

**NORTHERN CAPE PROVINCIAL ADMINISTRATION  
DEPARTMENT OF EDUCATION**

**Post** : **Head of Department for Education  
(Five-year employment contract)**

**Reference No.** : **HOD/DOE/01/2024)**

**Centre** : **Kimberley**

**Salary** : **R1 663 581 (All-inclusive remuneration package)**  
(All-inclusive remuneration package consists of a basic salary and flexible portion structured according to personal needs, plus 10% non-pensionable Head of Department allowance.)

**REQUIREMENTS:**

A relevant post graduate qualification (NQF level 8) as recognised by SAQA supported by at least 8 years' experience at Senior Management level of which at least 3 years must be with any organ of State as defined in the Constitution, Act 108 of 1996. The successful candidates will champion accelerated, efficient, effective and development-oriented service delivery in pursuit of the National Development Plan and the Medium-Term Strategic Framework within the over-arching context of the Northern Cape Government's vision of a Modern, Growing and Successful Province.

**COMPETENCIES:**

Proven strategic and leadership qualities, project and financial management skills. An innovative person who will ensure the highest standard of service delivery. Excellent problem solving and analytical skills, people management and empowerment attributes. The successful candidate must also display the highest standard of ethical and moral conduct and the ability to communicate at all levels. Moreover, honesty, integrity, analytical thinking and research are pre-requisites. A valid driver's licence and computer skills, advanced knowledge of relevant legislation such as the Public Finance Management Act (PFMA), Treasury Regulations, Supply Chain Management policy framework, Public Service Act and Regulations are further prerequisites.

**INHERENT RESPONSIBILITIES AS HEAD OF DEPARTMENT**

Responsible for all function/duties as Head of Department in terms of the Public Service Act and the Public Service Regulations the successful candidate will be expected to:

- Develop and implement a departmental strategic plan both for the in year and the MTEF period plus 2 years;
- Take all the necessary steps to ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate;
- Be responsible for all functions/duties as Accounting Officer in terms of the Public Finance Management Act and Treasury Regulations;
- Monitor and ensure compliance with all applicable legislation;
- Provide strategic management leadership through planning, organizing, monitoring and controlling the performance of the Department.

**Reporting to the MEC for Education, the successful candidate will function as the Head of Department with the following main functions:**

Provision of curriculum for ECD & GET in Grades 4 to 9, 10 to 12; • Oversee professional teacher development and leadership programmes; • Drive curriculum support and special programmes; • Ensure the development of assessment policies, rules and regulations; • Effective implementation of marking and monitoring processes; • Provide cross organizational support in the conduct of the examinations and the management of irregularity; • Management and development of question papers and the maintenance of an Item Bank; • Ensure the timeous printing, packing and distribution of the examination material; • Provision of leadership in the provisioning of teaching and learning support services; • Co-ordination, management and implementation of learner social support programmes; • Provision of institutional management, governance and support services; • Development and management strategies, policies, systems, norms and standards and plans related to immovable assets, equipment & property management; • Management of the delivery of the total Infrastructure Programme related to Capex, • Minor capital and maintenance projects; • Management and rendering an IT and Information Systems; • Management and coordination of policy, planning, risk and internal control services; • Facilitate the establishment of risk management capacity in the departments; • Provision of research & development & monitoring and evaluation of departmental programmes and projects; • Provision of Litigation and advisory services; • Provision of legislative drafting and ensure compliance; • Management of contracts and facilitation of property management; • Manage and facilitate Collective Bargaining and dispute resolution processes; • Management, development and implementation of labour relations policies, guidelines and processes; • Management and provision of Financial Administration and Accounting services; • Rendering of Management Accounting and Institutional funding services; • Management and provision of Supply Chain and Asset Management services; • Support the implementation of appropriate accounting practices and to build Financial Management Capacity in all Provincial Departments; • Management and the implementation of financial information management systems and other relevant transversal systems; • Monitoring and provision of the implementation of Risk Management; • Monitoring and support on compliance in all the provisions of Public Finance Management Act (PFMA), Preferential Procurement Policy Framework Act (PPPFA), Financial Management of Parliament and Provincial Legislatures Act (FMPLA), GRAP, Modified cash standards and other related Acts, regulations and prescripts; • Participation in oversight structure engagements and co-ordination of audit committee meetings; • Improvement of audit outcomes and development of audit strategies and financial management policies; • Oversight of the coordination and preparation of consolidated annual financial statements for departments and public entities; • Forster financial management capacity building programmes for the department; • Implement and monitor compliance to national and provincial financial norms and standards by the department; • Ensuring audit outcomes reflecting financial statements free from material misstatements, free from material findings on non-compliance with legislation; • Set the strategic focus of the Northern Cape Department of Education (organisational visioning and direction setting); • Provide requisite leadership to senior managers in setting and achieving the goals of the Northern Cape Department of Education (Leading the organisation); • Ensure that sound people and financial management practices are adhered to within the Northern Cape Department of Education; • Champion the change within the Northern Cape Department of Education; • Evaluate the performance of Northern Cape Department of Education on a continuous basis, against pre-determined

key measurable objectives and standards; • Ensure that the department is organized and structured in a manner that will enable the effective and efficient delivery of the Department's mandate; • Ensure compliance with all applicable legislation; • Accountable to the member of the Executive Council for the realization of Government priorities and Intergovernmental Programme of Action; • Ensure operational efficiencies and strategic outputs of the Department; • Develop and implement an effective and efficient diversity management system within the Northern Cape Department of Education; • Ensure integrated governance in terms of the services and functions of the Northern Cape Department of Education; • Ensuring regional and international integration in terms of the services and functions of the Northern Cape Department of Education; • Ensuring adherence to the MISS by the Northern Cape Department of Education; • Ensuring interface with external role players for effective governance by optimizing communication and stakeholder relationships; • Ensure the security threat and risk assessment is conducted for the Department; and to ensure the development and implementation of an Internal Security Policy.

Enquiries: Mr. J. Bekebeke Cellphone No.: 066 484 5888

NOTE: The NC Provincial Government is an equal opportunity, affirmative action employer and aims to achieve gender and disability representivity at HOD level through these appointments. Therefore, we specifically call for suitably qualified women and persons with disability to apply.

Applications must be submitted on the new application for employment form (Z83). The new form can be downloaded at [www.dpsa.gov.za-vacancies](http://www.dpsa.gov.za-vacancies) or obtainable from any Public Service Department and should be accompanied by a comprehensive CV as well as certified copies of qualifications, identity document and drivers licence and any other relevant documents. Applications submitted using the old Z83 form will not be accepted. Each application for employment form must be duly signed and initialled by the applicant. Failure to comply with these pre-conditions will disqualify applications from being processed. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). No faxed, e-mailed or late applications will be accepted.

A further requirement for all applicants is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name "Certificate for entry into SMS" and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be accordingly communicated by the Department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of the competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tool.

Shortlisted candidates will further be subjected to a personnel suitability check which includes criminal record checks, verification of qualifications, financial and asset record checks, previous employment verification and citizenship verification. The successful candidate will be required to enter into an annual performance agreement and will have to disclose his/her financial interests annually. As Head of Department, the successful candidate will be subject to a security vetting at top secret level.

Please forward the applications for the post quoting the relevant reference number to: Senior Manager, Human Resources Administration, Private Bag X5016, Kimberley, 8300 or hand deliver at Office of the Premier, T&I Building, Ground Floor (Security), 69 Memorial Road, Monument Heights, Kimberley, for Attention: Mr. V. Fredericks or email to [hrarecruitment@ncpg.gov.za](mailto:hrarecruitment@ncpg.gov.za)

Closing date : 08 February 2024

**“The Northern Cape: A Modern, Growing and Successful Province”**