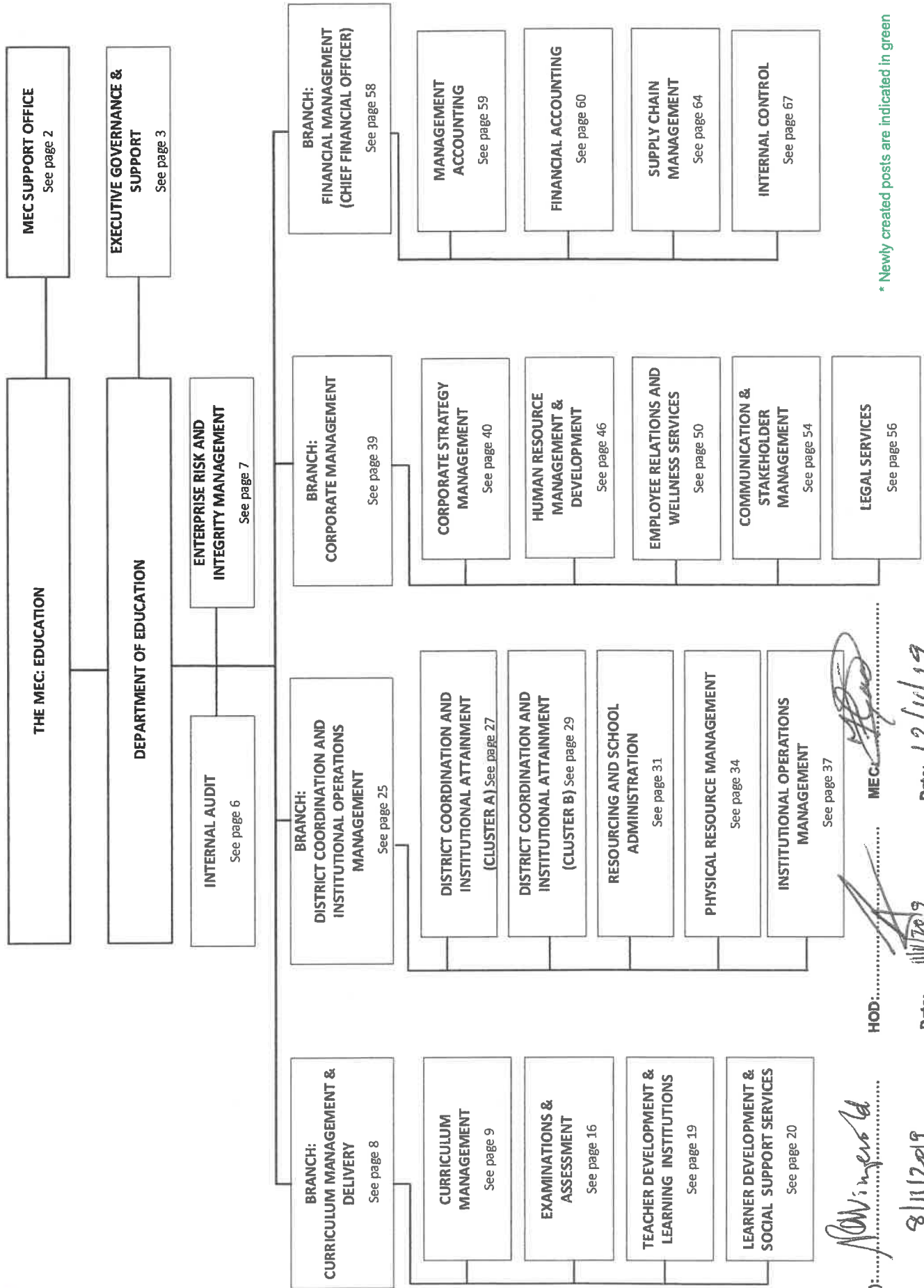




EASTERN CAPE DEPARTMENT OF EDUCATION

Version 4



DDG(EPEM)..... *Nonjengelela* HOD..... *[Signature]* MEC..... *[Signature]*

Date: 8/11/2019 Date: 12/11/19

* Newly created posts are indicated in green



OFFICE OF THE MEC: EDUCATION

MEC SUPPORT OFFICE

Purpose: To render executive support to the office of the MEC.

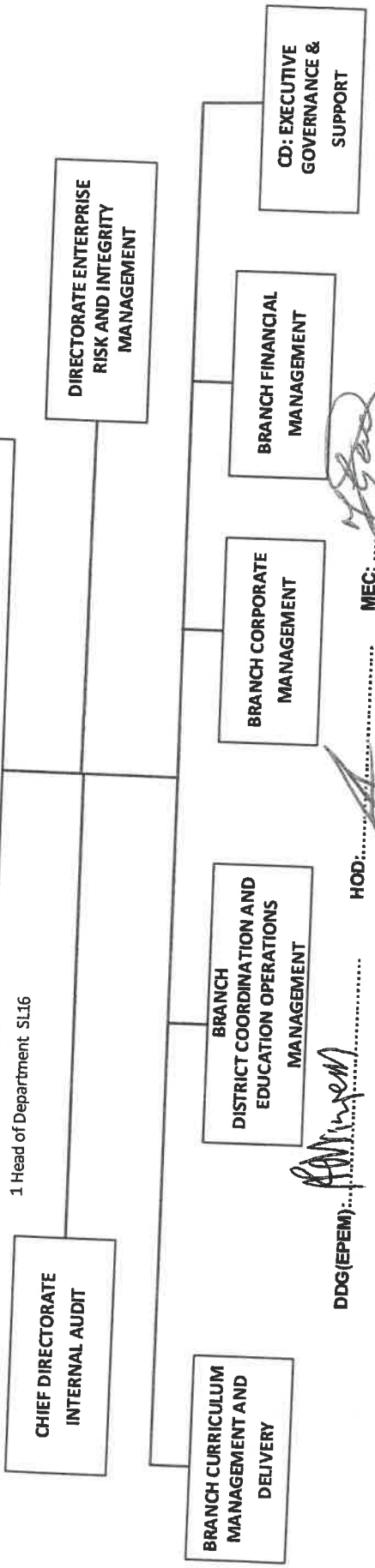
Functions:
 Manage the office of the MEC
 Provide secretariat and administrative support services to management structures
 Render strategic support to MEC

- 1 Director (Chief Of Staff) SL13
- 1 Technical Specialist SL13
- 1 Private Secretary SL12
- 1 Media Liaison Officer SL12
- 1 Community Outreach Officer SL11
- 1 Administrative Secretary SL11
- 1 Legislative Support SL11
- 1 Portfolio Coordinator SL9
- 1 Secretary/ Receptionist SL7
- 1 Registry Clerk SL7
- 1 Driver/Messenger SL5
- 1 Domestic Worker SL3
- 1 Food Aid Services SL2

DEPARTMENT OF EDUCATION

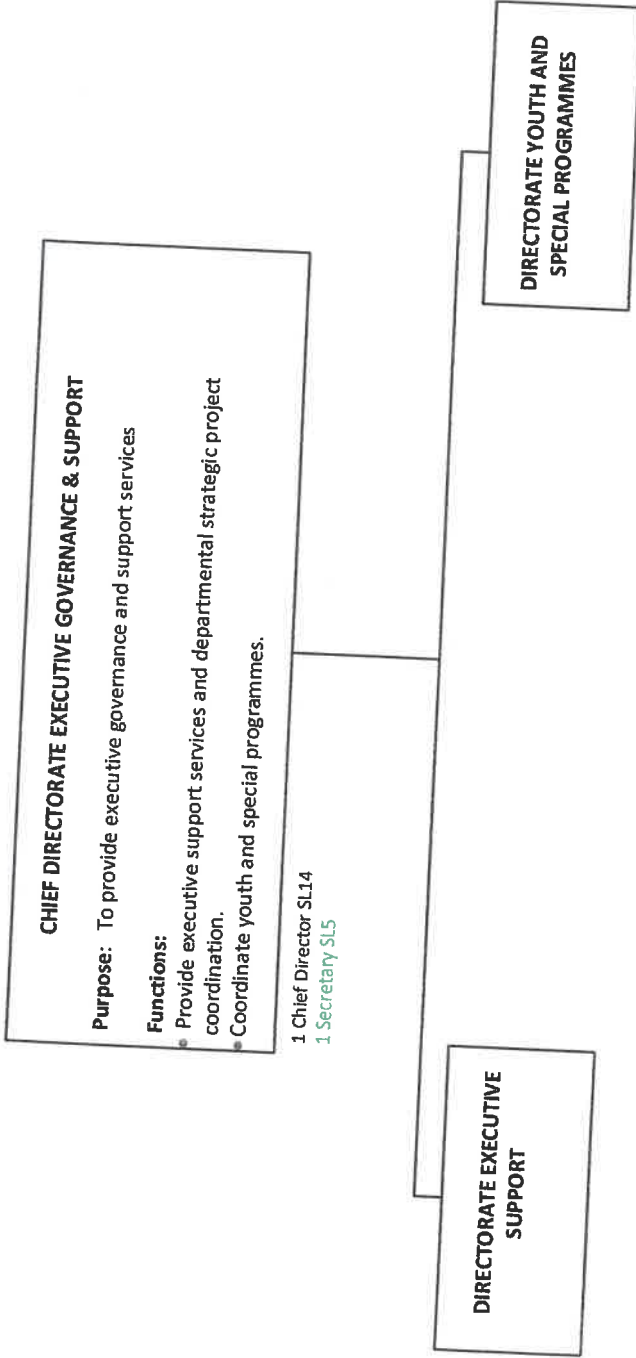
Purpose: To ensure the provision of quality education that caters for the divers needs of the society in the province.

Functions:
 Oversee the provision of integrated education planning, teaching and learning initiatives; whilst ensuring credible examination and administration assessment services.
 Oversee the management of education administration and the coordination of institutional transformation.
 Oversee the provision of integrated planning and corporate management services.
 Ensure development and maintenance of sound financial and supply chain management systems in terms of public finance management act of 1998 and related norms and standards.
 Provide internal audit governance assurance services.
 Provide executive governance and support services
 Provide enterprise wide risk, anti-fraud and anti-corruption management service



DDG(EPEM): *[Signature]* HOD: *[Signature]* MEC: *[Signature]*

Date: 8/11/2019 Date: 12/11/2019



DDG(EPEM): *[Signature]*
Date: 2/11/2019

HOD: *[Signature]*
Date: 11/11/2019

MEC: *[Signature]*
Date: 12/11/2019



DIRECTORATE EXECUTIVE SUPPORT

Purpose: To provide executive support services and departmental strategic project coordination.

Functions:

- Provide administrative and office support service.
- Provide executive governance support services.
- Render coordination services to departmental strategic projects.
- Provide secretariat services to the departmental governance structures.

1 Director SL13

SUB-DIRECTORATE HOD SUPPORT OFFICE

Purpose: To provide administrative and office support service.

Functions:

- Provide secretarial services.
- Provide administrative support and records management services.
- Provide logistic support service to the HOD.
- Coordinate meetings of the HOD.

- 1 Deputy Director SL11
- 1 Assistant Director SL9
- 2 Admin Clerk SL5
- 1 General Assistant SL2
- 1 Driver/ Messenger SL3

DDG(EPEM): *RWinyenzi*

Date: 8/11/2019

SUB-DIRECTORATE EXECUTIVE GOVERNANCE

Purpose: To provide executive governance support services.

Functions:

- Coordinate and consolidate departmental input processes enabling the HOD to influence strategic decision making processes both national and provincial platforms.
- Provide technical support to the HOD to appropriately participate in provincial planning processes.
- Provide technical support to the HOD to monitor the performance of strategic transversal project initiatives.
- Provide coordination service on intergovernmental relations matters.
- Coordinate the activities between HOD office and the office of the MEC.

- 1 Deputy Director SL11
- 1 Researcher SL8

HOD: *[Signature]*

Date: 12/11/2019

SUB-DIRECTORATE PROJECT COORDINATION

Purpose: To render coordination services to departmental strategic projects.

Functions:

- Develop and Maintain an Organisational Dashboard of all Projects
- Provide technical advisory services on Project Management principles and procedures
- Provide a standard framework for DEO's project management framework
- Provide project reporting service to the management of the Department.
- Coordinate the implementation of strategic initiative programmes and projects such as EPWP, School Rationalisation, ICT Roll-out and E-learning, Promotion of African languages in school etc.

- 1 Deputy Director SL11
- 5 Assistant Director SL9
- 4 Admin Officer SL7

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE YOUTH AND SPECIAL PROGRAMMES

Purpose: To coordinate youth and special programmes.

Functions:

- Coordinate departmental advocacy projects for the youth and people with special needs in the Department.
- Liaise with relevant stakeholders, organisations and department on youth and special programmes.
- Coordinate the reporting of activities related to special programmes.

- 1 Director SL13
- 2 Deputy Director SL11
- 2 Assistant Director SL9
- 2 Admin Officer SL7
- 1 Admin clerk SL5

DDG (EPEM).....
 Date: 8/11/2019

HOD.....
 Date: 11/11/2019

MEC.....
 Date: 12/11/2019



CHIEF DIRECTORATE INTERNAL AUDIT

Purpose: To provide internal audit governance assurance services.

Functions:

- Provide governance assurance and consulting services on the performance of departmental programmes and functions.
- Coordinate statutory audit processes.
- Provide secretariat services to the Departmental Audit Committee.

1 Chief Director SL14
 1 Secretary SL5

DIRECTORATE PERFORMANCE AUDIT

Purpose: To provide governance assurance and consulting services on the performance of departmental programmes and functions.

Functions:

- Develop, monitor and maintain the departmental performance audit policy framework and instruments.
- Develop and implement the departmental Annual Performance Audit Plan
- Provide performance audit consultancy services.
- Conduct audit of performance information.
- Provide technical advisory services to the departmental Audit Committee

1 Director SL13
 2 Deputy Director SL11
 3 Assistant Director SL9
 6 Internal Auditor SL8
 1 Admin clerk SL5

DIRECTORATE STATUTORY AUDIT

Purpose: To coordinate statutory audit processes.

Functions:

- Develop, monitor and maintain the departmental statutory audit policy framework.
- Conduct governance and compliance audits
- Assess and assure efficiency and effectiveness of internal control and risk management.
- Assess compliance with legislative, policy and procedural requirements.
- Facilitate and conduct forensic audit.
- Conduct Information Communication Technology and financial audit.

1 Director SL13
 2 Deputy Director SL11
 4 Assistant Director SL9
 10 Internal Auditor SL8
 2 Admin Clerk SL5

DDG(EPEM): *Rowena*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE ENTERPRISE RISK AND INTEGRITY MANAGEMENT

Purpose: To provide enterprise wide risk, anti-fraud and anti-corruption management service.

Functions:

- Develop, implement and monitor an enterprise wide risk management system.
- Develop, implement and monitor the implementation of the departmental fraud, anti-corruption, ethics and integrity policy framework and instruments.

1 Director SL13

SUB-DIRECTORATE COMPLIANCE AND RISK MANAGEMENT

Purpose: To develop, implement and monitor an enterprise wide risk management systems.

Functions:

- Develop and maintain the departmental risk management policy framework and instruments.
- Provide support to managers in the implementation of the risk management policy framework and instruments.
- Monitor and report on the management of risk controls.
- Provide support to the Risk Management Committee.
- Monitor compliance with governance practices, laws and regulations.
- Develop and maintain the departmental Risk Register.
- Assist departmental units to develop risk mitigation strategies and plans.
- Monitor and report on the implementation of risk mitigation strategies.

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 1 Risk Officer SL7
- 2 Compliance Officer SL7
- 1 Admin Clerk SL5

SUB-DIRECTORATE FRAUD AND ANTI-CORRUPTION

Purpose: To develop, implement and monitor the implementation of the departmental fraud, anti-corruption, ethics and integrity policy framework and instruments.

Functions:

- Develop fraud and corruption prevention policy and plan and monitor the implementation thereof.
- Develop and monitor the implementation of the departmental code of ethics.
- Oversee, monitor and report on loss control measures.
- Provide support to managers in the implementation of the fraud and corruption prevention plan.
- Develop and implement a system for the management of conflict of interest.
- Investigate and report fraud and corruption perpetrated against the Department.
- Monitor and report on the management of fraud and corruption.
- Provide employee vetting and screening services
- Provide service provider vetting and screening services

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 9 Loss Control and Anti-Corruption officer SL7

DDG(EPEM): *RWinyesha*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



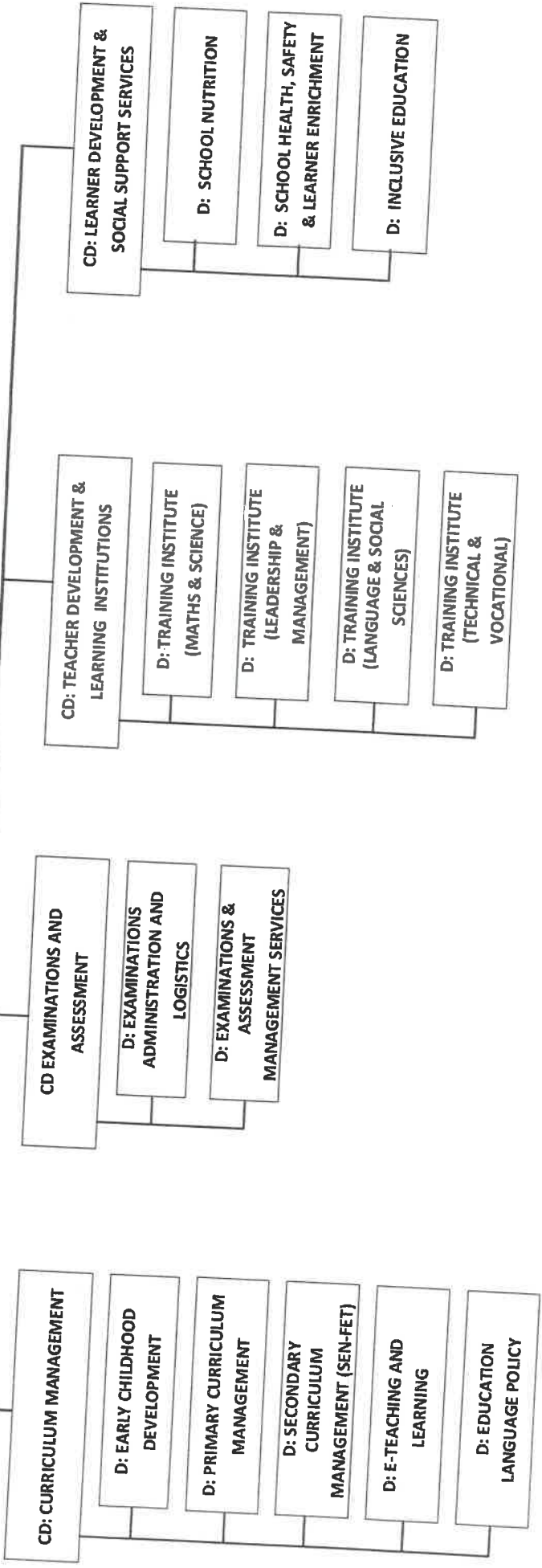
BRANCH CURRICULUM MANAGEMENT & DELIVERY

Purpose: To oversee the provision of integrated education planning, teaching and learning initiatives; whilst ensuring credible examination and administration assessment services.

Functions:

- Manage the provision of teacher development interventions that are in-line with the curriculum policies.
- Provide credible examinations and assessment services.
- Manage the integrated teacher development and learning institutions.
- Provide learner support services

- 1 Deputy Director General SL15
- 1 Executive Support SL11
- 1 Personal Assistant SL7



DDG(EPEM): *RW. Inyanga*

Date: 8/11/2019

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Date: 11/11/2019

MEC:

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Date: 13/11/2019



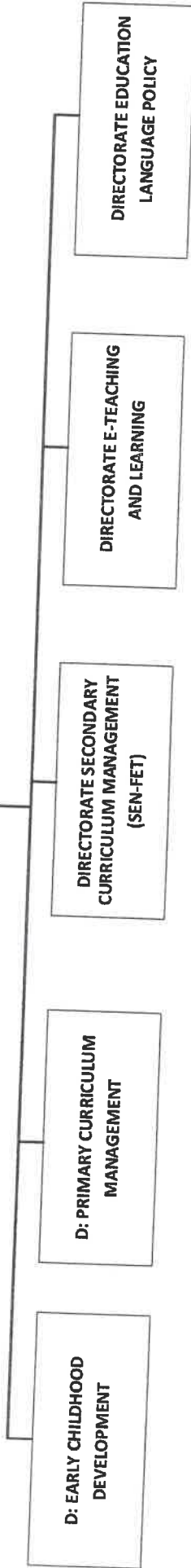
CHIEF DIRECTORATE CURRICULUM MANAGEMENT

Purpose: To manage the provision of teacher development interventions that are in-line with the curriculum policies.

Functions:

- Develop, maintain and facilitate the implementation of directives to implement curriculum policy for ECD and Grade R inclusive of monitoring outcomes.
- Develop, maintain and facilitate the implementation of directives to implement curriculum policy for Foundation and Intermediate phase (up to Grade 7) inclusive of monitoring outcomes.
- Develop, maintain and facilitate the implementation of directives to implement curriculum policy for SEN-FET.
- Coordinate the development of e-teaching and learning.
- Provide a framework that Promotes, manages, monitors and supports Language in Education Policy (1997) implementation.

- 1 Chief Director SL14
- 1 Secretary SL5



DDG(EPEM): *[Signature]*
 Date: 8/11/2019

HOD: *[Signature]*
 Date: 11/11/2019

MEC: *[Signature]*
 Date: 12/11/2019



DIRECTORATE EARLY CHILDHOOD DEVELOPMENT

PURPOSE: To develop, maintain and facilitate the implementation of directives to implement curriculum policy for ECD and Grade R inclusive of monitoring outcomes.

FUNCTIONS:

- Ensure effective planning and resourcing to realize quality education in the ECD band and facilitate the transition of children from ECD settings to Grade R.
- Monitor and support ECD learning outcomes and develop and monitor implementation of ECD business processes, Norms and Standards

1 Director SL13

SUB-DIRECTORATE BIRTH – GRADE R

Purpose: To ensure effective planning and resourcing to realize quality education in the ECD band and facilitate the transition of children from ECD settings to Grade R

Functions:

- Implement, monitor and support a strategy to promote the utilization of data to enhance quality and efficiency
- Render support to quality assurance authorities concerning early childhood development qualifications

1 CES (OSD)
2 DCES (OSD)
1 Admin Clerk SL5

DDG(EPEM): *[Signature]*

Date: 9/11/2019

SUB-DIRECTORATE ECD POLICY AND SYSTEMS

Purpose: To monitor and support ECD learning outcomes and develop and monitor implementation of ECD business processes, Norms and Standards

Functions:

- Implement, monitor and coordinate professional development of caregivers/ practitioners/ educators
- Implement, monitor and support the delivery of Norms and Standards in line with section 3 and 8 of the National Education Policy Act

1 CES (OSD)
2 DCES (OSD)

HOD: *[Signature]* MEC: *[Signature]*

Date: 12/11/2019



CHIEF DIRECTORATE CURRICULUM MANAGEMENT

DIRECTORATE PRIMARY CURRICULUM MANAGEMENT

Purpose: To develop, maintain and facilitate the implementation of directives to implement curriculum policy for Foundation and Intermediate phase (up to Grade 7) inclusive of monitoring outcomes.

Functions:

- Develop curriculum implementation and assessment directives for the Primary Phases.
- Provide subject planning and teacher development services.
- Monitor, evaluate and report on the implementation outcomes of curriculum for primary phase.
- Identify educator development requirements and facilitate the provision of bridging programmes by responsible components or institutions.

- 1 Director SL13
- 2 CES (OSD)
- 1 DCES (OSD) (Eng HL/ FAL/Foundation Phase/ Intermediate Phase)
- 1 DCES (OSD) (Xhosa HL/FAL/ Foundation Phase/ Intermediate Phase)
- 1 DCES (OSD) (Afrikaans HL)
- 1 DCES (OSD) (Sotho/ Zulu HL)
- 1 DCES (OSD) (Life Skills Foundation Phase/ Intermediate Phase)
- 1 DCES (OSD) (Numeracy/ Mathematics Foundation Phase/ Intermediate Phase)
- 1 DCES (OSD) (Natural Science & Technology Intermediate Phase)
- 1 DCES (OSD) (Social Studies Intermediate Phase)
- 1 Admin Clerk SL5

DDG (EPEM): *[Signature]*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE SECONDARY CURRICULUM MANAGEMENT (SEN-FET)

Purpose: To develop, maintain and facilitate the implementation of directives to implement curriculum policy for SEN-FET.
Functions:

- Develop, maintain and implementation curriculum policy and teacher development in Maths, Science and Technology subjects in Senior and FET phases.
- Develop, maintain and implementation curriculum policy and teacher development in vocational and occupational technology subjects in Senior and FET phases.
- Develop, maintain and implementation curriculum policy and teacher development in Social Studies, Languages and Art subjects in Senior and FET phases.
- Develop, maintain and implementation curriculum policy and teacher development in business and commercial subjects in Senior and FET phases.

1 Director SL13

SUB-DIRECTORATE MATHS AND SCIENCE SUBJECTS

Purpose: To develop, maintain and implementation curriculum policy and teacher development in Maths and Science subjects in Senior and FET phases.
Functions:

- Develop curriculum implementation and assessment directives for the Maths, Science and technology subjects in Senior & FET Phases.
- Provide subject planning services.
- Plan and coordinate teacher development services.
- Monitor, evaluate and report on the implementation outcomes of curriculum for secondary maths, science and technology.
- Monitor, evaluate and report on the quality of teaching in secondary maths, science and technology.

1 CES (OSD)
1 DCES (OSD) (Maths and Maths Lit)
1 DCES (OSD) (Agricultural Science, Life Sciences and Physical Science)
1 Admin Clerk SLS

DDG (PEM): *[Signature]*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

SUB-DIRECTORATE TECHNOLOGY SUBJECTS

Purpose: To develop, maintain and implementation curriculum policy and teacher development in vocational and *occupational technology subjects in Senior and FET phases.
Functions:

- Develop curriculum implementation and assessment directives for the Maths, Science and technology subjects in Senior & FET Phases.
- Provide subject planning services.
- Plan and coordinate teacher development services.
- Monitor, evaluate and report on the implementation outcomes of curriculum for secondary maths, science and technology.
- Monitor, evaluate and report on the quality of teaching in secondary maths, science and technology.

1 CES (OSD)
1 DCES (OSD) (Engineering Graphics & Design, Computer App Technology and Information Technology)
1 DCES (OSD) (Mechanical Technology, Electrical Technology, Civil Technology, Technical Maths and Tech Science)
1 DCES (OSD) (Agricultural Technology and Agricultural Management Practices)
* Provision for occupational technology subject has not been included in the structure. An addendum will be required once there is greater clarity on policy and times relating to these subjects.



DIRECTORATE SECONDARY CURRICULUM MANAGEMENT (SEN-FET)

SUB- DIRECTORATE SOCIAL STUDIES, LANGUAGES AND ART SUBJECTS

Purpose: To develop, maintain and implementation curriculum policy and teacher development in Social Studies, Languages and Art subjects in Senior and FET phases.

Functions:

- Develop curriculum implementation instruments for the Language, Arts & Culture subjects in Senior & FET Phases.
- Provide subject planning and teacher development services.
- Monitor, evaluate and report on the implementation outcomes of curriculum for the said phases.
- Monitor, evaluate and report on compliance with assessment and examination standards for the said phases.
- Identify educator development requirements and facilitate the provision of bridging programmes by responsible components or instruments.

- 2 CES (OSD)
- 1 DCES (OSD) (History, Geography, Religious Studies and Life Orientation)
- 1 DCES (OSD) (Arikaans HL/FAL, English HL/FAL, Sotho HL, Xhosa HL/FAL, Zulu HL)
- 2 DCES (OSD) (Visual Art, Design, Music, Dance Studies and Dramatic Arts)

DDG(EPEM): *ANWipusa*
 Date: 8/11/2019

SUB-DIRECTORATE BUSINESS, COMMERCE AND MANAGEMENT SUBJECTS

Purpose: To develop, maintain and implementation curriculum policy and teacher development in business and commercial subjects in Senior and FET phases.

Functions:

- Develop curriculum implementation instruments for the Economic Studies subjects in Senior & FET Phases.
- Provide subject planning and teacher development services.
- Monitor, evaluate and report on the implementation outcomes of curriculum for the said phases.
- Monitor, evaluate and report on compliance with assessment and examination standards for the said phases.
- Identify educator development requirements and facilitate the provision of bridging programmes by responsible components or instruments.

- 1 CES (OSD)
- 1 DCES (OSD) (Accounting and Economics)
- 1 DCES (OSD) (Tourism, Consumer studies and Business Studies)

HOD: *[Signature]*
 MEC: *[Signature]*
 Date: 12/11/2019



CHIEF DIRECTORATE CURRICULUM MANAGEMENT

DIRECTORATE E-TEACHING AND LEARNING

Purpose: To coordinate the development of e-teaching and learning.

Functions:

- Develop and integrate the e-learning policy into the curriculum through innovation systems.
- Develop and maintain innovative education delivery platform through technology solutions (e-education).
- Provide technical support for the design and implementation of technology solutions.
- Research best e-learning and teaching practices, methodologies and techniques.
- Facilitate and coordinate training on new e-Learning technologies and solutions.

- 1 Director SL13
- 2 CES (OSD)
- 4 DCEs (OSD)
- 2 Admin Clerk SL5

DDG (EPEM) *[Signature]*

Date: 8/11/2019

HOD *[Signature]*

Date: 11/11/2019

MEC *[Signature]*

Date: 12/11/2019



CHIEF DIRECTORATE CURRICULUM MANAGEMENT

DIRECTORATE EDUCATION LANGUAGE POLICY

Purpose: To provide a framework that Promotes, manages, monitors and supports Language in Education Policy (1997) implementation.

Functions:

- Develop and enrich bilingual programs.
- Coordinate the implementation of language-in-education policy programs.
- To coordinate the development of material that seek to promote implementation of the language in education policy.
- To promote indigenous knowledge systems inclusive of mobilisation of the inclusivity in education.
- Develop a long-term advocacy strategy driven by language awareness campaigns.
- Develop a strategy for Human Language Technologies to speed up the development of indigenous African languages
- Oversee Language planning viz: Corpus planning, Status and Acquisition planning through capacitation and training.

- 1 Director SL13
- 2 CES (OSD)
- 6 DCEs (OSD)
- 2 Admin Clerk SL5

DDG(EPEM): *[Signature]*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



CHIEF DIRECTORATE EXAMINATIONS AND ASSESSMENT

Purpose: To provide credible examinations and assessment services.

Functions:

- Manage and administer examination IT systems, logistical support and certification services.
- Plan and manage the professional conduct of examinations and assessment services throughout the schooling system.

- 1 Chief Director SL14
- 1 Secretary SL15

DIRECTORATE EXAMINATIONS ADMINISTRATION AND LOGISTICS

DIRECTORATE EXAMINATIONS & ASSESSMENT MANAGEMENT SERVICES

DDG(EPEM): *[Signature]*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/16/2019



DIRECTORATE EXAMINATIONS ADMINISTRATION AND LOGISTICS

Purpose: To manage and administer examination IT systems, logistical support and certification services.

Functions:

- Provide examination administrative and logistical support services.
- Provide and manage examination IT system, data processing and analysis and certification services.

1 Director SL13

SUB-DIRECTORATE PROCESS ADMINISTRATION & LOGISTICS

PURPOSE: To provide examination administrative and logistical support services.

FUNCTIONS:

- Coordinate of examinations financial planning and management.
- Render examinations procurement and stores management services.
- Process payments for examinations related services.
- Coordinate printing, packaging, storage and distribution of examination material.
- Coordinate the provision of examination security services.
- Coordinate examinations fleet management

1 Deputy Director SL11

1 Assistant Director SL9 (Budget, Printing, packaging, distribution and logistics)

4 Admin Officer SL7

6 Admin Clerk SL5

2 Driver/ Messenger SL3

3 General Assistant SL2

1 Assistant Director SL9 (Security management and COE payments)

2 Admin Officer SL7

7 Admin Clerk SL5

1 Security Officer SL3

SUB-DIRECTORATE EXAMINATION IT SUPPORT AND CERTIFICATION SERVICES

PURPOSE: To provide and manage examination IT system, data processing and analysis and certification services.

FUNCTIONS:

- Coordinate the registration of examination centres and candidates for all external examinations.
- Coordinate and control user profiles and access to the examination system.
- Coordinate the establishment and maintenance of candidates databases.
- Provide security for candidates' examination records.
- Provide examinations data analysis.
- Coordinate the issuing of Candidates' certificates.

1 Deputy Director SL11

1 Assistant Director SL9 (IT system administration)

5 Admin Officer SL7

4 Data Capturer SL5

1 Assistant Director SL9 (Records and Certification)

2 Admin Officer SL7

6 Admin Clerk SL5

DDG(EPEM): *RAM Inpota*

Date: 8/11/2019

HOD: *[Signature]*

MEC: *[Signature]*
Date: 17/11/2019



DIRECTORATE EXAMINATIONS & ASSESSMENT MANAGEMENT SERVICES

Purpose: To plan and manage the professional conduct of examinations and assessment services throughout the schooling system.

Functions:

- Manage and monitor the implementation of examinations and assessment policies from Grade R-12 and AET L4.
- Coordinate the examination marking processes, feedback systems and candidates scripts archiving.
- Design, develop, quality assure examinations and assessment instruments, the management of the question item banks and feedback system.

1 Director SL13

SUB-DIRECTORATE POLICY IMPLEMENTATION, MONITORING, EXAMINATION ETHICS AND SCHOOL BASED ASSESSMENT MANAGEMENT

PURPOSE: To manage and monitor the implementation of examinations and assessment policies from Grade R-12 and AET L4.

FUNCTIONS:

- Coordinate the management, conduct and administration of NSC and AET L4 examinations and assessment and implementation of UMALUSI directives.
- Verify compliance with school based assessment policy in designated grades across the schooling system and provide feedback.
- Coordinate integrated planning and promote examination ethics at all levels.
- Manage and coordinate concessions.
- Manage the registration of independent schools as examination centres.

1 CES (OSD)
 9 DCES (OSD)
 1 Admin Officer SL7
 7 Admin Clerk SL5

SUB-DIRECTORATE MARKING PROCESSES AND FEEDBACK

PURPOSE: To coordinate the examination marking processes, feedback systems and candidates scripts archiving.

FUNCTIONS:

- Coordinate and quality assure the recruitment and selection of Marking personnel.
- Facilitate the training of Marking personnel.
- Identify, assess, evaluate and select marking centres.
- Coordinate, monitor and manage the marking of candidates' scripts for all external examinations.
- Coordinate and facilitate the remark, recheck and viewing process of marked scripts and provide feedback.
- Provide storage of scripts and archiving of mark sheets.
- Coordinate and manage out-of-province marking.

1 CES (OSD)
 2 DCES (OSD)
 2 Admin Officer SL7
 2 General Assistant SL2
 4 Admin Clerk SL5

DDG(EPEM) *[Signature]*
 Date: 8/11/2019

HOD: *[Signature]*
 Date: 11/11/2019

SUB-DIRECTORATE ASSESSMENT INSTRUMENTS DEVELOPMENT AND ITEM BANK MANAGEMENT

PURPOSE: To design, develop, quality assure examinations and assessment instruments, the management of the question item banks and feedback system.

FUNCTIONS:

- Coordinate the establishment and functionality of examining panels.
- Coordinate the recruitment and selection of setting examiners, moderators, translators and adaptors.
- Facilitate the training of setting examiners, moderators, translators and adaptors.
- Coordinate the development and maintenance of question item bank
- Oversee setting, moderation, translation, versioning, adaptation, editing and final quality assurance of materials.
- Collation of examiners and standardisation statistics and analysis reports.
- Quality assure and sign off question paper master copies.
- Provide typing, formatting, editing and proof-reading services of assessment instruments.

1 CES (OSD)
 6 DCES (OSD)
 5 Admin Officer SL7
 1 Admin Clerk SL5

MEC: *[Signature]*

Date: 12/11/2019



CHIEF DIRECTORATE TEACHER DEVELOPMENT & LEARNING INSTITUTIONS

Purpose: To manage the integrated teacher development and learning institutions.

Functions:

- Provide integrated training and development enhancement programmes at Maths & Science Institute.
- Provide integrated training and development enhancement programmes at Leadership & Management Institute.
- Provide integrated training and development enhancement programmes at Language & Social Science Institute.
- Provide integrated training and development enhancement programmes at Technical & Vocational Institute.

1 Chief Director SL14
1 Secretary SL5

DIRECTORATE TRAINING INSTITUTE (MATHS & SCIENCE)

Purpose: To provide integrated training and development enhancement programmes at Institute A

Functions:

- Provide administrative support to provisioning of training in the institution.
- Provide administrative support to the provisioning of functional, transversal, management and leadership training programmes.
- Render general support and facility management services.

1 Director SL13
1 CES (OSD)
2 DCEs (OSD)
1 IT Technician SL7
2 Admin Clerk SL5
1 Driver/ Messenger SL3
1 Groundsman SL2
1 Receptionist SL5

DIRECTORATE TRAINING INSTITUTE (LEADERSHIP & MANAGEMENT)

Purpose: To provide integrated training and development enhancement programmes at Institute B

Functions:

- Provide administrative support to provisioning of training in the institution.
- Provide administrative support to the provisioning of functional, transversal, management and leadership training programmes.
- Render general support and facility management services.

1 Director SL13
1 CES (OSD)
2 DCEs (OSD)
1 IT Technician SL7
2 Admin Clerk SL5
1 Driver/ Messenger SL3
1 Groundsman SL2
1 Receptionist SL5

DIRECTORATE TRAINING INSTITUTE (LANGUAGE & SOCIAL SCIENCE)

Purpose: To provide integrated training and development enhancement programmes at Institute C

Functions:

- Provide administrative support to provisioning of training in the institution.
- Provide administrative support to the provisioning of functional, transversal, management and leadership training programmes.
- Render general support and facility management services.

1 Director SL13
1 CES (OSD)
2 DCEs (OSD)
1 IT Technician SL7
2 Admin Clerk SL5
1 Driver/ Messenger SL3
1 Groundsman SL2
1 Receptionist SL5

DIRECTORATE TRAINING INSTITUTE (TECHNICAL & VOCATIONAL)

Purpose: To provide integrated training and development enhancement programmes at Institute D

Functions:

- Provide administrative support to provisioning of training in the institution.
- Provide administrative support to the provisioning of functional, transversal, management and leadership training programmes.
- Render general support and facility management services.

1 Director SL13
1 CES (OSD)
2 DCEs (OSD)
1 IT Technician SL7
2 Admin Clerk SL5
1 Driver/ Messenger SL3
1 Groundsman SL2
1 Receptionist SL5

DDG(EPEM).....

Date: 2/11/2019

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Date: 11/11/2019

MEC:.....

Date: 12/11/2019



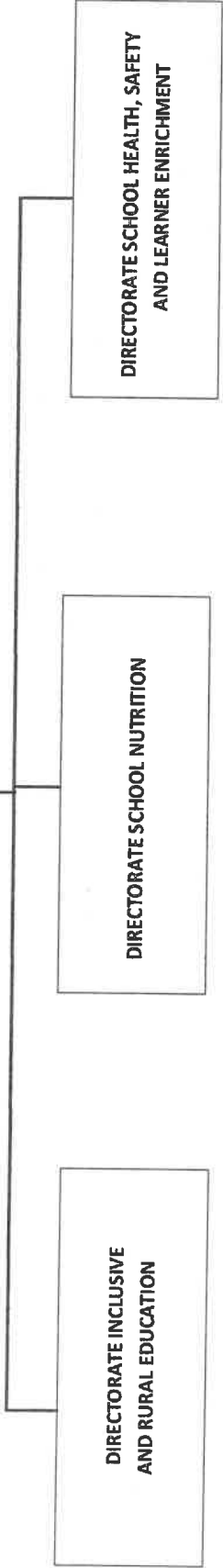
CHIEF DIRECTORATE LEARNER DEVELOPMENT & SOCIAL SUPPORT SERVICES

Purpose: To provide learner support services.

Functions:

- Develop, maintain and facilitate the implementation of inclusive education policy and provide rural education support.
- Coordinate the implementation of school nutrition programme in the Department.
- Coordinate the implementation of school health, life skills, social support and the provisioning of learner enrichment programmes.

1 Chief Director SL14
1 Secretary SL5



DDG(EPEM): *AN Mpeved*
Date: 8/11/2019

HOD: *A*
Date: 11/11/2019

MEC: *Y. G. G. G.*
Date: 12/11/2019



CHIEF DIRECTORATE LEARNER DEVELOPMENT & SOCIAL SUPPORT SERVICES

DIRECTORATE INCLUSIVE AND RURAL EDUCATION

Purpose: To develop, maintain and facilitate the implementation of inclusive education policy and provide rural education support.

Functions:

- Develop, implement, maintain and evaluate departmental inclusive education policy directives across the curriculum.
- Facilitate the development of educator programmes in the area of inclusive education.
- Develop policy directives and standards for the provision of specialised equipments, devices, infrastructure and LTSM to support inclusive education policy imperatives.
- Facilitate the implementation of agricultural and historical school programmes.
- Facilitate the implementation of agricultural and historical school programmes.

- 1 Director SL13
- 1 CES (OSD): Training in IE Policy and Practice
- 1 DCES (OSD): School-Based Educators
- 1 DCES(OSD): Office-Based Educators
- 1 CES (OSD): IE Policy Regulation in Schools
- 1 DCES (OSD): IE Policy Regulation in Full- Service and Special Schools
- 1 DCES (OSD): IE Policy Regulation in Mainstream schools
- 1 Snr Education Therapist (OSD)
- 1 Snr Education Counsellor/ Psychometrist (OSD)
- 1 Snr Education Psychologist (OSD)
- 1 CES(OSD) : Agricultural and Historical Schools
- 1 CES(OSD) : Rural Education
- 1 Admin Clerk SL5

DDG(EPEM): *R. Winyenda*

Date: 8/11/2019

DIRECTORATE SCHOOL NUTRITION

Purpose: To coordinate the implementation of school nutrition programme in the Department.

Functions:

- Plan, director, monitor and report on the implementation of the conditional grant for the school nutrition programme.
- Facilitate the provisioning of support on the management of the school nutrition fund.
- Provide departmental report on school nutrition programme

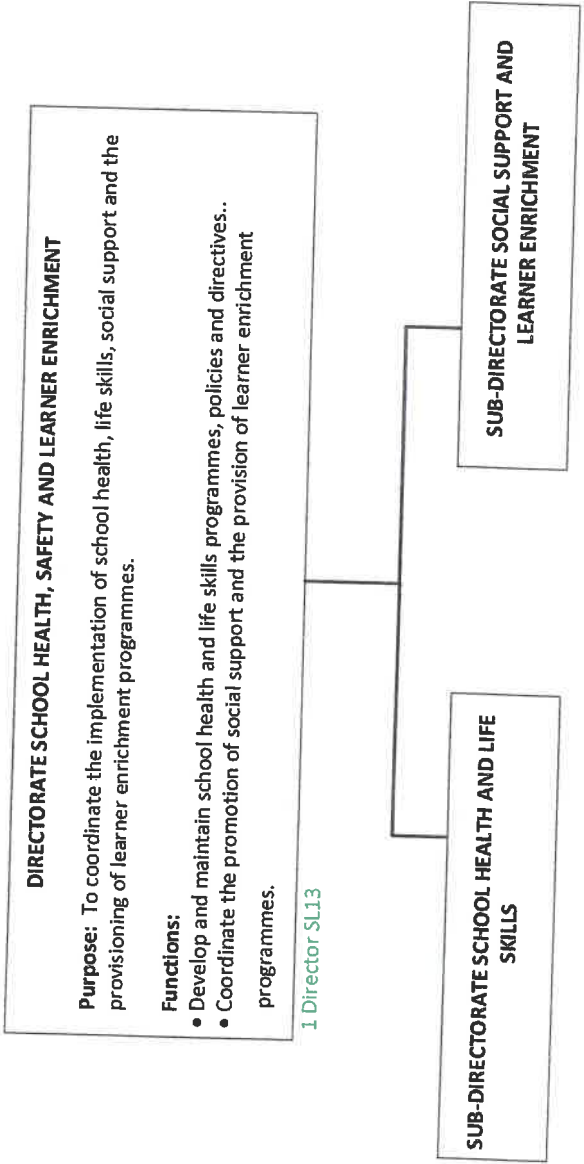
- 1 Director SL13
- 2 Deputy Director SL11
- 4 Assistant Director SL9
- 1 Admin Clerk SL5

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

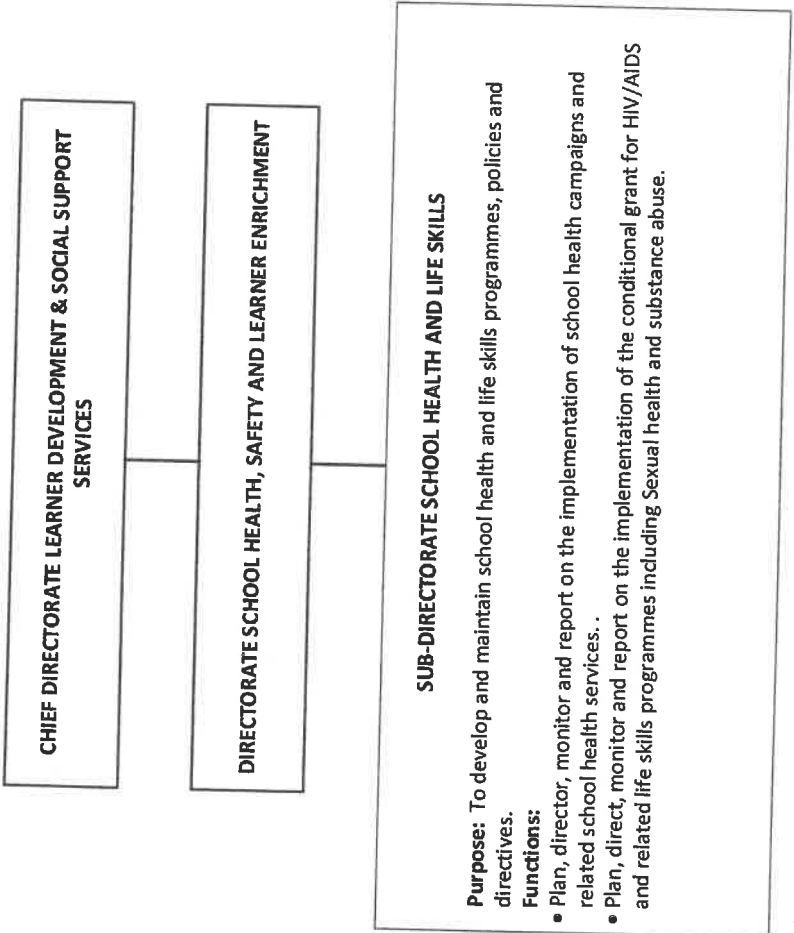
Date: 11/11/2019



DDG (EPEM): *AM. Mphahlele*
Date: *8/11/2019*

HOD: *[Signature]*
Date: *11/11/2019*

MEC: *[Signature]*
Date: *12/11/2019*



- 1 Deputy Director SL11
- 5 Assistant Director SL9
- 1 Admin Officer SL7
- 1 Admin Clerk SL5

DDG (EPEM): *[Signature]* HOD: *[Signature]* MEC: *[Signature]*

Date: 8/11/2019 Date: 11/11/2019 Date: 12/11/2019



DIRECTORATE SCHOOL HEALTH, SAFETY AND LEARNER ENRICHMENT

SUB-DIRECTORATE SOCIAL SUPPORT AND LEARNER ENRICHMENT

Purpose: To coordinate the promotion of social support and the provision of learner enrichment programmes.

Functions:

- Coordinate programmes promoting access of learners to schools.
- Develop, maintain and facilitate the implementation of learning enrichment programmes.

1 CES (OSD)

UNIT ACCESS PROMOTION

PURPOSE: To coordinate programmes promoting access of learners to schools.

FUNCTIONS:

- Develop , monitor and facilitate the implementation of School Hostels Policy framework.
- Setting of norms and standards for school hostels.
- Develop the Scholar Transport Policy.
- Liaise with the Department of Transport for the implementation of scholar transport.
- Develop, monitor and report on the implementation of Policy framework for physical safety in schools.
- Coordinate the implementation of school safety advocacy.

1 DCES (OSD)
4 Admin Officer SL7

UNIT LEARNING ENRICHMENT

PURPOSE: To develop, maintain and facilitate the implementation of learning enrichment programmes.

FUNCTIONS:

- Develop and maintain norms and standards for the provisioning of innovative library services to schools.
- Develop, maintain and facilitate the implementation of co- curricular programmes to address the holistic development needs of learners (school sport, music, performing arts, leadership, Olympiads, exposures, etc) in partnership with relevant departments, sport federations and relevant agencies and sponsors.
- Develop, maintain and facilitate the implementation of career guidance programmes.

1 DCES (OSD)
5 SES (OSD) (Sport Music & Culture Promotion)

DDG(EPEM): *RW Nyenola*

Date: *8/11/2019*

HOD: *[Signature]*

Date: *11/11/2019*

MEC: *[Signature]*

Date: *12/11/2019*



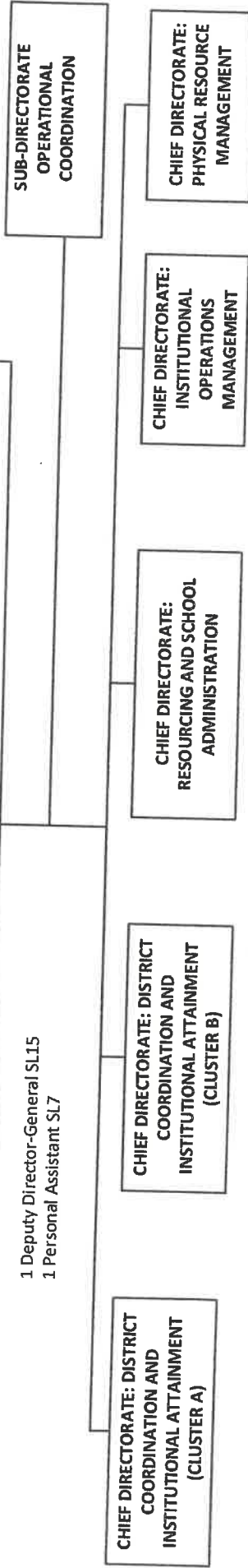
BRANCH EDUCATION DISTRICT COORDINATION AND INSTITUTIONAL OPERATIONS MANAGEMENT

Purpose: To oversee the management of education administration and the coordination of institutional transformation.

Functions:

- Coordinate and account for the delivery of quality education and provisioning of corporate support services in District Offices allocated to Cluster A.
- Coordinate and account for the delivery of quality education and provisioning of corporate support services in District Offices allocated to Cluster B.
- Strategically direct the implementation of institutional transformation initiatives.
- Provide physical resource management services.
- Provide operational support to the office of the Deputy Director - General.

1 Deputy Director-General SL15
1 Personal Assistant SL7



DDG(EPEM) *[Signature]*
 Date: 8/11/2019

HOD: *[Signature]*
 Date: 11/11/2019

MEC: *[Signature]*
 Date: 12/11/2019



BRANCH EDUCATION DISTRICT COORDINATION AND INSTITUTIONAL OPERATIONS MANAGEMENT

SUB-DIRECTORATE OPERATIONAL COORDINATION

Purpose: To provide operational support to the office of the Deputy Director- General.

Functions:

- Provide technical and administrative support services in the areas of
 - Operational Annual Performance Planning
 - Consolidation of performance monitoring and evaluation reports
 - Budget consolidation processes
 - Educator utilisation trends and practices
- Provide district performance review coordination services.
- Provide performance early warning services.
- Provide technical advisory services to the Branch Head enabling him or her to effectively and efficiently participate/ influence the departmental strategic plan and decision processes.
- Provide branch related secretariat services.
- Provide office and records management services.

- 1 Executive Support (Deputy Director) SL11
- 1 Assistant Director SL9
- 2 Admin Clerk SL5
- 1 DCES (OSD)

DDG(PEPM): *RW Innes*

Date: 8/11/2019

HOD: *[Signature]*
Date: 11/11/2019

MEC: *[Signature]*
Date: 17/11/2019



Chief Directorate: District Coordination And Institutional Attainment (Cluster A)

PURPOSE: To coordinate and account for the delivery of quality education and provisioning of corporate support services in District Offices allocated to the Cluster.

FUNCTIONS:

- Coordinate the implementation of education and corporate services related policies, frameworks and instruments and information management in the cluster.
- Provide integrated district education and corporate support services in the district offices.
- Ensure district cooperate functionality and strategic capability and efficient utilisation of resources.

1x Chief Director SL14
1x Secretary SL5

DIRECTORATE: OPERATIONS MANAGEMENT AND COORDINATION

Purpose: To coordinate the implementation of education and corporate services related policies, frameworks and instruments and information management in the cluster.

Functions:

- Coordinate the implementation of education related policies, frameworks and instruments and information management in the cluster.
- Manage the provisioning of sound financial management and supply chain management.
- Coordinate human resource management services in the cluster.

1x Director SL13

Directorate: Education
District Office
Chris Hani East

Directorate: Education
District Office

OR Tambo Coastal

Directorate: Education
District Office

OR Tambo Inland

Directorate: Education
District Office

Joe Gqabi

Directorate: Education
District Office

Alfred Nzo West

Directorate: Education
District Office
Alfred Nzo East

DDG(EPEM): *AN Mxenge*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 13/11/2019



Chief Directorate: District Coordination And Institutional Attainment Office (Cluster A)

DIRECTORATE: OPERATIONS MANAGEMENT AND COORDINATION

Sub Directorate: Education Services Operations Coordination

Purpose: To coordinate the implementation of education related policies, frameworks and instruments and information management in the cluster.

Functions

- Provide coordination services on the implementation of education policies in the district offices.
- Provide communication and stakeholder mobilisation services
- Coordinate youth and special programmes for the Cluster

- 1 x CES (OSD)
- 3 x DCES (OSD)
- 2 x Admin Clerk SL5

Sub Directorate: Finance and Infrastructure Support

Purpose: To manage the provisioning of sound financial management and supply chain management.

Functions

- Coordinate the provisioning of sound financial management services.
- Coordinate the provisioning of supply chain management services.
- Coordinate the provisioning of physical maintenance services to demarcated district offices.

- 1 x Deputy Director SL11
- 2 x Assistant Director SL9
- 1 x State Accountant SL7
- 1 x SCM Officer SL7
- 1 x Admin Clerk SL5

Sub Directorate: Human Resources

Purpose: To coordinate human resource management services in the cluster.

Functions

- Coordinate the implementation of human resource policies.
- Coordinate human resource planning for the cluster.
- Monitor compliance to human resource frameworks
- Provide human resource support to districts

- 1 x Deputy Director SL11
- 1 x Assistant Director SL9
- 1 x HR Practitioner SL8
- 1 x Admin Clerk SL5

DDG(EPEM): *[Signature]*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



Chief Directorate: District Coordination And Institutional Attainment (Cluster B)

PURPOSE: To coordinate and account for the delivery of quality education and provisioning of corporate support services in District Offices allocated to the Cluster.

FUNTIONS:

- Coordinate the implementation of education and corporate services related policies, frameworks and instruments and information management in the cluster.
- Provide integrated district education and corporate support services in the district offices.
- Ensure district cooperate functionality and strategic capability and efficient utilisation of resources.

1x Chief Director SL14
1x Secretary SL5

DIRECTORATE: OPERATIONS MANAGEMENT AND COORDINATION

Purpose: To coordinate the implementation of education and corporate services related policies, frameworks and instruments and information management in the cluster.

Functions:

- Coordinate the implementation of education related policies, frameworks and instruments and information management in the cluster.
- Manage the provisioning of sound financial management and supply chain management.
- Coordinate human resource management services in the cluster.

1x Director SL13

Directorate: Education District Office	Buffalo City Metro
Directorate: Education District Office	Chris Hani West
Directorate: Education District Office	Amathole East
Directorate: Education District Office	Sarah Baartman
Directorate: Education District Office	Amathole West
Directorate: Education District Office	Nelson Mandela Bay Metro

DDG(EPEM): *[Signature]*

Date: 2/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



Chief Directorate: District Coordination And Institutional Attainment Office (Cluster B)

DIRECTORATE: OPERATION MANAGEMENT AND COORDINATION

Sub Directorate: Education Services Operations Coordination

Purpose: To coordinate the implementation of education related policies, frameworks and instruments and information management in the cluster.

Functions

- Provide coordination services on the implementation of education policies in the district offices.
- Provide communication and stakeholder mobilisation services
- Coordinate youth and special programmes for the Cluster

- 1 x CES (OSD)
- 3 x DCES (OSD)
- 2 x Admin Clerk SL5

Sub Directorate: Finance and Infrastructure Support

Purpose: To manage the provisioning of sound financial management and supply chain management.

Functions

- Coordinate the provisioning of sound financial management services.
- Coordinate the provisioning of supply chain management services.
- Coordinate the provisioning of physical maintenance services to demarcated district offices.

- 1 x Deputy Director SL11
- 2 x Assistant Director SL9
- 1 x State Accountant SL7
- 1 x SCM Officer SL7
- 1 x Admin Clerk SL5

Sub Directorate: Human Resources

Purpose: To coordinate human resource management services in the cluster.

Functions

- Coordinate the implementation of human resource policies.
- Coordinate human resource planning for the cluster.
- Monitor compliance to human resource frameworks
- Provide human resource support to districts

- 1 x Deputy Director SL11
- 1 x Assistant Director SL9
- 1 x HR Practitioner SL8
- 1 x Admin Clerk SL5

DDG(EPM): *M. Anil Kumar*

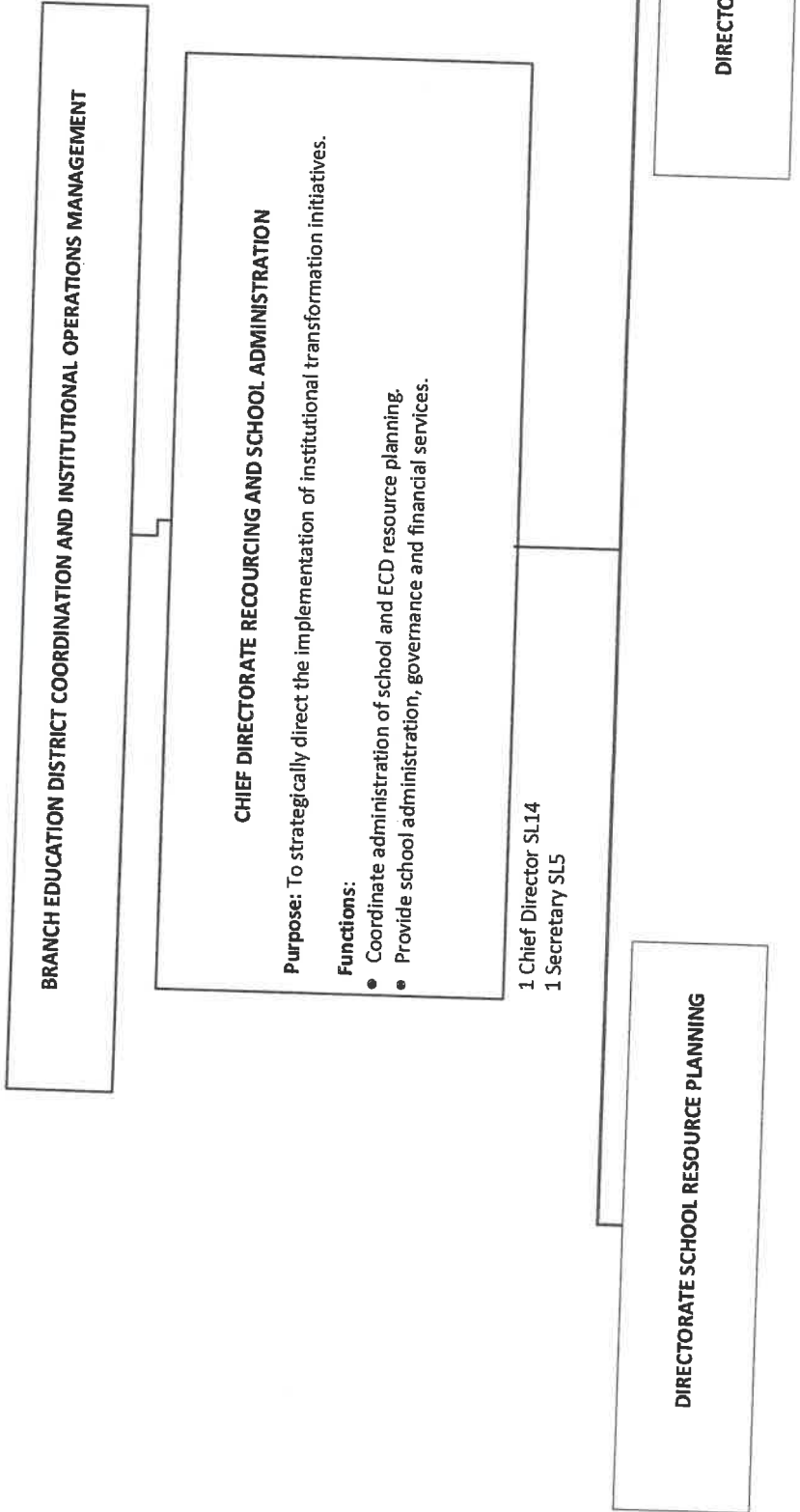
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Date: 11/11/2019

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Date: 12/11/2019



BRANCH EDUCATION DISTRICT COORDINATION AND INSTITUTIONAL OPERATIONS MANAGEMENT

CHIEF DIRECTORATE RECURRING AND SCHOOL ADMINISTRATION

Purpose: To strategically direct the implementation of institutional transformation initiatives.

Functions:

- Coordinate administration of school and ECD resource planning.
- Provide school administration, governance and financial services.

1 Chief Director SL14
1 Secretary SL5

DIRECTORATE SCHOOL RESOURCE PLANNING

DIRECTORATE SCHOOL ADMINISTRATION

DDG(EPEM): *P. M. Mphahlele*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



CHIEF DIRECTORATE RESOURCING AND SCHOOL ADMINISTRATION

DIRECTORATE SCHOOL RESOURCE PLANNING

Purpose: To coordinate administration of school and ECD resource planning.

Functions:

- Determine school resourcing needs
- Plan and budget for school resourcing needs including LTSM, school furniture etc.
- Liaise with relevant units in ensuring timely and equitable provision of school resources.

- 1 Director SL13
- 2 CES (OSD)
- 4 DCES (OSD)
- 1 Admin Clerk SL5

DDG (EPEN): *[Signature]*

Date: 8/11/2019

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Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE SCHOOL ADMINISTRATION

Purpose: To provide school administration, governance and financial services.

Functions:

- Provide school administration support services.
- Coordinate and manage policy and regulation of School Management and Governing Bodies
- Provide public finance management support to schools.

1 Director SL13

SUB- DIRECTORATE SCHOOL ADMINISTRATION

PURPOSE: To provide school administration support services.

FUNCTIONS:

- Coordinate and manage School administration policies and norms and standards
- Coordinate and manage policy and regulation of ordinary public schools.
- Coordinate and manage policy and regulation of independent schools and the home schooling.

1 CES (OSD)
 7 DCEs (OSD)
 4 Assistant Director SL9
 1 Admin Clerk SL5

SUB- DIRECTORATE SCHOOL MANAGEMENT AND GOVERNANCE

PURPOSE: To coordinate and manage policy and regulation of School Management and Governing Bodies.

FUNCTIONS:

- Facilitate the implementation of policies, norms and standards for school management and governing bodies.
- Facilitate and provide an oversight role during the elections of the school governing body.
- Coordinate training and development for school governing bodies.

1 CES (OSD)
 3 DCEs (OSD)

SUB-DIRECTORATE SCHOOL FINANCIAL MANAGEMENT SERVICES

Purpose: To provide public finance management support to schools.

Functions:

- Provide guidance on financial management practices.
- Monitor compliance to legislative pertaining to public financial management and prescribed accounting, reporting and auditing requirements.

1 Deputy Director SL11
 3 Assistant Director SL9
 1 Admin Clerk SL5

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Date: 8/10/2019

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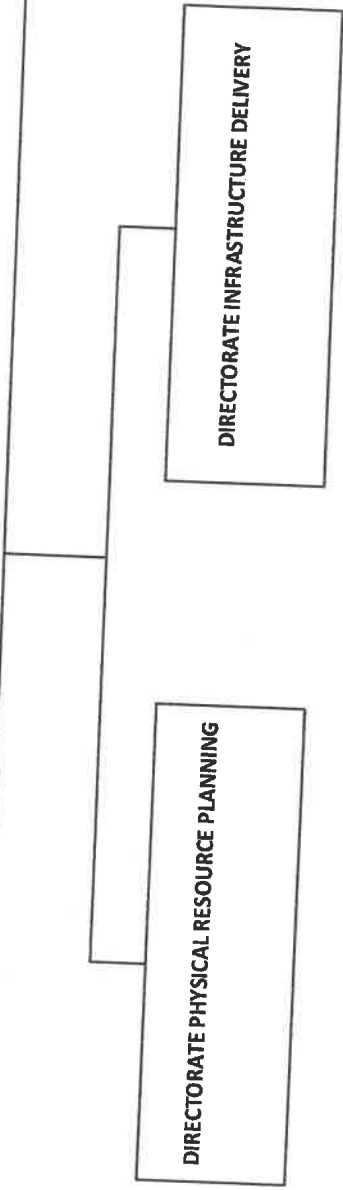
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Date: 12/11/2019



CHIEF DIRECTOR PHYSICAL RESOURCES MANAGEMENT	
Purpose: To provide physical resource management services.	
Functions:	
- Develop and manage strategies, policies, systems, norms/standards and plans related to immovable assets and associated equipment.	
- Develop and manage the delivery of the entire infrastructure development and maintenance programme for the DOE.	
1x Chief Director: Physical Resource Management SL 14	Post No PRM 001
1x Secretary SL5	
1x Deputy Director: Systems Control SL11	Post No PRM 003



DDG(EPEM): *ANWijens4*
 Date: *8/11/2019*

HOD: *[Signature]*
 Date: *11/11/2019*

MEC: *[Signature]*
 Date: *12/11/2019*



DIRECTORATE PHYSICAL RESOURCE PLANNING

Purpose: To develop and manage strategies, policies, systems, norms/standards and plans for the provisioning of immovable assets and associate equipment.

Functions:

- Develop and manage the physical resources framework for the DOE.
- Plan the provisioning of and budget for associated equipment, acquisitions, disposals and utility management services.

1x Director SL13: Physical Resource Planning Post No PRM 006

SUB-DIRECTORATE PLANNING

Purpose: To develop and manage the physical resources framework for the DOE.

Functions:

- Undertake analysis, customise functional/technical norms & standards, prepare policies, formulate strategies for the planning of physical resources.
- Provide physical resources inputs for all plans, reports and financial requirements including the preparation and maintenance of the physical resources framework in consultation with Facilities.
- Review Facilities utilisation, develop & apply prioritisation models and prepare U-AMP.
- Prepare projects briefs and scope of projects.
- Prepare accommodation schedules for offices and Facilities.
- Monitor adherence of infrastructure plans in terms of approved functional and technical norms and standards.
- Plan, budget, implement and apply outcomes of Condition Assessments for Schools in terms of maintenance budgets and plans.

1x Architect (OSD)	Post No PRM 007
1x Quantity Surveyor (OSD)	Post No PRM 008
1x Chief Electrical Engineer (OSD)	Post No PRM 009
1x Electrical Engineer (OSD)	Post No PRM 010
1x Mechanical Engineer (OSD)	Post No PRM 011
1x Chief Civil Engineer (OSD)	Post No PRM 012
1x Chief Town and Regional Planner (OSD)	Post No PRM 013
1x Town and Regional Planner (OSD)	Post No PRM 014
1x GIS Technician (OSD)	Post No PRM 015
1x Chief Education Specialist (OSD)	Post No PRM 016
1x Deputy Chief Education Specialist (OSD)	Post No PRM 017 -021
1x Control GIS Technologist (OSD)	Post No PRM 022
2x Deputy Director SL 11: Technical Support	Post No PRM 023/024 (Contract)
1x Architect (OSD)	Post No PRM 025 (Contract)
2x Senior Administration Officer SL 8 (Data Analyst)	Post No PRM 026/027

SUB-DIRECTORATE PROPERTY AND EQUIPMENT MANAGEMENT

Purpose: Plan and budget for associated equipment, acquisitions, disposals and utility management services.

Functions:

- Plan for and manage leases for Schools.
- Provide and manage the use of utilities by Schools.
- Plan for acquisition and disposals of immovable assets and provide inputs to Custodian.

1x Deputy Director SL11 Post No PRM 021
 3x Assistant Director SL9 Post No PRM 022 and 023
 3x Administration Officer SL7 Post No PRM 024-026

DDG (EPEM): *[Signature]*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



CHIEF DIRECTOR PHYSICAL RESOURCES MANAGEMENT

DIRECTORATE INFRASTRUCTURE DELIVERY

Purpose: To develop and manage the delivery of the entire infrastructure development and maintenance programme for the DOE.

Functions:

- Prepare the IPMP, budgets and Project List.
- Provide project/programme information and inputs when the IPI is prepared.
- Review and sign-off on IPIs, Project Execution Plans, work orders and payments.
- Consult with clients during project planning, implementation, attend and participate in site visits, progress and evaluation meetings.
- Prepare financial and performance reports.
- Manage, coordinate, monitor and evaluate the implementation of the infrastructure development and maintenance programme.
- Provide feedback to Physical Resources Planning regarding learning generated during project implementation.

1x Director SL13: Infrastructure Delivery
 1x Chief Engineer (OSD) Post No PRM 028
 1x Engineer (OSD) Post No PRM 029
 1x Chief Architect (OSD) Post No PRM 030
 1x Architect (OSD) Post No PRM 031
 1x Chief Quantity Surveyor (OSD) Post No PRM 032
 1x Quantity Surveyor (OSD) Post No PRM 033
 1x Deputy Director SL 11: Finance Post No PRM 034
 1x Assistant Director SL9: Finance Post No PRM 035
 Post No PRM 036

1x Deputy Director SL11 : SCM
 1x Assistant Director SL9: SCM
 2x Supply Chain Management Clerk SL5
 1x Senior State Accountant SL7
 1x Accounting Clerk SL5
 1x Deputy Director: Equipment SL11

To be distributed amongst the District Offices
 5x Control Works Inspector SL10 Post No PRM 044 – 048
 6x Chief Works Inspector SL8
 19x Works Inspector SL6

DDG(PEM): *A. Vinayak*

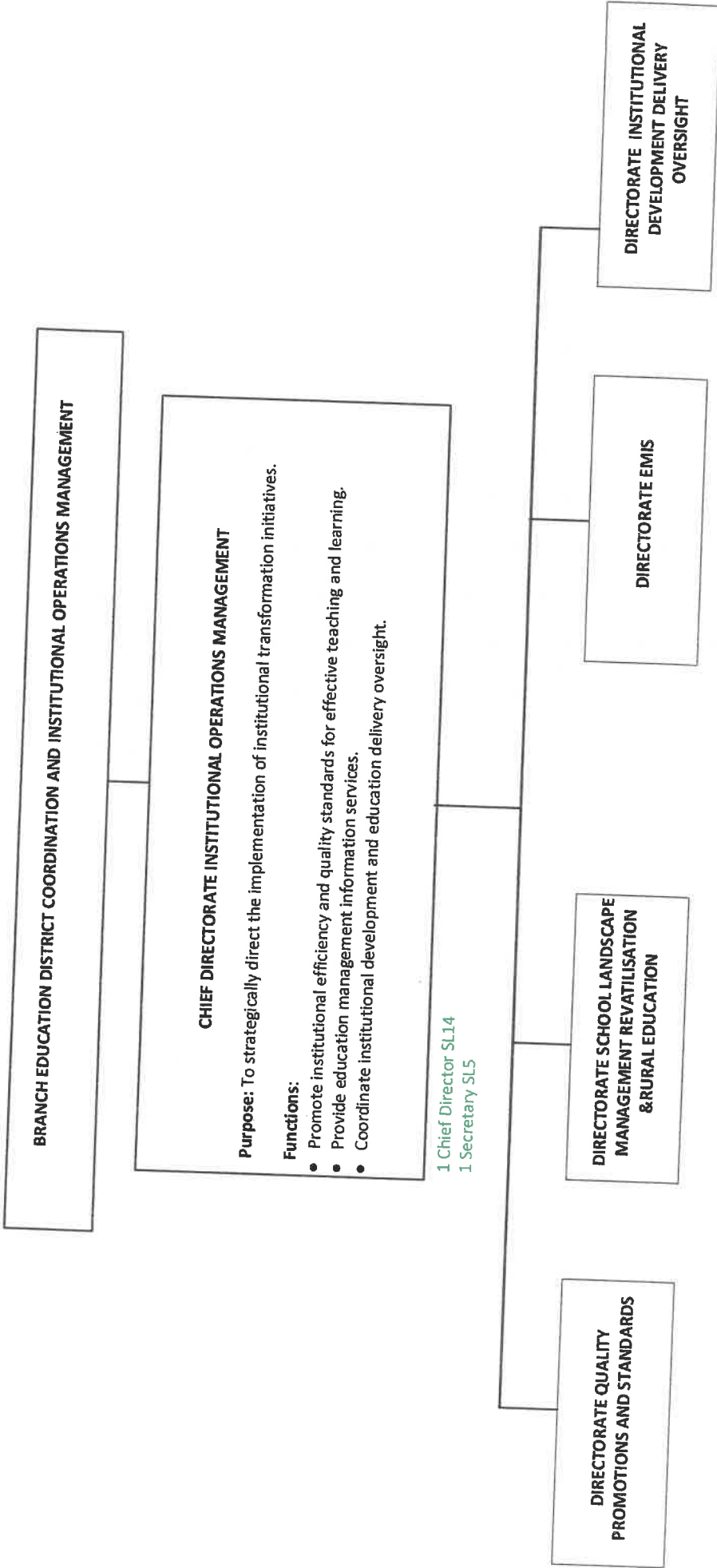
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Date: 12/11/2019



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 Date: 8/11/2019

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 Date: 11/11/2019

MEC: *[Signature]*
 Date: 12/11/2019



DIRECTORATE SCHOOL LANDSCAPE MANAGEMENT & RURAL EDUCATION

Purpose: To manage the provision of school mapping services, revitalisation of schools and of rural education.

Functions:

- Provide mapping, and planning services for schools, hostels and scholar transport.
- Provide revitalisation of schools
- Provide the coordination of rural education support.

- 1 Director
- 1 Personal Assistant

SUB-DIRECTORATE SCHOOL LANDSCAPE MANAGEMENT

Purpose: To provide mapping, and planning services for schools, hostels and scholar transport.

Functions:

- Conduct planning liaison with circuits on institutional needs.
- Facilitate planning for school extension and new school creation.
- Facilitate the planning for scholar transport and new hostels.
- Coordinate the right sizing of schools.
- Administer the approval of changes in school type and classification.
- Provide data and spatial analysis services.

- 1 Deputy Director
- 1 DCES
- 1 School Planner
- 3 GIS Technician
- 3 Data Analyst
- 1 Admin Clerk

SUB DIRECTORATE REVITALISATION OF SCHOOLS

Purpose: Provide revitalisation of schools.

Functions:

- Conduct agricultural schools revitalisation.
- Conduct revitalisation of historical schools.
- Conduct revitalisation of township and rural schools.

- 1 CES
- 3 DCES
- 1 Admin Clerk

SUB DIRECTORATE RURAL & EDUCATION OPERATIONS

Purpose: To provide the coordination of rural education support.

Functions:

- Develop teaching models suitable for rural schools
- Coordinate infrastructure development and maintenance for rural schools.
- Monitor the implementation of SASSA section 14 agreements
- Adapt education programs to serve specific needs of rural and deprived learners.
- Manage education operations.

- 1 CES
- 3 DCES

R. Winyenda
8/11/2019

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11/11/2019

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12/11/2019



DIRECTORATE QUALITY PROMOTIONS & STANDARDS

Purpose: To promote institutional efficiency and quality standards for effective teaching and learning.

Functions:

- Ensure departmental and school functionality through the provisioning of comprehensive whole school, teaching and learning system evaluation.
- Provide for effective policy and programme implementation and coordination of service delivery oversight.
- Promote self managing schools through the implementation of School Self Evaluation and School improvement plans.

1 Director SL13

SUB-DIRECTORATE WHOLE SCHOOL EVALUATION

Purpose: To ensure departmental and school functionality through the provisioning of comprehensive whole school, teaching and learning system evaluation.

Functions:

- Ensure and manage school performance through Whole School Evaluation in Primary Schools.
- Ensure and manage school performance through Whole School Evaluation Secondary Schools.

1 CES (OSD)
7 DCEs (OSD)
1 Admin Officer SL7
3 Admin Clerk SL5

SUB-DIRECTORATE QUALITY EDUCATION PROGRAMMES & OUTCOMES

Purpose: To provide for effective policy and programme implementation and coordination of service delivery oversight.

Functions:

- Coordinate the implementation of quality education programmes through systemic studies, reading and literacy.
- Facilitate the provisioning and evaluation of education redress programmes

1 CES (OSD)
3 DCEs (OSD)

SUB-DIRECTORATE WHOLE SCHOOL DEVELOPMENT

Purpose: To promote self managing schools through the implementation of School Self Evaluation and School improvement plans.

Functions:

- Coordinate the development of school self evaluation and school improvement plans.
- Facilitate and monitor the training and development of schools School Self Evaluations and Service Improvement Plans.
- Evaluate and monitor under-performing schools.

1 CES (OSD)
5 DCEs (OSD)
1 Admin Clerk SL5

DDG(EPEM).....
Date: 8/11/2019

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Date: 11/11/2019

MEC:.....
Date: 12/11/2019



DIRECTORATE EDUCATION MANAGEMENT INFORMATION SYSTEMS

Purpose: To provide education management information services.

Functions:

- Provide data analysis and business intelligence services.
- Develop and maintain integrated education information system.

1 Director SL13

SUB-DIRECTORATE DATA ANALYSIS AND BUSINESS INTELLIGENCE

Purpose: To provide data analysis and business intelligence services.

Functions:

- Collect, 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

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 1 Statistician SL8
- 1 Web Administrator SL7
- 2 Data Analyst SL7
- 3 Data Capturer SL5
- 1 Admin Clerk SL5

SUB-DIRECTORATE EMIS SYSTEM DEVELOPMENT AND SUPPORT

Purpose: To develop and maintain the integrated education information system.

Functions:

- Develop policy systems standards that promote data integrity and security
- Implement the National SASAMS and LURITS systems
- Develop and maintain the EDUSTAT Business Intelligence system
- Maintain an updated Masterfile of all education institutions
- Maintain an updated provincial SASAMS warehouse

- 1 Deputy Director SL11
- 1 Assistant Director SL9 (SASAMS Project Manager)
- 1 Admin Officer SL7 (SASAMS Technical Support)
- 1 Database Administrator SL5
- 2 Programmer SL8
- 2 Admin Clerk SL5 (LURITS)

DDG(EPEM): *A. M. M. M. M.*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE INSTITUTIONAL DEVELOPMENT AND DELIVERY OVERSIGHT

Purpose: To coordinate institutional development and education delivery oversight.

Functions:

- Coordinate institutional development
- Conduct service delivery oversight

1 Director SL13

SUB DIRECTORATE INSTITUTIONAL DEVELOPMENT

Purpose: To coordinate institutional development

Functions:

- Develop and monitor policies on circuit management and functioning.
- Develop and monitor policies for leadership and performance of schools.
- Coordinate the implementation EDCs and education programmes .
- Manage and evaluate interventions, LAIS, NECT, Vacation schools

1 CES (OSD)
3 DCES (OSD)

SERVICE DELIVERY OVERSIGHT

Purpose: To conduct service delivery oversight

Functions:

- Conduct education delivery oversight.
- Stabilize district education delivery environment.
- Facilitate district capacitation and support.

1 Deputy Director SL11
1 DCES (OSD)
1 Assistant Director SL9
2 Admin Clerk SL5

DDG(EPEM): *[Signature]*

Date: 8/11/2019

HOD: *[Signature]*

MEC: *[Signature]*

Date: 12/11/2019



BRANCH CORPORATE MANAGEMENT

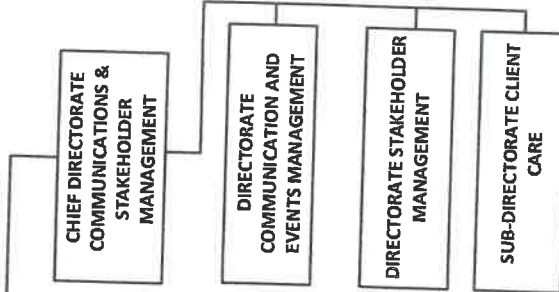
Purpose: To oversee the provision of integrated planning and corporate management services.

Functions:

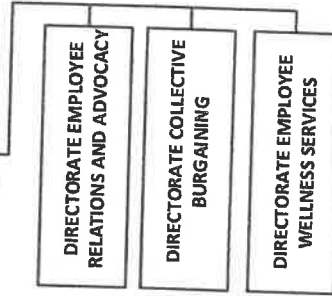
- Provide strategy management services
- Provide strategic human resource management services.
- Promote sound employee relations and wellness services.
- Provide communication and stakeholder management services.
- Provide legal advisory and litigation support services

- 1 Deputy Director General SL15
- 1 Executive Support SL11
- 1 Personal Assistant SL7

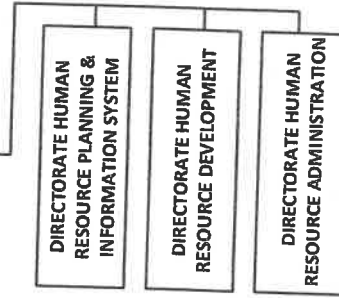
DIRECTORATE LEGAL SERVICES



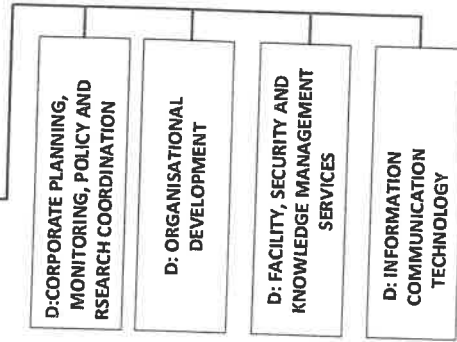
CHIEF DIRECTORATE EMPLOYEE RELATIONS & WELLNESS SERVICES



CHIEF DIRECTORATE HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT



CHIEF DIRECTORATE CORPORATE STRATEGY MANAGEMENT



DDG(EPEM): *AM Mphahlele*

Date: 8/10/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



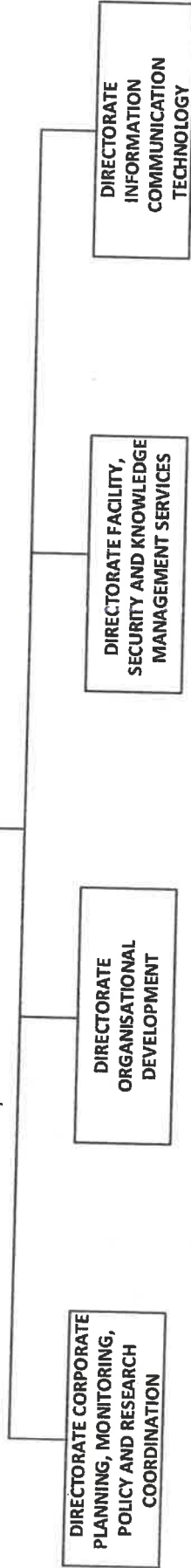
CHIEF DIRECTORATE: CORPORATE STRATEGY MANAGEMENT

Purpose : To provide strategic management services

Functions:

- Provide strategic planning, policy, research coordination and enterprise-wide monitoring, evaluation and reporting services.
- Provide organisational development, business process and change management consultancy service.
- Render knowledge, facility, security management and auxiliary services.
- Provide ICT administrative systems and ICT infrastructure services.

1 Chief Director SL14
1 Secretary SL5



DDG(EPEM): *RW Injersu*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE CORPORATE PLANNING, MONITORING, POLICY AND RESEARCH COORDINATION

Purpose: To provide strategic planning, policy, research coordination and enterprise-wide monitoring, evaluation and reporting services.

Functions:

- Direct, coordinate and support departmental strategic, performance and operational planning processes and monitor implementation.
- Provide departmental policy and research coordination services.

1 Director SL13

SUB-DIRECTORATE STRATEGIC PLANNING MONITORING AND REPORTING

Purpose: To direct, coordinate and support departmental strategic, performance and operational planning processes and monitor implementation.

Functions:

- Develop and maintain the DOE's policy, procedure and calendar for strategic, annual and operational planning.
- Analyse on a continuous basis DOE's operating environment to identify emerging transversal planning imperatives.
- Drive and consolidate the development, drafting and approval of DOE's Strategic and Annual Performance Plans.
- Synergise departmental planning processes conducted within the various programmes.
- Provide enterprise wide Monitoring services.
- Provide and integrated and enterprise wide reporting services.

1 Deputy Director SL11
 3 Assistant Director SL9
 3 Admin Officers SL7
 4 Admin Clerk SL5

SUB-DIRECTORATE POLICY, RESEARCH AND EVALUATION

Purpose: To provide departmental policy and research coordination services.

Functions:

- Plan the implementation of education policies and the evaluation of the efficacy of policies.
- Promote and coordinate research
- Conduct cyclic review of all departmental policies and policy gaps
- Promote and coordinate departmental policies.
- Develop and maintain the departmental Research Agenda.
- Research strategic issues and publish research products.
- Provide technical support with the development of speeches, papers and communication inputs.
- Develop an inventory of key research products and facilitate the process of transfer of knowledge.
- Provide enterprise wide evaluation services.

1 Deputy Director SL11
 2 Assistant Director SL9
 2 Admin Officer SL7

DDG(EPEM): *[Signature]*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE ORGANISATIONAL DEVELOPMENT

Purpose: To provide organisational development, business process and change management consultancy service.

Functions:

- Provide organisational design services
- Provide business efficiency enhancement services.
- Develop and administer the implementation of change management programmes, strategies and service delivery improvement initiatives.

1 Director SL13

SUB-DIRECTORATE ORGANISATION DESIGN

Purpose: To provide organisational design services.

Functions:

- Develop, monitor and maintain the departmental organisational design policy framework and instruments.
- Develop, maintain and align the departmental service delivery model with the departmental strategic plan.
- Develop and maintain the organisational and post establishment structure.
- Provide technical advisory service to line management.
- Administer and maintain the departmental competency-based job descriptions system.
- Administer job grading processes.

1 Deputy Director SL11
 2 Chief Organisational Development Practitioner SL9
 3 Organisation Development Practitioner SL8
 1 Admin Clerk SL5

SUB-DIRECTORATE BUSINESS PROCESS MANAGEMENT

Purpose: To provide business efficiency enhancement services.

Functions:

- Develop, monitor and maintain the departmental business process management policy, framework and quality assurance instruments.
- Document and facilitate the alignment of business processes to support improvement in organisational efficiency and effectiveness.
- Facilitate the development of Standard Operational Procedures.
- Provide technical support to business units on the development, improvement and maintenance of quality service standards.
- Develop and monitor the implementation of service delivery improvement plans and service charter.
- Develop and monitor the implementation of service standards.

1 Deputy Director SL11
 3 Assistant Director SL9
 4 Organisation Development Practitioner SL8

SUB-DIRECTORATE CHANGE MANAGEMENT AND SERVICE DELIVERY INITIATIVES

Purpose: To develop and administer the implementation of change management programmes, strategies and service delivery improvement initiatives.

Functions:

- Develop and facilitate the implementation of change management policies and strategies.
- Coordinate the design of programmes to influence change in organisational behaviour.
- Coordinate and monitor the implementation of Batho Pele/ Service Delivery requirements and initiatives.
- Provide service delivery feedback through district surveys and reporting.

1 Deputy Director SL11
 2 Assistant Director SL9
 1 Admin Clerk SL5

DDG(EPEM) *[Signature]*

Date: 8/11/2017

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 17/11/2019



DIRECTORATE FACILITY, SECURITY AND KNOWLEDGE MANAGEMENT SERVICES

Purpose: To render knowledge, facility, security management and auxiliary services.

Functions:

- Render facility management and general support services.
- Provide security management and vetting service.
- Provide strategic direction and oversight on departmental knowledge and records management function.
- Provide auxiliary services.

1 Director SL13

SUBDIRECTORATE FACILITY MANAGEMENT

Purpose: To render facility management and general support services

Functions:

- Provide building maintenance service.
- Perform housekeeping duties.
- Provide technical and equipment maintenance services.
- Coordinate occupational Health and Safety service for Head Office.

- 1 Deputy Director SL11
- 3 Assistant Director SL9 (Facility Management)
- 2 Technician SL7
- 2 Admin Clerk SL5
- 2 General Assistant SL2
- 2 Groundsman SL2

SUBDIRECTORATE SECURITY MANAGEMENT

Purpose: To provide physical and information security management services

Functions:

- Develop and maintain the departmental minimum security standards policy framework and instruments.
- Develop and maintain the Departmental Master Security Plan.
- Monitor and evaluate the implementation of the Departmental Master Security Plan.
- Administer and monitor the implementation of security measures including access control
- Liaison with SSA and other security agencies on Institution security matters.
- Monitor extent of adherence and compliance to security policy and other relevant security prescripts.
- Oversee the provision of security services for Head Office.
- Provide employee vetting and screening services
- Provide service provider vetting and screening services

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 3 Admin Officers SL7

UNIT AUXILIARY SERVICES

Purpose: To provide auxiliary services

Functions:

- Develop and maintain the departmental Auxiliary services policy, framework and instruments.
- Provide messenger services.
- Provide reception and switchboard services.

- 1 Assistant Director SL9
- 6 General Assistant SL2
- 1 Receptionist SL5
- 2 Messenger Driver SL3

SUB-DIRECTORATE KNOWLEDGE AND RECORDS MANAGEMENT

DDG(EPEM): *AM Winters*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 17/11/2019



SUB-DIRECTORATE KNOWLEDGE AND RECORDS MANAGEMENT

Purpose: To provide strategic direction and oversight on departmental knowledge and records management function.

Functions:

- Provide physical and electronic document management and system assurance services.
- Provide warehousing of all knowledge products.
- Provide archiving and warehousing service.

1 Deputy Director SL11

UNIT PHYSICAL AND ELECTRONIC DOCUMENT MANAGEMENT SERVICE

Purpose :To provide physical and electronic document management and system assurance services.

Functions :

- Develop, monitor and maintain the departmental electronic and physical Document and Knowledge management policy framework.
- Provide data analysis services.
- Develop document management Standard Operating Procedures.
- Coordinate source document provisioning services for audit, forensic investigation and research events.
- Coordinate the implementation of electronic information disposal processes.
- Monitor and report on compliance with archiving norms and standards by detached centres.
- Develop and facilitate the implementation of records management capacitation programmes.
- Provide Client Liaison services.

1 Assistant Director SL9
7 Admin Officer SL7
10 Admin Clerk SL5

UNIT KNOWLEDGE MANAGEMENT

Purpose: To provide warehousing of all knowledge products

Functions:

- Provide the central repository of departmental policies, reports etc.
- Develop and maintain a system through which knowledge products are cascaded down within the department.
- Maintain the knowledge portal.

1 Assistant Director SL9
2 Admin Officer SL7

UNIT ARCHIVING, WAREHOUSING & REGISTRY

Purpose: To provide archiving and warehousing service.

Functions:

- Develop, monitor and maintain the departmental archiving and warehousing policy framework.
- Coordinate restoration and maintenance of old records.
- Develop and maintain the departmental File Plan.
- Provide archives safekeeping service.
- Develop and maintain database.
- Provide central document warehousing and archiving services.
- Provide and maintain internal records management services.
- Provide registry services.

1 Assistant Director SL9
6 Admin Officer SL7
20 Admin Clerk SL5
10 Data Capturer SL5

DDG(EPEM): *RW*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/12/19

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE INFORMATION COMMUNICATION TECHNOLOGY

Purpose: To provide ICT administrative systems and ICT infrastructure services.

Functions:

- Provide and maintain ICT administrative systems.
- Provide and maintain integrated ICT infrastructure for all layers of the Department with specific focus on schools.

1 Director SL13

SUB-DIRECTORATE INFORMATION SYSTEMS

Purpose: To provide and maintain ICT administrative systems.

Functions:

- Establish, maintain and capacitate users on information systems and systems development.
- Maintain the internet, intranet, web application and learner platforms.
- Design systems solutions.
- Provide technical assistance to core components with the development and implementation of information system 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.

- 1 Deputy Director SL11
- 3 Assistant Director SL9
- 6 IT Technician SL7
- 4 Admin Clerk SL5

SUB-DIRECTORATE INFORMATION TECHNOLOGY MANAGEMENT AND INFRASTRUCTURE

Purpose: To provide and maintain integrated ICT infrastructure for all layers of the Department with specific focus on schools.

Functions:

- Provide technical support for transversal ICT and other systems.
- Manage service level agreements with SITA and other service providers.
- Provide network and server support.
- Ensure information and information system security.
- Coordinate the roll-out of ICT solutions to circuits and schools.
- Develop and maintain the Departmental e-education platform.
- Provide and maintain Telecoms infrastructure including VoIP services.

- 1 Deputy Director SL11
- 3 Assistant Director SL9
- 3 IT Technician SL7
- 2 Admin Clerk SL5

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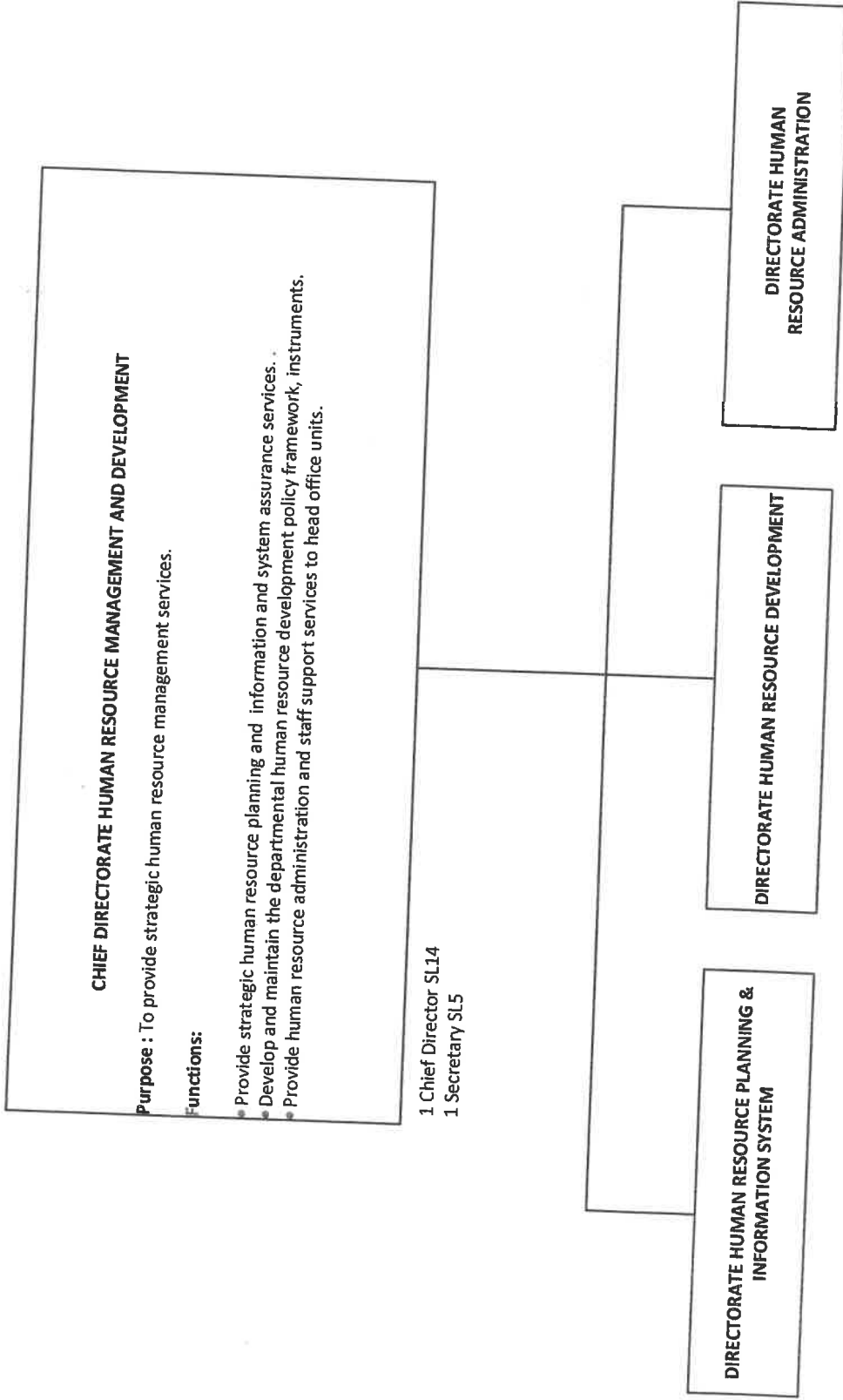
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Date: 12/11/2019



DIRECTORATE HUMAN RESOURCE PLANNING & INFORMATION SYSTEMS

Purpose: To provide strategic human resource planning and information and system assurance services.

Functions:

- Render strategic human resource planning
- Provide post establishment management services.
- Provide PERSAL control, assurance and post establishment management services.

1 Director SL13

SUB-DIRECTORATE HUMAN RESOURCE PLANNING

Purpose: To render strategic human resource planning services.

Functions:

- Plan, coordinate the annual PPN declaration.
- Develop educator provisioning norms and administer post allocation processes.
- Coordinate the development of the departmental Human Resource Plan.
- Monitor and report on the implementation of the annual PPN and the HR Plan.
- Develop, monitor and report on the implementation of the departmental Employment Equity Plan.
- Provide pre-service teacher demand and supply planning.
- Provide retention, attrition and gap analysis and demand projection forecasting.

1 Deputy Director SL11
 3 Assistant Director SL9
 1 HR Clerk SL5
 1 Admin Clerk SL5

SUB-DIRECTORATE POST ESTABLISHMENT SERVICES

Purpose: To provide post establishment management services.

Functions:

- Maintain the departmental PERSAL post establishment function inclusive of substitute provisions.
- Manage the creation of posts in the system.

1 Deputy Director SL11
 2 Assistant Director SL9
 11 Personnel Practitioner SL7

SUB-DIRECTORATE HUMAN RESOURCE INFORMATION SYSTEMS

Purpose: To provide human resource management information and system assurance services.

Functions:

- Collect, record and organise human resource management related data.
- Develop and publish monthly human resource management reports enabling strategic decision making processes.
- Coordinate and quality assure the development of the human resource management part of the Annual Report.
- Develop and maintain the department HRM Information Portal.
- Analyse strategic HR data, identify trends and provide early warning services

1 Deputy Director SL11
 2 Assistant Director SL9
 2 Personnel Practitioner SL7

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Date: 6/11/2019

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Date: 11/11/2019

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Date: 12/11/2019



DIRECTORATE HUMAN RESOURCE DEVELOPMENT

Purpose : To develop and maintain the departmental human resource development policy framework, instruments.

Functions:

- Coordinate IQMS and PMDS processes.
- Coordinate the development of Skills Development Plan.
- Coordinate bursary, learnership and internship programme implementation.

1 Director SL13

SUB-DIRECTORATE PMDS AND IQMS

Purpose: To coordinate IQMS and PMDS processes.

Functions:

- Monitor the implementation of IQMS and the PMDS policy frameworks.
- Administer department's performance management system for public service employees and office based educators
- Analyse performance management trends and provide technical support and advice to moderating structures and senior management.
- Develop and maintain the Departmental PMDS and IQMS policy framework and Instruments.
- Provide secretariat support services to the central moderating structures

1 Deputy Director SL11
 3 Assistant Director SL9
 7 Admin Officer SL7
 2 Admin Clerk SL5

SUB-DIRECTORATE SKILLS DEVELOPMENT

Purpose: To Coordinate the development of Skills Development Plan.

Functions:

- Develop, monitor and maintain Skills development policies framework.
- Develop and maintain workplace skills development plan.
- Organise training on nation accredited skills programmes
- Coordinate and monitor optimal utilisation of the skills levy.

1 Deputy Director SL11
 3 Assistant Director SL9
 2 Admin Officer SL7
 1 Admin Clerk SL5

SUB-DIRECTORATE BURSARY, LEARNERSHIP AND INTERNSHIP

Purpose: Coordinate bursary, learnership and internship programme implementation.

Functions:

- Develop, monitor and maintain the departmental bursary, learnership and internship policy framework.
- Establish, manage and facilitate the implementation of bursary, internship and learnership programmes
- Facilitate mentorship programmes
- Develop and manage bursary, learnership and internship, policies and Database.
- Monitor, evaluate and report on the impact of bursary learnership and internship programmes.
- Facilitate the implementation of transversal staff induction and other staff development programmes.

1 Deputy Director SL11
 1 Assistant Director SL9
 2 Admin Officer SL7

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Date: 11/11/2019

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Date: 12/11/2019



DIRECTORATE HUMAN RESOURCE ADMINISTRATION

Purpose: To provide human resource administration and staff support services to head office units.

Functions:

- Provide recruitment, selection, appointment and employee placement services for Head Office staff components.
- Provide condition of employment and service benefit administration services for Head Office components.
- Coordinate all HR related issues for the Department.

1 Director SL13

SUB-DIRECTORATE EMPLOYEE PROVISIONING SERVICES

Purpose: To provide recruitment, selection, appointment and employee placement staff services for Head office staff components.

Functions:

- Provide employee recruitment planning and administration services.
- Provide selection support services.
- Provide employee appointment administration services.
- Provide employee and post establishment reconciliation services.

1 Deputy Director SL11
 2 Assistant Director SL9
 3 Personnel Practitioner SL7
 9 HR Clerk SL5

SUB-DIRECTORATE CONDITIONS OF SERVICE

Purpose: To provide condition of employment and service benefit administration services for Head Office components.

Functions:

- Provide employee benefit administration services.
- Provide service termination administration services.
- Provide leave administration services.
- Provide permanent incapacity leave and ill health retirement administration services.
- Provide HR management information services.
- Provide human resource document and records management services.

1 Deputy Director SL11
 3 Assistant Director SL9
 3 Personnel Practitioner SL7
 15 HR Clerk SL5
 2 Registry Clerk SL5

SUB-DIRECTORATE HUMAN RESOURCE COORDINATION

Purpose: To coordinate all HR related issues for the Department.

Functions:

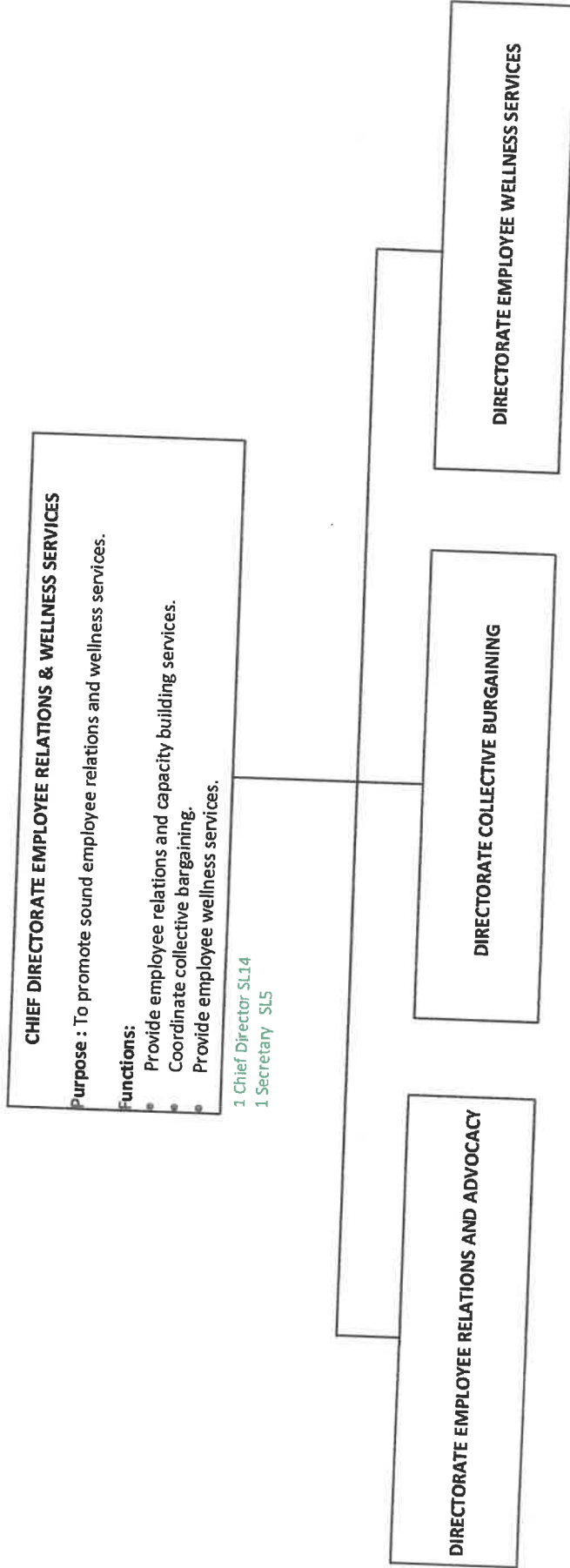
- Coordinate the development with implementation of human resource policies and instruments.
- Monitor, evaluate and report on institutional compliance with national, provincial and departmental human policy imperatives.
- Coordinate the compilation departmental Annual Recruitment Plan.
- Coordinate transversal recruitment and selection matters.
- Coordinate Conditions Of Service for the Department.
- Coordinate capacity building on HR related matters.
- Coordinate the AG audits and other compliance matter for the Department.

1 Deputy Director SL11
 4 Assistant Directors SL9

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 Date:..... 11/11/2019

MEC:..... *[Signature]*.....
 Date:..... 12/11/2019



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 Date: 8/11/2019

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 Date: 11/11/2019

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 Date: 12/11/2019



CHIEF DIRECTORATE EMPLOYEE RELATIONS AND WELLNESS SERVICES

DIRECTORATE EMPLOYEE RELATIONS AND ADVOCACY

Purpose : To provide employee relations and capacity building services.

Functions:

- Provide employee relation administration services and related research for capacity building for educators.
- Provide employee relation administration services and related research for capacity building for public service employees.

1 Director SL13

SUB-DIRECTORATE EMPLOYEE RELATIONS, COMPLIANCE AND LABOUR RELATIONS ADVOCACY – EMPLOYMENT OF EDUCATORS ACT

Purpose: To provide employee relation administration services and related research for capacity building for educators.

Functions

- Provide dispute and grievance management administrative services
- Provide disciplinary management administrative services.
- Coordinate processes to appropriately capacitate managers and supervisors to apply grievance and disciplinary processes.
- Provide strike action and lock-out management support services.
- Coordinate employee arbitration processes
- Develop and maintain the employee relations information management systems.
- Conduct research regarding employee relation matters.
- Build employee relations capacity amongst management (Level 1.1- Level 15).
- Coordinate information provisioning to employees on rights, obligations and protocols pertaining to complaints and grievances.
- Analyse employee relations trends and report thereon.
- Coordinate collective bargaining processes

- 1 CES (OSD)
- 1 DCES (OSD)
- 5 Labour Relations Officer SL7
- 1 Admin Clerk SL5

DDG(PEM):

Date: 2/11/2019

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Date: 11/11/2019

SUB-DIRECTORATE EMPLOYEE RELATIONS, COMPLIANCE AND LABOUR RELATIONS ADVOCACY – PUBLIC SERVICE ACT

Purpose: To provide employee relation administration services and related research for capacity building for public service employees.

Functions

- Provide dispute and grievance management administrative services
- Provide disciplinary management administrative services.
- Coordinate processes to appropriately capacitate managers and supervisors to apply grievance and disciplinary processes.
- Provide strike action and lock-out management support services.
- Coordinate employee arbitration processes
- Develop and maintain the employee relations information management systems.
- Conduct research regarding employee relation matters.
- Build employee relations capacity amongst management (Level 1.1- Level 15).
- Coordinate information provisioning to employees on rights, obligations and protocols pertaining to complaints and grievances.
- Analyse employee relations trends and report thereon.
- Coordinate collective bargaining processes

- 1 Deputy Director SL11
- 1 Assistant Director SL9
- 5 Labour Relations Officer SL7

MEC:

Date: 12/11/2019



CHIEF DIRECTORATE EMPLOYEE RELATIONS AND WELLNESS SERVICES

DIRECTORATE COLLECTIVE BARGAINING

Purpose: To coordinate collective bargaining processes.

Functions:

- Provide secretariat services to the departmental bargaining structures.
- Develop, monitor and maintain the departmental collective bargaining policies framework and instruments
- Facilitate and coordinate dispute resolution procedures of the bargaining and dispute structures
- Coordinate the implementation and monitor of the application of resolutions.
- Develop and maintain a resolution register for the departmental bargaining structures.

- 1 Director SL13
- 1 Deputy Director SL11
- 2 Assistant Director SL9

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Date: 8/11/2019

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Date: 11/11/2019

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Date: 12/11/2019



DIRECTORATE EMPLOYEE WELLNESS SERVICES

Purpose : To provide employee wellness services.

Functions:

- Coordinate quality of life awareness campaigns and interventions.
- Promote the physical, social, emotional, occupational, spiritual, financial and intellectual wellness of individuals
- Design and implement programmes to address environment risks.
- Design and monitor the implementation and evaluation of employees wellness programmes
- Coordinate the management and controlling of health and safety hazards in the workplace.
- Coordinate the promotion of treatment, care and support programmes and interventions.
- Coordinate HIV and Aids and TB prevention, support and treatment care programmes
- Facilitate and manage health and productivity management programmes

- 1 Director SL13
- 2 Deputy Director SL11
- 4 Assistant Director SL9
- 4 Wellness Practitioner SL7
- 1 Admin Clerk SL5

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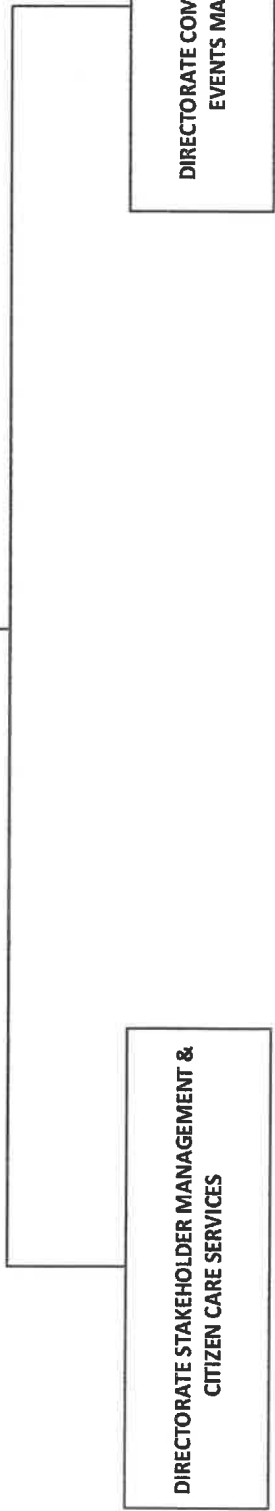
CHIEF DIRECTORATE COMMUNICATIONS AND STAKEHOLDER MANAGEMENT

Purpose: To provide communication and stakeholder management services.

Function:

- Management the provisioning of stakeholder management and citizen care services.
- Provide media liaison, publication and events management services.

1 Chief Director SL14
1 Secretary SL5



DIRECTORATE STAKEHOLDER MANAGEMENT & CITIZEN CARE SERVICES

DIRECTORATE COMMUNICATION AND EVENTS MANAGEMENT

DDG(EPEM): *AN Murugesu*

Date: 8/11/2019

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Date: 11/11/2019

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Date: 12/11/2019



DIRECTORATE STAKEHOLDER MANAGEMENT & CITIZEN CARE SERVICES

Purpose: To manage the provisioning of stakeholder management and citizen care services.

- **Function:**
- Provide stakeholder management services.
- Provide citizen care service.

1 Director SL13

SUB-DIRECTORATE CITIZEN CARE SERVICES

Purpose: To provide citizen care service.

- **Functions:**
- Develop and maintain the departmental customer care policy framework and instruments.
- Monitor and evaluate the implementation of the departmental customer care policy framework and instruments.
- Conduct customer needs analysis and satisfactory surveys, report thereon and develop mitigation measures.
- Handle Human Resource related enquiries.
- Handle Service Provider related enquiries.
- Handle education related enquiries.
- Coordinate the resolution of enquiries forwarded from the Presidential Hot-line.

1 Deputy Director SL11

HUMAN RESOURCE ENQUIRIES

- 1 Assistant Director SL9
- 4 Personnel Officer SL7

FINANCE ENQUIRIES

- 1 Assistant Director SL9
- 4 State Accountant SL7

GENERAL ENQUIRIES (INCLUDING PRESIDENTIAL HOT-LINE)

- 1 Assistant Director SL9
- 3 Admin Officer SL7
- 1 Admin Clerk SL5

DDG(EPEM): *AWingyaSL*

Date: 8/11/2019

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Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019

SUB-DIRECTORATE STAKEHOLDER MANAGEMENT

Purpose: To provide stakeholder management services.

- **Functions:**
- Develop and maintain an inventory of all stakeholders contact details.
- Facilitate stakeholder interaction.
- Identify critical messages that must be communicated to the stakeholders.
- Facilitate the communication of executive decisions, departmental policy change or any internal communication.

- 1 Deputy Director SL13
- 3 Assistant Director SL9
- 4 Admin Officer SL7
- 1 Admin Clerk SL5



DIRECTORATE COMMUNICATION AND EVENTS MANAGEMENT

Purpose: To provide media liaison, publication and events management services.

Functions:

- Provide internal, external communication and media services.
- Provide events management services.
- Provide publication and language translation services.

1 Director SL13

SUB-DIRECTORATE INTERNAL AND EXTERNAL COMMUNICATION

Purpose: To provide internal, external communication and media services.

Functions:

- Develop, implement and monitor the implementation of internal and external communication and media policy instruments.
- Develop and maintain publications and other media for communication with stakeholders.
- Establish and maintain relationships with the media.
- Monitor publications and other media on ECDoE's exposure and report thereon.
- Provide public relations services.

1 Deputy Director SL11
 2 Assistant Director
 1 Admin Clerk SL5

SUB-DIRECTORATE EVENTS MANAGEMENT SERVICES

Purpose: To provide events management services.

Functions:

- Coordinate the provision of departmental marketing materials in government and related events.
- Provide communication events management services.

1 Deputy Director SL11
 2 Assistant Director SL9
 4 Admin Officer SL7

SUB-DIRECTORATE PUBLICATION

Purpose: To provide publication and language translation services.

Functions:

- Develop and maintain ECDoE's Website and Intranet content with technical support by other Components.
- Provide audio-visual and photographic services.
- Establish, maintain and monitor the ECDoE's events calendar.
- Provide events support services.
- Provide marketing and public relations services.
- Provide language translation services.
- Provide graphic design services for publications and branding.

1 Deputy Director SL11
 2 Assistant Director SL9
 2 Language Practitioner SL8
 2 Graphic Designer SL7
 2 Admin Officer SL7

DDG(EPEM): *AWinyers*

Date: 8/11/2017

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE LEGAL SERVICES

Purpose: To provide legal advisory and litigation support services

Function:

- Provide corporate legal support and advisory services.
- Provide litigation support services.
- Provide specialised labour law support services.

1 Director SL13

3 Senior Legal Administration Officer (OSD)

6 Legal Administration Officer (OSD)

4 Admin Clerk SL5

DDG(EPEM): *[Signature]*

Date: 2/11/2019

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Date: 11/11/2019

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Date: 12/11/2019



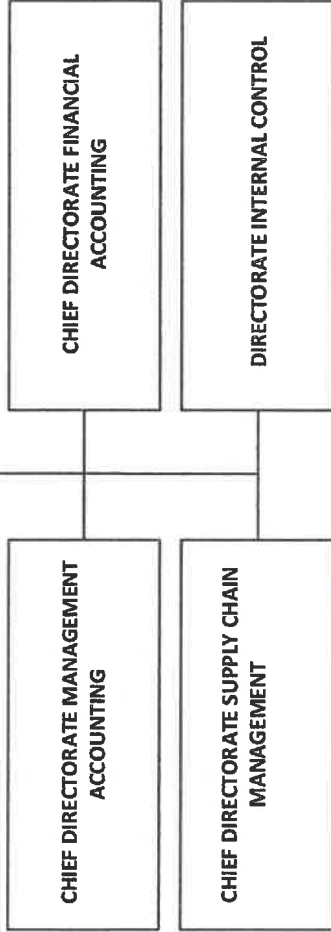
BRANCH FINANCIAL MANAGEMENT

Purpose: To ensure development and maintenance of sound financial and supply chain management systems in terms of public finance management act of 1998 and related norms and standards.

Functions:

- Manage and facilitate the provisioning of integrated management accounting services.
- Manage and facilitate the provisioning of integrated financial accounting services.
- Manage and facilitate the provisioning of supply chain management and related services.
- Manage and facilitate the provisioning of financial compliance, internal control, systems control and pre-audit services.

- 1 Chief Financial Officer SL15
- 1 Executive Support SL11
- 1 Personal Assistant SL7



DDG(EPEM)..... *PW Mysuru*
 Date:..... 8/11/2019

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 Date:..... 11/11/2019 Date:..... 12/11/2019



CHIEF DIRECTORATE MANAGEMENT ACCOUNTING

Purpose: To manage and facilitate the provisioning of integrated management accounting services.

Functions:

- Provide financial planning advisory services.
- Provide budget development and management services.
- Provide budgetary monitoring and reporting services.

1 Chief Director SL14
1 Secretary SL5

DIRECTORATE FINANCIAL PLANNING SERVICES

Purpose: To provide financial planning advisory services.

Functions:

- Provide financial advisory/costing services and input informing departmental strategic planning processes.
- Provide financial advisory/costing services and input informing departmental annual performance planning processes.
- Evaluate financial feasibility of projects, provide financial advisory/costing services and input informing departmental project planning processes.

1 Director SL13
1 Deputy Director SL11
2 Assistant Director SL9
3 State Accountants SL7
1 Admin Clerk SL5

DDG(EPEM): *AN Vinyani*

Date: 8/11/2019

DIRECTORATE BUDGETING SERVICES

Purpose: To provide budget development and management services.

Functions:

- Develop and maintain the departmental budget agenda/dairy.
- Plan, prepare, consult and complete the Medium Term Expenditure Framework budgeting process in compliance with the Treasury guidelines.
- Prepare annual estimates of expenditure for presentation/submission to the Provincial Treasury.
- Provide technical support services to the CFO and Accounting Officer to optimally represent the strategic intent of the Department during budget hearings.
- Coordinate budgetary adjustment processes.
- Analyse the annual budget into a monthly cash flow and manage departmental cash flow processes.
- Identify unspent funds, coordinate submission processes for the rollover thereof in compliance with the PFMA and Treasury Regulations.

1 Director SL13
1 Deputy Director SL11
2 Assistant Director SL9
3 State Accountant SL7
1 Admin Clerk SL5

HOD: *[Signature]*

Date: 11/11/2019

DIRECTORATE FINANCIAL MONITORING AND REPORTING

Functions: To provide budgetary monitoring and reporting services.

Functions:

- Provide in-year monitoring services.
- Provide interim and annual reporting support services.
- Develop and maintain policy frameworks for the safeguarding of source documents.

1 Director SL13
2 Deputy Director SL11
4 Assistant Director SL9
3 State Accountants SL7
1 Admin Clerk SL5

MEC: *[Signature]*

Date: 12/11/2019



CHIEF DIRECTORATE FINANCIAL ACCOUNTING

Purpose: To manage and facilitate the provisioning of integrated financial accounting services.

Functions:

- Provide salary management services
- Provide expenditure management services.
- Render financial accounting, bookkeeping and reporting services.

1 Chief Director SL14
1 Secretary SL5



DDG(EPEM): *A. Wingerold*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



DIRECTOR SALARY MANAGEMENT

Purpose: To provide salary management services.

Functions:

- Provide salary control services
- Provide deductions and rebates services.

1 Director SL13

SUB-DIRECTORATE SALARY CONTROL SERVICES

Purpose: To provide salary control services

Functions

- Provide salary PERSAL system control services.
- Develop and maintain departmental salary administration policies and instruments.
- Provide payments of employee benefits for Head Office
- Administer employee claims for Head Office
- Manage employee costs outside the payroll system (BAS)
- Monitor processes for the clearance of suspense account transactions.
- Monitor compliance with systems requirements by decentralised offices and facilitate corrective action.
- Administer leave gratuity for Head Office
- Monitor payments of leave gratuity for districts
- Administer payments of examination markers
- Manage COE and leave gratuity accruals
- Analyse expenditure trends and provide technical advisory services.
- Provide expenditure administration services (verification banking and systems capturing/processing) for Head Office Components.
- Provide input for on preparation of annual financial statements.

1 Deputy Director SL11
 3 Assistant Director SL9
 4 State Accountant SL7
 3 Accounting Clerk SL5

DDG(EPEM).....

Date: 8/01/2019

HOD:.....

Date: 11/11/2019

MEC:.....

Date: 12/11/2019

1 Deputy Director SL11
 2 Assistant Director SL9
 2 State Accountant SL7
 4 Accounting Clerk SL5

SUB-DIRECTORATE DEDUCTIONS AND REBATES

Purpose: To provide deductions and rebates services.

Functions

- Manage credit transfers for third party overs
- Process inter-departmental claims.
- Develop and maintain the departmental pay roll management system, norms and standards.
- Administer pay roll management processes for Head Office components.
- Monitor pay roll management processes for Districts
- Monitor processes for the clearance of suspense account transactions.
- Provide PAYE (TAX) reconciliation services.
- Administer emolument attachment / garnishee order payments
- Administer PAYE(TAX).



DIRECTORATE: EXPENDITURE MANAGEMENT

Purpose: To provide expenditure management services.

Functions:

- Provide general and creditors reconciliation services.
- Provide transfer payments services.
- Provide sundry payments services

1 Director SL13

SUB-DIRECTORATE GENERAL CREDITOR RECONCILIATION

Purpose: To provide general and creditors reconciliation services.

Functions

- Monitor general and creditor payments before capturing on the system.
- Manage and monitor General and creditor payments.
- Reconcile General and creditor payments.
- Identify and resolve exceptions, misallocations and open status transactions.
- Preparation of monthly compliance reporting and executed month-end closure procedures.
- Manage and monitor the sections Audit Intervention Plan.

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 2 State Accountant SL7
- 1 Admin Clerk SL5

SUB-DIRECTORATE TRANSFER PAYMENTS

Purpose: To provide transfer payments services.

Functions

- Provide financial transfer services.
- Perform system reconciliation.
- Analyse expenditure trends and provide technical advisory services.
- Provide transfer expenditure administration services
- Monitor and evaluate the performance of transfer expenditure control and governance processes and facilitate corrective action.
- Manage and monitor the sections Audit Intervention Plan.

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 2 State Accountant SL7

SUB-DIRECTORATE SUNDRY PAYMENTS

Purpose: To provide sundry payments services.

Functions

- Monitor Sundry payments and report
- Reconcile Sundry payments.
- Report on Sundry payments
- Manage inter-departmental claims.
- Administer infrastructure and LTSM payments
- Implement bank rejections
- Manage and monitor the sections Audit Intervention Plan.

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 2 State Accountant SL7

DDG(EPEM): *[Signature]*

Date: 2/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019



DIRECTORATE ACCOUNTING SERVICES AND REPORTING

Purpose: To render financial accounting, bookkeeping and reporting services.

Functions:

- Provide ledger and journal services.
- Provide accounting reporting services.
- Provide debt and revenue management services.

1 Director SL13

SUB-DIRECTORATE LEDGER AND JOURNALS

Purpose: To provide ledger and journal services.

Functions

- Develop and maintain the departmental accounting and cost centre structure.
- Administer 3rd party pay-overs
- Administer departmental liabilities and accruals
- Provide suspense and inter-departmental account clearance services.
- Administer the departmental loss control system.
- Provide debt write-off services.
- Provide bank reconciliation services.
- Administer gift, donation and sponsorship accounting processes.
- Coordinate unauthorised, fruitless, wasteful and irregular accounting processes.

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 3 State Accountant SL7
- 1 Admin Clerk SL5

SUB-DIRECTORATE ACCOUNTING REPORTING

Purpose: To provide accounting reporting services.

Functions

- Provide month end closure procedure and reporting services.
- Compile year end financial reports in line with GARP requirements.
- Prepare annual financial statements.
- Provide internal and external audit coordination services.
- Provide asset accounting services.

- 1 Deputy Director SL11
- 3 Assistant Director SL9

SUB-DIRECTORATE DEBT AND REVUE SERVICES

Purpose: To provide debt and revenue services.

Functions:

- Provide Cashier and banking services.
- Render revenue budgeting, collection, accounting and reporting services.
- Provide debt management services.

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 3 State Accountant SL7
- 2 Accounting Clerk SL5

DDG(EPM): *P. Ananthan*
 Date: 8/11/2019

HOD: *[Signature]*
 Date: 11/11/2019

MEC: *[Signature]*
 Date: 12/11/2019



CHIEF DIRECTORATE SUPPLY CHAIN MANAGEMENT

Purpose: To manage and facilitate the provisioning of supply chain management and related services.

Functions:

- Provide demand and acquisition management services.
- Provide contract management services
- Provide logistics, stores, fleet, asset and disposal management services
- Provide Supply Chain Risk and Performance Management service.

1 Chief Director SL14
1 Secretary SL5

DIRECTORATE DEMAND & ACQUISITION MANAGEMENT SERVICES

SUB-DIRECTORATE SCM RISK & PERFORMANCE MANAGEMENT

DIRECTORATE CONTRACT MANAGEMENT SERVICES

Purpose: To provide contract management services.

Functions:

- Coordinate and oversee contractual and service level agreement arrangement within ECDoE.
- Develop and maintain ECDoE's Contract Register.
- Monitor, evaluate and report on contract management practices.

1 Director SL13
2 Deputy Director SL11
3 Assistant Director SL9
1 Admin Clerk SL5

DIRECTORATE LOGISTICS AND DISPOSAL MANAGEMENT

Purpose: To provide logistics, stores, fleet, asset and disposal management services

Functions:

- Render logistics and stores management services
- Render asset and disposal management services
- Render fleet management services

1 Director

SUB-DIRECTORATE LOGISTIC AND STORES MANAGEMENT

Purpose: To render logistic and stores management services.

Functions:

- Provide central inventory and stores management services.
- Develop integrated strategy, policies, and procedure for logistics and inventory management.

1 Deputy Director SL11
2 Assistant Director SL9
6 SCM Officer SL7
1 Admin Clerk SL5

HOD: 

Date: 11/11/2019

DDG(EPEM): 

Date: 8/11/2019

SUB-DIRECTORATE ASSET AND DISPOSAL MANAGEMENT

Purpose: To render asset management and disposal services.

Functions:

- Develop and maintain asset and disposal policies, procedures and delegations.
- Plan and manage the acquisition and optimal utilisation of moveable assets and the leasing thereof.
- Develop, maintain and reconcile the departmental movable asset register, including internal transfers.
- Establish loss and damage prevention and other control strategies.
- Provide disposal management services.

1 Deputy Director SL11
3 Assistant Director SL9
SCM Officer SL7

SUB-DIRECTORATE FLEET MANAGEMENT SERVICES

Purpose: To render fleet management services.

Functions:

- Develop and maintain the departmental fleet management policy, procedures and delegations.
- Manage coordinate and administer the provisioning of fleet management services.
- Monitor, evaluate and report on the utilisation of the departmental fleet.

1 Deputy Director SL11
2 Assistant Director SL9
6 Fleet Officer SL7
2 Driver/ Messenger SL3



CHIEF DIRECTORATE SUPPLY CHAIN MANAGEMENT

DIRECTORATE DEMAND & ACQUISITION MANAGEMENT

Purpose: To provide demand and acquisition management services.

Functions:

- Provide demand management services.
- Provide Acquisition management services.

1 Director SL13

SUB-DIRECTORATE DEMAND MANAGEMENT SERVICES

Purpose: To provide demand management services.

Functions:

- Manage the demand of goods and services
- Coordinate the development of specifications, terms of references and administer quotation/bidding procedures.
- Provide demand planning and management support services.
- Conduct needs analysis

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 3 SCM Officer SL7
- 1 Admin Clerk SL5

DDG(PEM): *[Signature]*

Date: 8/11/2019

HOD: *[Signature]*

Date: 11/11/2019

MEC: *[Signature]*

Date: 12/11/2019

SUB-DIRECTORATE ACQUISITION MANAGEMENT SERVICES

Purpose: To provide Acquisition management services.

Functions

- Develop and maintain the departmental service provider database.
- Analyse procurement request for quotations
- Compile bid documents
- Facilitate appointment of bids.
- Provide secretariat services in a bids committee

- 1 Deputy Director SL11
- 2 Assistant Director SL9
- 4 SCM Officer SL7



CHIEF DIRECTORATE SUPPLY CHAIN MANAGEMENT

SUB-DIRECTORATE SUPPLY CHAIN MANAGEMENT RISK AND PERFORMANCE MANAGEMENT

Purpose: To provide Supply Chain Risk and Performance Management service.

Functions

- Identify SCM risks.
- Monitor & report of risks related to SCM performance and risks.
- Manage SCM systems & SCM registries.
- Design and maintain SCM performance measures and standards.

1 Deputy Director SL11
3 Assistant Director SL9

DDG(EPEM): *[Signature]*
Date: 8/11/2019

HOD: *[Signature]*
Date: 11/11/2019

MEC: *[Signature]*
Date: 12/11/2019



DIRECTORATE INTERNAL CONTROL

Purpose: To manage and facilitate the provisioning of financial compliance, internal control, systems control and pre-audit services.

Functions:

- Develop, maintain and implement internal control governance frameworks and provide fraud and loss management services.
- Provide financial assurance and systems control services
- Provide system (PERSAL & BAS) control and financial compliance services.

1 Director SL13

SUB-DIRECTORATE GOVERNANCE, FRAUD, LOSS AND AUDIT MANAGEMENT

Purpose: To develop, maintain and implement internal control governance frameworks and provide fraud and loss management services.

Functions

- Develop and maintain integrated internal control systems, policies and instruments
- Develop and maintain the departmental financial delegation framework.
- Monitor, evaluate and report on the effectiveness and efficiency of the departmental financial governance framework.
- Develop, maintain and facilitate the implementation of a departmental fraud prevention strategy and instruments.
- Provide financial loss recovery services.
- Provide audit management services in the Department.

SUB-DIRECTORATE ASSURANCE SERVICES

Purpose: To provide financial assurance and systems control services

Functions

- Render pre-audit and assurance services for Head Office transactions.
- Provide support to departmental financial oversight structures.
- Provide financial information retention services.
- Develop and maintain the financial system control policies and procedures.
- Develop, maintain and implement system security mechanisms.
- Maintain in line with system standards the departmental financial management information management systems and coding regime.

SUB-DIRECTORATE SYSTEMS CONTROL AND FINANCIAL COMPLIANCE

Purpose: To provide system (PERSAL & BAS) control and financial compliance services.

Functions:

- Administer the departmental systems inclusive of access control and maintain the user matrix.
- Monitor the operational application of system and facilitate corrective action.
- Facilitate the implementation of appropriate internal control measure to ensure the reliability of PERSAL data.
- Oversee the clearance of system suspense accounts and facilitate corrective action.
- Conduct appropriate systems maintenance.
- Assess and report on financial governance compliance.
- Provide technical support to District Offices to resolve weaknesses in the application of the departmental financial governance framework.
- Coordinate technical support and capacity development initiatives aimed at strengthening the district financial system.

1 Deputy Director SL11
3 Assistant Director SL9
1 Admin Clerk SL5

1 Deputy Director SL11
4 Assistant Director SL9

1 Deputy Director SL11
2 Assistant Director SL9

DDG(EPEM): *[Signature]*

HOD: *[Signature]*

MEC: *[Signature]*

Date: 8/11/2019

Date: 11/11/2019

Date: 12/11/2019