



NORTHERN CAPE DEPARTMENT OF EDUCATION

Post: Assistant Director – IT System Administration

Salary Notch: R424 104.00 – R496 467.00 per annum

Centre: Head Office, Kimberley

Reference No. HO/SYSTEMADMIN/ASD/05/2023

Requirements: A recognized appropriate National Diploma or Bachelor's degree (NQF level 6 or 7) in Information Technology System Administration/ Computer Networking or a Professional sector relevant accredited certification in Networking (e.g. Microsoft MCSE certification or similar). *A minimum of two years experience in managing and setting up networks, at salary level 7-8 or higher and be familiar with SQL and database operations environment. *Sound knowledge and experience of educational management, project management and quality assurance. Strong interpersonal, communication, motivation, 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: Maintain and manage the departmental IT network that spans to all the 5 districts of the province. *Ensure that all departmental computers in the network and otherwise, especially servers, run smoothly and securely. *Manage and maintain the functionality of the departmental data center. *Ensure that data is stored securely and backed up regularly. *Diagnose and resolve hardware, software, networking, and system issues when they arise. *Replace and upgrade defective or outdated components when necessary. *Monitor system performance to ensure everything runs smoothly and securely. *Research and recommend new approaches to improve the networked computer system. *Provide technical support when requested. *Develop and ensure the implementation of policies related to the use and management of the departmental network.

Enquiries: Mr C.K. Tshimanika at (053) 839 6500

Post: Assistant Director – IT Security and System Management

Salary Notch: R424 104.00 – R496 467.00 per annum

Centre: Head Office, Kimberley

Reference No. HO/ITSECURITY/ASD/05/2023

Requirements: *A recognized appropriate 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 two years experience in cyber security or Information Security related work environment, at salary level 7-8 or higher. *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: *Optimize and manage the IT Network Infrastructure. *Manage the IT LAN environment. *Perform IT Network infrastructure health checks. *Manage VPN Infrastructure. Manage Wireless Infrastructure. *Administer and ensure availability of IT infrastructure services. *Manage, maintain ensure that the departmental network (including districts), data and data line are at all-time secured. *Perform Network infrastructure Patch Management. *Ensure Audit Compliance. *Prepare and present network health and security risks reports to management. *Propose security solutions to management and ensure successful implementation.

Enquiries: Mr C.K. Tshimanika at (053) 839 6500

Post: Senior Administration Officer – HR Planning, Strategies and Policy

Salary Notch: R359 517.00 – R420 402.00 per annum

Centre: Head Office, Kimberley

Reference No. HO/HRPLANNING/SAO/05/2023

Requirements: A recognized appropriate National Diploma or Bachelor's degree (NQF level 6 or 7) in Human Resources Management/ Public Administration.

*Certificate in Human Resource Planning will be added as advantage. *Relevant 2-3 years' experience in HR Planning/Employment Equity/HR Policy Development. *Competencies/Knowledge/Skills: *Computer Literacy. *Good Communication skills (written and verbal) interpersonal relations. *Policy development and analysis skills. *Interpretation skills and analysis of reports and presentation skills. *Deep knowledge of applicable legislation within the public service such as the Public Service Regulations, Public Service Act, Employment Equity Act, HR Planning strategic framework for the public service. *Knowledge of implementing policies and knowledge of analyzing post and establishment information. A valid Driver's License.

Duties: *Coordinate the development and Implementation of Departmental HR Plan and produce reports. *Coordinate the development and Implementation of departmental Employee Equity Plan and produce reports. *Facilitate the development of Employment Equity profiles for schools. *Coordinate the development, review and implementation of HR policies.*Provide administrative support in the Sub-directorate.

Enquiries: Mr F. De Jager at (053) 8396500

Post: Senior Administration Officer – Logistics Management

Salary Notch: R359 517.00 – R420 402.00 per annum

Centre: Head Office, Kimberley

Reference No. HO/LOGISTICS/SAO/05/2023

Requirements: *A recognized appropriate National Diploma or Bachelor's degree (NQF level 6 or 7) in Supply Chain/Logistics Management with at least 2-3 years work experience in Supply Chain/Logistics Management. Have knowledge of financial systems such as LOGIS & BAS. *Computer Literacy. *Understanding the application of Treasury Regulations, PFMA, BBBEE, PPPFA, PP Regulations. Computer literacy. Good written and verbal communication & interpersonal skills. Good organizational skills/abilities. Accuracy & attention to detail.

Duties: *Verify and approve orders on Logis System. *Verify goods received are in accordance with orders. *Verify capturing of goods received and relevant information on Logis System. *Compile payments and submit them for processing to Financial Accounting. *Respond to Internal & External clients with regards to outstanding payments. *Perform follow ups on active commitments. *Capture monthly records of awarded contracts on the Contract Registration Database.

Enquiries: Mr J. Senagomo at (053) 8396500

Post: Personal Assistant to the Chief Director – Infrastructure, EMIS and IT

Salary notch: R294 321.00 – R343 815.00

Centre: Head Office, Kimberley

Reference No. HO/PA/INFRA/05/2023

Requirements:*Grade 12 PLUS 1 year Secretarial Diploma and at least 3 years appropriate experience in office administration. *Computer literacy in MS Word, PowerPoint and Excel. *Knowledge of the relevant legislation/ policies/ prescripts and procedure. *Basic financial administration. *Computer literacy in MS Word, PowerPoint and Excel. *Sound planning and organising skills. *Communicate effectively (written and verbally). *Advanced typing.

Duties: *Provide an effective secretarial/office administration/receptionist support service to the Chief Director. *Manage, organize and coordinate all activities and tasks in the office of the Chief Director. *Make logistical arrangements for internal and external meetings. *Maintain and manage filing systems and document registry for the office. *Develop and maintain a document tracking system. *Manage the diary, mail, correspondence and work flow. *Draft and type documents/correspondence. *Obtain inputs, collates and compile reports e.g. progress reports, monthly reports, management reports. *Support the manager with the administration of the manager's budget and procurement of goods and services for the office. *Ensure the safekeeping of all documentation in the office of the manager in line with relevant legislation and policies. *Coordinate travel and accommodation arrangements for the Chief Director.

Enquiries: Mr G. Oliphant at (053) 8396500

Post: HR Personnel Officer – Conditions of Service (IBE)

Salary: R202 233.00 – R235 611.00 per annum

Centre: Head Office, Kimberley

Reference No. HO/HRM/PO/CONDITIONSIBE/05/2023

Requirements: *Grade 12 plus 3-5 years conditions of service experience especially for School based educators. *PERSAL Certificate will be an added advantage. *Knowledge of PERSAL system. *Knowledge of the Public Service Act, Public Service Regulations, Personnel Administration Measures and Employment of Educators Act. *Computer literacy. *Good written and verbal communication. Good interpersonal skills *Good organizational skills/abilities *Accuracy and attention to detail.

Duties: *Implement and capture service conditions transactions of Institution Based Educators which include the implementation of acting allowances, long service recognition, QMS outcomes and pay progression, Qualification Improvement, all other relevant allowances including Resettlement allowance. *Implement and capture appointments of Institution Based Educators on PERSAL. *Keep statistics of all HR functional matters and report to immediate supervisor *Prepare letters and memoranda with regards to HR matters.

Enquiries: Mr M.C. Mothelesi at (053) 839 6500

Post: HR Personnel Officer- Conditions of Service (PSA & OBE)

Salary: R202 233.00 – R235 611.00 per annum

Centre: Head Office, Kimberley

Reference No. HO/HRM/PO/CONDITIONSPSA-OBE/05/2023

Requirements: *Grade 12 plus 3-5 years conditions of service experience especially for Public Service Act and Office based educators. *PERSAL Certificate will be an added advantage. *Knowledge of PERSAL system. *Knowledge of the Public Service Act, Public Service Regulations, Personnel Administration Measures and Employment of Educators Act. *Computer literacy. *Good written and verbal communication. Good interpersonal skills *Good organizational skills/abilities *Accuracy and attention to detail.

Duties: *Implement and capture service conditions transactions for Public Service Act and Office Based Educators which include leave administration, PILIR cases, Administration and implementation of Qualification Improvement, housing allowance, long service recognition. *Administration and implementation of service terminations i.e. retirements, resignations etc. *Implement and capture appointments of Public Service Act and Office based educators on PERSAL. *Keep statistics of all HR functional matters and report to immediate supervisor *Prepare letters and memoranda with regards to HR matters.

Enquiries: Mr M.C. Mothelesi at (053) 839 6500

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.

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.

Please send all 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.

CLOSING DATE: 02 June 2023 @ 16H00