

ROLES AND RESPONSIBILITIES FOR PROCUREMENT AND DELIVERY OF LTSM

HEAD OFFICE

The major responsibilities of Head Office for procurement and delivery of LTSM are to:

- Ensure compliance with DBE policies and processes at all times.
- Develop and monitor the implementation of the LTSM policy.
- Develop provincial operational guidelines.
- Develop the Provincial Sector Plans aligned to the DBE Sector Plan to guide provincial procurement of LTSM.
- Manage the activities as per the sector plan to ensure the delivery of LTSM to schools according to the agreed timeframes.
- Report monthly to DBE on progress in procurement and delivery of LTSM
- Monitor and support of procurement of LTSM (requisitioning by schools; placing of orders with publishers; warehousing processes; delivery to schools)
- Monitor and support District LTSM teams on LTSM processes.
- Ensure accountability by all designated LTSM officials at all levels.
- Develop a database of all records related to LTSM.
- Liaise and develop a healthy relationship with service providers on issues related to LTSM.
- Consolidate the requisitions received from Districts and forward to service provider for placing orders.
- Head of Department with the advice of the Curriculum Branch and Chief Financial Officer approves the consolidated list of the material.
- Provide the budget for purchasing and distribution of LTSM.
- Monitor the purchase and management of LTSM by schools.
- Prepare for the receiving and distribution centre for the LTSM.
- Validate the correctness, quality and quantities of the material on receipt from service providers and ensure that payment is made.
- Monitoring the received material to schools.
- Monitor the timeous procurement of LTSM by schools and Districts and the timeous delivery thereof.

DISTRICTS

The major responsibilities of Districts for procurement and delivery of LTSM are to:

- Administer and manage the activities of the LTSM at District level.
- Develop operational plans in line with the provincial strategic & operational plan.
- Budget and cost all activities against the allocated LTSM District budget.
- Manage budget splits for schools.
- Monitor the establishment and functioning of School Learning and Teaching Support Material Committees (SLTSMCs).
- Monitor and support schools to develop their LTSM guidelines in line with the provincial LTSM policy.
- Give guidance, training and support by curriculum officials regarding LTSM related matters.
- Keep records, reports and accounts on LTSM processes and activities.
- Manage and monitor all requisition processes by schools.
- Ensure that schools have LTSM selection, procurement, distribution and retrieval processes in place.
- Monitor LTSM budget allocation.
- Maintain a District database on LTSM orders.
- Monitor the timeous procurement and delivery of LTSM by schools.
- Train schools on Electronic Procurement Management System and all other related activities of the LTSM management.
- Ensure that all schools are informed about the procedures of the acquisition process.
- Keep copies of requisitioning forms
- Assume the responsibility of approvals of the captured materials.
- Inform Head Office of gaps in the requisitioning process.
- Ensure that there are rules and procedures for the distribution of LTSM within schools.
- Manage and monitor the records kept by schools on all distributed LTSM. Monitor retrieval of textbooks by schools.

SCHOOL LTSM COMMITTEE

- Develop LTSM guidelines in line with the provincial policy which stipulates clear, achievable and realistic LTSM needs analysis, selection, procurement, distribution and retrieval processes.
- Ensure that the proper records of and reports on LTSM processes and activities are maintained regularly.
- Ensure that there is attendance and participation in LTSM exhibitions and workshops.

- Ensure proper control, and record-keeping for LTSM inventory, retrievals and disposals.
- The SMT and SGB must ensure that the LTSM budget allocation is used accordingly and procurement of LTSM is used to strengthen and promote the school library as a resource.
- Ensure that reports are submitted to the District.
- Ensure that LTSM is timeously procured and delivered at the school.
- Cascade the training of teachers on Electronic Procurement Management System and all other related activities of the LTSM.
- Ensure that LTSM is recorded in the asset register before distribution.
- Ensure that records on distributed LTSM are kept and updated throughout the year.

SCHOOL GOVERNING BODIES

- Ensure that a SLTSMC is established and chaired by a parent member of the SGB and functions properly, as a sub-committee of the SGB.
- Approve and sign-off the list of LTSM needs of the school in line with the allocated budget.
- Receive regular reports on the procurement and delivery of LTSM to ensure that the required LTSM is delivered timeously at schools.
- Check and sign-off the receipt of the school's LTSM.
- Monitor the distribution of school LTSM to both educators and learners.
- Monitor the inventory records of distributed and retrieved LTSM materials.
- Sensitise parents about the liability with regard to lost and damaged LTSM.
- Ensure that in cases where the school requires a deviation of funds, applications are done in writing to the District Director prior to acquisition.

PARENTS

- Check and sign for loaned LTSM to the learner/s.
- Ensure that the loaned LTSM is kept in good condition.
- Ensure that the loaned material is returned in good condition and on time to the school at the end of the year or any time it is so required.