



NORTHERN CAPE DEPARTMENT OF EDUCATION

Post: Deputy Director: Corporate Services
Salary: R744 255 – R876 705 per annum

Requirements:

*A recognised Bachelor's Degree/National Diploma or equivalent qualification At least 10 years relevant work experience *A tertiary qualification in Human Resource Management will be an advantage *At least 5 years proven supervisory/management experience at Senior Administrative Officer/Assistant Director level *Extensive and in-depth knowledge and practical experience of the Persal system *Extensive and in-depth knowledge and experience in all aspects of HR *Extensive knowledge of and insight into relevant policies and prescripts *A thorough understanding of the Public Service Act, Employment of Educators Act and the Public Service Regulations *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 Corporate Services sub-directorate including the planning, budgeting and delivery of all activities *Manage and coordinate human resource administration and development matters *Manage human resource management enquiries to ensure correct implementation of human resource practices *Ensure the successful implementation of the departmental/public service policies on Conditions of Service, Service Benefits and Human Resource Provisioning *Provide HR interventions in Organisational Development and Learning and Development *Management of Performance Management and Development *Manage employee health & wellness support services *Manage Employment/Labour Relations *Provide and coordinate training and skills development services *Management of Records Management *Management of auxiliary services like messenger, cleaning, switchboard and photocopying *Manage the provisioning of internal and external communication and events management services *Manage and facilitate the provisioning and maintenance of Information Communication and Technology services in the district, circuits and schools.

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

District	Centre	No. of Posts	Reference Number
Frances Baard	Kimberley	1	FB/DD/CS/04/2022
John Taolo Gaetsewe	Mothibistad	1	JTG/DD/CS/04/2022
Pixley ka Seme	De Aar	1	PKS/DD/CS/04/2022
ZF Mgcawu	Upington	1	ZFM/DD/CS/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
Pixley Ka Seme	Dr. JH Snayers	Private Bag X1013, De Aar, 7000	Alpha Street, Happy Valley, De Aar	053 631 0505
ZF Mgcawu	Mr. GG March	Private Bag X891, Upington, 8800	2 JG Smith Street, Morning Glory, Upington	054 337 6300

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