



NORTHERN CAPE DEPARTMENT OF EDUCATION

Post: Chief Education Specialist PL6 (Examinations & Assessment)

Salary: R922 635 – R 1 425 018.00 per annum

Centre: Namakwa District, Springbok

Reference No: NAM/CES/EXAM/04/2022

Requirements:

*A recognized appropriate three- or four year qualification, which includes a professional teacher education qualification *At least 9 year's relevant teaching experience *At least 5 years proven management experience at Deputy Principal/Senior Education Specialist or higher within the education environment *Registration with SACE as professional educator *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 and presentation skills *Excellent written and 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 *A valid driving licence.

Duties:

*The overall strategic and operational management of the district examinations and assessment sub-directorate including the planning, budgeting and delivery of all activities *Guide school principals, educators and relevant personnel on assessment and evaluation processes as well as all logistical arrangement regarding GET, FET and ABET examinations *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 cycles *Manage information by collecting, analyzing 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 other education districts, other sectors, non-governmental organizations, teacher unions and other relevant internal and external stakeholders.

Note: Short-listed candidates will be required to do a competency test, which will include a powerpoint presentation at the interview.

Enquiries: Mr. PTA Cloete @ 027 718 8600

NOTE: PLEASE DO NOT RESPOND TO THIS ADVERT IF YOU DO NOT MEET THE ABOVE REQUIREMENTS OF THE POST(S).

The Northern Cape Department of Education is committed to providing equal opportunities and practicing affirmative action employment, including the employment of persons with disabilities. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of these posts and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. To facilitate this process successfully, an indication in this regard is required on applications.

Applications must be submitted on the prescribed form Z83 obtainable from any Public Service Department, Public School or from the website of the Northern Cape Department of Education at <http://ncdoe.ncpg.gov.za/vacancies.php>, which must be originally signed, dated by the applicant and accompanied by a comprehensive recently updated CV (including three contactable references) and certified copies of original qualifications (matric certificate, degrees, diplomas, and certificates), drivers licence (where applicable) and certified copy of ID document and proof of citizenship if not a South African Citizen. Note that copies of certified copies will under no circumstances be accepted. Applicants in possession of foreign qualifications must attach certified copies of the evaluation certificates from the South African Qualifications Authority (SAQA) and the Department of Higher Education (where applicable). Applications submitted on the incorrect application form (old Z83) will be disqualified.

All applications, including those submitted via registered mail must reach the department before 16:00 on the day of the closing date. Incomplete applications, faxed applications, emailed applications, applications on the incorrect form, applications sent or delivered to the wrong address or applications received after the closing date will be disqualified. Separate Z83 forms, accompanying CVs and supporting documentation must be completed for each post and candidates must quote the relevant reference number of each post and the name of the relevant publication in which the advert appeared.

Shortlisted candidates must be available for selection interviews and competency assessments on a date, time and place as determined by the Northern Cape Department of Education

Applicants will be required to meet vetting requirements as prescribed by Minimum Information Security Standards. Applicants must note that pre-employment checks will be conducted once they are short-listed and that their appointment is subject to positive outcomes on these checks, which include security clearance, security vetting, qualification verification, criminal records, credit records and previous employment. 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. The successful candidate will have to sign an annual performance agreement and will have to annually disclose financial interests.

Due to the large volume of applications to be processed, receipt of applications will not be acknowledged and correspondence will be limited to shortlisted candidates only. Applicants who have not received a response from the Department within three (3) months from the closing date of this advertisement must accept that their applications were unsuccessful. Applicants should note that applications will not be returned or given back to the applicant once it has been submitted to the department. The NCDoe is under no obligation to fill the position after advertising it and reserves the right not to make any appointment. The post(s) may thus be either withdrawn or re-advertised.

Please forward all applications, clearly stating the post for which you are applying, for the attention of Ms DE Curnow to the District Director, Northern Cape Department of Education, Namakwa District, Private Bag X2, Springbok, 8240 or hand-deliver to Corner Phillip and Bree Street, Springbok.

Closing Date: 29 April 2022 @ 16:00