

DEPARTMENT OF EDUCATION

Eastern Cape Department of Education is an equal opportunity, representative employer. It is the intention to promote representivity (race, gender, and disability) in the Public Service through the filling of positions. Candidates whose appointment/transfer/promotion will promote representativeness will therefore receive preference. Persons with disability and females are especially encouraged to apply. An indication of representativeness profile by applicants will expedite the processing of applications.

Applications must be submitted using the e-Recruitment System only which is available at: <https://erecruitment.ecotp.gov.za>. The system closes at 23:59 on the closing date. To Report technical glitches, or for any assistance regarding the system, and/or for activation of your profile / password, send an e-Mail with your ID Number, your profile email address, and give details of the issue to: sanet.nieuwenhuys@ec.gov.za (NOT CVs). The technical support is limited to working hours: (08:00-16:30 Mon-Thurs and 08:00-16:00 on Fri). Should you submit your applications to sanet.nieuwenhuys@ec.gov.za and not as specified, your application will be regarded as lost and will not be considered.

Closing Date: 01 September 2023. Applications received after closing date will not be considered. No faxed applications will be accepted, no hand delivered applications will be allowed.

Note: Applications must be submitted on a duly completed Z83 (effective from 01 January 2021) form obtainable from any Public Service Department or on the internet at www.dpsa.gov.za/documents. Applicants are not required to submit any copies of qualifications and other relevant documents on application but must submit a fully completed signed Z83 form and detailed Curriculum Vitae. NB: Z83 in the e-recruitment system is currently not downloadable and therefore not signable; so, applicants who submitted applications via the e-recruitment system will not be disqualified for an unsigned Z83 instead will be requested to sign on interview day. Shortlisted candidates will be required to submit certified copies of qualifications, and other relevant documents to HR on or before the interview date. Applicants with foreign qualifications would be required to submit an evaluation certificate from the South African Qualification Authority (SAQA) on or before the day of the interview. Failure to submit all the requested documents will disqualify the application. Correspondence will be limited to short-listed candidates only. If you have not been contacted within six (6) months after the closing date of this advertisement, please accept that your application was unsuccessful. Selected candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. Misrepresentation in the application documents will result in automatic disqualification and disciplinary action in the event the candidate has already been appointed. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability and people from previously disadvantaged groups are encouraged to apply. It is the department's objective to address the Employment Equity Affirmative Action Measures in line with the Employment Equity Plan and to achieve equitable representation across race and gender. In filling of these posts gender equity and people living with disability will be highly considered. The Department reserves the right to amend / review / withdraw advertised posts if by so doing, the best interest of the department will be well served. (Females and People with disabilities are also requested to apply and indicate such in their applications). targets of the department will be adhered to. For SMS (Senior Management Service) Posts: In terms of DPSA Directive on compulsory capacity development, mandatory training, and minimum entry

requirements for members of the Senior Management Level for SMS appointments, it is a requirement for applicants to produce a pre-entry Certificate (Nyukela) as offered by the National School of Government (NSG) for entry into the SMS posts and the full details can be sourced by following the link: <https://www.thensg.gov.za/training-course/sms-pre-entry-programme>. (SMS pre-entry certificate is not requirement for shortlisting is submitted prior to appointment). Successful candidates will be appointed on a probation period of 12/24 months. The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.

DEPUTY DIRECTOR GENERAL: CORPORATE SERVICES

SALARY: All-inclusive remuneration package of R 1 663 581 to R 1 871 454 annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.
(REF NO: DDG-CS01/08/2023) Centre: Zwelitsha

REQUIREMENTS: Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfil its constitutional mandate and for this purpose she/he should have: An appropriate recognized bachelor's degree (NQF level 8) in Human Resource Management/ Public Management/Public Administration / related qualification in the field of Social Sciences. A postgraduate qualification in the above-mentioned fields will serve as an advantage. 8-10 years' experience at the senior management level in Human Resource Management, Corporate Services or related. field. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES: As Head of the Branch: Corporate Services, the appointee will: Implement transformation and service delivery enhancement programmes in order to create a high performing organisation and a safe and conducive work environment. Ensure the communication of EC programmes and the effective management of stakeholder and partner relations to increase awareness of the image and profile of the EC and its programmes. Ensure the development and implementation of human resource and employee relations strategies, policies and plans. Ensure the development and implementation of Information and Communication Technology (ICT) strategies and solutions aligned to the Department's overall strategy. Ensure the effective implementation and support of Enterprise Risk Management within the Department. Ensure a professional, credible, accessible and quality assured legal service to the Department. Ensure the establishment of a Unit that will be responsible for the development and management of a knowledge management system for the Department. Promote continuous service delivery improvement through the use of total quality management principles. Oversee the management of budgets and resources of the Branch. Manage and provide strategic leadership for all components reporting to this Branch. Represent the EC in relevant fora.

ENQUIRIES: Dr A.S Nuku (Tel: 040 608 7016)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

CHIEF DIRECTOR: SCHOOL RESOURCING AND ADMINISTRATION

SALARY: All-inclusive remuneration package of R 1 371 558 to R 1 635 897 annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

(REF NO: CD-RSA02/08/2023) CENTRE: ZWELITSHA

REQUIREMENTS: An appropriate Degree (NQF Level 7) qualification with at least a minimum of 5 years senior management experience within Learner Teacher Support Material or Curriculum Management environment and Library Services. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Experience in the education sector will be an added advantage. Proven management skills in education management or equivalent. Knowledge of advance analytical skills. Extensive knowledge of the prescripts of the Public Service Act and Regulations, Employment of Educator's Act, South Africa School Act, extensive, relevant, and appropriate experience in Education and relevant legislation pertaining to Curriculum and Assessments processes, in-depth knowledge and understanding of all major education legislation policies and other governmental policies. Working experience in project management.

COMPETENCIES: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate, Facilitation and Presentation Skills. Valid South African driver's license.

DUTIES: Manage the provision of LTSM and the Universal LTSM coverage to all public ordinary schools. Monitor, guide, support the implementation of LTSM and reporting on the requisition, delivery, retrieval, and inventory process. Oversee the dispatching of the departmental learning material and information services. Provide support to learners, educators, and end-user in implementation of curriculum delivery. Manage the Learner Teacher Support Material Central Procurement Contract/Service Level Agreement between GDE and Service provider. Co-ordinate the procurement of LTSM, Grade R, GET and FET Bands with Curriculum Resources for learners, educators, and ensure in the implementation of curriculum delivery. Manage the requisitioning, ordering and delivery of LTSM (including Library books and DBE workbooks) to schools and distribution to learners. Manage the effective and efficient provision of library services. Manage, develop, maintain, and implement acquisition and procurement of library material processes. Manage library systems, and ensure processes are updated in line with new technologies. Manage effective support and development to school/community libraries. Oversee and promote usage of digital e-Library. Promote awareness of research resources, library services and learning opportunities. Promote Young Writers' Programme and evaluate titles submitted to develop the Young Writers Catalogue, the procurement and distribution of Young Writers' books to School Libraries. Oversee and coordinate the provisions of Multi-Media Resources in schools. Manage and support Read to Lead Campaigns in schools. Promote Reading Clubs in schools and ensure that registration processes of club members and full participation of SMS managers takes place. Manage the development and implementation of policies. Manage Directorate's budget and expenditure. Manage the Directorate's performance.

ENQUIRIES: Mr TJZ Mtyida (Tel No: 040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

CHIEF DIRECTOR HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT CHIEF DIRECTORATE: CORPORATE SERVICES

SALARY: All-inclusive remuneration package of R 1 371 558 to R 1 635 897 per annum. The package includes a basic salary (70% of package), State's contribution to the Government Employees Pension Fund (13% of basic salary) and a flexible portion of 30% that may be structured in terms of applicable rules. The successful candidate will be required to enter into a performance agreement within three months after assumption of duty.

(REF NO: CD-HRM&D3/08/2023) CENTRE: ZWELITSHA

REQUIREMENTS: Eastern Cape Department of Education requires the services of a technically experienced person to support it to fulfil its constitutional mandate and for this purpose she/he should have: An appropriate recognized bachelor's degree (NQF level 7) in Human Resource Management/ Public Management/Public Administration/ related qualification in the field of Social Sciences. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. A postgraduate qualification in the above-mentioned fields will serve as an advantage. 5 years' experience at the senior management level in Human Resource Management, Corporate Services or related field. Extensive knowledge and understanding of the dynamics of the Public Service, Government systems and operations. Good understanding of the PFMA. Good understanding of the Public Service Regulatory Framework. Extensive experience in a senior management role. Ability to work in cross-functional projects/teams. Excellent coordination and project management skills. Good understanding of Government policies and initiatives and the role of information in Government decision-making process. Demonstrated strategic, operational and project management ability and experience. Experience in leading and managing transformation, change and diversity. Generic management competencies, including strategic capability and leadership, programme and project management, people management and empowerment and financial management. Exceptional written, communication skills and report writing skills. Analytical thinking, problem solving and conflict resolution skills. Well-developed research skills. Negotiation and interpersonal skills. Solid experience in the Microsoft Office Suite. A Valid driver's license (with exception of disabled applicants).

DUTIES: providing overall strategic management and leadership in respect of the Human Resource Management functions in the Department. Specific key focus areas include the following: develop and implement a people strategy and implementation plan. Facilitate the development and maintenance of an organisational structure that is in line with and supporting the strategic objectives of the department. Build capacity through Human Resource Development and Performance. Ensure a workforce that is equitably represented at all levels and to ensure compliance with the Employment Equity Act. Facilitate processes for ensuring that the Department has adequate human resource capacity. Ensure a strategic HR planning and policy framework that supports the objectives of the department. Ensure the provision of HR support services to operational staff in line with business requirements and departmental strategy. Manage the entire Human Resource functions in the Department. Render human resource planning and administration services. Ensure the planning of human resources for current and future needs, provide strategic support on HR practices and policies, Manage the recruitment and selection process, manage conditions of service and remuneration of employees. Provide high level management advice and strategic support: Strategic advice to MEC, Head of Department, Senior Management, and other role players, define performance targets for the chief directorate, manage the performance of the chief directorate, manage the allocated resources of the chief directorate according to departmental prescripts.

ENQUIRIES: Ms S Maasdorp (Tel: 040 608 4353)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DIRECTOR: COMMUNICATION & EVENTS MANAGEMENT

CHIEF DIRECTORATE: CORPORATE STRATEGY

SALARY: R 1 162 200 - R1 365 411 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

((REF NO: DIR-CE04/08/2023) CENTRE: Zwelitsha

REQUIREMENTS: NQF level 7 in Communication, Communication Education/Science/Advertising & marketing/ Broadcasting/Journalism as recognised by SAQA. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Five (5) years' experience at middle managerial level in Communication field, Good conceptual and analytic skills, problem-solving and communication (written and verbal) skills, programme and project management, facilitation and presentation skills, excellent negotiating skills, planning and organising skills. Valid Driver's License. Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change management.

DUTIES: Overall management and/or coordination of the communications & media liaison functions. Provide strategic direction and operational leadership in relation to Communication of the Department. Manage and facilitate the provisioning of internal communication and event management services. Manage the writing and editing of in-house publications (magazines, electronic articles). Manage the development and implementation of publicity strategies and campaigns. Manage the coordination of information flow to staff members. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

ENQUIRIES: Mr Mnqaneni (Tel No: 040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DIRECTOR: EXECUTIVE SUPPORT

CHIEF DIRECTORATE: OFFICE OF HOD

SALARY: R 1 162 200 – R 1 365 411 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

((REF NO: DIR-ES05/08/2023) CENTRE: Zwelitsha

REQUIREMENTS: A three-year tertiary qualification in Public Management /Office Management or an appropriate equivalent qualification, coupled with a minimum of five (5) years' relevant experience at Middle Management level (Deputy Director). Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Knowledge of Public Service legislation and prescripts applicable to government, including systems and procedures, Knowledge of PFMA, Good work ethics, honesty, reliability and teamwork, Good office administration, planning and organisational skills, Excellent communication skills (written and verbal), Good interpersonal relation skills, Knowledge of projects management, Computer literacy (MS Word, Excel, PowerPoint, etc.), Valid Code 08/EB driver's licence. Strategic capability and leadership; Financial management; Programme and Project management; People management and empowerment; Change management.

DUTIES: Coordinate executive administrative support to the Superintendent General, Provide institutional support to the Department's stakeholders, Provide document management support services, Develop policies, strategies and procedure manuals aimed at improving service delivery of the office and ensure compliance in terms of

mandates, Provide executive governance support services Supervise, develop and manage employees' performance in accordance with the Employee Performance Management and Development System (EPMDS).

ENQUIRIES: Dr A.S Nuku (Tel No: 040 608 7016)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DIRECTOR: SCHOOL ADMINISTRATION

CHIEF DIRECTORATE: INSTITUTIONAL OPERATIONS MANAGEMENT

SALARY: R 1 162 200 - R1 365 411 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DIR-SA06/08/2023) CENTRE: ZWELITSHA

REQUIREMENTS: An appropriate recognised bachelor's degree in public administration or related field coupled with five years middle management experience. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Knowledge of PFMA, Public Service Act, Employment of Educators Act, South African Schools Act, and other relevant prescripts and legislations. Good presentation skills, analytical thinking, research, and report writing skills. Policy formulation, and project Management, Computer Literacy (Ms Word, Excel, Access, PowerPoint) Communication (Verbal and written) Willingness to work extended hours and travelling valid driver's licence.

DUTIES: Ensure the coordination on the implementation of policy and regulations for the administration of home schooling, public ordinary, independent, special schools, and Early Childhood Development Institutions. Manage the development of directives related to school registration & type, school management and the administration of earner affairs in all schools of the province. Manage the development of directives related to school funding and finances, budget management, fee income, financial reporting, and Human Resource matters for all Section 20 and 21 schools public ordinary and special schools. Manage the development and distribution of prescripts related curricula, language offerings, educational norms, standards and any educational matters in home schooling, public ordinary, independent, special school and in Early Childhood Development institutions. Ensure coordination and management of policy and regulation for School Management and School Governing Bodies (SGB's). Manage the development of tools and frameworks to monitor the implementation of norms and standards for school management and SGB's. Manage the coordination of training and development of SGB's. Oversee the SGBs elections process. Facilitate the resolution of grievances and disputes related to the SGB's. Oversee the provisioning school financial management and accounting services. Manage the provisioning of public finance management to schools. To provide guidance on financial management practices. To enforce and monitor compliance, to legislative framework pertaining to public financial management and prescribed accounting reporting and auditing requirements.

Mr TJZ Mtyida (Tel : 040 608 4035)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DIRECTOR: CURRICULUM MANAGEMENT

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

SALARY: R 1 162 200 - R1 365 411 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules

(REF NO: DIR:CM 07/08/2023) CENTRE: ZWELITSHA

REQUIREMENTS: An appropriate bachelor's degree in education or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at middle management (MMS) level. Computer Literacy. A valid driver license. Competencies: Knowledge of the current technology development, Public Finance Management Act, Public Service Act, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts and legislations. Good communication, planning project management, decision making and problem-solving skills. Policy analysis and development. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment.

DUTIES: Provide strategic leadership in Curriculum Management and Delivery in the Department. Manage the implementation of the National Curriculum Statement and Curriculum Assessment Policy Statement (CAPS) in all the phases of the education system in the province. Develop provincial policies, guidelines, learning programs to facilitate the implementation of the National Curriculum Statement. Manage the provision of FET (Grades 10 to 12) in public schools in the province. Manage the development of learning and teaching support material, equipment and technology associated with the Curriculum Management Strategy, plans for the promotion and improvement of literacy and numeracy in FET. Develop relevant intervention strategies to promote quality improvement in teaching and learning in the province. As a Responsibility Manager for the Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilization of resources allocated to the Directorate.

ENQUIRIES: MS G Koopman (Tel No: 040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DIRECTOR: SCHOOL HEALTH SAFETY AND LEARNER ENRICHMENT

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

SALARY: R 1 162 200 - R1 365 411 per annum (Level 13) (An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DIR-SHS&LE08/08/2023) CENTRE: ZWELITSHA

REQUIREMENTS: An appropriate bachelor's degree in education or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at middle management (MMS) level. Pre-entry SMS certificate as directed by DPSA. Certificate must be submitted prior to appointment. Computer Literacy. A valid driver license. Competencies: Knowledge of the current technology development, Public Finance Management Act, Public Service Act, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts and legislations. Good communication, planning project management, decision making and problem-solving skills. Policy analysis and development.

DUTIES: Provide strategic leadership in Health Safety and Learner Enrichment in the Department. Coordinate the promotion of social support and the provision of learner enrichment programmes. Develop systems for the mainstreaming of care and support for teaching and learning within schools. Manage the increase of awareness and knowledge

on health promoting behaviors within the Department. Coordinate school health programmes within the department. Develop, conduct, and monitor planning of school health programme and the implementation of school health services. Develop relevant intervention strategies to promote sexual health and life skills within schools. Conduct planning and implementation of sexual health and life skills services within the department. As a Responsibility Manager for the Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilization of resources allocated to the Directorate.

Enquiries: Mr. R Tywakadi (Tel: 040 608 4236)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

CHIEF ENGINEER (CIVIL)

(This is a re-advertisement. Candidates previously applied are encouraged to re-apply)

Directorate: Infrastructure Delivery Management (Dora Funded)

Salary Notch: R1,146 540-R1 308 036 per annum (Inclusive package) OSD. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable. The successful candidate will be required to sign a performance agreement.

Centre: - Zwelitsha

Ref. CE10/08/2023

REQUIREMENTS: A university degree in Engineering. Registration with ECSA as a Professional Civil/Structural Engineer. Valid driver's license (except for disabled applicants). Computer literacy. Minimum of Six Years' experience post qualification. Knowledge of PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Technical Competence requirements as per OSD requirements issued by DPSA. Knowledge of Education Sector will be added advantage.

DUTIES: Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate civil/structural engineering installations, undertake design work, and implement corrective measures, where necessary. Preparation and on-going review of the User Asset Management Plan [U-AMP] from an engineering perspective with inputs received from other professionals. Environmental, OHS adherence in terms of planning and Maintenance. Research/literature studies to keep up with new technologies, viability, and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.

Enquiries: Mr. T Pefole (040-608 4246)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

SENIOR LEGAL ADMINISTRATION OFFICER MR6

Directorate: Legal Services

SALARY RANGE: R531 381 – R596 127 per annum (Inclusive package) OSD. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable. The successful candidate will be required to sign a performance agreement.

Ref. SLAO11/08/2023

Centre – Mandla Makupula Institute, East London

REQUIREMENTS: An LLB Degree as recognized by SAQA. At least 8 years' appropriate post qualification advisory / litigation experience. Admission as an Attorney / Advocate. At least three years' demonstrable experience in education law. At least two years' demonstrable experience in contracts management and SCM processes. Demonstrable knowledge of all legislation relevant to the education sector. At least two years' supervisory experience. A post graduate qualification and Public Sector Experience in Constitutional Law / Administrative Law and Labour Law will be an added advantage. A valid code 08 driver's license is essential. Knowledge of Education Sector will be added advantage.

DUTIES: To render legal advisory services to the Department of Education (Eastern Cape Province) related to legal and policy compliance, legal claims, litigation, labour law practice, drafting and vetting of contracts and agreements and legislation services. Sound professional and ethical liaison must be fostered with various stakeholders including the Office of the State Attorney. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. The management of Public Sector Civil litigation. The drafting of legal opinions and documents. Conduct, analyse, interpret, advise and mentor juniors on research that will provide information and case law relevant to the legal matter at hand. Present on and advise and mentor juniors on motivation/ proposals on how the specific case should be approached to obtain a desirable/justifiable outcome [result. Draft legal documents and advise on and or mentor juniors on the drafting of legal documents that provide clear motivation / justification for a particular position pertaining to the case, also proposing the approach to be followed to ensure success in this regard. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Unit.

Enquiries: Ms S Naidoo (043 702 7459)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: DISTRICT HR ADMINISTRATION AND PLANNING: (4 POSTS)

Directorate: Human Resource Administration & Planning

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**(REF NO: DDHRA&P25/08/2023) Centre: Buffalo City Metro (1 Post),
Chris Hani East (1 post), Amathole East (1 post), Alfred Nzo East (1 post)**

REQUIREMENTS: NQF level 7 Qualification in Personnel/ Human Resource Management/Public Management as recognized by SAQA with 5 years' relevant experience of which 3 years' experience must be at Assistant Director level. The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of Public Service Human Resource Management with specific reference to the Employment of Educators

Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources, and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change. in a complex, multi-level diverse organization. Knowledge of Education Sector will be added advantage.

DUTIES: In consultation with Employment Equity Committee, create a recruitment plan to satisfy the needs according to priorities. Liaise with internal co-ordinate posts to be advertised. Control and oversee and recruitment procedures. Conduct reference check to potential employees. Render advice and support to all functionaries and Senior Managers and Departmental directorates. Develop, improve, interpret, and monitor the implementation of departmental human resource policies/procedures/delegations. Oversee and co-ordinate departmental interviews. Manage the administration of personnel practice procurement and utilization matters. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

Enquiries: Mr Komle (040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

**DEPUTY DIRECTOR: DISTRICT FINANCIAL ADMINISTRATION:
(4 POSTS)**

Directorate: Finance

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**(REF NO: DDFIN26/08/2023) Centre: Alfred Nzo West (1 post),
Amathole West (1 post), Chris Hani East (1 post), Joe Gqabi (1 post)**

REQUIREMENTS: NQF 7 in Commerce/ Accounting/Financial Management as recognised by SAQA. Five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding of 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Knowledge of Education Sector will be added advantage. **COMPETENCY REQUIREMENTS:** In-depth understanding of the legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS)

DUTIES: Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the district office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeous development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained, and kept safely. Weigh up the financial implications of propositions and align expenditure to cash flow projections.

Enquiries: Ms. Kese (040 6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

**DEPUTY DIRECTOR: DISTRICT SUPPLY CHAIN MANAGEMENT & ICT:
(5 POSTS)**

Directorate: Supply Chain Management

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary.

The remaining flexible portion may be structured in terms of the applicable remuneration rules.

***(REF NO: EC DD027/08/2023) Centre: Amathole East (1 post),
Alfred Nzo West (1 post), Amathole West (1 post), Joe Gqabi (1 post),
Nelson Mandela Bay (1 post)***

REQUIREMENTS: NQF 7 in Finance/Accounting/Public Management or Administration/Purchasing Management as recognized by SAQA. Five (5) years relevant experience in Supply Chain Management of which 3 years must be in Supply Chain Management at Assistant Director Level. A post degree qualification in the above will be an added advantage. Knowledge and experience in the application of legislative framework that governs supply chain management in the Public Service environment, PFMA, PPPFA, BBEE and Treasury Regulation. Excellent verbal and written communication skills. Problem solving, analytical skills and computer literacy. Knowledge of Logis and BAS. Strong planning and coordination abilities. Proven management skills and a track record in the preparation, implementation and management of strategic, operational, and financial plans and projects. A valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Provide demand and acquisition management services to the district, circuit offices and schools. Provide contract management services. Provide logistic, store, asset, and fleet management services. Provide ICT support services to the district, circuit offices and schools. Develop and implement appropriate performance management internal controls and audit trails to ensure efficient and effective supply chain management services. Provide strategic support, advice, and guidance to all responsibility managers to ensure compliance with Supply Chain Management regulations. Prepare monthly management reports on SCM Performance and provide early warning signs to management. Follow up and provide advice and monitor the response to SCM audit findings in line with the agreed action plan. Identify and report on risks in respect of Supply Chain Management within the department and recommend corrective action. Monitor compliance with contractual terms and conditions as well as service level standards. Ensure compliance with SCM Policy and analyze on policy changes. Monitor SCM supplier performance and complaints register. Manage the review of payment vouchers and report findings with recommendations to Director. Conduct research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within EC. Develop and maintain EC contract register. Monitors evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: MS Lupondwana (040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: SASAMS AND SYSTEM DEVELOPMENT (EMIS)

Directorate: Institutional Operations Management - EMIS

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary.

The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDEMIS28/08/2023)

Centre:- Mandla Makupula Institute (East London)

REQUIREMENTS: NQF level 7 in information Technology/Information Systems/Computer Science as recognised by SAQA. Five years working experience in Information Management of which three (3) years must be at Assistant Director level. Highly developed database management skills and can demonstrate proficiency in Microsoft Access, Microsoft SQL server, programming skills and other Microsoft Office Suite. Mathematics/Statistics as a subject at tertiary level is strongly recommended. Knowledge of South African Schools Act of 1996, Education Information Policy of 2004, (PFMA) Public Finance Management Act, National and Provincial Practice Notes and Public Service Act of 1999. Employee Performance and Management System. Public

Service Regulations 2016, Information security, project management methodologies. Good verbal and written communication skills. Good interpersonal skills. A valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Manage the provisions of the Education Information Policy, Monitor, and manage all data collection activities. Manage SQL Server databased. Develop and maintain the Data Warehouse. Prepare reports on various processes for management and the budget for sub-directorate. Monitoring and Management of the South African School Administration and Management System (SASAMS). Monitor SASAMS training for the province. Develop Internal data management policies. Develop the Business Intelligence Tool (BI). Develop and maintain new systems as required. Service on various committees within the department. Management of data connectivity between schools and the department. Staff and resource management. Carry out and perform other tasks allocated by management.

Enquiries: Mr. Ndzube (040 602 7004)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: SCHOOL NUTRITION AND POVERTY ALLEVIATION PROGRAMMES, FOOD SECURITY AND HEALTH PROMOTION

Directorate: Curriculum -Nutrition

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary.

The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDNSNP29/08/2023) Centre: – Zwelitsha

REQUIREMENTS: NQF 7 in Education/Social work or Health as recognised by SAQA. A minimum of 5 years' experience in the relevant field of which three (3) years must be at Assistant Director level. Proven knowledge and experience of the PFMA, Conditional Grants, Financial Management and Development of Business Plans. Project Management and ability to manage programme on a large scale. Proven experience of Intersectoral Collaboration/Government Partnership. Experience in compiling of reports and adhering to timeframes. Proven knowledge of Labour Relations Act, Employment Equity Act, Knowledge of Public Service Act, Public Service Regulations and Basic Conditions of Employment Act. Knowledge of the National School Nutrition Programme. Valid Driver's license, MS Word, PowerPoint is essential. Knowledge of Education Sector will be added advantage.

DUTIES: Implement and manage the provision of nutrition programme, food security and Health Promotion programmes in the Department in accordance with relevant policies. Develop school nutrition related policies and procedures and ensure the implementation thereof. Ensure economical, efficient, and effective management and utilisation of resources allocated to the Department as outlined in the legislative framework for good governance. Develop monitoring and evaluation systems to ensure timeous delivery of qualitative and quantitative supplies to benefiting school. Manage Resources (Human, Financial and Physical Resources). Ensure the liability and sustainability of food production and job creation of all programmes at school level. Liaise and promote social cohesion to ensure the effective implementation of the programme. Ensure the nutritional value of food provided through the programme and timely delivery thereof. Ensure access and availability of resources to the neediest schools within the province.

Enquiries: Ms C. Bula (040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: DEDUCTIONS AND REBATES

DIRECTORATE: FINANCE

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDD&R30/08/2023) Centre:– Zwelitsha

REQUIREMENTS: NQF 7 in Financial Management/Internal Auditing/Accountancy as recognised by SAQA. Five years' experience in the relevant field of which three (3) years must be at Assistant Director level in area of salary payment services. A valid Driver's license. Proficiency in the application of transversal systems: PERSAL and BAS, proficiency in the application of MS Office package (Word, Excel, and PowerPoint). Competencies: Knowledge and understanding of PFMA, Treasury Regulations, Public Service Act and Employment of Educators Act. Effective verbal and written communication skills including presentation skills, expenditure analysis, financial compliance, and reporting skills. Well-developed reasoning mathematical, innovative thinking as well as problem solving ability, ability to execute variety of tasks and be able to work under pressure. Project management, Planning and Organizational Skills. Knowledge of Education Sector will be added advantage.

DUTIES: Manage and monitor the timely processing of monthly, bi-annual, and year-end tax reconciliations. Reconcile the tax related suspense accounts and ensure that pay-overs are done. Implement policies, procedures, and instructions enhancing the departmental preventative and detective controls in the resources and service benefit payment domain. Attend to internal and external audit queries. Ensure effective and efficient implementation of internal controls to mitigate risks. Effectively, Economically and Efficiently manage the monetary, physical and Human Resource Allocated to the operational unit, Inclusive of the development of staff members and maintenance of discipline in the workplace. Ensure the clearance of monthly exceptions before month end closure and the performance of the BAS/PERSAL expenditure reconciliation. Monitor the performance of salary reversals and the submissions of interdepartmental claims. Develop and maintain the departmental pay roll management system, norms, and standards. Manage credit transfers for third party pay overs. Administer emolument attachment/garnishee order payments.

Enquiries: Mr. Skalk (040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: DISTRICT HUMAN RESOURCE DEVELOPMENT: (4 POSTS)

Directorate: Human Resources

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

**(REF NO: DDHRD31/08/2023) Centre: Nelson Mandela Bay (1 post),
O R Tambo Coastal (1 post), O R Tambo Inland (1 post), Joe Gqabi (1 post).**

REQUIREMENTS: NQF 7 qualification in Human Resource Development/ Management or Public Administration/Management as recognised by SAQA. Postgraduate qualification will be added advantage. Five (5) years' experience in HR Utilization and Development of which 3 years must be at an Assistant Director level. Must have accredited SDF qualification or certificate A valid driver's licence required. Knowledge of Education Sector will be added advantage.

KNOWLEDGE AND SKILLS: Planning and organizing, Computer literacy, Problem solving, Negotiation, Events Management, Presentation, Information analysis, Investigating, People and diversity management. Problem solving. Financial Management, Client orientation and customer focus. Communication and interpersonal skills. Public Service Act, Public Service Regulations•PFMA and Regulations, White Paper on transformation of Public Service, Basic Condition of Employment Act, Employment Equity Act, Skills Development Act. Knowledge of and experience in HRD Strategy, implementation, and monitoring. Knowledge of: Bursary scheme administration. Skills Development planning and implementation. Workplace Skills Plan development and administration. Public Service transformation and management, Project Management, Batho Pele Principles, Proven Knowledge of HR Information Management System.

DUTIES: Manage the implementation of the Departmental HRD strategy, Manage the development of the Departmental Workplace Skills Plan, Manage, and effectively & efficiently utilise the Training Budget. Manage the coordination of generic training and management development programmes. Facilitate the compulsory induction programme and ensure that newly appointed staff are integrated properly within the Department. Manage the coordination of internship and learnership programmes for the Department. Develop, maintain and manage the Department's bursary schemes for its scarce skills and other related fields of study. Develop training and development policies and programmes. Coordinate the management of leadership and internship programmes. Facilitate the mentorship programmes. Manage various projects derived from the artisan & professional development programme.

Enquiries: Mr Luthuli (040 6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: HRP POST ESTABLISHMENT SERVICES

Directorate: Human Resource Planning

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary.

The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDEST32/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 7 qualification in Human Resource Management/Public Administration/Management as recognised by SAQA. A postgraduate qualification in the above fields will be added advantage. Overall knowledge of Persal System. Must have completed PERSAL Establishment course. Five (5) years' experience in HR Post Establishment services or HRP of which 3 years must be at an Assistant Director level. A valid driver's licence required. Knowledge of Education Sector will be added advantage.

KNOWLEDGE AND SKILLS: Planning and organizing, Computer literacy, Problem solving, Negotiation, Events Management, Presentation, Information analysis, Investigating, People and diversity management. Problem solving. Financial Management, Client orientation and customer focus. Communication and interpersonal skills. Public Service Act, Public Service Regulations•PFMA and Regulations, White Paper on transformation of Public Service, Basic Condition of Employment Act, Employment Equity Act. Public Service transformation and management, Project Management, Batho Pele Principles, Proven Knowledge of HR Information Management System.

DUTIES: Key Duties and Responsibilities: Establishment Administration; Update and maintain PERSAL Establishment. Correct and timeous post creation, amendments and abolishing in line with relevant authorizations; Implement new and amended structures on PERSAL and render support services for personnel implications PERSAL User Administration; Administer PERSAL functions for the department; Provide training, guidance, and support to PERSAL users in terms of the system various functionalities;

Providing of PERSAL information & reports to clients; Provide advice on transactions based on in-depth knowledge of PERSAL and HR policies; Evaluate and Register SCCs requests; Conduct audits on user access, finance interlinkages (BAS codes alCentres), data integrity, migration, and interphases;

Enquiries: Mr L Komle (040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: BURSARY, LEARNERSHIP & INTERNSHIP

Directorate: Human Resource Development

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary.

The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDEST33/08/2023)

Centre: - Zwelitsha

REQUIREMENTS: NQF 7 qualification in Human Resource Management/Public Administration/Management as recognised by SAQA. Five (5) years' experience in Human Resource Development of which 3 years must be at an Assistant Director level. A valid driver's licence required. Must have accredited SDF qualification or certificate. A postgraduate qualification in the above fields will be added advantage. Overall extensive knowledge on the management of bursaries, internships & learnership. Knowledge of Education Sector will be added advantage.

KNOWLEDGE AND SKILLS: Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic Management, Develop Others, Financial Management, Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications, Problem Solving and Decision Making, Negotiations, Continuous Improvement skills. Knowledge of Public Service Act, Public Service Regulations•PFMA and Regulations, White Paper on transformation of Public Service, Basic Condition of Employment Act, Employment Equity Act. Public Service transformation and management, Project Management, Batho Pele Principles.

DUTIES: Coordinate the implementation of bursary related programmes in the Department: Develop the departmental bursary programme policy and frameworks. Facilitate the implementation of national and departmental bursary programmes. Manage the marketing of departmental bursary programmes in the Department. Provide Secretariat service during departmental bursary programme meetings. Coordinate the administration of learnership and internship programmes in the Department. Coordinate the development and implementation of learnership and internship policy: Monitors progress regarding the implementation of learnership and internships and report thereon. Liaise with learning institutions on learnership and internship matters. Oversee the implementation of orientation and induction programmes: Coordinate the provision of necessary information, resources, and motivation to assist new employees to adjust to the work environment as quickly as possible. Provide guidance on the arrangement of orientation sessions. Manage the development of orientation guides and information packs. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Identify the resource (financial, human and equipment) needs of the Sub Directorate required to optimally support the implementation of the Annual Performance Plan and Work Plan. Monitor, evaluate and account for the effective and efficient utilization (value for money) of allocated resources. Direct, manage and account for the utilization of the section's human resources. Direct the utilization of technology in support of the section's business processes.

Enquiries: Mr L Sidiya (040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: YOUTH AND SPECIAL PROGRAMMES

The post is earmarked for disabled.

Directorate: Special Programmes

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDCOR34/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 7 qualification in Social Sciences or Developmental Studies as recognised by SAQA. A postgraduate qualification in the above fields will be added advantage. Five (5) years' experience in HR Administration/Policy Development/HRP of which 3 years must be at an Assistant Director level. in public sector, experience in the mainstreaming of youth development programme. Computer literacy. strategic leadership, project management, people management and public and motivational speaking. Financial management, Problem solving, and customer care skills A valid driver's licence required. Knowledge of Education Sector will be added advantage.

DUTIES: To Develop sector specific policies/ strategies, mainstream youth development within policies and programmes, and to lead in conceptualization and implementation of sectoral programmes and projects. Coordinate provincial structures that help coordinate youth development at all various levels. Provide analytical research and strategic support as well as coordination role on Gauteng Provincial Government departments in respect of main streaming of youth development issues in their departmental programmes and budgets. Development provincial plan of action on Youth development. Monitoring the implementation of the youth strategy action plan. Development of indicators which indicate a change in status of youth in the province, assessing impact in improving the lives of youth in Gauteng. Performance review mechanisms to be established to continuously monitor and evaluate all programmes as informed by the status quo report as well the 5 years Programme of Action (POA).

Enquiries: Ms. Z Njotini (Tel No-040 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: HRA COORDINATION

Directorate: Human Resource Administration

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDCOR35/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 7 qualification in Human Resource Management/Public Administration/Social Science as recognised by SAQA. A postgraduate qualification in the above fields will be added advantage. Five (5) years' experience in HR Administration/Policy Development/ of which 3 years must be at an Assistant Director level. A valid driver's licence required. **KNOWLEDGE AND SKILLS:** Planning and organizing, Computer literacy, Problem solving, negotiation, Presentation, Information analysis, Investigating, People and diversity management. Financial Management, Client orientation and customer focus. Communication and interpersonal skills. Public Service Act, Public Service Regulations•PFMA and Regulations, White Paper on transformation of Public Service, Basic Condition of Employment Act, Public Service transformation and

management, Project Management, Batho Pele Principles. Knowledge of Persal system. Knowledge of Education Sector will be added advantage.

DUTIES: Coordinate the development with implementation of Human Resource policies and instruments. Monitor, evaluate and report on Institutional compliance with national, provincial, and departmental human policy imperatives. Coordinate the compilation of departmental Annual Recruitment Plan. Coordinate Conditions of service for the Department. Coordinate capacity building on HR related matters. Coordinate the Auditor-General and other compliance matters for the Department. Coordinate District reports.

Enquiries: Ms. B Madonsela (Tel No-040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: ICT INFORMATION SYSTEMS

Directorate: Information Communication Technology

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDICT36/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 7 qualification in Information and Communication Technology as recognised by SAQA. Five (5) years relevant experience in ICT environment of which three (3) years must be on Assistant Director level. Postgraduate qualification in the above field will be added advantage. Knowledge of ICT systems including BAS, PERSAL, LOGIS, etc. Report writing and interpersonal relations skills. Valid driver's license. Sound knowledge of transversal systems and troubleshooting skills as well as understanding of the departmental policies and processes. Public sector experience. Knowledge of Education Sector will be added advantage.

DUTIES: Establish, maintain, and capacitate users on information systems and system development. Maintain the internet, intranet, web application and learner platforms. Design systems solutions. Provide technical assistant to core components with the development and implementation of information systems solutions. Provide technical assistance with the maintenance of transversal systems, SASAMS and GIS databases. Establish and maintain ICT management and ICT strategy, policy, norms, and standards. Establish and maintain a Master systems Plan. Facilitate software licensing contracts. Develop and maintain enterprise architecture. Provide user help desk support.

Enquiries: Mr. Cele (Tel No 040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: ASSET & DISPOSAL MANAGEMENT

Directorate: Supply Chain Management

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDL&DM37/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 7 degree in Financial Management (any finance qualification)/Public Finance Management /Cost and Management Accounting/Accounting Management Asset Management/Fleet Management/ Transport and Logistics/Property Management/Facility Management/Logistic Management/Business Management as recognised by SAQA. Five (5) years' must be functional experience in Asset and Fleet Management environment of which three (3) years must

be Assistant Manager level in the same environment. Knowledge: Public Service Regulation (PSR). Public Service ACT (PSA). Public Financial Management Act (PFMA). Project Management. Asset management. Government-Wide Immovable Asset Management (GIAMA). Preferential Procurement Policy Framework Act (PPPFA). Broad Based Black Economic Empowerment (BBBEE). Supply Chain Management, Computer Literacy. Fleet Management. Labour Relation Act. Employment Equity Act (EEA). Basic Conditions of Employment (BCEA). Skills: Financial Management. Analytical. Problem Solving. Project Management. Presentation. Planning and Organising. Communication (verbal and written). Computer literacy. Report Writing. Knowledge of Education Sector will be added advantage.

DUTIES: PROVIDE GUIDANCE ON THE IMPLEMENTATION OF RELATED LEGISLATIVE FRAMEWORKS: Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for logistics and inventory management services. Develop and monitor the implementation of the related plans and programmes. MANAGE THE PROVISIONING OF ASSET MANAGEMENT SERVICES: Manage the development and maintenance of asset management policies, procedures, and delegations. Plan and manage the acquisition and optimal utilization of movable and immovable assets. Manage, develop, maintain, and reconcile the departmental movable and immovable asset register including internal transfers. Establish loss and damage prevention and other control strategies. MANAGE THE PROVISIONING OF DISPOSAL MANAGEMENT SERVICES: Manage the development disposal management policies, procedures, and delegations. Plan and manage the disposal of movable and immovable assets. Provide disposal management guidance. PROVIDE ASSET MANAGEMENT REPORTING: Manage, maintain, and report on an accurate asset register. Conduct expenditures analysis on assets and advise management accordingly. Manage bi-annual asset verification and monthly asset reconciliation reports. Ensure that timeframes for evaluation and recommendations for loss cases and disposal of assets are met and are in line with the Asset Management Policy. MANAGE THE ALLOCATED RESOURCES OF THE SUB-DIRECTORATE: Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure timeously development and implementation of Job Descriptions, Work Plans, and Personal Development Plans (PDP's) for all subordinates. Ensure management, maintenance, and safekeeping of assets. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.

Enquiries: Ms. N Tembo (040-608 4479)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: INTERNAL & EXTERNAL COMMUNICATION

Directorate: Communication

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary.

The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDL&DM38/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 7 degree in Communications or an equivalent qualification, plus extensive experience in internal and external communications; Extensive media contacts and an understanding of the dynamics in the sector; Good research and content development skills; Ability to develop innovative and appropriate communication strategies; Good communications skills (verbal and written) and good listening and writing skills. Proven project management and leadership skills; good experience in programmes management; coordination skills and financial management skills; Good organisational

and planning skills and knowledge of the Public Finance Management Act and Treasury Regulations are essential. Ability to collect and interpret information and reports. The applicant must be able to organise and plan under pressure. Good knowledge of government communications; Candidates must be in possession of a valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Provide public relations services: Develop and implement publicity strategies and campaigns. Handle public speaking at interviews, press conferences and presentations. Collate and analyse media coverage. Manage the information flow to the public. Handle enquiries from the public, media, and related organizations/stakeholders. Research, write and distribute press releases. Manage existing media relationships and source new contacts. Provide internal communication services: Writing and editing in-house publications (magazines, electronic articles). Coordinate the flow of information to staff members. Develop and implement internal and external communications plans in line with the communications strategy, Prepare and disseminate media statements; Organize media outreach activities; Develop and implement media relations programmes in line with the Departmental communication strategy, Arrange for photo opportunities, media briefings, media interviews and other public engagements; Conduct media monitoring, analysis and rapid responses; Develop, manage and implement internal events calendar and information sessions, Plan, organize and implement staff imbizo; Manage the development and implementation of publications programme and to provide general communication support.

Enquiries: Ms. N Tembo (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: SUPPORT TO OFFICE OF DDG

Directorate: Corporate Services-Office of the DDG

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary.

The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDDDG39/08/2023) Centre:- Zwelitsha

REQUIREMENTS: An NQF level degree in Public Administration/Office Management or a discipline which is relevant to the functional area. Three to five years' relevant experience in rendering support services to senior management. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). A valid driver's license. Competencies: Public Service legislative framework. Well-developed reasoning, innovative thinking, and problem-solving abilities. Ability to handle various task executions and willing to work under pressure. Good telephone etiquette and written communication skills. Knowledge of Education Sector will be added advantage.

DUTIES: The incumbent will be responsible for the preparation and consolidation of monthly compliance reports for the DDG's office and relevant stakeholders. Implementation and management of appropriate and adequate administration systems and processes within the office, and effective management of the office of the relevant Deputy Director General (DDG). Organizing and planning the meetings of the DDG and recording minutes. Management the office budget and compiling monthly expenditure reports and Procurement Plans. Ensuring compliance to departmental prescripts/policies in the office of the DDG. Manage all staff under his or her supervision. Monitor the implementation of executive decisions, Assist with quality assurance of all incoming and outgoing correspondence. Efficiently manage the DDG's diary, and conflicting priorities and deadlines. Responsible for travel arrangements and processing of subsistence claims of the DDG. Develop and maintain effective relationships with all internal and external customers. Coordinate meetings, including the typing of agenda and minute taking to all DDG's meetings. Assisting the Corporate Services Branch with urgent

requirements needed by various stakeholders. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

Enquiries: Ms S Maasdorp (040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

DEPUTY DIRECTOR: FINANCIAL ANALYSIS AND REPORTING

Directorate: Finance

Salary Notch: R 811 560- R 952 485 inclusive package (LEVEL 11) An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable remuneration rules.

(REF NO: DDF&R40/08/2023)

Centre: Zwelitsha

REQUIREMENTS: Bachelor's Degree in Internal Auditing, Finance or related fields. (NQF Level 7). Job Related Work Experience: Five (5) years credible and applicable experience in the auditing and/or compilation of financial statements in the Public Sector. Special requirements (Skills needed): Auditing skills, well-developed communication (written and verbal) skills. Problem solving, Financial Administration and networking skills. Computer literate. Good inter-personal relations. Audit knowledge, extensive knowledge of government policies, Modified Cash Standards, departmental policy, departmental decisions and activities as well as on the wider intra-departmental activities in government. Knowledge of government and the Departmental of strategic direction.

DUTIES: The successful incumbent will be responsible for the preparation of interim and annual financial statements, ensure adequate supporting documents, data and credible accounting entries. Ensures financial statements are fairly presented. Assess compliance with financial regulations and financial reporting framework by testing the financial records, general ledger, accounting balances, cash flow statements, statement of financial performance, statement of financial position. Demonstrate in depth understanding of the Modified Cash Standards and the auditing standards in the Public Sector. Ensures all information required by legislation or regulations to be disclosed is disclosed in the financial statements. Identify areas of non-compliance, evaluating manual and automated financial processes, identifying process weaknesses and inefficiencies and any operational issues that may impact the validity, accuracy and completeness of the information to be presented in the financial statements of the Department. Able to manage the work force to ensure on time submission of financial statements.

Enquiries: Mr. C. Nombembe (040 – 6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ARCHITECT (2 POSTS)

(This is a re-advert. Candidates previously applied are encouraged to re-apply)

Directorate: Physical Resource Management Conditional Grant – Planning / Delivery

Salary Notch: R 646 854 CTC per annum (Inclusive package) OSD. An all-inclusive salary package), structured as follows: Basic salary – 70% of package; State contribution to the Government Employee Pension Fund – 13% of basic salary. The remaining flexible portion may be structured in terms of the applicable. The successful candidate will be required to sign a performance agreement.

(REF NO: ARC43/08/2023) Centre: Zwelitsha

REQUIREMENTS: B-degree in Architecture as recognised by the SAQA and South African Council for the Architectural Profession. Minimum of Three years' experience post qualification. Registration as a Professional Architect with the South African Council for Architectural Profession (SACAP) or as a Professional Construction Project Manager with the South African Council for Project and Construction Management Professions (SACPCMP). Valid driver's license. Intermediate computer literacy Knowledge of Education Sector will be added advantage.

DUTIES: Architectural functional and technical norms and standards. Determine functional and technical norms and standards to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms and standards. Validate that infrastructure projects implemented by Implementing Agent[s] comply with approved functional and technical norms and standards including compliance to legal, safety and health requirements. Update functional and technical norms and standards based on learning generated through post project evaluations and post occupancy evaluations. Architectural policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. Make inputs to policies, procedures, and criteria for infrastructure projects from an architectural perspective. Make inputs to commissioning plans from an architectural perspective. Undertake extensive analyses from an architectural perspective to inform strategies related to the architectural services to directly support and realize the education goals of the Department. Master Planning, Project Briefs, Business Cases, Accommodation Schedules, and Operational Narratives. Develop Master Plans. Develop Project Briefs. Develop Project Execution Plan Version 1 as part of the Infrastructure Programme Management Plan. Review Project Execution Plans Versions 2-7 in terms of architectural norms and standards and make inputs to the Directorate Infrastructure Delivery Management. Develop Business Cases for projects. Develop Accommodation Schedules. Develop Operational Narratives. Determine document management system requirements from architectural perspectives. Determine green technology compliance requirements. Preparation of architectural inputs to the development of the User Asset Management Plan and Project List. Provide inputs to the development of the User Asset Management Plan. Prepare the final project list. Assist with Condition Assessment of projects implemented in the MTEF from an architectural perspective. Research/literature studies to keep up with new technologies, viability, and feasibility of the geographical information management options for. Study professional journals and publications to stay abreast of new developments. Monitor and study the education the Department including interaction with relevant professional development boards/councils. sector, legal frameworks, standards changes and policy frameworks. Engage in relevant continuous professional development activities [tools and techniques] as prescribed and/or required. Update the Infrastructure comprehensive planning framework of Department in terms of research findings, new technology and changes in the institutional environment. Interact with relevant Professional Bodies/Councils.

Enquiries: Mr. T Monare (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: PROPERTY ADMINISTRATION

Directorate: Physical Resource Management - Physical Resource Planning & Property Management

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADPA44/08/2023) Centre- Zwelitsha

REQUIREMENTS: Relevant NQF 6/7 in Real Estate or Property Management as recognised by SAQA. Must be computer literacy. Five years' experience of which three experience post qualification must be at supervisory level (level 7/8). PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. National Building Standards Act of 1977 and Regulations. Occupational Health and Safety Act of 1993 and Regulations. Government Immovable Asset Management Act of 2007. South African Schools Act of 1996, Regulations and

Guidelines. Public Finance Management Act, 1999 and Treasury Regulations. Public Service Act, 1994 and Regulations. Promotion of Access to Information Act of 2000. Promotion of Administrative Justice Act of 2000. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Land Affairs and Immovable Asset Register. 1. Collect updated information for immovable assets in line with the requirements stated on NEIMS survey forms and the requirement of the Provincial Asset Register managed by Public Works. 2. Make inputs to the acquisitions of immovable assets [land and buildings] for Facilities in close consultation with Public Works. 3. Make inputs to the disposal of immovable assets [land and buildings] for Facilities in close consultation with Public Works. 4. Consult with Districts and Schools to obtain their needs and inputs in terms of acquisitions and disposals. 5. Undertake all deeds searches to validate ownership of land before planning for buildings are finalised. 6. Update the register of sites allocated to Education for future infrastructure development. 7. Implement actions to keep sites clean. 8. Implement actions to prevent any illegal occupation of sites. 9. Collect information on the conditions and maintenance of vacant sites allocated to Education. Accommodation, Municipal Accounts and Expenditure Management. 1. Assist to interpret lease needs and identify suitable buildings for leases. 2. Interact with Districts and Schools on proposed buildings for leases. 3. Administer Section 14 lease contracts. 4. Administer lease payments. 5. Implement inspections to verify the state of maintenance implemented at leased properties. 6. Validate municipal accounts. 7. Administer the payment of municipal accounts through the finance section. 8. Identify excessive use of water or electricity. Utilities. 1. Make inputs to the preparation of guidelines on the use of utilities by Schools 2. Assist to train Districts on the guidelines for use of utilities. 3. Implement the monitoring system to report on the use of utilities. 4. Collect and validate information for progress reports on the use of facilities. 5. Make recommendations and/or propose interventions to improve the use of utilities by Facilities. 6. Monitor that Districts implement interventions to improve the utilisation of utilities by Facilities. People Management. 1. Undertake planning for future human resources needs. 2. Maintain discipline. 3. Manage performance and development of development of employees. 4. Undertake human resources and other related administrative functions. 5. Establish and maintain effective and efficient communication arrangements. 6. Develop and manage the operational plan. 7. Plan and allocate work. 8. Develop and implement processes to promote control of work. 9. Serve on transversal task teams as required. 10. Implement quality control of work delivered by employees.

Enquiries: Mr. Monare (040-608 4246)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSITANT DIRECTOR: DISTRICT HR ADMINISTRATION & PLANNING: (6 POSTS)

Directorate: Human Resources

Salary Notch: R 424 104- R 496 467 (Level 09)

(Ref no: ADDHRAP45/08/2023) Centres: Alfred Nzo East (1 post),

Alfred Nzo West (1 post), Amathole West (1 post), Buffalo City Metro (1 post),

Sarah Baartman (2 posts)

REQUIREMENTS: NQF 6/7 in Human Resource Management/Public Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Good communication skills (written and verbal skills) and a good command of English language. Clear understanding of the legislative framework that governs the Public Service. Working knowledge of PERSAL. Experience in project and financial management is an advantage. The ability to work with a wide spectrum of stakeholders, good communication (verbal and written) and interpersonal skills as well as problem solving skills is needed. Report writing and computer literacy skills are required. Must be prepared to travel and work in a team. A valid driver's license is a prerequisite.

The incumbent should have project management, coordination, facilitation, conceptual, analytical and research skills. Knowledge of Education Sector will be added advantage.

DUTIES: Provide Recruitment and Selection process. Render human resource conditions of services for District officials. Provide human resource management systems administration and compliance services. Provide HR Provisioning Services. Provide support in the development of Human Resource Plan in the district office. Manage the allocated resources of the Unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives.

Enquiries: Mr Komle (040-6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

**ASSISTANT DIRECTOR: DISTRICT FINANCIAL ACCOUNTING / BUDGET
COORDINATION: (8 POSTS)**

Directorate: Finance

Salary Notch: R 424 104- R 496 467 (Level 09)

*(Ref No: ADFAC46/08/2023) Centre: Alfred Nzo East, Alfred Nzo West,
Amathole West, Buffalo City Metro, Chris Hani East, Joe Gqabi,
Nelson Mandela Bay (2 posts), OR Tambo Coastal,*

REQUIREMENTS: NQF 6/7 qualification Public Finance Management/Cost and Management Accounting/Accounting Management and Financial Information System as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8) A post degree qualification on the above will be an added advantage. A Valid Code 8 driver's license. Knowledge and skills: Treasury Regulations, Generally Recognized Accounting Principles (GRAP), Generally Accepted Accounting Principles (GAAP), Public Service Act, Public Service Regulations, Basic Conditions of Employment Act, Public Finance Management Act (PFMA). Knowledge of Education Sector will be added advantage.

DUTIES: Manage clearance of suspense accounts administration services. Provide revenue administration planning, collection, reconciliation, and safeguarding services. Manage banking and relevant reconciliation processes. Maintain in line with system standards the departmental financial management information and cost centre management systems. Provide financial systems control services. Provide departmental debt management services. Coordinate departmental district budgetary processes. Compile district budget inputs. Monitor district and cost centre budget performance and report thereof.

Enquiries: Mr. Skalk (040 6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: DISTRICT HR DEVELOPMENT: (5 POSTS)

Directorate: Human Resource Development

Salary Notch: R 424 104- R 496 467 (Level 09)

*(REF NO: ADDHRD47/08/2023) Centre: Amathole East (1 post),
Buffalo City Metro (1 post), Chris Hani East (1 post), Chris Hani West (1 post),
OR Tambo Inland (1 post).*

REQUIREMENTS: NQF Level 6 qualification in Public or Business Management/Human Resource Development as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification on the above will be an added advantage. Valid driver's license Code 8. Proven Computer Literacy. In-depth understanding of legislative framework that governs the Public Service Understanding and application of the following prescripts: Public Finance Management Act, DORA, Treasury regulations, Treasury / Practice Notes, Treasury & DPSA Circulars, Educators and DPSA Legislation Frameworks, Understanding of HRM best practices. Good communication skills (written and verbal

skills) and a good command of English language. Must be computer literate in MS Office. Ability to operate under pressure and willingness to work extended hours as and when required. Planning and organizing skills. Adaptive to situations Knowledge of Education Sector will be added advantage.

DUTIES: Provide human resource and performance management administration services. Provide human resource development administration services. Provide administration and the implementation of Integrated Quality Management System (IQMS) and Performance Management and Development Systems (PMDS) processes; Monitoring of the implementation of IQMS and the PMDS policy frameworks. Administer the Departmental performance management system for public service employees and office-based educators. Analyze the performance management trends. Provide technical support and advice to moderating structure and senior management. Provide secretariat support services to the district moderating structures. Administer the implementation of the educator skills Development plan. Consolidate the development educator skills development plan. Coordinate educator training on national education accredited skills. Evaluate and report on the impact of education capacity development programmes. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. Administer the implementation of Public Service Act (PSA) Skills Development plan. Consolidate PSA skills development plan. Coordinate relevant PSA training programmes for PSA employed personnel. Coordinate monitoring of optimal utilization of the skills levy for PSA staff. Facilitate of the implementation of transversal staff induction and other ad hoc staff development programmes. To coordinate the implementation of district bursary learnership and internship programme.; Implement the Departmental bursary, learnership and internship policy framework. Implement of bursary, internship, and learner 'ship programmes. Provide support on the compilation of district impact of bursary learner 'ship and internship programmes report. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development job description and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Ms. L Sidiya (040 6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: SALARIES CONTROL SERVICES

Directorate: Salary Management

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADSCS48/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 qualification as recognized by SAQA in Financial Accounting / Financial Management/ Public Finance. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Hands on approach and experience will be an added advantage. Skills required: good interpersonal, analytical thinking, negotiation, good communication (verbal and written), good organizing and planning, innovative and creativity, computer literacy and Knowledge of the PFMA, Preferential Procurement Policy Framework Act, Treasury Regulations, BBBEE Act, a Guide to the Accounting Officer, Financial and Supply Chain Management delegations, Logis and Bas applications. Ability to work individually and in a team. Ability to work under pressure, multi-tasking, self-driven, problem-solving skills, self-supervision, and management skills. Knowledge of Education Sector will be added advantage.

DUTIES: Execution of processes for the compensation of employees: Process the interface of the payroll system into the accounting system. Administer the processing of compensation of employee costs outside the payroll system; and Process valid, authorized and correctly recorded variable (i.e., claim based) payroll transactions on the payroll system. Recording and removing employees from the payroll system. Verify payroll sheets certification processes by relevant managers. Quality assures all payroll related reconciliations, including monthly variance analysis and validation. Provide support in drafting all Salaries related circulars. Administer the compensation administration for employees. Supervise the Claim based payroll transactions on the payroll system for Employees. Supervise the development of departmental payroll governance policy frameworks: Supervise the development of departmental payroll management system, norms, and standards. Provide support in the monitoring of implementation of departmental payroll management systems. Supervise the monitoring on clearance of suspense accounts transections. Manage the allocated resources of the department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets Skills and Competencies: In-depth knowledge of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Financial Management Act. National Treasury Regulations. National Treasury Instruction & Practice notes. National Treasury Circulars. DPSA Circulars. SCOA. PERSAL and BAS Systems. Project Management. Interpersonal Relations. Planning and Execution. Decision Making. Analytical Thinking. People Management. Communication (verbal & written). Computer Literate.

Enquiries: Ms Dodo (Tel no 040 608 4200).

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: ICT CYBER SECURITY

Directorate: Information Communication Technology

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADICT49/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 qualification in Computer Science, Information Systems, NSE4 as recognized by SAQA. Proven work experience as a Cyber Security Specialist or similar role. Hands-on experience analyzing high volumes of logs, network data and other attack artifacts. Experience with vulnerability scanning solutions. Proficiency with antivirus and security software. A valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Determine security violations and inefficiencies by conducting periodic audits. Upgrade our network and infrastructure systems. Implement and maintain security controls. Identify and solve potential and actual security problems. Assess the current situation, evaluating trends and anticipating security requirements. Keep users informed by preparing performance reports, communicating system status. Maintain quality service by following organization standards. Maintain technical knowledge by attending educational workshops. Contribute to team effort by accomplishing related results as needed. Ensure that cyber security projects meet objectives across our organization. They are responsible for various tasks, including process re-engineering and documentation of activities related to this area. A Cyber Security Specialist's responsibilities include using their skills to detect insecure features and malicious activities within our networks and infrastructure. They will implement customized

application security assessments for client-based asset risk, corporate policy compliance as well as conduct vulnerability assessment. They should have an advanced understanding of TCP/IP, common networking ports and protocols, traffic flow, system administration, OSI model, defense-in-depth, and common security elements. The specialist's focus is not only limited to assessing whether vulnerabilities exist but also how those risks could be mitigated which can help provide organizations with more confidence about system stability going forward. Ultimately, you will work to ensure the security of our business information, employee data and client information throughout our entire network.

Enquiries: Mr Cele (Tel no 040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: CONTRACT MANAGEMENT

Directorate: Supply Chain Management

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADCM50/08/2023) Centre: – Zwelitsha

REQUIREMENTS: NQF 6/7 qualification in Law/Public Administration as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge of PFMA, Treasury Regulations and applicable legislations governing contract management; Understanding of different contracting models for implementation of projects. Ability to review contract management processes and manage contract management audits. Knowledge of contract and procurement Ability to develop contract templates and service level agreements Ability to resolve contract related disputes and provide advice on handling of contract breaches. Consolidate and coordinate contracts performance reports for various projects for goods and services including infrastructure. Computer literacy in MS Office; Excellent writing, analytical, communication, presentation, and facilitation skills; Stakeholder management and understanding of government processes; Project management experience. Contract documentation audits is strongly recommended. A valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Handle breach of contract referrals and related disputes from various units and contractors. Prepare appointment letters, notices, service level agreements and contracts. Facilitate and coordinate debt recovery processes in consultations with legal unit. Update and manage accurate contracts register. General administration and financial management. Respond and adhere to audit requirements in relation to contracts management and procurement. Ensure proper record keeping of all contract and procurement documentation.

Enquiries: Ms Dodo (Tel no 040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: FINANCIAL MONITORING AND REPORTING:

(2 POSTS)

Directorate: Management Accounting

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADFMR51/08/2023) Centre: – Zwelitsha (2 posts)

REQUIREMENTS: A three-year tertiary qualification (NQF level 6/7) in Accounting/Financial Management qualification. Relevant experience in financial accounting environment plus preparations of financial statements will be added advantage. Knowledge: Public sector experience and knowledge of financial systems, financial prescripts, e.g. Modified Cash Standards (MCS), PFMA, GRAP and Treasury Regulations. Working knowledge of the transversal systems (BAS, PERSAL and LOGIS). Skills: Strong analytical and communication skills (both written and verbal), computer

literate with advanced Excel skills and good interpersonal skills. Presentation skills, planning and organizing, problem solving, diplomacy, ability to work under pressure to meet tight deadline.

DUTIES: Ensure effective corporate governance processes and sound resources management. Compilation of the Annual and Interim Financial Statements inclusive of disclosure notes and notes. Provide guidance in compilation of inputs to AFS/IFS to District offices and relevant units. Review working files as to be reasonably assured that supporting documents are in place to support disclosed transactions. Compilation and submission of Annual and Interim Financial Statements to the relevant authorities. Attending audit queries.

Enquiries: Mr. C. Nombembe (040-6084415)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: SUNDRY PAYMENTS

Directorate: Expenditure Management

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADSP52/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS). Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.

DUTIES: Monitor sundry payments and compile monthly reports. Reconcile sundry payments and report monthly. Facilitate inter-departmental claims. Administer infrastructure and LTSM payments. Implement bank rejections. Facilitate and monitor the sections audit intervention plan. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Ms N Qwasha (040-6084415)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR – FINANCIAL GOVERNANCE AND FRAUD SERVICES

Directorate: Internal Control

Salary Notch: R 424 104 (Level 09)

(REF NO: ADFGFS53/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Accounting/Financial Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Proficiency in the transversal systems: BAS). Proficient in the application of MS Office Package. Valid driver's license. Knowledge of School Management. Knowledge of Education Sector will be added advantage.

DUTIES: Provide governance management services: Provide support on the development of policies, procedures, and frameworks to the internal control unit. Provide support on the development and review of compliance monitoring tools. Coordinate the development and maintenance delegation and governance framework. Update a

database of all issued policies and finance instructions. Provide fraud prevention services: Develop and implement fraud prevention system. Provide expert advice on the implementation of departmental anti-fraud strategic management plan. Provide expert advice on the implementation of departmental fraud prevention policy and consultation with the Department Anti-corruption unit. Provide support with the management of fraud prevention in Department. Coordinate the departmental capacity building initiatives on fraud prevention. Provide effective loss control services: Develop and implement integrated loss control system. Provide advice to management on loss recovery mechanism. Coordinate the departmental capacity building initiatives on loss control.

Enquiries: Ms BC Biko (040-6084415)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

**ASSISTANT DIRECTOR: INTERNAL CONTROL, GOVERNANCE, FRAUD,
LOSS AND AUDIT MANAGEMENT**

Directorate: Internal Control

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADICU54/08/2023) Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Internal Auditing/ Public Management/ Public Administration as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8) in an auditing environment. A post degree qualification in the above will be an added advantage. Proficient in the application of MS Office Package. Any of the following Certification's CIA, PIA, IAT, QAR will be added advantage Valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: render support in monitoring, enforcing, and reporting on the effective implementation of internal audit standards; Assist on the reviewal / development of standard. internal audit Charter. Provide guidance on how charters should be developed by internal audit units. Provide inputs to the Internal Audit Strategy and Annual operational audit plans. Render assistance on the development of departments 3 year and 1-year Internal Audit Plans. Analysis whether Provincial Departments recommendations are achievable and correct. Review operational plans and draft progress reports quarterly. Promote the image of internal audit in the province; Assess the performance of Audit Committees in the province. Draft report on performance of all Internal Audit units and Audit Committees in the province. Provide secretariat duties on the sitting and meetings. Provide administrative support on coordinating the induction for Provincial Audit Committee members. Render assistant in the operations of audit committees. Provide support on the implementation of ICT, specialized, performance audit services; Render support in monitoring the adherence to Audit Improvement Plans. Render advice on the implementation of Quality Assurance Improvement Plans. Conduct Internal Quality Assurance Reviews for Provincial Departments. Coordinate the audit of External Quality Assurance Review. Ensure that Quality Assurance Reports are finalised and reported. Perform Information Communication Technology Audits (ICT Audits) In-house. ICT Audits by service provider. Review inputs on terms of reference for procurement of ICT Audits. Assist in managing the Procurement Contract of service providers. Performance audit specialized. Review inputs on terms of reference for procurement of ICT audits. Assist in managing Procurement Contract of service providers. Ensure audit reports are completed and reported. Facilitate the implementation of recommendations. Assist department's Internal Audit Units to produce reliable, accurate and factual reports on internal controls. Conduct research on best practice monitoring tools suitable for internal audit functions. Scrutinize and draft recommendations on how audit reports should be structured, presented, and well populated. Draft Report on implementation of audit recommendations by departments. PROVIDE TECHNICAL SUPPORT AND CAPACITY BUILDING IN DISTRICTS, Render support to districts on Internal Audit Activities. Assist in identifying Internal Audit training in respect of Internal Audit matters. Coordinate training on internal

audit matters, policies, and procedures. Assist in facilitating the workshop on service delivery performance areas in the province.

Enquiries: Ms. N Gqoli (Tel no 040 608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: DEMAND MANAGEMENT

Directorate: Supply Chain Management

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADDM55/08/2023

Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Supply Chain Management (SCM) as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge of procurement, governance, and business practices. Ability to establish and manage demand management systems and controls. Knowledge of government procurement planning and budgeting. Ability to develop, interpret and apply policies, strategies and legislation relating to government procurement of goods and services. Knowledge and understanding of infrastructure procurement and infrastructure industry. Understand the processes that deals with demand analysis. Knowledge of Education Sector will be added advantage.

DUTIES: Participate in the process of conducting needs analysis for the department. Update and provide report on the procurement plan. • Ensure an effective SCM performance management system is developed and implemented in accordance with departmental policies and procedures and applicable legislative. Develop and review the Departmental Preferential Procurement Regulation and when required. Report on supply chain management information as required to internal and external stakeholders. Enhance the database and align it to National Treasury circulars and practice notes. Facilitate Acquisition Management in compliance with SCM legislations, prescripts, and sound corporate governance. Ensure that all quotation awards adhere to National Treasury Regulations and SCM prescripts Monitor the opening of quotations.

Enquiries: Ms Lupondwana (040-6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: SUPPORT TO THE OFFICE OF HOD

Directorate: Head of Department Support Office

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADHOD56/08/2023) Centre: – Zwelitsha

REQUIREMENTS: NQF 6/7 in Public or Business Administration/Management, Human Resource Management, Office Administration or Office Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 104 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Render administrative support services: Supporting the manager with the administration of the budget. Communication and liaison: Liaise with National/Provincial/Local Government officials and the general public; Render personal support to the Head of Department; Collate and analyse information requested by the Head of Department; Provide support in the collection of data and execution of research; Handle specific documents of a very sensitive nature. Management and supervision: Perform the role of supervisor: Disciplining, performance management, mentoring and

determining of workload of staff. Assist the manager in the execution of its inter and intra governmental responsibilities. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations, internal arrangements, and procedures; Administrative and financial management; Budget control and management; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organizing and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities.

Enquiries: Ms Mclean (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: STRATEGIC PLANNING, MONITORING AND REPORTING

Directorate: Corporate Planning, monitoring, Policy and Research Coordination

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADSTRAT57/08/2023

Centre: – Zwelitsha

REQUIREMENTS: NQF 6/7 in Public Administration/Public or Business Management/Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 104 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations, internal arrangements, and procedures; Administrative and financial management; Budget control and management; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organizing and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Interact with relevant Legislation in order to comply with due dates. Develop planning templates in accordance with prescripts. Interact with various managers in the department explaining procedures and contents of plans. Supervise, scrutinize, and monitor planning to ensure relevance with the planning documents. Supervise compilation of planning documents. Organize workshops according to prescripts. Quality assures and present plant to management for ratification. Submit and attend to feedback given by statutory offices.

Enquiries: Ms Kanyana (040-6084537)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: HUMAN RESOURCE PLANNING

Directorate: Human Resource Planning and Information Systems

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADHRP58/08/2023

Centre: – Zwelitsha

REQUIREMENTS: NQF 6/7 in Human Resource Management/Public Administration/Public or Business Management as recognized by SAQA. Five (5) years'

experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 104 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations, internal arrangements, and procedures; Administrative and financial management; Budget control and management; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organizing and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Administer human resource planning services: Conduct the development of human resource plans. Develop and generate reports on the implementation of the HR Plan. Generate reports on the implementation of the departmental Employment Equity. Administer the Post Provisioning Norms processes: Coordinate the annual PPN declaration. Generate reports on the implementation thereof. Liaise with the relevant stakeholders on PPN processes. Manage the allocated resources of the unit in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Ms U Nqatha (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: HUMAN RESOURCE CONDITIONS OF SERVICE

Directorate: Human Resource Administration

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADHRCOS59/08/2023

Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Human Resource Management/Public Administration/Public or Business Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 104 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations, internal arrangements, and procedures; Administrative and financial management; Budget control and management; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organizing and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Supervise the employee provisioning services: Provide support to District offices on the management of personnel records and information. Provide support to District offices on the management of employee benefits and administration services. Provide support to District offices on the management of provisioning the termination administration services. Provide support to District offices on the provisioning of leave administration services. Provide support to District offices on the administration of permanent incapacity leave and ill health retirement administration services. Provide support to District offices on the administration of exit management. Render of human resource conditions of service for the: Supervise the administration of personnel records and information. Administer employee benefits and administration services. Supervise the administration of termination administration services. Provide leave administration services: Supervise the administration of permanent incapacity leave and ill health retirement administration services. Administer exit management services: Identifies employees willing to terminate and establishes the reason or category for service termination. Supervise the termination of service of employees once due processes have been fully complied with and in compliance with applicable prescripts and procedures and within set standards. Supervise processes for the recording of service terminations and identify trends. Supervise the exit interview process, identify trends, and provide early warning services to executive management. Supervise the release of termination benefits, state guarantees and the issue of certificates of service. Supervise the processes for the initiation of remuneration and allowances on the HR System: Administer the salary payments, allowance claims. Supervise the administration of supporting documentation related to payments and allowance claims are valid before compensation or payment is processed. Provide support on the evaluates the appropriateness of current salary structures and advice on alternative approaches for certain occupational categories. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Ms R Pendrigh (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

**ASSISTANT DIRECTOR: HUMAN RESOURCE EMPLOYEE
PROVISIONING SERVICES**

Directorate: Human Resource Administration

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADHREPS60/08/2023

Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Human Resource Management/Public Administration/Public or Business Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 104 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations,

internal arrangements, and procedures; Administrative and financial management; Budget control and management; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organizing and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Supervise the administration of recruitment, selection, and deployment services for: Maintain innovative recruitment and selection procedures to shorten the timeline for the filling of vacant posts. Initiate recruitment processes based on the content of approved Job Descriptions. Supervise the administration of development of advertisements for vacant posts and facilitate approval processes. Coordinate the selection processes, including appointment of selection panels, setting of target dates; etc. Provide support to line managers on the determination the competency-based assessment criteria to shortlist applicants based on the principles equity, fairness, merit, inherent requirements of the post etc. Manage the provisioning of technical support to selection panels during interview sessions ensuring compliance with legislative and policy imperatives. Oversee reference check, qualification verification and vetting processes. Control the compilation of appointment submissions, letter of offer and contract of employment development in line with delegated powers. Oversee appointment procedures and the processing of appointments on PERSAL in line with system standards. Oversee processes to ensure that source documents comply with national minimum information requirements. Monitor and evaluate the impact of recruitment processes and provide technical support to minimize the impact of negative recruitment trends. Manage the rendering of human resource conditions of service. Manage personnel records and information. Ensure employee benefits and administration services. Manage the processes for the initiation of remuneration and allowances on the HR System for: Approve in line with delegations and the public service's remuneration standards (CORE and OSD) salary payments, allowance claims. Manage the administration of supporting documentation related to payments and allowance claims are valid before compensation or payment is processed. Evaluates the appropriateness of current salary structures and advice on alternative approaches for certain occupational categories. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Ms S Nieuwenhuys (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: SUPPORT TO THE OFFICE OF DDG

Directorate: Curriculum Management

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADDDGCM61/08/2023)

Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Public or Business Administration/Management, Human Resource Management, Office Administration or Office Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 104 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Render administrative support services: Supporting the manager with the administration of the budget. Communication and liaison: Liaise with National/Provincial/Local Government officials and the general public; Render personal support to the Deputy Director General; Collate and analyse information requested by the Deputy Director General; Provide support in the collection of data and execution of research; Handle specific documents of a very sensitive nature. Management and supervision: Perform the role of supervisor: Disciplining, performance management, mentoring and determining of workload of staff. Assist the manager in the execution of its inter and intra governmental responsibilities. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations, internal arrangements, and procedures; Administrative and financial management; Budget control and management; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organizing and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities.

Enquiries: Mr Tywakadi (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: EMPLOYEE RELATIONS, COMPLIANCE AND LABOUR RELATION ADVOCACY

Directorate: Employee Relations & Wellness Services

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADERC&LR62/08/2023)

Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Labour Relations Management / Human Resources Management/LLB. as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge: Labour Relations Act, Basic Conditions of Employment Act, Public Service Act, Employment Equity Act, Public Service Regulations, Human Resources Management Policies, Public Service Co-ordinating Bargaining Council's Resolutions, Collective bargaining agreements, Public Service Commission, Policy / guidelines formulation, Public Finance Management Act. Skills: Management, Problem solving, Organization, Leadership, Interpretation of legislations / policies, Budgeting / Financial, Negotiating, Verbal and Written Communication, Presentation. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft

programmes. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Render disputes and grievances services: Handling and facilitating the resolution of grievances. Facilitating the resolution of disputes. Resolving conflict and conflict and complaints. Conducting labour relations audits and trends analysis. Render Disciplinary management services. Give expert advice on the conduct of employees. Analyse information received and form conclusions. Develop and maintain provincial database on misconduct cases. Facilitate training in relation to employment relations: Minimize the number of disputes and unfair labour practices. Facilitate sitting for Appeals Committee. Guide the departmental staff to understand the government prescripts. Compile the annual statistical reports. Handling of all correspondence received. Manage the rendering of human resource conditions of service for the . Manage personnel records and information. Ensure employee benefits and administration services. Manage the processes for the initiation of remuneration and allowances on the HR System for : Approve in line with delegations and the public service's remuneration standards (CORE and OSD) salary payments, allowance claims. Manage the administration of supporting documentation related to payments and allowance claims are valid before compensation or payment is processed. Evaluates the appropriateness of current salary structures and advice on alternative approaches for certain occupational categories. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Mr Mtirara (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: PROCESS ADMINISTRATION & LOGISTICS

Directorate: Examinations Administration and Logistics

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADPA&L63/08/2023)

Centre:- Zwelitsha

REQUIREMENTS: NQF Level 6/7 in Information Computer Technology/Communication Technology Information Systems/Public Administration/ Public or Business Management as recognized by SAQA. Minimum of 5 years relevant working experience in Certification Environment of which 3 years must be at supervisory level (LEVEL 7/8). Knowledge of gazette 31337 as amended and knowledge of relevant Legislation pertaining to Examinations and Assessment processes. Knowledge of UMalusi Directives and their Legislations related to Examinations and Assessment. Knowledge of Performance Financial Management Act (PFMA), SASA, Labour Relations Act. Excellent communication (Verbal and Written) and Interpersonal Skills. Ability to work under pressure, Computer Literacy, Planning, Organizing, analytical, conflict management, report writing, problem solving, facilitation and presentation Skills. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Ensure development of a credible statement of results and certification archival system. Ensure extraction and collation of examination information from the Integrated Examination Computer System (IECS). Coordinate and requisition of statement of results and examination certificates from UMalusi and SITA accredited service providers and distribute thereof to respective districts as per examination centers. Supervision of individual help desk for certification relating to combinations, re issue of lost and

replacement of damaged certificates. Ensure that all Grade 12 online applications are attended to and all queries relating to certification matters, including historical records. Ensure verification of all grades 12 certificates. Coordinate training, induction, and support of IECS users pertaining to the decentralization of certification services and its security to all districts. Ensure printing of certificates by the accredited SITA and UMalusi institutions. Implement and enforce directive of UMalusi and National Policy regarding printing and issuing of certificates. Participate in the archival and dissemination of examination results/UMalusi policies, procedures, and guidelines. Participate in the development of the departmental Integrated Examination Computer System (IECS) policies, procedures, and guidelines. Manage the security of certification database. Provide input on provincial examinations and assessment guidelines. Attend and report on the unit activities and ESAC. Liaise with DBE and UMalusi on certification related matters. Ensure compliance on relevant legislation, regulatory framework, and reporting requirements. Supervision and development of staff. Ensure that all staff are trained certification processing and security and also developed in line with the Performance Management and Development System (PMDS)

Enquiries: Ms N Mbeleki (040-608 7028)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: SUPPORT TO THE OFFICE OF DDG

Directorate: Institutional Operations Management

Salary Notch: R 424 104-R 496 467 (Level 09)

(REF NO: ADDDGIOM64/08/2023)

Centre: – Zwelitsha

REQUIREMENTS: NQF 6/7 in Public or Business Administration/Management, Human Resource Management, Office Administration or Office Management as recognized by SAQA. Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage. Knowledge of Public Service Act 105 of 1994, Service Delivery policy prescripts, SA Constitution Act 104 of 1996. Excellent communication skills and strong command of English. Strong leadership qualities as well as skills in practical computer Microsoft programmes. Must have valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Render administrative support services: Supporting the manager with the administration of the budget. Communication and liaison: Liaise with National/Provincial/Local Government officials and the general public; Render personal support to the Deputy Director General; Collate and analyse information requested by the Deputy Director General; Provide support in the collection of data and execution of research; Handle specific documents of a very sensitive nature. Management and supervision: Perform the role of supervisor: Disciplining, performance management, mentoring and determining of workload of staff. Assist the manager in the execution of its inter and intra governmental responsibilities. Competencies: Knowledge in the following: Public Service reporting procedures; Modern systems of governance and administration Policies, regulations, internal arrangements, and procedures; Administrative and financial management; Budget control and management; Human resource management; Broad knowledge of all aspects pertaining to line functions within the Department. Skills needed: High level of Communication (verbal and written); Interpersonal relations; Self-management and motivation; Planning, organizing and people management. following abilities: Working under pressure; Work independently, lead and be part of a team; Deal with enquiries, complaints pertaining to a wide variety of functions/activities.

Enquiries: Mr Bunguza (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

**ASSISTANT DIRECTOR: EDUCATION MANAGEMENT INFORMATION
SYSTEMS (EMIS)**

Directorate: Education Management Information Systems

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADEMIS65/08/2023

Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in field in IT/Data Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage Work experience in Geospatial software such as GIS ArcGIS, QGIS, or Business Intelligence reports/dashboards, etc. will be an added advantage; Knowledge of MS Access and SQL is recommended; Good IT skills in programming, systems development and insight in the latest developments in the field of Information Technology; Ability to work with large datasets, data verification and analytical skills; Ability to keep up with a changing IT and education environment; Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.

DUTIES: Provide data analysis and business intelligence services. Supervise the collection, capture, and store education data. Provide education data analysis service. Compile strategic information reports. Set up policy systems standards that promote data integrity and security. Maintain of integrated education information systems. Provide support on the development of policy systems standards that promote data integrity and security. Administer the implementation of National SASAMS and LURITS systems. Provide support on the development and maintenance of EDUSTAT Business Intelligence system. Maintain an updated Masterfile of all education institutions. Maintain an updated provincial SASAMS warehouse. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Mr Ndube (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

**ASSISTANT DIRECTOR: COMMUNICATION
(INTERNAL & EXTERNAL COMMUNICATION)**

Directorate: Communication and Events Management

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADSM66/08/2023

Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Communication Science/ Marketing/ Public Relation/ Media Studies and Journalism as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage Knowledge: Departmental policies and procedures, Public Finance Management Act (PFMA), Basic knowledge of all legislations, Project Management, Batho Pele Principles Skills: Planning

and Organizing, Interpersonal, Computer Literacy, Communication Skills, Problem Solving, Listening and observation, Negotiation, Event Management; Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.

DUTIES: Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spoke person for Department of Education in the province (daily). Organise stakeholder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the Department of Employment and Labour at Provincial level (monthly). Manage Department of Employment and Labour internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc. (daily). Coordinate and facilitate all internal and external events in the province such as Imbizo outreach programmes, outside broadcasts, national commemorative days etc. (yearly)

Enquiries: Mr Mqanqeni (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: STAKEHOLDER MANAGEMENT

Directorate: Stakeholder Management & Citizen Care Services

Salary Notch: R 424 104-R 496 467 (Level 09)

(REF NO: ADEMIS67/08/2023

Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Stakeholder Management/Public Relations/Project Management as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage Work experience in Geospatial software such as GIS ArcGIS, QGIS, or Business Intelligence reports/dashboards, etc. will be an added advantage; Knowledge of MS Access and SQL is recommended; Good IT skills in programming, systems development and insight in the latest developments in the field of Information Technology; Ability to work with large datasets, data verification and analytical skills; Ability to keep up with a changing IT and education environment; Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.

DUTIES: Coordinate of stakeholder engagement programmes: Provide support in the development and maintenance of stakeholder database. Provide support in the development of engagement programmes. Monitor and assess progress and impact of stakeholder participation in departmental programmes. Provide support in the facilitation of the formation of stakeholder committees and forums. Provide guidance on agenda for stakeholder committees and forums. Coordinate stakeholders' needs assessment surveys. Provide event management services: Develop and maintain the event management framework and instruments. Manage the provisioning of logistical arrangements for departmental events. Manage the formal interaction and liaison with other event role players, inclusive of security and protocol personnel. Provide advice on the design of the marketing tools. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and

support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets. To assist on Quality Learning and Teaching Campaign matters (QLTC).

Enquiries: Mr C Mdingi (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: SCHOOL NUTRITION (2 POSTS)

Directorate: School Nutrition

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADEMIS68/08/2023)

Centre:- Zwelitsha

REQUIREMENTS: NQF 6/7 in Dietetics/Human Nutrition, Foods and Nutrition/ Nutrition Education/Food Systems Management or a closely related field as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage Knowledge of relevant education policies and current trends in the field of education and nutrition. Knowledge of the Curriculum Assessment Policy Statements (CAPS). Knowledge of policy formulation. Knowledge of project and financial management. Knowledge of research methods and tools. Good knowledge of the public sector legislative and regulatory environment. Proven experience in report writing. A valid driver's license is a prerequisite. Skills required: Coordination, facilitation, analytical and creative skills. Strong report-writing skills and communication (verbal and written) skills. Attention to detail and high level of accuracy. Effective public relations and public speaking skills. Critical thinking skills and self-discipline. Ability to work well under pressure with minimum supervision. Leadership, management, conflict resolution skills; Strong organizing, planning and problem-solving skills, Supervisory and Inter-personal skills, Proven ability to engage in proactive and informative discussions at all levels; A high degree of sound judgement in dealing with Government Officials, counterparts, partners, and other role-players. Computer skills in MS Word, Excel, Access and PowerPoint. Ability to work without supervision; Ability to meet targets and deadlines; Strong verbal and written communication skills; Be innovative; Willingness to work after hours and be prepared to travel; Valid Code 8 driver's license. Have a passion for making a positive contribution in the South African Education Sector. Knowledge of Education Sector will be added advantage.

DUTIES: Provide support on guidance on the implementation of related legislative frameworks: Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies, and procedure for nutrition services. Develop and monitor the implementation of the related plans and programmes. Provide support on the implementation of school nutrition programme in the department: Coordinate the implementation of the conditional grant for the school nutrition programme. Report on the implementation of the conditional grant for the school nutrition programme. Provide support to districts on the management of the school nutrition fund. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets.

Enquiries: Mr Witbooi (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ASSISTANT DIRECTOR: SCHOOL HEALTH AND LIFE SKILLS

Directorate: School Health, Safety and learner Enrichment

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADSHLF69/08/2023

Centre:- Zwelitsha

REQUIREMENTS: A NQF 6/7 qualification in Health Promotion/Nutrition and Health Promotion/Public Health or related field. Five years' experience of which 3 year's relevant experience in School Health and Life Skills field must be at supervisory level (7/8). The following key competencies and attributed are essential: Planning and organizing skills, Report writing skills; Project management skills; Excellent communication skills (verbal and written); Good human relations; Ability to meet commitments and produce results; Conflicts management skills; Self-assured and confident in own abilities; Ability to be calm and reliable when under pressure; willingness to work irregular hours when required. Applicants must be in possession of a valid driver's license. Skills: Problem solving and decision making. Team leader. Planning and Organising. Managing interpersonal conflicts & resolving problems. Networking and building bonds. Impact and influence. Diversity management. Develop others. Citizen focus and responsiveness. Communication and information management. Budgeting and financial management. Knowledge of Education Sector will be added advantage.

DUTIES: Provide technical and operational support to the planning, programming and monitoring of implementation of the HIV programmes. Compilation of Conditional Grant report and other relevant documents. Plans organize and conduct training and orientation activities for schools participating in the CSTL programme, for the purpose of capacity building and expansion of coverage of HIV & AIDS services for learners and educators. Provide leadership and guidance to Learner Support Agents and Supervisors. Undertake field visits and surveys in order to monitor and evaluate CSTL implementation. Identify problems and proposes remedial action. Identify alternative courses of action, to accelerate/ improve CSTL programme.). Provide project management expertise for current projects such as Small Holder Farmer Pilot, Deworming of Grades R-7 Learners and Hand Washing, Sanitation and Oral Hygiene (WASH) as well as for future projects such as Individual Targeting of learners for NSNP beneficiation in Quintiles 4 and 5 schools AND rolling out of Breakfast in all Quintile 1-3 Schools. Initiate any other project as may be required including establishing and "standardizing" project management processes, which can reduce the upfront time and cost of initiating each project. Build the capacity of Districts and Schools around running and imminent NSNP projects. Forge networks and partnerships with relevant stakeholders. As part of the EC accountability value addition cooperate with the relevant knowledge management unit to contribute to the centralized repository of project management knowledge, best practices, and resources. Mobilize project resources for specific projects activities, such as initial Project Planning; Project Monitoring and performance measurements; and review of project deliverables.

Enquiries: Mr Gxuluwe (040-608 4200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

**ASSISTANT DIRECTOR: DEMAND AND ACQUISITIONS MANAGEMENT:
(8 POSTS)**

Directorate: District SCM

Salary Notch: R 424 104- R 496 467 (Level 09)

(REF NO: ADSHLF70/08/2023)

Centre: Alfred Nzo West (1 post), Joe Gqabi (1 post), Nelson Mandela Bay (1 post), Chris Hani West (1 post), Amathole West (1 post) Chris Hani East (1 post), OR Tambo Inland (1 post), Sarah Baartman (1 post)

REQUIREMENTS: NQF 6/7 qualification Supply Chain Management/Finance as recognized by SAQA; Five (5) years' experience working in the relevant area of which 3 years must be at supervisory level (LEVEL 7/8). A post degree qualification in the above will be an added advantage Knowledge: • Thorough knowledge of WALKER/BAS systems, Asset Management System, Good understanding of PFMA, Treasury Regulations, Public Service Act and Regulations, Financial Management and Supply Chain Management prescripts • Preferential Procurement Act of 2000 • Occupational Health and Safety Act (OHSA). Skills: • Computer literacy with applications of (MS Microsoft Suite, Power Point, Access, Excel) • Presentation and report writing • Good verbal and written communication skills • Planning and Organisation • Interpersonal Relations and Analytic skills • Teamwork. Valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Facilitate Demand and Acquisition Management unit. Facilitate Logistical Management unit. Loss Control Management and management of the component. Facilitate and coordinate submission of procurement plan. Facilitate and develop staff requirements.

Enquiries: Ms Tembo (040 6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

ICT TECHNICIAN: (3 POSTS)

Directorate: Information communication Technology

Salary Notch R294 321 per annum (LEVEL 7)

(REF NO: ICTT77/08/2023)

Centre: Zwelitsha

REQUIREMENTS: A Matric plus A+, N+ or 3-year National Diploma in ICT. Three (3) years relevant experience in ICT environment or other networking will be added as advantage. Valid driver's license. Knowledge of ICT systems including BAS, PERSAL, LOGIS, etc. Good interpersonal relations. Sound written and verbal communication skills. The ability to work independently and under pressure and finish job assigned. Knowledge of Education Sector will be added advantage.

DUTIES: Attending to users' requests as per assigned job cards. Maintain the smooth running of IT transversal system i.e., BAS, PERSAL, LOGIS, etc. Trouble shooting IT problems to resolve them on the telephone as first line support. Networking repairs & installation of printers. Software installation & upgrading. Attending and participating in IT staff and forum meetings. Computer repairs. Password resets. Email and internet setups.

Enquiries: Mr Fourie (040 6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za

LEGAL ADMIN OFFICERS (M1 to M5)

Directorate: Legal Services

Salary Band: R 228 915 to R1 005 801 per annum (Salary will be in accordance with OSD determination).

(REF NO: LAO 78/08/2023)

Centre: Mandla Makupula Leadership Institute, East London

REQUIREMENTS: An LLB Degree or 4 years recognized legal qualification. Prescribed experience requirement is as follows: MR1: no previous legal experience required. MR2: at least 1-years' appropriate post qualification legal experience. MR3: at least 2-years' appropriate post qualification legal experience. MR4: at least 14 years' appropriate post qualification legal experience. MR5 at least 14 years' appropriate post experience. Knowledge of the South African Legal System, Legal Practice and related spheres. Knowledge and understanding of the Constitution, Public Finance Management Act (PFMA), Public Service Act and Labour Relations Act, South African Schools Act, Employment of Educators Act. Understanding of court processes and related time frames. Law Interpretation and Legal research skills. Ability to work under pressure with strict deadlines and work overtime. Ability to manage and analyse huge volumes of data. The ability to communicate effectively and in an understandable way without defeating the purpose of communication. Proficiency in the Microsoft Office Suite (MS Word, Excel, PowerPoint, and Project Management. Creative thinking, innovation and interpersonal skills. Practical knowledge of Supply Chain Management and Financial Management processes. Excellent communication skills. A valid driver's license. Knowledge of Education Sector will be added advantage.

DUTIES: Receipt and distribution of correspondence. Prepare submissions for legal payments. Prepare and analyze documents in respect of legal claims against the Department. Compile monthly/quarterly reports on legal claims. Updating, managing, and maintaining the register of all legal claims against the Department. Perform basic procurement process. Liaise with various stakeholders including private attorneys, State Attorneys & other service providers. Conduct records and document management.

Enquiries: Ms Tembo (040 6084200)

For e-Recruitment Enquiries, eMail: sanet.nieuwenhuys@ec.gov.za