the NCS. Coordinate and support partnership projects related to improvement of curriculum delivery \*Networking with other education directorates, other sectors, non-governmental organizations and teacher unions. \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Mr H.M. Willemsse at (053) 8396500

**Post: Chief Education Specialist – Mathematics, Science and Technology (MST)**  
**Salary: MMS R1 002 012.00 – R1 536 543.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**  
**Centre: Head Office, Kimberley**  
**Reference No. HO/MST/CES/05/2023**

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 9 years experience in the educational field. A Science degree (Mathematics, Physics/Chemistry or Technology) will be an added advantage. \*Five years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE as professional a educator. \*Project Management, Financial and administrative skills. \*A thorough understanding of the purpose, principles, aims and teaching methodologies underpinning the NCS Grade R to 12. \*A thorough understanding of e-learning and the use of ICTs to enhance learning and teaching. \*Experience and knowledge in teacher development and curriculum policy development and implementation. \*A thorough understanding of Curriculum and other related policies. \*Computer literacy with specific reference to the practical use of MS Word, MS Excel and PowerPoint. \*Good report writing and presentation skills. \*Excellent written, verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills. \*Conflict and dispute resolution skills. \*Strategic and analytical thinking skills. \*Ability to plan, manage and delegate as well as monitor public administrative functions. \*Innovative, analytical and creative thinking.\*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively. \*A Valid driver's license.

**Duties:** \*Provide overall leadership and management of the Mathematics, Science and Technology Strategy in the province.\*Co-ordinate and monitor the implementation of the MST Conditional Grant within the PFMA and Treasury Regulations frameworks. \*Evaluate, develop, implement, co-ordinate and monitor policies for teaching and learning of Mathematics, Science and Technology in the MST focus schools. Design and monitor the

**Post: Chief Education Specialist – Whole School Evaluation (WSE)**  
**Salary: MMS R1 002 012.00 – R1 536 543.00 per annum**  
**(all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**  
**Centre: Head Office, Kimberley**  
**Reference No. HO/WHOLE SCHOOL/CES/05/2023**

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 9 years experience in the educational field. Five years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE as professional educator. \*Project Management, Financial and administrative skills. \*A thorough understanding of the purpose, principles, aims and teaching methodologies underpinning the NCS Grade R to 12. \*Knowledge and understanding of school evaluations and accountability systems. \*Have an understanding of benchmarking, standard setting & evaluation process. \*Experience and knowledge in teacher development and curriculum policy development and implementation. \*A thorough understanding of WSE and other related policies. \*Computer literacy with specific reference to the practical use of MS Word, MS Excel and PowerPoint. \*Good report writing and presentation skills. \*Excellent written, verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills. \*Conflict and dispute resolution skills. \*Strategic and analytical thinking skills. \*Ability to plan, manage and delegate as well as monitor public administrative functions. \*Innovative, analytical and creative thinking. \*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively. \*A Valid driver's license.

**Duties:** \*Manage Whole-School Evaluation for all 5 districts. \*Reporting on the main characteristics of the institution and present an overview of the key findings and recommendations in order to assist the institution in promoting school effectiveness, and in order to improve the quality of teaching and learning. \*Capacitate Districts and Schools in crafting District and School Improvement Plans (DIPS and SIPs). \*Develop and review training materials and instruments for external and internal school evaluations.\*Developing mechanisms to create and maintain an

implementation of developmental, support, mentoring and assessment programs for educators. \*Render advice on competencies and performance indicators to ensure the delivery of quality education services. \*Promote subject enrolment in the school system, with a view to also increase the supply of qualifying candidates to enter into MST related courses in the higher education sector. \*Conduct research on the impact the MST strategy is making on the educational outcomes of the department and the trends of the interventions aimed at increasing the levels of Mathematics, Science and Technology among learners. \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Ms N.V. Mashodi at (053) 8396500

accessible database on the findings from WSE monitoring and evaluations. \*Compilation of WSE education planners in supporting schools, working with District Support Teams in responding to recommendations emanating from school external evaluation reports. \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Mr S. Beuzana at (053) 839 6500

**Post: Chief Education Specialist – Research and Policy Coordination**

**Salary: MMS R1 002 012.00 – R1 536 543.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**

**Centre: Head Office, Kimberley**

**Reference No. HO/RESEARCHPOLICY/CES/05/2023**

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 9 years experience in the educational field. \*Five years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE as professional educator. \*Project Management, Financial and administrative skills. Extensive knowledge of and appropriate proven experience in quantitative and qualitative methods of research and different research designs. \*Experienced in the development of a research proposal/plans. \*Experience in statistical techniques for collecting, organizing, analyzing and interpretation of data. \*A thorough understanding of e-learning and the use of ICTs to enhance learning and teaching. \*Computer literacy with specific reference to the practical use of MS Word, MS Excel and PowerPoint and the use of the internet for research purpose. \*Good report writing and presentation skills. \*Excellent written, verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills. \*Conflict and dispute resolution skills. \*Strategic and analytical thinking skills. \*Ability to plan, manage and delegate as well as monitor public administrative functions. \*Innovative, analytical and creative thinking. \*An initiator, able to work under pressure as part of a team and as an individual, meet tight deadlines and travel extensively. \*A Valid driver's license.

**Duties:** \*Manage and lead the Research and Policy Unit. \*Conduct research on the teacher development programmes and strategies required for quality education. \*Undertake commissioned and non-commissioned research; quality assure documents, writing, presentation and publication of findings. \*Establish and maintain a research data base of information. \*Manage information by collecting, analyzing and translating data into knowledge for planning, decision making and reporting. \*Establish and maintain provincial, national and international partnerships with Institutions of Higher Learning, other Research Units, other Government Departments especially education and NGOs. Network information across the education fraternity. Ensure the development and implementation of departmental policies, procedures, models and systems to enhance the effectiveness of the Department's planning and reporting mechanisms. \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Ms J. Phentela at (053) 839 6500

**Post: Chief Education Specialist – Arts, Culture and Indigenous Knowledge Systems**

**Salary: MMS R1 002 012.00 – R1 536 543.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**

**Centre: Head Office, Kimberley**

**Reference No. HO/ACIKS/CES/05/2023**

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 9 years experience in the educational field. Five years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE as professional educator. \*Project Management, Financial and administrative skills. \*Understanding and knowledge of education and particularly programmes that enhance the curriculum. A thorough understanding of Arts, Culture and Indigenous Knowledge Systems and other related policies. \*Computer literacy with specific reference to the practical use of MS Word, MS Excel and PowerPoint. \*Good report writing and presentation skills. \*Excellent written, verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills. \*Conflict and dispute resolution skills. \*Strategic and analytical thinking skills. \*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively. \*Ability to plan, manage and delegate as well as monitor public administrative functions. \*Innovative, analytical and creative thinking. \*A Valid driver's license.

**Duties:** \*Manage the overall strategic and operational plans of the Provincial Arts, Culture and Indigenous Knowledge Systems sub-directorate including the planning and budgeting and delivery of all activities. \*Manage and Provide support, guidance and monitor the implementation Arts, Culture and Indigenous Knowledge Systems Programmes. \*Provide district support in the coordination and monitoring of Arts, Culture and Indigenous Knowledge Systems. \*To coordinate and manage national, provincial, district priorities and programmes. \*Work collaboratively with internal and external partners to improve learner participation. \*Manage the development and support of educators. \*Provide training for educators on Arts, Culture and Indigenous Knowledge Systems. Monitor the implementation of policies and compliance with legislative frameworks. \*Promote interaction between the department and all role players in the delivery of Arts, Culture and Indigenous Knowledge Systems and related services within the sector. \*Identify schools to fast track the implementation of arts culture & indigenous knowledge systems, especially in rural areas and farm schools. \*Collaborate with internal stakeholders within the department to give impetus to the holistic development of the child. \*Embark upon road shows and awareness programmes in a quest to profile Arts Culture and Indigenous Knowledge Systems as a vehicle for social cohesion and nation building. Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Ms N.V. Mlambo-Izquierdo Rodriguez at (053) 839 6500

**Post: Chief Education Specialist – Institutional Development and Support**  
**Salary: MMS R1 002 012.00 – R1 536 543.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**  
**Centre: Head Office, Kimberley**  
**Reference No. HO/IDS/CES/05/2023**

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 9 years experience in the educational field. Five years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE as a professional educator. \*Project Management, Financial and administrative skills. \*Understanding and knowledge of education and particularly programmes that enhance the curriculum. A thorough understanding of Institutional Development and Support and other related policies. \*Computer literacy with specific reference to the practical use of MS Word, MS Excel and PowerPoint. \*Good report writing, facilitation and presentation skills. \*Excellent written, verbal communication and interpersonal skills. \*Conflict and dispute resolution skills. \*Strategic and analytical thinking skills. \*An initiator, able to work under pressure as part of a team and as an individual, meet tight deadlines and travel extensively. \*Ability to plan, manage and delegate as well as monitor public administrative functions. \*Innovative, analytical and creative thinking. \*A Valid driver's license.

**Duties:** \*Manage the overall strategic and operational management of the Provincial Institutional Development sub-directorate including the planning, budgeting and delivery of all activities. \*Ensure the implementation of operational policies for Public Ordinary, Independent Schools, Home Education and Farm and Rural schools. \*Maintain sound practices in the registration, de-registration and closure of Independent schools. \*Evaluate applications/request for the provision of Home Education. \*Monitor the application norms and standards as specified in the South African Schools Act. \*Administer and servicing agreements/contracts of schools between the Department and private property owners. \*Manage and monitor the implementation of the Rural education strategy, the Schools Rationalization and Realignment Process and the declaration of underperforming schools. \*Supervision and management. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively. \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Mr S. Beuzana at (053) 839 6500

**Post: Chief Education Specialist – Institutional Development and Support (Namakwa)**  
**Salary: MMS R1 002 012.00 – R1 536 543.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**  
**Centre: Springbok, Namakwa District**  
**Reference No. NAM/IDS/CES/05/2023**

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 9 years experience in the educational field. Five years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE as professional educator. \*Project Management and Financial and administrative skills. \*Understanding and knowledge of education and particularly programmes that enhance the curriculum. A thorough understanding of Institutional Development and Support and other related policies. \*Computer literacy with specific reference to the practical use of MS Word, MS Excel and PowerPoint. \*Good report writing and presentation skills. \*Excellent written, verbal communication and interpersonal skills. \*Excellent facilitation and presentation skills. \*Conflict and dispute resolution skills. \*Strategic and analytical thinking skills. \*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively. \*Ability to plan, manage and delegate as well as monitor public administrative functions. \*Innovative, analytical and creative thinking. \*A Valid driver's license.

**Duties:** \*The overall strategic and operational management of the district Institutional Development & Support Sub-directorate including the planning, budgeting and delivery of all activities. \*Ensure effective planning, implementation, monitoring and evaluation of policies pertaining to Institutional Development & Support. \*Manage the planning, coordination and evaluation of Institutional Management, Governance, Development & Support. \*Develop institutional development and support policy including systems, standards and practices. \*Manage the development, maintenance and implementation of appropriate policies and frameworks for SGBs and RCLs. \*Manage the planning, coordination and evaluation of Inclusive Education. \*Provide support to special and full service schools including capacity building. \*Develop and maintain inter-sectoral networks for collaboration on inclusive education. \*Manage the planning and coordination of psychological, therapeutic and social work services. \*Manage Learner Admissions in the district. \*Manage the implementation of the Farm and Rural School Strategy. \*Facilitate the process of school development planning and district improvement plans and the implementation of the Provincial Improvement Plan. \*Coordinate stake-holder participation through the QLTC in the district. \*Coordinate the process for declaring underperforming schools in the district. \*Coordinate the development of support programmes for underperforming schools. \*Initiate, facilitate and develop intervention strategies and support programmes for public, independent and home schooling/education. \*Coordinate the registration and deregistration of schools. \*Support the implementation of the Programme for Learner Attainment through institutional and development programmes. \*Represent the department at provincial and other forums. \*Plan, organize, present and participate in various workshops and meetings. \*Manage, coordinate and support partnership projects. \*Networking with other education districts, other sectors, non-governmental organizations and teacher unions.

**Enquiries:** Mr F. Farao at (027) 718 8600

**Post: Deputy Director – PERSAL and Establishment Controllor**  
**Salary: MMS R811 560.00 – R952 485.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**  
**Centre: Head Office, Kimberley**  
**Reference No. HO/PERSAL-EST/DD/05/2023**

**Post: Deputy Director – Administration Services HODs Office**  
**Salary: MMS R811 560.00 – R952 485.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**  
**Centre: Head Office, Kimberley**  
**Reference No. HO/ADMINSERVICES/DD/05/2023**

**Requirements:** \*A recognized appropriate three year National or Bachelor's degree (NQF level 6 or 7) in Human Resources Management, Public Management/Administration or equivalent qualification. A minimum of five (5) to ten (10) years of work experience in HR with at least three (3) to five (5) years at Junior Management level i.e. Salary level 8 – Assistant Director. \*Knowledge of HR process and prescripts especially related to Persal Management and Establishment Control. Knowledge of HR information systems i.e. PERSAL, Vulindlela etc. Knowledge of the legislative and regulatory environment i.e. Public Service Act, Employment of Educators Act, Public Service Regulations, Personnel Administration Measures, and other relevant legislation and collective agreements. \*Computer literacy (MS Office, Excel, and PowerPoint). \*Must be assertive and have sound interpersonal relations and conflict management skills. \*Ability to work as part of a team and under pressure. \*A valid driver's license.

**Duties:** \*Correct and timeous post creation, amendments and abolishing in line with relevant authorizations (OD investigations and additional appointments); Implement new and amended structures on PERSAL and render support services for personnel implications. \*Register Persal users and maintain user Profiles through selective Allocation of functions. \*Provide training, guidance, and support to PERSAL users in terms of the system's various functionalities. \*Provide PERSAL information & reports to clients. \*Regularly monitor the audit and control reports available on PERSAL as well as the programmatically generated exception reports. \*Serve on the Provincial PERSAL User Forum to ensure the dissemination of information, the effective application of the PERSAL system and the meeting of National minimum Information Requirements (NMIR) and the Protection of Personal Information Act ("POPIA"). \*Provide advice on transactions based on in-depth knowledge of PERSAL and HR policies. \*Evaluate and Register System Control Change (SCC) requests; Conduct audits on user access, finance inter-linkages (BAS codes allocations), data integrity, migration, and inter-phases. \*Maintain the budget allocation codes on PERSAL in line with the BAS code Structure. \*Maintain the approved post establishment of Schools in line with the Post Provisioning Norms (PPN). \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Mr F. De Jager at (053) 839 6500

**Post: Deputy Director – Education Management Information System (EMIS)**

**Salary: MMS R811 560.00 – R952 485.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**

**Centre: Head Office, Kimberley**

**Reference No. HO/EMIS/DD/05/2023**

**Requirements:** \*A recognized appropriate three year National Diploma or Bachelor's degree (NQF level 6 or 7) in Information Technology or Information Systems or Computer Science or equivalent qualification. A minimum of five (5) to ten (10) years of work experience in the Education Management Information Systems environment with at least three (3) to five (5) years at Junior Management level i.e. Salary level 8 – Assistant Director. \*Should possess high skills and knowledge in database management and be proficient in Microsoft Access, Microsoft SQL Server/ programming skills and other Microsoft Office Suite of products. \*Knowledge of South African Schools Act of 1996, Education Information Policy of 2004, Public Management Acts, National and Provincial Practice notes and Public Service Act of 2007, Promotion of Access to Information Act 2 of 2000, Protection of Personal Information Act of 2013. \*Knowledge in Information Security, Project Management Methodologies will provide an added advantage. \*Good verbal and written communication skills. \*Good interpersonal skills. A Valid driver's license.

**Duties:** \*Manage the provisions of the Education Information Policy. \*Monitor and manage all data collection activities. \*Manage and maintain the Provincial SQL Data Warehouse.

**Requirements:** \*A recognized appropriate three year National or Bachelor's degree (NQF level 6 or 7) in Public Management/Administration or equivalent qualification. A minimum of five (5) to ten (10) years of work experience in office management with at least three (3) to five (5) years at Junior Management level i.e. Salary level 8 – Assistant Director. \*Strong organizational skills with specific reference to the management of documents. \*Sound understanding of financial policies as guided by Treasury Regulations. \*Good communication skills with high proficiency in writing. \*Specialist knowledge such as advanced level of computer literacy (MS Office, Excel, and PowerPoint). \*Must be assertive and have sound interpersonal relations and conflict management skills. \*Ability to work as part of a team and under pressure. \*Ability to coordinate and liaise with internal Departmental branches and external stakeholders. \*Willingness to travel and work extra hours. A valid driver's license.

**Duties:** \*Maintain a workflow system for the registration, tracking, coordinating, and filing of information and/or documentation from and to branches/chief directorates within the Department, external government departments, entities, and stakeholders. \*Distribute, monitor, and follow up on decisions/actions agreed to at meetings, e.g., Executive Management Team, Senior Management Service, Broad Management etc. Respond to and address queries addressed to the Department. \*The provision of administrative, logistical, and secretarial support to internal and external engagements organized by the Office of Head of Department as well as for all high-level meetings. \*Research and compile documentation related to correspondence, media statements, briefing notes, speeches, parliamentary questions, etc. and quality assure the documentation that requires the Head of Department's attention and/or consideration. \*General administrative duties to ensure the effective and efficient functioning of the Office of the Head of Department, Implement and manage specialized focus projects as and when required by the Head of Department. \*Engage with various basic education sector stakeholders. \*Ensure the safekeeping of all high-level meeting records and information. \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Mr A. Andrews at (053) 839 6500

**Post: Deputy Director – Information Technology (IT) Security and System Management**

**Salary: MMS R811 560.00 – R952 485.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**

**Centre: Head Office, Kimberley**

**Reference No. HO/IT-SECURITY/DD/05/2023**

**Requirements:** \*A recognized appropriate three year National Diploma or Bachelor's degree (NQF level 6 or 7) in Information Technology with specialization in Cyber Security and or Information Security or Professional sector relevant accredited certification in Information Security or equivalent qualification. \*A minimum of three year experience in cyber security or Information Security related work environment at Junior Management level i.e. Salary level 8 – Assistant Director. \*Knowledge of South African Schools Act of 1996, Education Information Policy of 2004, Public Management Acts, National and Provincial Practice notes and Public Service Act of 2007, Promotion of Access to Information Act 2 of 2000, Protection of Personal Information Act of 2013. \*Knowledge in IT Security and System Management. \*Sound knowledge and experience of educational management, project management and quality assurance. \*Strong interpersonal, communication- motivational, negotiation, problem solving and liaison skills, good report-writing and presentation skills. \*Innovative, analytical and creative thinking skills. Well-developed organizational, planning and management skills. A Valid driver's license.

**Duties:** \*Manage the Northern Cape Department of Education (NCDoE) information security needs, processes, and procedures to ensure confidentiality, integrity and availability. \*Develop

\*Facilitate the establishment of District Data SQL Warehouses. \*Prepare reports on various processes for management and the budget for the sub-directorate. \*Monitor and manage the South African School Administration and Management System (SA-SAMS). \*Monitor SA-SAMS training for the province. \*Develop internal data management policies. \*Facilitate the development of business intelligence tool (BI). \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Mr C.K. Tshimanika at (053) 839 6398

various information security policies and procedures aimed at safeguarding the organization's data and information in order to protect the organization against cyber security threats and enhance the security of the NCDoe Network and systems. \*Constantly monitoring the Departmental Network to identify security risks and put systems in place to overcome the identified security risks. \*Develop and implement a continuous information security awareness program aimed at reducing cybersecurity risks from employees in the department. \*Ensure that any system developed by the department or and for the department complies with the departmental approved system development methodology that should include secure application design standards, secure coding practices, and security of third-party code. \*Ensure that all aspects related to information security are considered and implemented for all new systems or changes to existing systems are duly recorded. \*Strategically lead and manage the professional and administrative functions of the Sub-Directorate.

**Enquiries:** Mr C.K. Tshimanika at (053) 839 6398

**Post: Deputy Director – Institutional Norms and Standards**

**Salary: MMS R811 560.00 – R952 485.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**

**Centre: Head Office, Kimberley**

**Reference No. HO/INSTITUTIONALNORMS/DD/05/2023**

**Requirements:** \*A recognized appropriate three year Diploma or Degree in Accounting/Financial Management or equivalent qualification (NQF level 6 or 7) with 3-5 years relevant experience in finance. \*Generic competencies: Planning, organizing and coordination. \*Problem solving and decision-making. \*Project management. \*People management and empowerment. \*Client orientation and customer focus. \*Team leadership. \*Diversity management. \*Communication (verbal and written). \*Technical competencies: Knowledge and understanding of: Public Finance Management Act (PFMA). Treasury Regulations. \*Basic Education Sector financial management policies specifically relating to school finances. \*Advance computerized skills in all MS programmes and database management.

**Duties:** \*To implement all the requirements of the National Norms and Standards for School Funding policy. \*Manage the funding of all Educational institutional institutions in the Northern Cape Province. \*Manage all school applications in terms of the amended South African Schools Act. \*Review the processing of all Transfer payments to all Institutions in the NC Province. \*To facilitate and co-ordinate the application processes of funding for the relevant institutions. \*Manage and co-ordinate conditional grant transfers and monitoring of the funds spent. \*Development of financial management guidelines/policies and procedures for the Sector. \*Coordinate and review monthly/quarterly and yearly reports as required by the NNSF policies. \*Manage the reconciliation of Section 21 and non-section 21 funding. \*Coordinate the training of School Governing Bodies and School Management teams on financial management. \*Manage the Training of Schools on the South African Schools Administration and Management system (Finance Module). \*Manage the review of schools budgets, monthly financial reports and yearly financial reports. \*Consolidation of all financial reports for presentations and decision making purposes. \*Strategically lead and manage the professional and administrative function of the Sub-Directorate.

**Enquiries:** Mr. M.G. Jacobs at (053) 839 6500.

**Post: Deputy Director – Security Management**

**Salary: MMS R811 560.00 – R952 485.00 per annum (all inclusive remuneration package which consists of the basic salary, State Contribution to Government Employee Pension Fund, medical aid contribution and a flexible non-pensionable portion that may be structured in terms of the applicable rules)**

**Centre: Head Office, Kimberley**

**Reference No. HO/SECURITYMAN/DD/05/2023**

**Requirements:** \*A recognized appropriate three year Diploma or Degree (NQF level 6 or 7) in Security Management / Policing plus 3-5 years relevant experience in Security Management / Policing. Possession of Security Managers course offered by SSA, Vetting course, SAMTRAC and registration with PSIRA will be an added advantage. \*Knowledge in security organization and administration, physical security, personnel security and information security and ICT Security. \*Ability to draft and implement security policies and procedures in line with MISS, POPI Act and other relevant and applicable security legislation and regulations. Knowledge of investigation processes. Project management skills, risk assessment and mitigation. Effective communication skills (written and verbal) at all levels. Report writing and presentation skills, planning, organizational relationship, conflict management skills and leadership. Detection, analytical thinking, decision making abilities, and risk management. \*Computer literacy (MS Office, Excel, and PowerPoint). A Valid driver's license.

**Duties:** \*Manage all aspect of Security (Security Administration, Physical, Information, Personnel, ICT) in line with MISS, MPSS and POPI Act. \*Develop security policies, Security Plan and Standard Operating Procedures (SOP). \*Provide guidance and leadership to subordinates at the provincial and district offices. \*Render advice on security matters and keep track of the developments in the security field for the purpose of reviewing security measures within the Department. \*Develop a plan and conduct physical security appraisals/assessments and ensure proper implementation of recommendations in consultation with relevant authorities. \*Develop a departmental vetting strategy. Report/liaise with SAPS and SSA all incidents or suspected incidents of security breaches and leakages of sensitive information for investigation. \*Develop departmental security awareness plan. \*Conduct Threat Risk Assessment (TRA). \*Liaise with SAPS on issues involving criminal activities within the department. \*Implement and monitor policy procedures and code of ethics with respect to departmental security policy. \*Create, develop and maintain a security training capacity for the department and conduct security training sessions for staff. \*Advise management about the security implications of stakeholders. \*Advise on adherence to security measures and procedures and corrective measures in case of non-compliance. \*Conduct investigations in reported misconduct cases from National Anti-Corruption Hotline, Presidential Hotline, schools, oversight structures, among others. \*Strategically lead and manage the professional and administrative function of the Sub-Directorate.

**Enquiries:** Mr. A. Andrews at (053) 839 6500.



**Post: Deputy Chief Education Specialist – Employee Relations and People Management (Frances Baard District)**

**Salary notch: R572 346.00 – R1 092 485.00 per annum**

**Centre: Haddison Park, Kimberley**

**Reference No. FB/ERPM/DCES/05/2023**

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 8 years experience in the educational field. Three years of proven management experience as Departmental Head/Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE as a professional educator. \*Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects. \*Understanding and knowledge of Labour Relations. \*A thorough understanding of BCEA, EEA, LR, PAM Document. \*Knowledge of Collective Agreements concluded at ELRC. \*Knowledge and ability to interpret Directives and guidelines on labour relations. Ability to exercise discretion and maintain confidentiality. \*A valid driver's license.

**Duties:** Manage the labour relations unit at District level. \*Conduct investigations on various matters and facilitate the dispute and grievance management processes. \*Communicate with stakeholders on labour and other related issues (e.g. conditions of service) keeping them abreast on policies and collective agreements. \*Plan and organise workshop regarding terms and conditions of service of employees. \*Provide support on the interpretation of policies and collective agreements. \*Represent the District at conciliation and arbitration hearings as well as resolve disputes. \*Provide advices to Human Resources staff and other managers to labour peace in the work environment. \*Promote constructive employee relations. \*Facilitate the resolution of employee grievances and assist management in the administration of disputes process and procedures.

Enquiries: **Mr L.M. Monyera** at (053) 830 1600

**Directorate: District Operations**

**Sub Directorate: District Curriculum Management and Delivery**

**Salary: R572 346.00 – R1 060 911.00 per annum**

Phase	Post	Reference No.	Centre	Enquiries
Further Education and Training (FET)	Deputy Chief Education Specialist (Curriculum Coordinator)	FB/DCES/CURRFET/05/2023	Kimberley (Frances Baard District)	Mr L.M. Monyera at 053 830 1600
Further Education and Training (FET)	Deputy Chief Education Specialist (Curriculum Coordinator)	JTG/DCES/CURRFET/05/2023	Mothibistad (JTG District)	Mr V.J. Teise at 053 773 0003
General Education and Training (GET) and Further Education and Training (FET)	Deputy Chief Education Specialist (Curriculum Coordinator)	ZFM/DCES/CURRFET-GET/05/2023	Upington (ZF Mgcawu District)	Mr G.G. March at 054 339 0372

**Requirements:** \*A recognized appropriate three- or four-year qualification, which includes a professional teacher education qualification plus a minimum of 8 years experience in the educational field. \*Three years of proven management experience as Deputy Principal/Senior Education Specialist or higher within the education sector will be an added advantage. \*Registration with SACE \*A thorough understanding of the purpose, principles, aims and teaching methodologies underpinning the NCS Grade R to 12. \*A thorough understanding of e-learning and the use of ICTs to enhance learning and teaching. \*Experience and knowledge in teacher development and curriculum policy development and implementation \*Extensive knowledge of and insight into relevant policies \*Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint \*Good report writing, presentation and facilitation skills \*Excellent written and verbal communication and interpersonal skills \*Conflict and dispute resolution skills \*An initiator, able to work under pressure in both a team and as an individual, meet tight deadlines and travel extensively \*A valid Driver's licence.

**Duties:** \*The overall strategic and operational management of the district curriculum unit including the planning, budgeting and delivery of all activities. \*Lead the curriculum management, planning, delivery and support functions. \*Lead the development and implementation of curriculum policies, learning programmes and assessment to ensure effective curriculum implementation. \*Ensure effective planning, implementation, monitoring and evaluation of policies pertaining to curriculum and assessment. \*Coordinating, monitoring and evaluation of all district curriculum activities \*Coordinate and manage all activities of district curriculum personnel. \*Provide training and support to all district curriculum personnel. \*Coordinate and monitor district and school functionality as it relates to effective curriculum implementation. \*Coordinate, monitor and support the implementation of the Literacy and MST Strategy and the National and Provincial Strategy for Learner Attainment. \*Coordinate and initiate INSET of educators related to effective learning and teaching with special reference to content knowledge and appropriate teaching methodologies. \*Represent the department at provincial and other curriculum and assessment forums. \*Plan, organize, present and participate in various workshops, meetings and other curriculum and assessment forums. \*Manage, coordinate and support partnership projects related to the improvement of curriculum implementation. \*Networking with other education districts, other sectors, non-governmental organizations and teacher unions.

**NOTE: Please do not respond to this advert if you do not meet the above requirements of the post(s)**

Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office or <http://ncdoe.ncpg.gov.za/vacancies.php>), which must be originally signed, dated by the applicant. Only Short-listed candidates must certified copies of original educational qualifications certificates, drivers license (where it is required), certified copy of ID document, proof of citizenship if not an SA citizen. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Under no circumstances will photocopies or faxed copies of application document be accepted. All applications, including those submitted via registered mail must reach the department before 16h00 on the day of the closing date; incomplete applications and those received after the closing date will be disqualified.

The NCDoe is committed to providing equal opportunities and practicing affirmative action employment, including the national target that 2% of all staff should consist of people with disabilities. In this regard every opportunity to employ or promote a person with disability will be utilized. It is our intention to promote representativity (race, gender, disability) in the Department through the filling of these posts and a candidate whose transfer/promotion/appointment will promote representativity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Shortlisted candidates must be available for interviews at a date and time determined by the NCDoe. Applicants must note that pre-employment checks will be conducted once they are short-listed and the appointment is also subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification and criminal records. Candidates will also be vetted in terms of the Criminal Law (Sexual Offences and Related matters) Amendment Act of 2007 and the Children's Act of 2005 as amended. A candidate whose particulars appear in either the National Register of Sex Offenders or Part B of the Child Protection Register will be disqualified from appointment to the post.

Recommended candidates for Senior Management posts will be subjected to a Competency Assessment, and the logistics of which will be communicated accordingly. The successful candidate will have to sign an annual Performance Agreement, annually disclose financial interests and be subjected to a security clearance.

Due to the large volume of applications to be processed, receipt of applications may not be acknowledged, and applicants who do not receive confirmation or feedback within three (3)

months from the closing date must accept that their applications were unsuccessful. Once applicants have submitted an application they will not be allowed access to be given back their applications.

Those applicants who qualify for an interview must be available for the interview on a date, time and place as determined by the NCDoe.

The NCDoe is under no obligation to fill the position after advertising it and reserves the right not to make any appointment. Although advertised, it may thus either be withdrawn or re-advertised.

For Provincial office posts please send applications stating the post for which you are applying to the Head of Department, Northern Cape Department of Education, Private Bag X5029, Kimberley, 8300, for the attention of the Director HR Practices & Administration Mr M.C. Mothelesi.

For District office posts please send applications stating the post for which you are applying to the relevant district as indicated below:

DISTRICT	DISTRICT DIRECTOR	POSTAL ADDRESS	HAND-DELIVERY ADDRESS	TELEPHONE
Frances Baard	Mr. CL Monyera <b>Att: Ms A. Jansen</b>	Private Bag X5041, Kimberley 8300	9 Hayston Road, Hadison Park, Kimberley	053 830 1600
John Taolo Gaetsewe	Mr. VJ Teise <b>Att: Ms. V. Keetile</b>	Private Bag X115, Mothibistad, 8474	6164 Kgosi Mothibi Road, Mothibistad	053 773 0003
Namakwa	Mr. F. Farao <b>Att: Ms. D. Curnow</b>	Private Bag X2, Springbok, 8240	Cnr Phillips and Bree Street, Springbok	027 718 8600
Pixley Ka Seme	Mr F. Silengile <b>Att: Mr O. Kambi</b>	Private Bag X1013, De Aar, 7000	Alpha Street, Happy Valley, De Aar	053 631 0505
ZF Mgcau	Mr. GG March <b>Att: Ms N. Nkopane</b>	Private Bag X891, Upington, 8800	2 JG Smith Street Morning Glory, Upington	054 339 0372

**CLOSING DATE: 02 June 2023 @ 16H00**