



NORTHERN CAPE DEPARTMENT OF EDUCATION

Post: Chief Director – Strategic Planning and Management

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

Centre: Head Office, Kimberley

Reference No: HO/CD/STRATEGICPLANNING&MANAGEMENT/08/2023

Requirements: *Applicants must be in possession of an appropriate recognised Senior Certificate or equivalent and a Bachelor's degree or an equivalent qualification (NQF Level 7) as recognised by SAQA; Nyukela Public Service Senior Management Service (SMS) Pre-entry Certificate. At least 5 years' experience at Senior Management Level coupled with proven experience in the management of performance planning, reporting, monitoring and evaluation, Research and Policy coordination as well as Records Management. Knowledge of legislation, policies, and frameworks applicable to government planning and reporting processes. Understanding of the Basic Education sector; Computer Literacy and 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.

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

Duties: ***Manage and maintain credible planning processes for the Department:** Providing strategic leadership in management of performance planning and performance reporting activities of the Department in line with the mandates of the basic education sector articulated in action plan 2024, towards the Realisation of Schooling 2030 and the National Development Plan ; 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 and 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 come up with corrective actions. **Provide insight, support and guidance into Records Management Function.** ***Coordinating the development of procedure manuals for the Department to streamline processes and improve efficiency.** ***Identify and develop electronic records management system based on overall needs of the organization.**

This is a re-advertisement. Applicants who have previously applied need to re-apply.

Enquiries: Ms. M. Marais at 053 – 8396500

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 and dated by the applicant. Only Short-listed candidates must submit certified copies of original educational qualifications certificates, driver's 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 this post 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 may 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.

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: 07 September 2023 @ 16H00