



# NORTHERN CAPE DEPARTMENT OF EDUCATION

**Post: Chief Director – District Operations and Support**

**Salary: SMS Salary level 14: R1 269 951.00 – R1 518 396.00 per annum (all-inclusive remuneration package 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: Provincial Office, Kimberley**

**Reference No: HO/DISTRICTOPERATIONS/CD/04/2022**

**Minimum Requirements:** An undergraduate qualification (NQF level 7) as recognized by SAQA preferably a B.Ed. Degree PLUS a minimum of five (5) years' experience at senior managerial level. **No appointment to successful applicant will be concluded in the absence of the pre-entry Certificate for entry into the SMS.** Willingness to travel and work beyond normal working hours. Valid driver's license.

**Core Management Criteria (CMC) competencies:** Financial Management, People Management & Empowerment, Client Orientation & Customer Focus, Strategic Capability & Leadership, Programme & Project Management, Knowledge Management.

**Duties:** \*Manage and oversee the five Districts i.e. Frances Baard, John Taolo Gaetsewe, ZF Mgcawu, Pixley Ka Seme and Namakwa. \*Manage the effective interface between provincial office and Districts. \*Coordinate integrated planning for all strategic projects and programmes of the Districts. \*Strategically manage and lead the professional and administrative function of the Chief Directorate.

Mr. T.I. Van Staden at (053) 839 6500

**Post: Chief Director – School Management and Support**

**Salary: SMS Salary level 14: R1 269 951.00 – R1 518 396.00 per annum (all-inclusive remuneration package 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: Provincial Office, Kimberley**

**Reference No: HO/SCHOOLMAN/CD/04/2022**

**Minimum Requirements:** An undergraduate qualification (NQF level 7) as recognized by SAQA preferably a B.Ed. Degree PLUS a minimum of five (5) years' experience at senior managerial level. **No appointment to successful applicant will be concluded in the absence of the pre-entry Certificate for entry into the SMS.** Willingness to travel and work beyond normal working hours. Valid driver's license.

**Core Management Criteria (CMC) competencies:** Financial Management, People Management & Empowerment, Client Orientation & Customer Focus, Strategic Capability & Leadership, Programme & Project Management, Knowledge Management.

**Duties:** \*Manage and oversee the Organizational Learning & Teaching Support Services function. \*Manage and oversee the Learner Social Support Services function. \*Manage and oversee the Institutional Development Governance & Support function. \* Manage and oversee the Quality Promotions and Standards function. \*Strategically manage and lead the professional and administrative function of the Chief Directorate.

Mr. T.I. Van Staden at (053) 839 6500

**Post: District Director – Pixley ka Seme**

**Salary: SMS Salary level 13: R1 073 187.00 – R1 264 176.00 per annum**

**(All-inclusive remuneration package 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: District Office, De Aar**

**Reference No: HO/DISTRICTDIRECTOR/PKS/04/2022**

**Requirements:** \*An undergraduate qualification (NQF level 7) or equivalent as recognized by SAQA PLUS a minimum of five (5) years' experience at middle/senior managerial level with district operations experience. \*Valid driver's license.

**No appointment of successful applicant will be concluded in the absence of the pre-entry Certificate for entry into the SMS.**

**\*Core Management Criteria (CMC):** Financial Management, People Management & Empowerment, Client Orientation & Customer Focus, Strategic Capability & Leadership, Programme & Project Management, Knowledge Management.

**Duties:** Manage the professional and administrative function of the district, provide leadership and direction with regard to: \*Management of Curriculum and Delivery in the District. \*Management of Examinations and Assessment Services in the District. \*Management and Coordination of Circuit Operations in the District. \*Management of the provisioning of Institutional Management, Governance and Support Services in the District. \*Management of the provisioning of Financial and Supply Chain Services in the District. \*Management of the provisioning of Learner Social Support Services in the District. \*Management of the provisioning of Corporate Services in the District. Management of the provisioning of Physical Resources in the District. \*Promoting system accountability by: holding the District Management Team, Circuit Managers and Principals to account for the performance of education institutions/schools in the District. \*Accounting to the provincial education department for the performance of education institutions/schools in the District. \*Pro-actively build sound relationships with key stakeholders and clients, including organized labour, SGB Associations etc. \*Advocate and implement National and Provincial policies, programmes and advance the educational interests of learners. Advance the implementation of quality education and improved service delivery in all education institutions/schools in the District.

**Enquiries:** Mr. T.I. Van Staden at (053) 839 6500

**Post: Deputy Director – Conditions of Service and Remuneration (School Based Educators)**

**Salary: MMS R744 255.00 – R876 705.00 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/HRP&A/CONDITIONSSBE/DD/04/2022**

**Requirements:** An undergraduate qualification (NQF level 5) PLUS a minimum of three (3) to five (5) years' experience at junior managerial level (SL8 – Assistant Director). Knowledge of HR process and prescripts especially related to Conditions of Service and Remuneration of School based educators. Knowledge of HR information systems i.e. PERSAL, HRMS, etc. Knowledge of the legislative and regulatory environment i.e. Public Service Act, Employment of Educators Act, Public Service Regulations, Personnel Administration Measures, and other relevant legislation and collective agreements. \*Computer literacy, especially in respect of report writing and presentation packages. \*Excellent written and verbal communication and interpersonal relationship skills. \*Excellent facilitation, presentation, negotiation and problem solving skills. Good verbal and written communication skills. Valid Driver's Licence

**Duties:** \*Manage the appointment of school-based educators. \*The effective management of institution-based educators' service benefits: long service awards; housing allowance; qualifications improvement; remuneration and acting allowance and other relevant allowances. \*The management of service termination (leave gratuity, pension administration etc.) of school-based educators. \*Effectively implement Conditions of Service and Remuneration strategies, policies, prescripts and the overall management of the Sub-Directorate.

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

**Post: Deputy Director – Recruitment and Selection**

**Salary: MMS R744 255.00 – R876 705.00 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/HRP&A/R&S/DD/04/2022**

**Requirements:** An undergraduate qualification (NQF level 5) PLUS a minimum of three (3) to five (5) years' experience at junior managerial level (SL8 – Assistant Director). Knowledge of HR process and prescripts especially related to Recruitment and Selection of Office based educators and Public Service Act employees. \*Knowledge of HR information systems i.e. PERSAL, HRMS, etc. Knowledge of the legislative and regulatory environment i.e. Public Service Act, Employment of Educators Act, Public Service Regulations, Personnel Administration Measures, and other relevant legislation and collective agreements. \*Computer literacy, especially in respect of report writing and presentation packages. \*Excellent written and verbal communication and interpersonal relationship skills. \*Excellent facilitation, presentation, negotiation and problem solving skills. Good verbal and written communication skills. Valid Driver's Licence

**Duties:** \*Management of Recruitment, Selection and Appointment of School based Educators. \*Management of Recruitment, Selection and Appointment of Public Service Act & Office based Educators. \*Management of Transfers, Secondments, Acting appointments of Public Service officials and Office-based educators. \*Effectively implement Recruitment and Selection Strategies, Policies, Prescripts and the overall management of the Sub-Directorate.

**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).**

The Northern Cape Department of Education (NCDOE) is committed to providing equal opportunities and practicing affirmative action employment, including the employment of persons with disabilities. Women and people with disabilities are therefore encouraged to apply. 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 Z83 form obtainable from any Public Service Department, District Office or from the website of the NCDOE 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 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).

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 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 interviews on a date, time and place as determined by the NCDOE.

Applicants will be required to meet vetting requirements as prescribed by the 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, 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.

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 and reserves the right not to make an appointment. Although advertised, the post 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 X 5029, Kimberley, 8300, for the attention of Mr M.C. Mothelesi or Hand Deliver to I.K. Nkoane Education House, 156 Barkly Road, Homestead, Kimberley.

**Closing Date: 29 April 2022 @16h00**