



# GAUTENG PROVINCE

EDUCATION

REPUBLIC OF SOUTH AFRICA

## APPLICATIONS

: **HEAD OFFICE [HO]** Physical Address: 26<sup>th</sup> Loveday Street, Kuyasa House, Johannesburg, Postal address: P.O. Box 7710, Johannesburg 2001. **DISTRICT GAUTENG NORTH [GN]**: Physical Address: Yorkcor Park Building, 86 Watermeyer Street, VAL DE GRACE, PRETORIA Postal Address: Private Bag X75 Pretoria, 0001 Enquiries: Alfred Phaswana TEL: (012) 846-3754 **DISTRICT GAUTENG WEST [GW]**: Physical Address: Corner Boshoff & Human Street, KRUGERSDORP Postal Address: Private Bag X2020, Krugersdorp 1740 Enquiries: Louisa Dhlamini TEL: (011) 660-4581, **DISTRICT JOHANNESBURG CENTRAL [JC]**: Physical Address: Corner Morola & Chris Hani road Soweto College PIMVILLE Postal Address: P.O. Box 900064, Bertsham, 2013 Enquiries: Linda Mabutho: TEL: (011) 983-2231, **DISTRICT JOHANNESBURG EAST [JE]**: Physical Address: 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON Postal Address: Private Bag X9910, Sandton, 2146 Enquiries: Elizabeth Moloko: TEL: (011) 666-9109, **DISTRICT JOHANNESBURG NORTH [JN]**: Physical Address: Corner Biccard & Jorison street FNB Building BRAAMFONTEIN Postal Address: Private Bag X01, Braamfontein, 2017 Enquiries: Nelisiwe Mashazi: TEL: (011) 694 9378, **DISTRICT JOHANNESBURG SOUTH [JS]**: Physical Address: 100 Northern Parkway, Crownwood Ormonde, JOHANNESBURG Postal Address: Private Bag X13, Lenasia, 1820 Enquiries: Patrick Sesane: TEL: (011) 247-5957, **DISTRICT JOHANNESBURG WEST [JW]**: Physical Address: 20 Madeline street FLORIDA Postal Address: P.O. Box 1995, Florida, 1709 Enquiries: Lizwe Jafta: TEL: 061 483 3054 , **DISTRICT SEDIBENG EAST [SE]**: Physical Address: Corner Joubert & Kruger street SL & M Building VEREENIGING Postal Address: Private Bag X05, Vereeniging, 1930 Enquiries: Peter Nkgage: TEL: (016) 440-1861, **DISTRICT TSWANE NORTH [TN]**: Physical Address: Wonderboom Junction 11 Lavender Street, PRETORIA Postal Address: Private Bag X925, Pretoria, 0001 Enquiries Ephraim Magakoa TEL: (012) 543 1044. **DISTRICT TSWANE SOUTH [TS]**: Physical Address: President Towers Building, 265 Pretorius Street PRETORIA Postal Address: Private Bag X198 Pretoria, 0001 Enquiries: Thabiso Mphosi TEL: (012) 401 6363/5. **DISTRICT TSHWANE WEST [TW]** Physical Address: Klipgat Road Old Hebron College Postal Address: Private Bag X38, Rosslyn, 0200 Enquiries: Priscilla Ravele TEL: (012) 725 1451

## CLOSING DATE

### NOTE

: **06 September 2019**  
: 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), which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. 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. All candidates for MMS positions will be required to undergo competency assessment and security clearance. The specific reference number of the post must be quoted. The Department reserves the right not to make appointment(s) to the advertised post(s). 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. Department reserves the right not to make

appointment(s) to the advertised post(s). No faxed, emailed and late applications will be considered

<b><u>POST</u></b>	:	<b><u>CIRCUIT TEAM MANAGER: REF NO: JC2019/08/42</u></b> Directorate: Circuit Support Team
<b><u>SALARY</u></b>	:	R906 282 .00 per annum (All-inclusive package)
<b><u>CENTRE</u></b>	:	Johannesburg Central District `
<b><u>REQUIREMENTS</u></b>	:	A recognized A recognized three- or four- year qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Knowledge of curriculum development. Research and analysis. Leadership, Strategic Management and transformation Financial Planning and Management. Communication skills. Monitoring and Evaluation. Report Writing skills. Organising and executing. Staff development. Good knowledge of teaching as provided for in the professional qualification. Mastered the concept, able to act independently, provides guidance and training to others. Knowledge of applicable educator legislation, regulations and policies. knowledge of Performance Management. Valid driver's license.
<b><u>DUTIES:</u></b>		Provide leadership to the Business Unit. Provide educational leadership, management and governance guidance and support to the schools (this includes support in financial management, governance, school organisation and management, as well as conflict resolution). Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives. Provide an environment that creates and fosters commitment and confidence among colleagues and educators, while promoting the values of fairness and equity in the workplace. Ensure effective communication with stakeholders. Establish clear channels of communication with schools and other stakeholders. Chair workshops, case conference and meeting when needed. Provide financial planning and management support. Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial record for audit purposes. Provide strategic planning and transformation support. Manage and consolidate the School Improvement Plans (SIPs) into District Improvement Plans (DIPs), and use these to inform and give context to the provincial department strategic plans. Develop, review and implement policy documents. Participate in the EMIS surveys, maintain a database so as to become a provider of all relevant information about developments in education, to the broader public, manage the database on the schools that a district is responsible using EMIS surveys for data access; Collects and verifies critical information required by EMIS. Support the implementation of curriculum delivery services. Ensure effective implementation of National and Provincial learning policy frameworks in all schools within a Circuit. Support quality education delivery and in particular, teaching and learning, in educational sites for the purposes of both accountability and improvement of learner achievement. Ensure effective and efficient provisioning of LTSM for all schools in a Circuit. Guide the process of school establishment, rationalization and extension of curriculum in the circuit. Assist in equitable deployment of staff and resources to facilitate teaching and learning. Maintain effective partnerships between parents and school staff to promote effective teaching and learning. Develop systems for monitoring and recording progress made by learners towards achievement of targets set. Facilitate curriculum development at the school level. Provide guidance/assistance in learner assessment. Manage staff and development. Manage provision of support to school principals in curriculum delivery and administration of schools. Conduct performance reviews and appraisals of the Team. Ensure development of a profile for all schools within the circuit as per the required format.
<b><u>ENQUIRIES</u></b>	:	Mr. Linda Mabutho: Tel No (011) 983 2231.

**POST** : **CHIEF EDUCATION SPECIALIST REF NO: TW2019/08/43**  
Sub-Directorate: Education Support

**SALARY** : R 906 282.00 per annum (All-inclusive package)

**CENTRE** : Tshwane West District

**REQUIREMENTS** : A recognized three or four-year qualification, which includes professional teacher education plus 9 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Good knowledge of relevant education legislation, regulation, Acts, agreements, policies, associated schedules and procedures. Proven management and leadership skills. Sound communication, negotiation, conflict and strategic management skills. The ability to coordinate and collaborate with internal stakeholders. Ability to work independently as well as in a team. Good written and verbal communication skills. Proficiency in computer Literacy is essential (MS Word, Outlook, Excel, and PowerPoint). Valid driver's license.

**DUTIES** : Coordinates the implementation of education support activities in district offices from Chief Directorate. Oversee that staff levels at district offices are adequate to ensure efficient and effective support to institutions. Coordinate and monitor the programs and strategies of the department within the region. The implementation and monitoring of departmental policy and strategies. Manage stakeholders and other interested parties in the region, coordinate and support districts and institutions on physical resources. Case management: coordinates and management of the implementation decisions. Manage and coordinate the collection of data and information to facilitate districts support.

**ENQUIRIES** : Ms Priscilla Ravele: Tel No. 012 725 1451 **(TW)**

**POST** : **EDUCATION PSYCHOLOGISTS (X15 POSTS)**  
Sub-Directorate: Education Support

**SALARY** : R 710 013 – R 784 278.00 Per annum Grade 1. R832 398- R923 847.00 Grade 2 and R 966 039.00- R 1 137 936.00 Grade 3 (All-inclusive package)

**CENTRE** : Tshwane North District **(X2 POSTS) REF NO: TN2019/08/35**, Gauteng West District **REF NO: GW2019/08/36**, Tshwane South District **(X2 POSTS) REF NO: TS2019/08/37**, Johannesburg North District **(X2 POSTS) REF NO: JN2019/08/38**, Johannesburg West District **(X3 POSTS) REF NO: JW2019/08/39**, Johannesburg East District **(X2 POSTS) REF NO: JE2019/08/40**, Sedibeng East District **(X3 POSTS) REF NO: SE2019/08/41**.

**REQUIREMENTS** : An appropriate, recognized Master's Degree in Educational Psychology and current Registration with the HPCSA as an Educational Psychologist. Proven management and leadership abilities. Knowledge and understanding of all major education and psychology legislation and policies (White Paper 6: Special Needs Education, National Curriculum Statement, South African Schools Act, National Education Policy Screening, Identification, Assessment and Support [SIAS] and HPCSA Code of Ethics). Good communication skills (verbal and written) and interpersonal skills. Computer skills. Conflict resolution skills, networking skills and excellent presentation skills. Ability to work under pressure and in a team. A valid driver's license.

**DUTIES** : Comment on and implement policy, manage and expand inclusive education support services. Conduct psycho-educational assessments, write appropriate reports and provide feedback on assessments conducted. Be an active member of the District Based Support Team (DBST), facilitate appropriate placements for learners, design and develop learning and developmental programmes including intervention programmes and Individual Support Plans for learners experiencing barriers to learning. Monitor and support implementation of development programmes. Support and facilitate specific placement of learners e.g. learners in Child and Youth Care Centres (CYCC), Member of the Executive Council (MEC) and Head of Department (HOD) Appeals as well as complaints. Co-ordinate, intervene and close cases within the prescribed timeframes. Liaise with other relevant stakeholders and provide psycho-social support, conduct counselling and therapeutic intervention, co-ordinate and conduct debriefing, monitor and support learners in diversion programmes. Arrange for rehabilitation programmes for learners whose expulsion has been suspended as mandated by the Head of Department.

Identify appropriate assessment tools for procurement and mediation. Submit statistics and reports on a monthly and quarterly basis as required. Provide specialist support to all Public Schools including Full-Service Schools and Special Schools Resource Centres. Work within a team supporting the clusters and reporting to the Circuit manager as well as the EOS directorate. Be competent in issuing Learner with Special Educational Needs (LSEN) numbers and have thorough knowledge of the category of disabilities. Be part of a multi-disciplinary team using an eco-systemic approach. Liaise with colleagues in other districts to facilitate cross-district transfers to special schools.

**ENQUIRIES** : Ms Rejoice Manamela: Tel No: 012 543 4313 **(TN)**, Ms Louisa Dhlamini: Tel No. 011 660 4581 **(GW)**; Mr Thabiso Mphosi: Tel No. 012 401 6363 **(TS)**, Ms Nelisiwe Mashazi: Tel No. 011 694 9321 **(JN)**, Mr. Lizwe Jafta: Tel No. 011 831 5433 **(JW)**; Ms Elizabeth Moloko: Tel No. 011 666 9109 **(JE)**; Mr Peter Nkgage: Tel no. 016 440 1856 **(SE)**.

**POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: PERFORMANCE MANAGEMENT AND DEVELOPMENT**  
Sub-Directorate: Transversal Human Resource Services

**SALARY CENTRE** : R 510 219.00 per annum  
: Tshwane South District **REF NO: TS2019/08/47**, Johannesburg Central **REF NO: JC2019/08/48**, Gauteng West District **REF NO: GW2019/08/49**, Tshwane North District **REF NO: TN2019/08/50**

**REQUIREMENTS** : A recognised three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. A qualification in Human Resources Management will be an added advantage. Must be registered with SACE and have a valid driver's licence. Proven management and leadership skills. Sound communication (written & verbal), negotiation, and conflict management skills. The ability to coordinate and collaborate with internal stakeholders. Ability to work independently as well as in a team. A Sound knowledge of relevant education Sector legislation, policies, and collective agreement or resolutions guiding the implementation of Educator Performance Management system and PS staff Performance Management System in the public service. Excellent presentation/facilitation skills, report writing and analytical skills, people management and computer skills (electronic data management) including PERSAL.

**DUTIES** : Coordinate the implementation of IQMS and PMDS PS & CS policies and collective agreements within the District. Monitor and evaluate the implementation of Performance Management Systems and provide reports to Head Office. Analyse Performance Management Systems' outputs including moderation of the Performance Management Scores. Manage and resolve staff performance management queries and respond timeously to all relevant stakeholders. Manage the implementation of the District Service Excellent Awards (SEA). Develop Work Skills Plan, ensure the implementation thereof and provide Monthly, Quarterly and Annual Training reports. Oversee the provision of training and capacity development for School Based PS and Office Based Staff. Oversee the provision of Bursaries, Learnership and Internship programmes. Coordinate the District Skills Development Coordinating Team meetings. Manage the implementation of the departmental Employee Health and Wellness programmes including Occupational Health and Safety. Manage the human, physical and financial resources. Develop the Unit operational plan.

**ENQUIRIES** : Mr. Thabiso Mphosi: Tel No. 012 401 6363 **(TS)**, Mr Linda Mabutho: Tel No. 011 983 2231 **(JC)**, Ms Louisa Dhlamini: Tel No. 011 660 4581 **(GW)**. Ms Rejoice Manamela: Tel No. 012 543 4313 **(TN)**.

**POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: REF NO: HO2019/08/51**  
Directorate: Strategic Policy Management

**SALARY** : R 510 219.00 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : A recognized three or four-year qualification, which includes professional teacher education plus 8 years' experience in the educational field with credible, relevant management experience. Must be registered with SACE. Skills, knowledge, experience and attributes with regards to education legislation, Advanced knowledge of public policy analysis and public policy development processes. Ability to identify and conceptualize education policy problems and find solutions. Advanced knowledge of strategic development, monitoring and evaluation. Knowledge of the education policies and other legislation impacting on the education sector. Analytical, evaluation and report writing skills. Experience in management. Computer literacy (word, Excel, Access and PowerPoint). Good communication skills (written and verbal) and interpersonal skills. Valid driver's license.

**DUTIES** : To facilitate the development of legislation, policy and operational guidelines. Review the alignment between national and provincial education legislation and maintenance of education policy register. Develop guidelines for the implementation of new policies to ensure legislative compliance. Monitor policy implementation, compliance and evaluate the impact of educational policies/legislation. Co-ordination of organisational inputs on draft legislations and other public queries. Draft educational legislation and policies. Analyse education policies, priorities and approaches and keep senior management abreast with current trends.

**ENQUIRIES** : Mr. Faizel Peerbhai Tel No. 011 355 0494

**POST** : **DEPUTY DIRECTOR: POLICY, MONITORING AND EVALUATION: REF NO: HO2019/08/46**  
Directorate: Early Childhood Development

**SALARY** : R 733 257.00 per annum (All-inclusive Package)  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate three- year National Diploma/Degree in Public Administration/ Public Management with 1-year certificate in Monitoring and Evaluation plus minimum of 5 years' experience in Early Childhood Development of which 3 years must be at an Assistant Director level. Advance experience in word processing, spreadsheet and presentation software packages. Knowledge of legislative framework and processes that govern ECD. Understand South Africa ECD sector. Knowledge of Public Financial Management Act, Public Service Act, Public Service Regulations. Research methodology. Monitoring & evaluation methodology, Pre – Grade R and Grade R curriculum development and implementation. Develop programme for the verification & mapping process of ECD sites. Procurement procedures. Advanced Ms office Applications. Clear report writing. financial management. Report writing skills, Presentation skills, Facilitation skills, Policy formulation Development. Advance monitoring & evaluation skills. Database development. Information Systems development. Computer literacy skills, Leadership, managerial and supervisory skills. Time management. at-least code 8 driver's license.

**DUTIES** : Ensure that ECD Policies are mediated and implemented and high-quality research is conducted in the ECD environment to improve quality and increase access. Manage the development of plans for Policy discussions and reviews and implementation. Ensure new policy mandate for ECD are incorporated in ECD Strategic plans for execution. Manage the high-quality Research and Development in ECD. Manage the Development of ECD Strategic and Concept Documents in line with the Departments Strategic goals and targets Develop ECD monthly and quarterly statutory reports on all ECD activities. Ensure development and implementation of monitoring tools and evaluation all ECD programmes and projects. Ensure the development of monitoring and reporting templates and tools. Ensure the implementation of School Readiness Verification across Grade R Classes. Develop and implement

frameworks for ECD evaluation of programmes and projects. Identify ECD services, programmes and projects to be monitored and evaluated. Ensure monitoring and evaluation of the ECD facilitators training. Ensure the monitoring and evaluation of the ECD practitioners training. Ensure the monitoring and evaluation of the ECD sites. Ensure monitoring and evaluation of the rollout and implementation of the CAPS and NCF. Ensure the development and implementation of ECD Data Management Systems. Ensure the planning for development of ECD Data Management policy, procedures and systems. Ensure the development and implementation of the data flow policy. Ensure the development and signing of MOU's with relevant departments, other ECD stakeholders & Local Government on access & release of data. Ensure ECD staff and relevant officials are trained on Data management policies and procedures. Ensure the ECD Data management systems interface with the Department's existing system. Ensure the establishment of information systems. Supervise & ensure the development of appropriate information flow systems. Ensure the planning, development & implementation of an integrated database. Ensure the collection, capturing, cleaning, verification and analyzing of data. Oversee & ensure the implementation of both an electronic and manual filing system. Ensure & manage the development of a knowledge management strategy & implementation. Establish partnerships with Higher Education Institutions, Further Education & training Institutions, ECD Training Institutions, Other Government Departments, NGO's Local Government & other ECD stakeholders. Establish and maintain partnerships with Higher Education Institutions for Research and Development, Sharing of best practice from International practices and new trends and models in the sector. Establish, ensure, coordinate & manage the meetings with the NGO forum and to communicate all ECD related matters. Ensure the establishment of a municipality forum and to meet and discuss ECD related matters and to gather ECD data. Ensure & manage the establishment of a forum for universities and meet to communicate all ECD related matters, identify and discuss possible research. Ensure & oversee the establishment of an interdepartmental forum and to meet and discuss ECD related matters and to gather ECD data. Establish, ensure & manage the meetings with the Special Needs forum and to communicate all ECD related matters.

**ENQUIRIES** : Ms Phumelele Tloubatla Tel No: (071) 474 7074

**POST** : **ASSISTANT DIRECTOR: POLICY MONITORING AND EVALUATION**  
**REF NO: HO2019/08/52**  
 Directorate: Early Childhood Development

**SALARY** : R 376 596.00 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate three- year National Diploma/Degree in Public Administration/ Public Management with 1-year certificate in Monitoring and Evaluation plus minimum of 3 years' experience in Database and Data Mart development environment at a supervisory level. A sound working knowledge of Legislative framework and processes that govern ECD. Understand South Africa ECD sector, Child Act of 2008, Standard Health Act, White paper 5&6, child justice bill & Batho Pele Principle and all other children & ECD policies. Gauteng provincial Government Early Childhood Development Strategy. Monitoring & evaluation methodology. Both electronic and physical filing. The National Education Policy Act of 1996. Develop programme for the verification & mapping process of ECD sites. Advanced Ms office Applications. PFMA – financial management. SQL, VBA and Microsoft Access. Presentation skills, Facilitation skills, Policy formulation Development. Advance monitoring & evaluation skills, Database development. Knowledge management systems, Computer literacy skills, Academic research skills, Leadership, managerial and supervisory skills and Time management skills.

**DUTIES** : Implement ECD Policy. Develop plans for Policy discussions and reviews and implementation. Initiate Research topics to establish trends and for improving implementation of policies. Develop ECD Strategic and Concept Documents in line with the Departments Strategic goals and targets. Generate ECD

monthly and quarterly statutory reports on all ECD activities. ECD Integrated Data Management. Develop ECD Data Management policy and process maps. Manage, verify, clean and store ECD data into the database. Backup the data constantly. Based on approval by the Line Manager, provide the required data to the stakeholders. Create credible data report out for decision making. Participate in the creation of ECD data flow policy. Participate in the development of both electronic and physical filing system. Manage Project of ECD School Readiness Verification. Develop the on-line School Readiness Verification tools. Plan and organize workshops regarding Integrated Data to train both ECDI staff and relevant stakeholders. Ensure that the School Readiness Verification reports are analysed and communicated appropriately. Ensure that all relevant stakeholders implement the recommendations of the School Readiness Reports. Establish Partnerships with Higher Education Institutions, Gauteng Municipalities, Other Gauteng Government Departments, NGOs, and Further Education & Training Institutions. Establish working relations with Higher Education Institutions for to promote research work on ECD. Participate in organizing municipality meetings by sending out invites and capture minutes of the meeting. Participate in organizing NGO meetings by sending out invites and capture minutes of the meeting. Participate in organizing Inter-Departmental meetings by sending out invites and capture minutes of the meeting. Participate in the creation of name tags for University Meeting. Assist with the update of the contacts database of stakeholders.

**ENQUIRIES** : Ms Phumelele Tloubatla. Tel No. (071) 474 7074

**POST** : **ASSISTANT DIRECTOR: EDUCATOR TRAINING AND DEVELOPMENT**  
**SUPPORT REF NO: HO2019/08/53**  
 Directorate: Education Training and Special Projects

**SALARY** : R 376 596.00 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate, recognized three-year National Diploma / Degree in Human Resource Management/ Human Resource Development/ Public Administration/Public Management plus three years' experience providing administrative support at a supervisory level within training and development environment. Knowledge and experience in working on teacher development projects and priorities will be an added advantage. A sound knowledge of public service administration processes is required. Excellent report writing, presentation, record/data keeping, organization, interpersonal, communication and computer skills. Ability to work under pressure. Knowledge of skills development policies and legislative frameworks is required.

**DUTIES** : Implement Educator Development Strategy. Identify developmental needs for Educators. Analyse data provided by the National, Provincial and District Offices to compile the Work Skills Plan. Provide support on the implementation of development programs emanating from IQMS and Educator Developmental Strategies. Identify suitable training interventions for all identified training needs. Promote and coordinate all formal and informal in-service training programmes for Educators. Provide support in the allocation of Bursaries for Educator Training. Implement Educator PRESET and INSET Bursary Policy. Coordinate advocacy campaigns to promote the use of teacher centres. Provide support in the roll out of National Teachers' Awards (NTA). Compile monthly and quarterly reports on training and development activities as allocated.

**ENQUIRIES** : Mr Sibonelo Mnguni. Tel No. (011) 355 0139

<b><u>POST</u></b>	:	<b><u>ASSISTANT DIRECTOR: (INSTITUTION ICT SUPPORT)</u></b> <b><u>REF NO: HO2019/08/54</u></b> Directorate: IT Systems Development and Technical Support
<b><u>SALARY</u></b>	:	R 376 596.00 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate, three-year National Diploma/Degree in Information Technology plus minimum 3 years' experience in providing IT Technical Support. A sound knowledge of LAN/WAN Support. Knowledge of Microsoft Platform/environment: (MS Office suite; Office 365 and Windows), sound knowledge on mobile device support (Android, IOS etc.). Applications support (e.g. SA SAMS, On-line Admission application). Knowledge of Legislative Frameworks within the Public Sector. Knowledge of IT Policies and processes. Ability to detect and resolve users' queries on time and have a general strong problem-solving skill. Innovative thinking abilities, Work independently as well as in a team, telephone etiquette, project management, good customer relations, good verbal and written communication skills. Understanding of IT Governance Framework and ITIL Framework is required. Knowledge in Data Management is required. A valid driver's license is essential
<b><u>DUTIES</u></b>	:	To manage and constantly monitor the network connectivity environment e.g. WAN, Broadband, LAN, Wi-Fi, APN, and 3G/4G connectivity. Troubleshoot and ensure the connectivity uptime and functionality. Ensure all Public Schools are accessible electronically e.g.-mails and communications facilities). Manage Technical Desktop Support functions by providing Hardware and software support to Institutions. Ensure the maintenance of the ICT devices. Ensure installation of hardware and software. Maintain IT registers. Provide roll-out Applications Support to Schools (e.g. On-line Admission application system, SA SAMS application support, Principals' Communication platform). Provide support in the implementation of ICT projects in schools. Supervise and provide support to the allocated IT Technicians. Keep abreast with the IT best practices, IT policies and IT standard operating procedures.
<b><u>ENQUIRIES</u></b>	:	Mr Thabo Ledwaba. Tel No. (011) 639 8493
<b><u>POST</u></b>		<b><u>ASSISTANT DIRECTOR: POLICY &amp; PROCEDURE, ON INCAPACITY LEAVE FOR ILL HEALTH RETIREMENT</u></b> REF NO: HO2019/08/55 Directorate: HRTS
<b><u>SALARY</u></b>	:	R 376 596.00 per annum
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An appropriate three-year National Diploma/Degree in HR Management / Public Administration plus minimum 3 years' experience in a Chief Personnel Officer post within Human Resource environment. Public Finance Management Act. Treasury Regulations, Public Service Act and Regulations. BAS, PERSAL and SAP/ Public Procurement procedures and financial related policies. Good communication skills, customer services, computer Literacy, conflict and problem-solving skills, Ability to work independently, under pressure and long hours when needed and Excellent Communication Skills. A valid driver's license.
<b><u>DUTIES</u></b>	:	Ensure the implementation of PILIR transaction on PERSAL and Database. Oversee the PILIR administration processes, and liaise with Regional HR transversal regarding the management of PILIR documents and workflow. Provide assistance and advice to management, Regions and staff members regarding PILIR issues. Compiling of submissions for deviations. Provide reports and statistics. Ensuring that the PILIR database link is up to date. Ensure current and up to date records on PILIR. Ensuring compliance regarding the Policy and procedure on incapacity leave and ill health Retirement. Interpret and explain the PILIR policies and procedures to the departmental personnel. Quality Assure and ensure timeous submission and retrieval of application to and from the Health Risk Manager. Respond to any PILIR queries or concerns relating to individual cases, MEC queries, Audit query, in a timely, friendly and efficient manner in accordance with



Departmental standards. Provide advisory support, promote, monitor, and ensure compliance on Policy and Procedure on Incapacity leave and Ill-health Retirement. Participate in the collation of the transversal HR needs from the circuits/client and respond thereto. Conduct client satisfaction surveys for PILIR matters. Guide and advise personnel on Transversal Human Resource Services. Supply PILIR audit sample request. Respond to the internal and external audit management letters. Participate in the development and implementation of compliance intervention plans to address findings. Ensure effective, efficient supervision of staff and management of resources. Ensure, guide, train and advise staff on Transversal Human Resource Services to enhance the correct implementation of Leave policies and practices. Compile and submit the work plan, performance development plans, job descriptions and performance agreements of staff.

**ENQUIRIES** : Ms Doris Malefo. Tel No. (011) 843 6865

**POST** **ASSISTANT DIRECTOR: ESTABLISHMENT AND COMPANSATION (DATA MAINTENANCE) REF NO: HO2019/08/56**  
Directorate: HRTS

**SALARY** : R 376 596.00 per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate three-year National Diploma/Degree in HR Management / Public Administration plus minimum 3 year in a Chief Personnel Officer post within Human Resource Transaction Environment responsible for maintenance of staff establishment on PERSAL. Public Finance Management Act. Treasury Regulations. Public Service Act and Regulations. Advanced Knowledge of PERSAL System. Good Communication Skills. Customer Services. Computer Literacy. Conflict and Problem Solving. Ability to work independently. A valid driver's license is required.

**DUTIES** : Ensure the implementation of PERSAL user profiles. Registrations of "NEW" users. Request new COMPLETE/MAINFRAME user identity numbers for users. Allocate PERSAL functions. Monitor dormant users. Link between users, functional teams and technical maintenance teams. Assist with resolving system problems for the users. Release reports. Ensure the implementation of the approved post and staff establishment. Oversee the administration of the staff establishment by Creating posts of staff additional to the post establishment (against promotion, substitutes, Grade R, growth posts, ESSP, AET, internships, learner ships, Fundza Lushaka, Teach SA, Dinaledi, etc.) Ensuring that all posts are linked to BAS codes (pay points, programs, responsibilities and objectives). Ensuring that a component, sub components and sub structure information is updated. Ensure that PERSAL data is up to date. Ensure sound maintenance of PERSAL data. Participate in PERSAL clean-up project. Ensure that there are no transactions awaiting approval/ authorization on the suspense file. Effective management of personnel budget, Provide advisory and stakeholder support on THRS policy related matters. Supervise and delegate functions and responsibilities to staff. Coordination of PERSAL training. Monitor the performance of staff. Evaluate, develop and provide training. In consultation with all stakeholders, develop HR strategies and HR procedure manuals to meet Departmental needs. Guide and advise personnel on Transversal Human Resource Services. Supply audit sample requests. Participate in responding to the internal and external audit management letter.

**ENQUIRIES** : Ms. Grace Majola Tel No. (071) 474 6176

**POST** **ASSISTANT DIRECTOR: EXAMINATION MATERIAL AND SCRIPT**  
**ARCHIVE REF NO: HO2019/08/57**

Directorate: Examination Management

Sub-directorate: Examination Material and Script Archive

**SALARY** : R 376 596.00 per annum  
**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate three-year National Diploma/Degree qualification plus minimum 3 years' experience in examination development and production at a supervisory level. Good communication (written & verbal) and interpersonal skills. Knowledge of the PFMA, strategic planning and other legislative frameworks applicable to the Public Sector will be a strong recommendation. Leadership, management, conflict management and customer service management skills. Must be computer literate and have the ability to work under pressure. A valid driver's license will be an added advantage.

**DUTIES** : Coordinate and facilitate the development of examination material. Liaise with other Provinces regarding examination related matters. Assist in the provision of operational planning services. Communicate with relevant stakeholders on matters relating to examinations policy and development. Oversee the day-to-day management of the directorate with Batho Pele Principles underpinning office systems. Handle and follow the procedures related inbound and outbound candidates both local and international. To provide a specialist administrative function in the safe- area of the unit. Keep track of the flow of material and complete the manual and electronic record. Write weekly reports and have knowledge of PMDS processes and compile composite records thereof. Compile submissions to senior management as and when necessary. Allocate resources (human, physical and financial) for the administration of exams. Liaise with service providers regarding examination related matters / material.

**ENQUIRIES** : Mr. Jonathan Williams Tel: 010 345 0930

**POST** : **ASSISTANT DIRECTOR: ORGANISATION AND GOVERNANCE (GET) REF**  
**NO: HO2019/08/58**

Directorate: Public Ordinary Schools

**SALARY** : R 376 596.00 per annum  
**CENTRE** : Head Office

**REQUIREMENTS** : An appropriate three-year National Diploma/Degree in Public Management / Public Administration plus minimum of 3 years' relevant experience. 3-year Qualification in Finance will be an added advantage. Knowledge of legislative framework (Public Finance Management Act and other relevant legislation). Knowledge of financial management and procurement processes, wide range of office management and administrative tasks. Demonstrative computer literacy, (Computer skills in Ms-office: Word, Excel, Access, PowerPoint, Outlook and Internet), Project Management; Reporting Writing Skills: Communication (written and verbal), Planning and organizing, People Management, Problem Solving, Stakeholder and client liaison, Excellent interpersonal skills: People orientated. A valid driver's license is essential.

**DUTIES** : Rendering administrative support functions to Organisation and Governance sub-directorate. Proof Reading Submissions on School Fee Exemption and Expulsion Investigations. Ensure compliance in terms of all procurement processes. Supervision of SAC and SAO. Typing of submissions and letters for Expulsion and School Fee Exemption. Stats report on Expulsions and SGB queries. Section 21 application. Evaluation applications submitted requesting the allocation of Section 21 functions. Type and process submissions on Section 21 applications. Track the submission sent for the approval of the requested functions. Walk in school fee Exemption Appeals. Attend to walk in School Fee Exemption Appeals. Submit a report on the progress of the appeals received. Type Submissions for HOD's signature.

**ENQUIRIES** : Ms. Mmule Madonsela Tel: (011) 355 0297

**POST** : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING (TSHWANE CLUSTER) REF NO: HO2019/08/61**  
Directorate: Recruitment and Selection

**SALARY** : R 376 596.00. per annum  
**CENTRE** : Head Office  
**REQUIREMENTS** : An appropriate three-year National Diploma/Degree in Human Resource Management or related three-year qualification plus minimum of 3 years' experience in the HR working environment at a supervisory level. Knowledge of Education Acts. Knowledge of Public Service Act and Regulations. Knowledge of Basic Conditions of Employment Act. Knowledge of applicable resolutions. National and provincial policy frameworks. Understanding transformation and capacity building processes. Basic Knowledge of Persal. PFMA. Computer literacy. Good verbal and written communication skills. Report writing. Strong leadership skills and qualities. Listening skills. Conflict management. Negotiation skills. Time Management. Basic Financial Skills. Project management and Project leader skills. Good inter-personal relations skills. Problem solving skills. Presentation skills. Self-disciplined and able to work under pressure with minimum supervision. Licensed Driver. People management and Supervisory skills. Policy Development and research skills. Facilitation skills. Communicate; District Head, Senior Managers in the Department, National and Provincial Education Departments, Academic Institutions. Valid driver's license is essential.

**DUTIES** : Assist in the development and implementation of the GDE recruitment, selection, retention, human resource provisioning and placement strategies and ensure the implementation thereof. Assist in research to inform recruiting practices and strategies that drive programme success. Ensure the implementation of recruitment, selection, retention, human resource provisioning and placement strategies. Circulate and clarify recruitment strategies to relevant stakeholders. Participate in the analysis and planning of Human Resource Provisioning requirements for the Department. Coordinate the administration of all recruitment, selection, appointments, movements, placement, human resource provisioning and retention of staff for the cluster. Coordinate the placement of graduates. Coordinate the redeployment and conversion of personnel including staff who are additional to the establishment. Partake in guiding and advising personnel on human resource provisioning matters to enhance the correct implementation of personnel administration practices and policies. Ensure all personnel administration verification of qualifications are done and supervise the staff. Collate and compile of reports e.g. progress reports, monthly reports, etc.

**ENQUIRIES** : Ms Mahlodi Moloto Tel no. 011 843 6831

**POST** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICE: REF NO: JS2019/08/60**  
Sub Directorate: HR Transaction Services

**SALARY** : R 376 596.00per annum  
**CENTRE** : Johannesburg South District  
**REQUIREMENTS** : An appropriate three-year National Diploma/ Degree in Human Resource Management or related three-year qualification plus minimum of 3 years' human resource administration experience at a supervisory level. Knowledge and understanding of current education and public service legislations, regulations and policies. Excellent communication (verbal and written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use of PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word MS Access and MS Office. A valid South African driver's license.

**DUTIES** : Ensure implementation of HRM operations at district, in a matrix environment; responsible for the sub-directorate conditions of service in accordance with the relevant prescripts and collective agreements within the education sector. Ensure the implementation of the approved post and staff establishment. Responsible for employee records at the district. Ensure the successful implementation of operational plan as sponsored by Head Office. Provide input

to the HRTS budget. Fulfil the internal monthly reporting requirements and provide analysis to the management. Interpret HR policies and prescripts. Supervise staff and manage their performance and development according to the PMS.

**ENQUIRIES**

: Mr. Patrick Sesane : Tel No. 011 247 5944

**POST**

: **ADMINISTRATION CLERK (3 YEARS FIXED TERM CONTRACT) REF NO: HO2019/08/62**  
: Directorate: Human Capital Development

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: R 173 703.00 per annum (plus 37% Lieu benefits)  
Head Office, GCRA  
: Grade 12 (Matric). Good interpersonal and communication skills to interface with people from various backgrounds. Reasonable experience in using computer applications in office management including Ms Word, Excel, PowerPoint and Outlook. Good organizational and basic events management skills. Knowledge of Batho Pele principles, policy development and research.

**DUTIES**

: Responsible for handling of incoming and outgoing documents. Performance of administrative tasks such as draft agendas and taking minutes, movement and disposal of assists, petty cash requisitions and subsistence travel claims. Collation and Co-ordinate both quarterly reports of assists/ loss control and performances of staff, Co-ordinate training and Development Including Bursaries. Provide office administration support to the Directorate, including filing, tracking and processing of documents and correspondence. Maintain an electronic and manual records keeping system for project reports.

**ENQUIRIES**

: Ms. Cylvan Matlala, Tel No: (011) 355 1137