

Deputy Director:

Intergovernmental and Stakeholder Relations

Sub-Directorate: Intergovernmental and Stakeholder Relations

All-inclusive remuneration package: R744 255 per annum (SL 11)

• Ref No: K34305/01 • Corporate Centre - Mmabatho

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) in Public Management/ Management • 3-5 years' experience at junior managerial level in Corporate Governance environment • A valid driver's license.

Knowledge of: • Broad intersectoral and intergovernmental protocol and etiquette • Departmental initiatives and programs • Legislative and regulatory environment governing the Public Service as well as administrative processes and procedures • Ability to attract and liaise with a diverse audience range.

Competency and skills: • Proven project management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven report-writing and presentation skills • Willingness to work irregular hours and adhere to tight deadlines • Proven administrative skills relating to client relations and liaison with various stakeholders.

Key performance areas, inter alia, include: • Manage intergovernmental relations and intersectoral collaborations • Facilitate Intergrated Governance and Donor Agreements • Ensure promotion and management of Public Private Partnerships • Facilitate the implementation of cluster collaborative agreements • Sub-Directorate administration and control.

Enquiries: Dr TA Phorabatho, tel. (018) 388 3071

Assistant Director:

Intergovernmental and Stakeholder Relations (x2 posts)

Sub-Directorate: Intergovernmental and Stakeholder Relations

Basic salary: R382 245 per annum (SL 09)

• Ref No: K34305/02 • Corporate Centre: Mmabatho

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) in Public Management/Management • 3 years' supervisory experience in Corporate Governance environment • A valid driver's license.

Knowledge of: • Through knowledge of intersectoral and intergovernmental protocol and etiquette • Departmental initiatives and programs • Legislative and regulatory environment governing the Public Service as well as administrative processes and procedures • Ability to attract and liaise with a diverse audience range • **Competency and skills:** • Proven project management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven report-writing and presentation skills • Willingness to work irregular hours and adhere to tight deadlines • Proven administrative skills relating to client relations and liaison with various stakeholders.

Key performance areas, inter alia, include: • Coordinate Non-Governmental, Intergovernmental relations, international and intersectoral collaboration • Coordinate stakeholder engagement and participation • Promote Public Private Partnerships • Coordinate the implementation of cluster collaborative agreements.

Enquiries: Dr TA Phorabatho, tel. (018) 388 3071

Deputy Director: Records Management & Auxiliary Services

Sub-Directorate: Records Management & Auxiliary Services

All-inclusive remuneration package: R744 255 per annum (SL11)

• Ref. K34305/03 • Corporate Centre (Mmabatho)

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Public Management/Administration • 3-5 years' junior managerial experience in the following security management sphere: • Risk management • Physical security • IT security • Personnel security • Information and communication security • Document management • A valid "Top Secret" Security clearance • A valid drivers' license.

Knowledge of: • Thorough Knowledge and understanding of the Minimum Information Security Standards and other relevant governmental legislative prescripts (e.g. Criminal Procedures Act, Protection of Information Act, Promotion to Access to Information Act) • **Competencies and skills:** • Ability to liaise effectively with private and state law enforcement agencies • Experience in identifying, developing and managing sources of information and evidence • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint.

Key performance areas, inter alia, include: • Manage departmental records • Management of Auxiliary Services including cleaning and infrastructure • Ensure provision of refreshments and refectory services • Sub-Directorate supervision and management.

Enquiries: Ms S P Moletsane, tel. (018) 388 2298

Chief Document Security Officer

Sub-Division: Document Security Services

Basic Salary R321 543 per annum (SL 8)

• Ref. K34305/04 • Corporate Centre (Mmabatho)

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Security Management • 3-5 years' experience in the following security management sphere: - Risk management; Information and communication security • A valid "Top Secret" Security clearance • a valid drivers' license.

Knowledge of: • Sound knowledge and understanding of the Minimum Information Security Standards and other relevant governmental legislative prescripts (e.g. Criminal Procedures Act, Protection of Information Act, Promotion to Access to Information Act) • The legislative prescripts governing the Public Service as well as all administrative processes and procedures

Competencies and skills: • Ability to liaise effectively with private and state law enforcement agencies • Experience in identifying, developing and managing sources of information and evidence • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint.

Key performance areas, inter alia, include: • Implement document information policy • Evaluate compliance to information security practices • Identify risks and threads • Supervise and manage security resources.

Enquiries: Ms S P Moletsane, tel. (018) 388 2298

Assistant Director: Strategy and Planning

Sub-Directorate: Strategy and Planning Services

Basic Salary: R 382 245 per annum (SL 09)

• Ref No: K34305/05 • Corporate Centre (Mmabatho)

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree or equivalent (NQF level 6/7) qualification in Public Management/Administration • 3 years' experience at supervisory level in the strategic planning field • A valid driver's license.

Knowledge of: • Thorough knowledge of strategic planning, policy management and integrated planning • Monitoring and evaluation systems; IT based M & E systems • Political mandate with respect to Education • Statistical analysis and forecasting • Financial administration • Understanding of the legislative prescripts governing the Public Service as well as all administrative processes and procedures and strategies

Competencies and skills: • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Willingness to work irregular hours and adhere to tight deadlines.

Key performance areas, inter alia, include: • Coordinate operational and strategic planning processes • Provide support Annual Performance Planning • Coordinate Annual report production • Coordinate Service Delivery Improvement Plan • Provide policy support • Supervise and manage subordinates.

Enquiries: Ms P K Rasetshwane, tel. (018) 388 2114

Assistant Director: Monitoring and Evaluation

Sub-Directorate: Integrated Monitoring and Evaluation

Basic Salary: R382 245 per annum (SL 09)

• Ref No: K34305/06 • Corporate Centre (Mmabatho)

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree or equivalent (NQF level 6/7) qualification in Public Management/Administration • 3 years' experience at supervisory level in monitoring and evaluation • A valid driver's license.

Knowledge of: • Thorough knowledge of Monitoring and evaluation systems • IT based M & E systems • Political mandate with respect to Education; Financial administration • Understanding of the legislative prescripts governing the Public Service as well as all administrative processes and procedures and strategies

Competencies and skills: • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Willingness to work irregular hours and adhere to tight deadlines.

Key performance areas, inter alia, include: • Co-ordinate institutional performance assessment and evaluation of implementation of policies and programmes • Co-ordinate Annual progress and report development • Conduct Annual performance planning • Supervise and manage subordinates.

Enquiries: Ms P K Rasetshwane, tel. (018) 388 2114

Assistant Director: (Gender and Disability Co-ordinator)

Sub-Directorate: Special Programmes

Basic Salary: R 382 245 per annum (SL 09)

• Ref No: K34305/07 • Corporate Centre (Mmabatho)

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree or equivalent (NQF level 6/7) qualification in Special Programmes and or Public Management/Administration • Between 5 and 10 years' experience in Special Programmes environment of which 3 years must be at supervisory level • A valid driver's license.

Knowledge of: • Sound knowledge of intersectoral and intergovernmental protocols and etiquette • Departmental initiatives and programmes; legislative prescripts governing the Public Service as well as all administrative processes and procedures • **Competencies and skills:** • Ability to interact and liaise with diverse audience range • proven management skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Willingness to work irregular hours and adhere to tight deadlines.

Key performance areas, inter alia, include: • Human Rights issues • Special Programmes/Projects • Supervise and manage subordinates.

Enquiries: Ms P K Rasetshwane, tel. (018) 388 2114

Deputy Director: Content Management and Media Liaison

Sub-Directorate: Content Management and Media Liaison

All-inclusive remuneration package: R744 255 per annum (SL11)

• Ref. K34305/08 • Corporate Centre (Mmabatho)

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Journalism/Communication/Public Relations • 3-5 years' experience at junior managerial level in the communications environment (Preferably within government) • A valid driver's license.

Knowledge of: • Deep and thorough knowledge of Public Sector and its regulatory frameworks • Proven knowledge and experience in terminology and/or literature • Familiarity with the latest Language policy development and legislative programmes.

Competency and skills: • Ability to relate different matters which have common themes • Ability to interact and liaise with a diverse audience range • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint • Exceptional communication skills both verbal and written • Willingness to work outside of formal departmental working hours.

Key performance areas, inter alia, include: • Manage media liaison • Manage the provision of education related information • Manage the provision of language services • Sub-Directorate administration, management and control.

Enquiries: Mr G Chuenyane, tel. (018) 388 2108

Deputy Director: Internal Communication

Sub-Directorate: Internal Communication Services

All-inclusive remuneration package: R744 255 per annum (SL11)

• Ref. K34305/09 • Corporate Centre (Mmabatho)

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Journalism/Communication/Public Relations • 3-5 years' experience at junior managerial level in the spheres of Corporate branding • Internal communication • Events management • A valid driver's license.

Knowledge of: • Sound knowledge of Public Sector and its regulatory frameworks • Departmental programmes, initiatives and strategic objectives • Sound understanding of website and intranet development and management • **Competency and skills:** • Ability to relate different matters which have common themes • Ability to interact and liaise with a diverse audience range • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Exceptional communication skills both verbal and written • Willingness to work outside of formal departmental working hours.

Key performance areas, inter alia, include: • Manage Corporate branding of the Department • Plan and manage communication strategies for all departmental activities • Manage departmental events • Sub-Directorate administration, management and control.

Enquiries: Mr G Chuenyane, tel. (018) 388 2108

Database Administrator

Sub-Directorate: EMIS Services

Basic salary R382 245 per annum (SL 09)

• Ref No: K34305/10 • Corporate Centre (Mmabatho)

• Ref No: K34305/11 • Dr Kenneth Kaunda District

• Ref No: K34305/12 • Dr Ruth Segomotsi Mompoti District

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) in Information Technology/Management or equivalent • 3 years' experience at supervisory level in Information Communication Technology • A valid driver's license.

Knowledge of: • Proven knowledge of education practices and procedures • Exceptional knowledge of computer database and the interpretation of education-specific data • Proven knowledge of MS SQL Server, large data and Reporting services • Evidence of research projects conducted to further the field of education.

Competencies and skills: • Sound written and verbal communication skills • Experience in implementing innovative education processes and systems which are congruent with policy frameworks • Proven computer literacy, including Ms Access MS Word and MS Excel.

Key performance areas, inter alia, include: • Develop educational surveys • Technical user support services • Co-ordinate Data and manage access to data on the warehouse • Provide management advice • Data visualization and reporting writing • Network, software and data security.

Enquiries: Mr M Assegai, tel. (018) 388 1798 (Corporate), Rev M A Morake, tel. (053)9280201 (Dr RSM), Mr SS Mogotsi, tel. (018) 299 8148

Senior Information Systems Designer/Analyst

Division: Business Information Systems Services

Basic salary R382 245 per annum (SL 09)

• Ref No: K34305/13 • Corporate Centre (Mmabatho)

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Information Technology • 3 years' experience at supervisory level in Information Technology environment • A valid driver's license.

Knowledge of: • Specialised knowledge of system design and implementation • Specialised knowledge of SDLC process • Specialised knowledge of the programming environment including the use of Microsoft products or open source • Knowledge of operating systems such as Microsoft Server, Microsoft Windows • Specialised knowledge of the computer network environment • **Competencies and skills:** • Proven project management skills • Proven computer literacy, including MS Word and MS Excel, Ms Access and SQL.

Key performance areas, inter alia, include: • User specification requirement, Business analysis, Database analysis, System design and System Testing and system implementation and support • Align corporate systems • Provide information.

Enquiries: Mr TD Serobatse, tel. (018) 388 1788

Deputy Director: HRD (Training and Development)

Sub-Directorate: Training and Development Services (PSA Staff)

R744 255 All-inclusive remuneration package annum (SL 11)

• Ref No: K34305/14 • Corporate Centre – Mmabatho

Minimum qualification and experience: • Appropriate 3-year National Diploma/ B Degree (NQF Level 6/7) or equivalent qualification in Human Resource Development • 3-5 years' experience in spheres of human resource development (HRD) • A valid driver's licence.

Knowledge of: • Broad knowledge of the legislative and regulatory environment informing human resource management including, but not limited to: • Procedures applicable to employees employed in terms of the Public Service Act, 1994 • The Employment of Educators Act, 1998 • Requirements of Skills Development Act, 1998 • Performance measurement and management.

Competencies and skills: • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Proven report-writing and presentation skills • Strong Project management skills • Proven Planning and budgeting, implementation, monitoring and reporting skills • Good verbal, written communication and interpersonal skills.

Key performance areas, inter alia, include: • Coordinate Implementation of quality and relevant Training and Development programmes • Establish and maintain monitoring and evaluation system • Establish and Maintain updated records • Subordinate Supervision and Management.

Enquiries: Ms ME Lukhaimane, tel. (018) 388 0850



education

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Noordwes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE

Assistant Director PMDS (PSA Staff)

Sub-Directorate: Performance Management and Development Services

Basic Salary R382 245 per annum (SL 09)

• Ref No: K34305/15 • Corporate Centre – Mmabatho

Minimum qualification and experience: Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Human Resource Management • 3 years at supervisory level in spheres of human resource management (PMDS) • A valid code B driver's license.

Knowledge of: • Thorough knowledge of a legislative and regulatory environment informing human resource management including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994 • Knowledge and understanding PMDS policies and PERSAL.

Competencies and skills: • Proven report-writing and presentation skills • Project management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Planning, implementation, monitoring and reporting skills • Good verbal, written communication and interpersonal skills.

Key performance areas, inter alia, include: • Co-ordinate submission of Performance Management documents [Public Service Act Staff] • Facilitate moderation activities • Provide training and support on PMDS Policy • Maintain updated electronic database and filing of documents Subordinate Supervision and Management

Enquiries: Ms V Ramahlolo, tel. (018) 388 4034

Assistant Director: Bursary Services

Division: Bursary Services

Basic Salary R382 245 per annum (SL 09)

• Ref No: K34305/16 • Corporate Centre – Mmabatho

Minimum qualification and experience: Appropriate 3-year National Diploma/ B Degree (NQF Level 6/7) or equivalent qualification in Human Resource Management/ Public Administration • 3 years' experience at supervisory level in spheres of human resource development with specific reference to bursaries and /or in the field of administration • A valid driver's license.

Knowledge of: • Knowledge of a legislative and regulatory environment informing human resource development • Procedures applicable to employees employed in terms of the Public Service Act, 1994 • Requirements of the Skills Development Act, 1998 and the South African Qualifications Authority Act of 1995 • Knowledge and understanding of PERSAL.

Competencies and skills: • Proven report-writing and presentation skills • Project management skills • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Planning, implementation, monitoring and reporting skills • Good verbal, written communication and interpersonal skills.

Key performance areas, inter alia, include: • Develop, review and monitor the implementation of the departmental Bursary Policy • Monitor the administration of bursary invitations, applications and awards for employees and unemployed youth • Effect and control bursary payments • Establish and maintain updated bursary records and liaise with Institutions of Higher Learning, Subordinate Supervision and Management

Enquiries: Ms NB Mosoeu, tel. (018) 3880850

Senior Workstudy Officer

Sub-directorate: Organisational Design and Job Evaluation

Basic Salary: R321 543 per annum (SL 08)

• Ref No: K34305/17 • Mmabatho

Minimum qualification and experience: • Appropriate 3 year National Diploma/B Degree (NQF Level 6/7) in Organisation and Work Study or Management Services and/or Operations Management and/or Productivity Management • 3-5 years' experience in spheres of work study practices (including organisational design, job evaluation, workload- & functional analysis, business process redesign), operations management and/or productivity management • A valid driver's license.

Knowledge of: • Sound knowledge of the legislative and regulatory environment informing human resource management but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Proven and specialised knowledge of work study practices (eg. organisational design, job evaluation, workload & functional analysis, business process redesign), operations management and/or productivity management.

Competency and skills: • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Proven report-writing and presentation skills • Project management skills • Knowledge of the IT systems including PERSAL, EQUATE, OrgPlus, Vision • Ability to be analytic and creative.

Key performance areas, inter alia, include: • Maintain Service Delivery Model • Perform organisational review and design processes • Conduct Job analysis and Job evaluation • Conduct Business Process Re-Engineering • Conduct Organisational Functionality Assessment (OFA).

Enquiries: Ms G Joseph, tel. (018) 388 4087

HR Practitioner

Sub-Directorate: HR Planning

Basic Salary: R261 372 per annum (SL 07)

• Ref No: K34305/18 • Corporate Centre - Mmabatho

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Human Resource Management and Administration/HR Planning • 0-2 years' experience in spheres of human resource management and administration • A valid driver's license.

Knowledge of: • Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Intimate knowledge of the IT systems associated with human resource management and administration [PERSAL].

Competencies and skills: • Proven report writing and presentation skills • Strong project management skills • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint.

Key performance areas, inter alia, include: • Develop Human Resource Plan for Public Service Act Staff • Develop Employment Equity Plan • Conduct HR Components Assessment • Monitor and evaluate human resource practices.

Enquiries: Ms M A Monareng, tel. (018) 388 3954

HR Practitioner

Sub-Directorate: Recruitment and Selection Services (PSA Staff)

Basic salary: R261 372 per annum (SL 07)

• Ref No: K34305/19 • Corporate Centre - Mmabatho

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Human Resource Management or equivalent • 0-2 years' experience in spheres of human resource management and administration • A valid driver's license.

Knowledge of: • Intimate knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Intimate knowledge of the IT systems associated with human resource management and administration [PERSAL].

Competencies and skills: • Proven report writing and presentation skills • Strong project management skills • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint.

Key performance areas, inter alia, include: • Provide employment practices [PSA Staff] • Provide compensation and benefits practices [PSA Staff] • Implement Employment Equity Plan • Maintain human resource practices.

Enquiries: Ms LG Tsotetsi, tel. (018) 388 3278

Principal HR Officer

Directorate: Conditions of Services

Basic salary: R261 372 per annum (SL 07)

• Ref No: K34305/20 • Corporate Centre Mmabatho

Minimum qualification and experience: • Grade twelve (12) or equivalent • 3-5 years' experience in the spheres of human resource management and administration.

Knowledge of: • Sound knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Sound knowledge of the IT systems associated with human resource management and administration [PERSAL and Walker].

Competencies and skills: Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint • Proven report writing and presentation skills.

Key performance areas, inter alia, include: Administer Allowances and Service Benefits • Administer Pension benefits and terminations • Administer Leave • Subordinate Supervision and Management.

Enquiries: Ms O Sebogodi, tel. (018) 388 2168

Internal Auditor

Directorate: Internal Audit

Basic salary: R321 543 per annum (SL 08)

• Ref No: K34305/21 • Corporate Centre - Mmabatho

Minimum qualification and experience: • Bachelor's degree or National Diploma (NQF 6/7) in Internal Audit or Auditing/Risk Management or equivalent qualification within the related field • Member of the Institute of Internal Auditors and comply with standards of the Professional Practice of Internal Auditing or other professional standards • 3-5 years' experience in the following internal audit aspects:- Internal Audit and control, Accounting, Risk Management • A valid driver's license.

Knowledge of: • Proven and specialized knowledge of and experience in: Internal Audit techniques, Internal auditing principles and their applications, the legislative prescripts governing the public services as well as all administrative processes and procedures • Ability to analyse processes and situations • High standards of professional ethics and integrity due to the confidential nature of information being processed and diplomacy and tact are required due to the sensitive nature of this function • Extensive knowledge and application of internal auditing standards. Extensive knowledge of PFMA, treasury regulations and National Treasury Internal Audit Framework •

Competencies and Skills of: • Proven communications skills (written and Spoken) • Ability to work under pressure and meet strict deadlines • Good interpersonal relations • Proven computer literacy, including advanced MS Word, MS Excel, MS PowerPoint, Teammate and ACL.

Key performance areas, inter alia, include: • Provide secretarial support to Department Audit Committee and Audit Steering • Track and monitor implementation of Audit Committee resolutions • Assist with facilitation of internal audit quality assurance programmes • Facilitate implementation of continuous professional development.

Enquiries: Mrs MJ Phuti, CIA, Tel. (018) 388 2103/1021

Assistant Director: Supply Chain, Asset & Transport

Management

Division: Supply Chain, Asset and Transport Management Services

Basic salary: R382 245 per annum (SL 09)

• Ref No: K34305/22 • Dr Kenneth Kaunda District

• Ref No: K34305/23 • Ngaka Modiri Molema District

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree or equivalent (NQF level 6/7) in Financial or Business Management/Administration or Accounting • 3 years' experience at supervisory level in public finance and procurement environment • A valid Code B driver's license.

Knowledge of: • Thorough knowledge of Supply Chain Management Framework & Act • PFMA & Treasury Regulations • Provincial Supply Chain Management Regulations and Practice Notes • Public Service Act and Regulations • Preferential Procurement Policy Framework • Broad Based Black Economic Empowerment Framework • Asset Management and Control • WALKER financial management system and LOGIS • Sound knowledge of CSD (Central Supplier Database).

Competencies and skills: • Strong planning and co-ordination abilities • Proven communication skills both written and verbal • Ability to analyse policy and apply it effectively to operational issues • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Contract Management • Document Management • Facilities Management • Manage Supplier deliveries • Handle Service Provider enquiries • Monitor district SCM performance • Manage and control district and institutional assets • Manage and control GG and subsidised transport • Subordinate supervision and management.

Enquiries: Mr SS Ramong, tel. (018) 388 3100 (NMM), Ms L Schutte, tel. (018) 299 8278 (Dr KK)

Assistant Director: Assessment Support

Division: Examinations and Assessment Administration

Basic Salary: R382 245 per annum (SL 09)

• Ref No: K34305/24 • Ngaka Modiri Molema District

• Ref No: K34305/25 • Dr Ruth Segomotsi Mompoti District

Minimum qualification and experience: • Appropriate 3 years' National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Administration or equivalent • 3 years' at supervisory level in the spheres of assessment, certification and accreditation • A valid code B driver's license • **Knowledge of:** • Through and operational knowledge of the legislative and regulatory environment informing General and Further Education and Training Certificates • Thorough and operational knowledge of systems relating to GETC and FETC results processing • Proven administrative skills • Operational knowledge of IT systems related to GETC and FETC • **Competencies and Skills:** • Communication • Interpersonal Relationships • Delegation and Empowerment • Planning and Execution • Management of Financial Resources (Optional) • Flexibility • Initiative.

Key performance areas, inter alia, include: • Facilitate candidates registration for examination • Ensure distribution and collection of assessment instruments • Monitor examination, marking systems and process • Monitor examination marking and resulting • Subordinate supervision and management.

Enquiries: Mr SS Ramong, tel (018) 388 3100 (NMM), Mr J Brander, tel. (053) 927 0405

Assistant Director: Human Resource Administration

Sub Directorate: HR Management Services

Basic Salary: R382 245 per annum (SL 09)

• Ref No: K34305/26 • Ngaka Modiri Molema District

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) in Human Resource Management • 3 years' at supervisory level in the spheres of human resource management and administration or equivalent qualification • A valid code B driver's license.

Knowledge of: • Through knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Through knowledge of the IT systems associated with human resource management and administration [PERSAL and Walker] • **Competencies and skills:** • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint • Proven report writing and presentation skills • Proven management skills related to the preparation, implementation and management of the strategic, operational and financial plans and projects.

Key performance areas, inter alia, include: • Oversee implementation of employment practices • Maintain Human Resource Information • Oversee human resource provisioning [Institution Based CS and Non CS Educators] • Oversee provision of human resource utilisation [Institution Based CS and Non CS Educators] • Oversee provision of conditions of service [Institution Based CS and Non CS Educators] • Division Administration, Management and control.

Enquiries: Mr SS Ramong, tel (018) 388 3100

Assistant Director:

Financial Administration and Accounting

Sub Directorate: Financial Management Services

Basic Salary: R382 245 per annum (SL 09)

• Ref No: K34305/27 • Dr Ruth Segomotsi Mompoti District

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Financial Management or Business Management/Administration or Accounting • 3 years' at supervisory level in financial administration • A valid code B driver's license.

Knowledge of: • Through knowledge of the public sector and its financial management regulatory and legislative framework • Salary and payroll management, administration and control principles, methodologies and procedures • Public sector financial management and financial reporting requirements • The Walker financial management and financial reporting requirements • The WALKER financial management and PERSAL systems.

Competencies and Skills: • Proven management skills and a track record in salary administration, and the management and control of payrolls • Proven management skills and a track record in the administration, management and control of revenue, debtors, expenditure, taxation, suspense accounts and financial statements • Ability to design and implement internal systems and controls to ensure sound expenditure and account management • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint • Proven report writing and presentation skills.

Key performance areas, inter alia, include: • Monitor salary administration and accounting services • Manage financial registry • Manage and control expenditure • Manage and reconcile ledger accounts • Assure revenue collection • Division Administration, Management and control.

Enquiries: Mr SS Ramong, tel. (018) 388 3100 (NMM), Mr K Joji, tel. (053) 928 0220 (Dr RSM)



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Noordwes Departement van Onderwys
North West Department of Education
NORTH WEST PROVINCE

Chief HR Officer
Sub Division: Conditions of Service
Basic Salary: R321 543 per annum (SL 08)
• Ref No: K34305/28 • Ngaka Modiri Molema District

Minimum qualification and experience: • Grade twelve (12) or appropriate 3-year National Diploma/B Degree (NQF Level 6/7) in Human Resource Management (i.e. Grade twelve (12) with 5-7 years' experience in the spheres of human resource management and administration of which 2 years' on supervisory level OR Tertiary qualification between 3 and 5 years' experience in spheres of human resource management and administration of which at least 2 years' should be at supervisory level • A valid code B driver's license • **Knowledge of:** • Sound knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Sound knowledge of the IT Systems associated with human resource management and administration (PERSAL and WALKER) • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Proven report writing and presentation skills.

Key performance areas, inter alia, include: • Supervise the administration of Leave applications • Supervise the administration of Conditions of service [Institution Based CS and Non CS Educators] • Ensure maintenance of employee information on PERSAL • Subordinate Supervision and Management.

Enquiries: Mr SS Ramong, tel (018) 388 3100

Senior State Accountant
Division: Accounts and Payment Services
Basic Salary: R321 543 per annum (SL 08)
• Ref No: K34305/29 • Ngaka Modiri Molema District

Minimum qualification and experience: • Appropriate 3-year Tertiary Diploma/B Degree in Financial or Business Management/Administration or Accounting • 3-5 years' experience in financial administration with two (2) years' at supervisory level • A valid code B driver's license • **Knowledge of:** • Sound knowledge of the public sector and its financial accounting regulatory and legislative framework • Banking and receipting administration principles, methodologies and procedures • Payments administration principles, methodologies and procedures • Public sector financial accounting reporting requirements • **Competencies and Skills:** • Proven skills in the allocation of transactions to subordinates • Demonstrated understanding of the payments and banking functions in a provincial administration • Proven computer literacy, including MS Word and MS Excel • Proven report writing skills • Proven knowledge and experience of the PERSAL and WALKER administration and management systems, specifically relating to S&T functions and the processing of payments and receipting, respectively • Proven administration experience relating to the reconciliation of provincial administration banking accounts.

Key performance areas, inter alia, include: • Distribute and control workflow • Monitor creditor, subsistence and transport and sundry payment administration • Ensure receipting of state money • Monitor PERSAL and WALKER System administration • Monitor ledger accounts • Subordinate Supervision and Management.

Enquiries: Mr SS Ramong, tel: (018) 388 3100

EAP Practitioner (x4 posts)
Sub-Division: Employee Wellness Services
Basic salary R321 543 per annum (SL 08)
• Ref No: K34305/30 • Dr Ruth Segomotsi Mompoti District
• Ref No: K34305/31 (1x Bojanala District; 1x Moretele; 1x Rustenburg)

Minimum qualification and experience: • Four (4) year B. Degree (NQF Level 6/7) in social Work/Science • Two (2) to three (3) years' experience in the field of Social Work and coupled with employee health and wellness • Registration with SACSSP council • A valid driver's license • **Knowledge of:** • Sound knowledge of the legislative and regulatory environment informing employee assistance programmes • Sound knowledge of employee and wellness • Good presentation and report writing skills • **Competencies and skills:** • Good Presentation and report writing skills • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint.

Key performance areas, inter alia, include: • Implement the departmental wellness management • Implement Departmental HIV/AIDS & TB Management Policy • Maintain Departmental EAP Policy • Maintain workplace employee assistance programmes • Provide Counseling Services and Psychosocial support to the employees • Conduct Counseling/ Programme Assessment.

Enquiries: Mr T. Molao, tel: (053) 928 0240, Ms M A Aprils, tel: (014) 597 8649 (Bojanala)

Labour Relations Practitioner
Division: Labour Relations Services
Basic salary R321 543 per annum (SL 08)
• Ref No: K34305/32 • Dr Ruth Segomotsi Mompoti District

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Labour Relations and/or Labour Law • 2-3 years' experience in labour relations field • A valid driver's license • **Knowledge of:** • Sound knowledge of the legislative and regulatory environment informing labour relations, including but not limited to:- • Disciplinary, grievance and Dispute Resolutions procedures applicable to employees employed in terms of the Public Service Act, 1994 • Conditions of service dispensation for Senior Management Services • **Competencies and skills:** • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Proven report writing and presentation skills • Proven mediation and negotiation skills.

Key performance areas, inter alia, include: • Resolve grievances • Investigate less serious misconduct cases • Administer Collective Agreements and Resolutions • Compile trend analysis reports.

Enquiries: Ms KC Rakgole, tel: (053) 928 0241

Principal HR Officer (Pension Benefits and Termination)
Section: Pension Benefits & Termination Services
Basic Salary R261 372 per annum (SL 07)
• Ref No: K34305/33 • Dr Ruth Segomotsi Mompoti District

Minimum qualification and experience: • Grade 12 or equivalent qualification • 3-5 experience in the sphere of human resource administration • **Knowledge of:** • Sound knowledge of the legislative and regulatory environment informing human resource management, including, but not limited to procedures applicable to employees employed in terms of the Public Service Act, 1994, the Employment of Educators Act, 1998 • Sound knowledge of the IT system associated with human resource management and administration (PERSAL and Online PCM System) • **Competencies and skills:** • Proven computer literacy, including advanced MS Word, MS Excel and MS PowerPoint • Report writing and presentation skills.

Key performance areas, inter alia, include: • Administer service exits • Administer Government Employees Pension Fund (GEPP) • Maintain GEPP member profiles • Administer withdrawals from pension fund • Supervise and Manage Subordinates.

Enquiries: Ms O Sediti, tel: (053) 928 0275

Librarian
Division: EMIS Services
Basic salary: R261 372 per annum (SL 07)
• Ref No: K34305/34 • Dr Ruth Segomotsi Mompoti District

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) in Library and information Science • 2-3 years' relevant experience • **Knowledge of:** • Sound knowledge of the public sector and its administrative regulatory and legislative frame work Proven administrative skills and track record in the creation/layout/Typing of documents, reports and databases • Proven library and multimedia administration skills relating to client liaison, function and meeting scheduling, equipment administration, filing and record keeping • **Competencies and skills:** • Proven computer literacy, including MS Word and MS Excel, MS PowerPoint.

Key performance areas, inter alia, include: • Select Library materials • Classify and catalogue library materials • Render references and information services • Market and promote library services • Subordinates supervision and Management.

Enquiries: Ms J Gasealahwe, tel: (053) 928 0219

National School Nutrition Programme (NSNP)
Field Worker (x3 posts)
Sub-directorate: School Nutrition Feeding Scheme
(Naledi & Kagisano Molopo Sub-District)
Basic salary: R321 543.00 per annum (SL 8)
• Ref No: K34305/35 • 2x posts - Dr Ruth Segomotsi Mompoti District
• Ref No: K34305/36 • 1x post - Bojanala District (Ramotshere Moiloa)

Requirements: • Appropriate 3-year National Diploma/B Degree in Public Management/ Administration (NQF Level 6/7) or Business Management • 2-5 years' relevant experience • National School Nutrition Programme experience will serve as advantage • A valid driver's license.

Knowledge of: • Sound knowledge of feeding scheme aims and objectives for both learners and communities • Procurement systems knowledge • Demonstrative knowledge relating to sustainable food provision • Foundation knowledge of nutritional meal provision standards • Understanding the legislative prescripts governing the public sector as well administrative processes, procedure and strategies • **Competencies and skills:** • Proven knowledge of MS Word, MS Excel and MS Powerpoint • Report writing • Project Management.

Key performance areas, inter alia, include: • Monitor the provision of District feeding scheme services • Provide sustainable food and food nutrition trainings • Co-ordinate supplier payments • Administer feeding scheme data • Workshop facilitation for the implementation of NSNP Programme • Designing monitoring strategy and planning processes • setting KPI monitoring targets for District and Province • Coaching and mentoring-including District support • Conducting internal programme reviews for NSNP monitoring tools and implementation guidelines.

Enquiries: Mr FR Makhado, tel: (053) 927 0405 (Dr RSM), Ms M A Aprils, tel: (014) 5978649 (Bojanala)

Deputy Director: Corporate Support
Sub Directorate: Corporate Support Services
All-inclusive remuneration package: R744 255 per annum (SL11)
• Ref No: K34305/37 • Bojanala District

Minimum qualification and experience: • Appropriate 3 years' National Diploma/B Degree (NQF Level 6/7) in Public Administration • 3-5 years' experience at junior managerial level in the following spheres of corporate management: information Communication technology, Infrastructure and resource management and Communication, security and record management • A valid Code B driver's license • **Knowledge of:** • Deep and broad knowledge of the public sector and its regulatory and legislative framework • Public sector financial management reporting requirements • The WALKER financial management, LOGIS and PERSAL systems • **Competencies and Skills:** • Ability to design and implement internal systems, policies and controls to ensure sound management • Proven computer literacy, including advanced MS Word, MS Excel and MS Powerpoint • Proven report writing and presentation skills.

Key performance areas, inter alia, include: • Manage the provision of information Communication Technology (ICT) • Manage the provision of internal and external communication services • Manage the provisioning of Physical Resources and facilities management services • Manage security • Record and Auxiliary services • Sub-Directorate administration, management and control.

Enquiries: Ms M A Aprils, tel (014) 597 8649

Chief Accounting Clerk
Section: Pay sheet Control
Basic Salary: R261 372 per annum (SL 07)
• Ref No: K34305/38 • Bojanala District

Minimum qualification and experience: • Grade twelve (12) or or equivalent qualification • 3 to 5 years' in financial administration. **Knowledge of:** • Knowledge of the public sector and its financial accounting regulatory and legislative framework • Salary administration and payroll control principles, methodologies and procedures • Sound knowledge and experience of the PERSAL and WALKER administration and management systems, specifically relating to salary administration functions and the management of suspense accounts, respectively • **Competencies and skills:** • Proven skills in the allocation of transactions to subordinates • Demonstrated understanding of the payroll control • Proven computer literacy, including MS Word and MS Excel • Report writing skills.

Key performance areas, inter alia, include: • Control payroll distribution • Control the implementation of deductions • Resolve PERSAL deduction enquiries • Subordinate Supervision and Control.

Enquiries: Ms M A Aprils, tel: (014) 597 8649

Senior State Accountant
Sub Division: Accounts and Payments Services
Basic Salary: R321 543 per annum (SL 08)
• Ref No: K34305/39 • Bojanala District

Minimum qualification and experience: • Appropriate 3 years National Diploma/B Degree or equivalent qualification in Financial or Business Management/Administration or Accounting • 3-5 years' experience in financial administration with two (2) years' at supervisory level • A valid Code B driver's license • **Knowledge of:** • Sound knowledge of the public sector and its financial accounting regulatory and legislative framework • Banking and receipting administration principles, methodologies and procedures • Payments administration principles, methodologies and procedures • Public sector financial accounting reporting requirements • **Competencies and Skills:** • Proven skills in the allocation of transactions to subordinates • Demonstrated understanding of the payments and banking functions in a provincial administration • Proven computer literacy, including MS Word and MS Excel • Proven report writing skills • Proven knowledge and experience of the PERSAL and WALKER administration and management systems, specifically relating to S&T functions and the processing of payments and receipting, respectively • Proven administration experience relating to the reconciliation of provincial administration banking accounts.

Key performance areas, inter alia, include: • Distribute and control workflow • Monitor creditor, subsistence and transport and sundry payment administration • Ensure receipting of state money • Monitor PERSAL and WALKER System administration • Monitor ledger accounts • Subordinate supervision and management.

Enquiries: Ms M A Aprils, tel: (014) 597 8649

Data Technologist
Sub Directorate: Corporate Support Services
Division: Education Management and Technology Service
Basic Salary: R261 372 per annum (SL 07)
• Ref No: K34305/40 • Bojanala District

Minimum qualification and experience: • Appropriate 3-year National Diploma/B Degree (NQF Level 6/7) or equivalent qualification in Information Technology/Management • 0-2 years' working experience in Information Technology environment • **Knowledge of:** • Sound knowledge of computer operation and software problems • Sound knowledge of computer operation and software problems • Knowledge of departmental reporting channels and ICT assistance fora • Proven knowledge of computer security systems and methodology • Knowledge of departmental procurement policy • **Competencies and skills:** • Proven ability to apply analytical thinking in a technical IT environment • Proven computer literacy, including MS Word, MS Excel and MS Powerpoint • Aptitude for analytical thinking in the computer systems environment.

Key performance areas, inter alia, include: • Implement provincial policy in respect to ICT systems • Provide the first line user support • Control software and Hardware • Maintain network and terminals at district, circuits and educational institutions.

Enquiries: Ms M A Aprils, tel: (014) 597 8649

General Instructions

In terms of the Department Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of these posts.

Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications. Correctly completed and signed applications must be submitted on the Z83 Form, obtainable from any Public Service Department and be accompanied by copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees). Applications with incorrect information and/or those received after the closing date indicated below will, as a rule, not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may, however, contact the relevant enquiries person to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful.

The Department reserves the right not to make any appointment to the advertised post/s.

APPLICATIONS SHOULD BE FORWARDED TO THE FOLLOWING PHYSICAL ADDRESSES:

| Office | Physical Address | Enquiries | Contacts |
|--------------------------------------|--|--|---|
| Head Office/ Corporate Centre | Department of Education, Private Bag X 2044, MMABATHO, 2735 OR (Hand delivered - At the Main Gate - Old Mmabatho High Hostels), Chief Albert Luthuli Drive | Mr T Motsusi/ Ms J Setzin/ Ms G Moumakoe | Tel. (018) 388 2088/ 2165/3278/4016/4102 |
| Bojanala District | Bojanala Platinum, Palladium House 102 Cnr OR Tambo and Klopper Street, Rustenburg | Mr JT Mogatusi/ Ms MA Aprils | Tel. (014) 597 8720/8649 |
| Ngaka Modiri Molema District | No. 10 Nelson Mandela Drive, Mahikeng, 2745 | Mr S Ramong/ Ms N Mothusi | Tel. (018) 388 3100/3108 |
| Dr Kenneth Kaunda District | Teemane Building, No. 8 OR Tambo Street, Potchefstroom, 2520 | Ms M Pooe/ Ms S De Meyer | Tel. (018) 299 8147/8256 |
| Dr Ruth Segomotsi District | Mini Garona Building, Cnr North and Molopo Road, Vryburg, 8600 | Ms K Rakgole/ Ms M Gabonnwe | Tel. (053) 928 0242/0241/0242 |

Closing date: 01 July 2022

(Posted applications must have reached the Department by 16:30 on this date, otherwise they will not be considered).



education
 Lefapha la Thuto la Bokone Bophirima
 Noordwes Departement van Onderwys
 North West Department of Education
NORTH WEST PROVINCE