



**GAUTENG DEPARTMENT OF EDUCATION  
PUBLICATION DATE: 28 NOVEMBER 2022  
CLOSING DATE: 09 DECEMBER 2022**

**CHIEF DIRECTOR: DISTRICT OPERATION MANAGEMENT (TSHWANE REGION)  
(5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)**

**BRANCH:** Curriculum Management & Delivery

**REF NO:** HO2022/11/03

**SALARY:** R 1 308 051 per annum (an all-inclusive package)

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. **COMPETENCIES:** Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential.

**DUTIES:** To oversee the management of district planning and resourcing. Facilitate the development of a consolidated operational plan for the Chief Directorate, district operations management that is aligned to the business objectives, goals and approved budget. Ensure the filling of vacant posts to achieve the departmental mandate. Oversee programmes within the District Offices to ascertain implementation and expenditure of the budget allocations. Monitor the implementation and propose the review of the Districts organisational structure to address service delivery requirements. Coordinate and oversee HR and Financial administration support services to the district and circuit teams. Support, monitor and manage District operations. Consolidate District Reports for the Region as and when required. Manage, monitor and support district performance. Develop, implement and maintain a framework/programme against which the District performance can be evaluated and monitored. Manage and coordinate the provision of district governance services. Manage the development and review of district operations management policies and guidelines. Ensure that information risk management, security and support protocols are implemented and adhered to. Support, Manage and Monitor School governance and training of professional staff, Registration and de – registration of schools and Determination of school norms and standards. Promote internal and external stakeholder relationships. Ensure that policy, systems and procedures to manage performance and discipline effectively are implemented.

**NB: Please note that this is a re-advertisement, candidates who applied previously are encouraged to re-apply.**

**ENQUIRIES:** Mr. Hector Tsosane

Tel. No: (011) 843 6533

**DIRECTOR: QUALITY ASSURANCE**

**(5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)**

**CHIEF DIRECTORATE:** Strategic Research, Monitoring and Quality Assurance

**REF NO:** HO2022/11/04

**SALARY:** R 1 105 383 per annum (an all-inclusive package)

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** An appropriate Degree/B-Tech (NQF Level 7) qualification in Education or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/senior management experience within education management environment. Proven management skills in education management or equivalent. Knowledge of advance analytical skills. Extensive knowledge of the prescripts of the Public Service Act and Regulations, Employment of Educator 's Act, SASA, PFMA, Labour Relations Act and another relevant legislation. . **COMPETENCIES:** Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, Performance Management. Extensive knowledge, skills and competencies of Assessment policy development, mediation and support. People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate and ability to work under pressure. Valid South African driver's license is essential.

**DUTIES:** Oversee coordination of systemic evaluation at Grade 3, 6 and 9 for selected subjects in line with international, National and Provincial quality initiatives of the department with the purpose to establish the health of education system. Manage systems in place to promote quality assurance culture from head office, district and to school level. Coordinate systemic evaluation as prescribed by Department of Basic Education (DBE) for quality improvement initiatives. Manage the development of instruments for conducting systemic evaluation and measure the output thereof. Monitor, evaluate and report quality of education across independent and public schools according to their district. Manage the capturing of data using SITA, SASAMS and AA systems. Oversee and coordinate external whole school evaluation for both Primary and Secondary with the intentions to improve provision of quality education in all schools. Manage development and implementation whole school evaluation (WSE) guidelines and criteria. Consult and represent the department on Quality Improvement Committee with other provincial education at DBE. Provide service delivery oversight. Manage special inquiries into priority matters as referred by the HOD/MEC. Develop and manage early warnings systems and reporting in the provision education. Develop and report on all findings and recommendations from evaluation programmes with purpose to provide feedback to all stakeholders. Manage the development and implementation of quality assurance policies, procedure and guidelines. Manage the implementation of quality assurance policies and guidelines according to the agreed norms and standard. Report on any discrepancies with regards to quality assurance compliance to all relevant stakeholders. Manage human and physical resources utilization in directorate. Ensure that staff are trained, developed and assessed in line with the PMDS policy to be able to deliver work of the required standard efficiently and effectively. Manage financial resources including the allocated budgets.

**ENQUIRIES:** Ms. Ntendeleni Radzilani

Tel. No: (011) 843 6540

**DIRECTOR: EDUCATION TRAINING AND QUALITY ASSURANCE (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)**

**BRANCH:** Gauteng City Region Academy

**REF NO:** HO2022/11/05

**SALARY:** R 1 105 383 per annum (an all-inclusive package)

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Public Administration/Social Sciences/Humanities/Natural Science or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/senior management experience within Research/, Monitoring and Evaluation environment or related environment. A post graduate qualification will be an added advantage. Proven management skills in education management or equivalent. Knowledge of Skills Development Act, SAQA Act, NQF Act, National and Provincial Monitoring and Evaluation policy framework, Research methodologies, Quality Assurance framework. HRD strategies (National and local, NSD Strategies, Research and analysis, Labour Relations Act. Basic Conditions of Employment Act, Human resource Management, Systems application, PAIA and PFMA Act. **COMPETENCIES:** Strategic capability and leadership, Research, Report Writing, Analytical Skills, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

**DUTIES:** Manage and ensure the development and maintenance of research, monitoring & evaluation frameworks, systems and processes for the Gauteng City Region Academy (GCRA). Research monitoring and evaluation best practices to ensure continuous improvement and innovation of processes and services within Gauteng City Region Academy (GCRA). Manage the establishment of a skills planning approach for the GCR, i.e. GPG and non-government, private sector. Manage and ensure the maintenance of the monitoring and evaluation electronic system. Oversee the work of Service Providers or Consultants contracted to conduct projects. Manage and conduct the research evaluation of learning needs. Manage and conduct an annual training needs analysis. Ensure that the implementation of training projects is in line with training needs and meet agreed quality standards. Ensure monitoring and evaluation of performance of research and training against processes, procedures and activities. Build a database of research, monitoring, and evaluation experts. Promote good internal and external stakeholder relationships. Develop mechanisms to promote continuous engagement with key internal and external stakeholders to ensure a foundation for effective working relationships. Manage the effective, efficient and economical management and utilization of resources allocated to the directorate. Develop an operational plan for the directorate aligned to GCRA's objectives, goals and approved budgets. Provide general supervision requirements and ensure staff is trained. Manage performance of staff within the unit.

**ENQUIRIES:** Ms Ntendeleni Radzilani Tel No: 011 843 6540

**DISTRICT DIRECTOR: SEDIBENG WEST (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)**

**CHIEF DIRECTORATE:** District Operations Management (Westrand and Sedibeng Region)

**REF NO:** HO2022/11/06

**SALARY:** R 1 105 383 per annum (an all-inclusive package)

**CENTRE:** Sedibeng West District

**REQUIREMENTS:** An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/ Public Management/Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. **COMPETENCIES:** Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. South African driver's license is essential.

**DUTIES:** Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

**ENQUIRIES:** Ms Ntendeleni Radzilani Tel No: 011 843 6540

**CLOSING DATE:** 09 December 2022

It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be

subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). No appointment will take place without the successful completion of the pre-entry certificate and submission of proof thereof. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: [www.thensg.gov.za](http://www.thensg.gov.za). Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered. **Applications must be delivered or posted to: Physical address: 26<sup>th</sup> Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.**