



GAUTENG DEPARTMENT OF EDUCATION
PUBLICATION DATE: 15 MAY 2023
CLOSING DATE: 26 MAY 2023

DIRECTOR: IT SERVICE MANAGEMENT (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)

CHIEF DIRECTORATE: Corporate Information Technology and Management

REF NO: HO2023/05/01

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

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate NQF Level 7 qualification in Information Technology/ Information System/Computer Science /Systems or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years middle/ senior management experience within IT Environment. ITIL Certification will be an added advantage. Experience in management of IT Service Level and Operational Level Agreements (SLA's and OLA's), IT Service Management environment, IT service desk, desktop support management, IT Governance, IT Security and IT Disaster Recovery. Ability to manage the service delivery of ICT services and supervise IT service operations teams. Knowledge of COBIT, ITIL, MISS, MIOS, ISO17799, GWEA framework. Knowledge of the Treasury Regulations, relevant legislations like Public Finance Management Act, ECT Act, etc. Knowledge of Configuration Management, departmental systems (BAS, Persal, SAP etc.), Information Technology Infrastructure Library (ITIL-industry standard for IT Help desk), IT Risk Management practices, IT network hardware and software and knowledge of current technology developments and future trends. **COMPETENCIES:** Good communication (verbal and writing) skills, good inter-personal relations, analysis, conceptualizing and problem solving. Good understanding of Financial Management, change management, project and strategic Management, conflict management, policy analysis and development, facilitation, presentation, report writing , planning and organising skills. Valid South African driver's license is essential.

DUTIES: Oversee the development, implementation of the Information Security Policy and Disaster Recovery Strategy to manage the IT security vulnerabilities, as well as aligning the backup and restore implementation for both the server infrastructure and end user tools of trade to ultimately preserve the proprietary information and intellectual property of the Department. Manage the desktop support and service desk provisioning throughout the Department, including all the districts. Manage the availability and functionality of service-desk and related management tools in the Department. Manage the Service Level Agreement (SLA) and contracts of suppliers of information management and Information Technology goods and services, including management of licensing for intangible assets. Oversee the management of the service delivery through the implementing agents, eGov/SITA. Manage and monitor the capacity and availability of all hardware resources, including printers and tools of trade through its entire lifecycle within GDE. Oversee the development of ICT policies, processes, procedures and monitor the implementation thereof to ensure compliance with relevant regulatory frameworks and standards. Manage the operational efficiency and improvement of IT Governance in the Department. Oversee the management of audit improvement implementation in the IT environment including management of IT Risk register to ensure that risks are mitigated for.

ENQUIRIES: Ms Winny Radzilani

Tel No: 011 843 6540

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

CHIEF DIRECTORATE: District Operations Management (Tshwaga Region)

REF NO: HO2023/05/02

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 Winny Radzilani

Tel No: 011 843 6540

DIRECTOR: OFFICE OF THE DDG (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)

BRANCH: GCRA

REF NO: HO2023/05/03

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/Public Management/ Office Management/Office Administration/ Management/or equivalent qualification at NQF level 7, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in skills development services or related fields. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Skills development 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, Advanced Communication, Competence in key computer software packages, ability to work manage multiple and complex projects under pressure. Valid South African drivers' licence is a requirement.

DUTIES: Oversee the provision of the management/corporate secretarial support services. Ensure that documents of meetings are prepared, recorded, quality assured and communicated/disseminated to

relevant role-players. Ensure that all reports from different chief directorates and other branches are coordinated, analysed, consolidated, and reported on. Ensure the compliant safekeeping of all documentation in the Office in line with appropriate legislation and prescripts. Oversee the provision of administration support services. Support and monitor implementation of key branch programmes implemented in Branch Gauteng City Region Academy. Compile reports, presentations and speeches on behalf of the Deputy Director-General. Monitor compliance with relevant committees and legislature bodies to which the Department accounts. Manage and oversee the provisioning of general administration, assets, human and financial support. Develop, implement, and maintain an effective and efficient stakeholder and office management systems. Implement and maintain effective processes/ procedures for information and documents flow to and from the Office. Provide oversight and advisory support services to Branch: Gauteng City Region Academy. Routinely monitor the implementation of selected, identify departmental service delivery programmes. Attend to all queries and ensure that they are resolved within the stipulated time. Manage resources within the Branch. Coordinate contracts and performance reviews of Chief Directors reporting to DDG. Manage the human resource aspects related to the staff in the Office including performance, leave register, telephone accounts etc. Oversee responses drafted by the staff in the office and managers reporting to the DDG on enquiries received from internal and external stakeholders. Manage and monitor the office budget and spending plus trends analysis in terms of keeping record of expenditure commitments and advise the office regarding possible over- and under spending. Coordinate the DDG's performance contract and review reports. Determine and collate information regarding the budget needs of the Office. Ensure the implementation and maintenance of risk management plan and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Branch's performance.

ENQUIRIES: Ms Tlaleng Ngubeni Tel No: 011 843 6544

PERSONAL ASSISTANTS (2 POSTS)

CHIEF DIRECTOR: Strategic Planning and Management (**REF NO: HO2023/05/04**)

DIRECTORATE: System Administration and Certification (**REF NO: HO2023/05/05**)

SALARY: R 294 321 per annum

CENTRE: Head Office, Johannesburg

REQUIREMENTS: Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.

DUTIES: Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Director/Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Directorate/ Chief Directorate.

ENQUIRIES: Ms Lerato Machaka Tel No. 011 843 6532

CLOSING DATE: 26 MAY 2023

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) and attach certificate or proof of completion. 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. 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: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.**