



NORTHERN CAPE DEPARTMENT OF EDUCATION

Post: Assistant Director – Remuneration (School-based Educators & Grade R Practitioners)

Salary: R382 245.00 – R450 255.00 per annum

Centre: Head Office, Kimberley

Reference No. HO/HRP&A/CONDITIONSSBE/AD/04/2022

Requirements: An undergraduate qualification (NQF level 5) PLUS a minimum of three (3) to five (5) years' experience at junior supervisory level (SL7 – SL8). Knowledge of HR process and prescripts especially related to Remuneration matters 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 and Grade R Practitioners. *Manage remuneration matters of school-based educators and Grade R Practitioners i.e. qualifications improvement; salary audits (e.g. correction of appointments dates, under/over payments etc), acting allowance and other relevant allowances etc. *Manage the implementation of Evaluation of CS educator qualifications, including processing of payments due to REQV upgrade. *Manage the implementation of QMS scores and pay progression. *Effectively implement Conditions of Service and Remuneration strategies, policies, prescripts and the overall management of the Unit.

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: 25 April 2022 @16h00