



# NORTHERN CAPE DEPARTMENT OF EDUCATION

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

**Salary:** SMS Salary level 13: R1 005 063.00 – R 1 183 932.00 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/DISTRICT-DIRECTOR/PKS/11/2018

**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. Thorough understanding of the current education and public sector policies and legislation guiding the Department. Extensive, credible knowledge in the Education procedures and practices. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Willingness to travel and work beyond normal working hours. Good presentation skills; Analytic thinking; Research & Report writing skills; Computer literacy (MS Word, MS Excel, Access, Power Point, etc). Proven communication (verbal and written) and interpersonal skills at all levels. Valid driver's license.

**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 administrative 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 organised 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. E.S. Kistoo at (053) 8396500

**Post: District Director – Namakwa District**

**Salary: SMS Salary level 13: R 1 005 063.00 – R 1 183 932.00 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, Springbok**

**Reference No: HO/DISTRICT-DIRECTOR/NAM/11/2018**

**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. Thorough understanding of the current education and public sector policies and legislation guiding the Department. Extensive, credible knowledge in the Education procedures and practices. Distinct competence and a proven track record in the areas of participative management and leadership, organisational development, policy formulation, as well as programme management and evaluation. Ability to develop logical frameworks and other planning models. Ability to develop and adhere to work schedules. Willingness to travel and work beyond normal working hours. Good presentation skills; Analytic thinking; Research & Report writing skills; Computer literacy (MS Word, MS Excel, Access, Power Point, etc). Proven communication (verbal and written) and interpersonal skills at all levels. Valid driver's license.

**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 administrative 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 organised 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. E.S. Kistoo 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, dated by the applicant and accompanied by a detailed CV (including three contactable references) and certified copies of original educational qualifications certificates, drivers 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. It is our intention to promote representativity (race, gender, disability) in the Department through the filling of these posts 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 and may be subjected to a security clearance. 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. The recommended candidate (s) will be required to undergo a Competency Assessment as prescribed by DPSA. The successful candidate will have to sign an annual employment/performance agreement and SMS candidates will have to annually disclose financial interests.

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be 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 competency based assessments) The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

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.

Send all applications stating the post for which you are applying to the Superintendent – General, Northern Cape Department of Education, Private Bag X 5029, Kimberley, 8300, for the attention of Mr M.C. Mothelesi.

**Closing Date: 07 December 2018 @16h00**