



NORTHERN CAPE DEPARTMENT OF EDUCATION

Post: Deputy Chief Education Specialist PL5 (Circuit Manager)

Salary: R519 429 – R 1 007 610 per annum

Requirements: *

A recognized appropriate three- or four year qualification, which includes a professional teacher education qualification *At least 8 years teaching experience *Managerial experience with at least three years managerial experience as School Principal *Registration with SACE as professional educator *Sound knowledge of transformation issues and capacity building processes in education *A thorough understanding of the purpose, principles, aims and teaching methodologies underpinning the NCS *Proven experience in managing people, projects and finance and the ability to plan strategically *Knowledge of the Public Service Act, Public Service Regulations, the Employment of Educators Act, the Basic Conditions of Employment Act and the PFMA *Computer literacy with specific reference to the functional use of MS Word, MS Excell and PowerPoint *Good report writing and presentation skills *Good written and verbal communication and interpersonal 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, travel extensively and work after official hours *A valid driving licence.

Duties:

*Accountable for the overall management of all schools in a designated circuit *Supervision and management of school principals in curriculum delivery and administration of schools *Support schools principals, school management teams and school governing bodies in the management and governance of schools *Support and enable the development of effective self-sustaining schools and sites that provide quality education *Conduct performance reviews and appraisals of school principals *Monitor and support the implementation of performance management systems in schools *Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP) *Evaluate school infrastructure and report to the relevant unit *Assist schools in maintain a fair labour environment *Manage selection processes especially the appointment of school principals *Guide the process of school establishment, rationalization and extension of curriculum in the circuit *Moderate examination schedules *Develop leadership and management skills and capacity of SMTs and SGBs *Support and guide SMTs, SGBs and other structures wrt to interpretation and application of policies and legislation *Manage the implementation of the school development strategy in all schools *Lead the district support team to develop a comprehensive, integrated and target-driven plan *Manage, implement and monitor interventions and corrective and developmental programmes in schools to ensure improvement in learner performance *Identify, develop and facilitate transformation education programmes.

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

District	Centre	No. of Posts	Reference Number
Frances Baard	Kimberley	2	FB/DCES/CM/04/2022
John Taolo Gaetsewe	Mothibistad	2	JTG/DCES/CM/04/2022
Namakwa	Springbok	1	NAM/DCES/CM/04/2022
Pixley ka Seme	Douglas	1	PKS/DCES/CM/04/2022

Please submit your applications, clearly stating the post for which you are applying for, to the relevant District Director listed below:

DISTRICT	DISTRICT DIRECTOR	POSTAL ADDRESS	HAND-DELIVERY ADDRESS	TELEPHONE
Frances Baard	Mr. CL Monyera	Private Bag X5041, Kimberley, 8300	9 Hayston Road, Hadison Park, Kimberley	053 830 1600
John Taolo Gaetsewe	Mr. VJ Teise	Private Bag X115, Mothibistad, 8474	6164 Kgosi Mothibi Road, Mothibistad	053 773 9100
Namakwa	Mr. PTA Cloete	Private Bag X2 Springbok 8240	Cnr Phillip & Bree Street, Springbok	027 718 8600
Pixley Ka Seme	Dr. JH Snayers	Private Bag X1013, De Aar, 7000	Alpha Street, Happy Valley, De Aar	053 631 0505

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 the relevant District Director listed above.

Closing Date: 29 April 2022 @ 16:00