

## DEPARTMENT OF EDUCATION

**Re-advertisement and previous applicants are advised to reapply**

- POST** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT (Ref. EDU050/2016)**
- CENTRE** : **Head Office – Zwelitsha**
- SALARY SCALE** : **R 1 068 564 – R1 277 610 per annum**
- SALARY LEVEL** : **14**
- REQUIREMENTS** : A recognised Commerce B-degree or equivalent NQF level 7 qualification with relevant majors • 5 years' relevant experience in the supply chain management domain at senior management level • Proficiency in the application of the MS Office Package (Word, Power Point and Excel) • Project Management Methodologies (Prince 2 or others) • Valid Drivers' License.  
**Note:** A post graduate qualification in strategic commodity management practices will serve as a recommendation.  
**Competencies:** Strategic Capability and Leadership • People Management and Empowerment • Programme and Project Management • Financial Management • Change Management • Knowledge Management • Service Delivery Innovation • Problem Solving and Analysis • Client Orientation and Customer Focus • Communication  
**Technical Competencies:** PFMA legislative and SCM regulatory framework • Departmental SCM policies and procedures • Establish an effective and efficient supply chain management function/system • Risk Management of the SCM System • SCM Performance Review
- DUTIES** : Strategically manage and direct the development, maintenance and implementation of the departmental supply chain management policy framework, instruments and delegations • Account for the effective, efficient and economical performance of the departmental supply chain management system inclusive of ensuring the effective functioning of- demand, acquisition, contract, logistic and asset management practices; and all statutory supply chain management governance structures and committees • Manage and account for the development and implementation of the Department's Annual Procurement Plan inclusive of managing the monitoring/ evaluation thereof and reporting thereon • Develop and maintain innovative commodity sourcing strategies and instruments to optimise value for money • Manage and direct processes to ensure the effective, economical and efficient utilisation of products and services procured for the Department inclusive of the utilisation of fleet items • Manage the development of the Chief Directorate's Risk Register and ensure implementation of its risk mitigation strategies and strengthening of the control environment • Ensure the development and implementation of dispute resolution system, inclusive of implementing appropriate quality assurance mechanisms to support positive audit outcomes • Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Chief Directorate, inclusive of the development of

SCM staff members and the maintenance of discipline in the workplace.

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- POST** : **DIRECTOR: COMMUNICATION AND CUSTOMER CARE (Ref. EDU051/2016)**
- CENTRE** : **Head Office – Zwelitsha**
- SALARY SCALE** : **R 898 743-R1 058 691 per annum**
- SALARY LEVEL** : **13**
- REQUIREMENTS** : A recognized B degree or equivalent NQF level 7 qualification in Communications, Journalism and/or a related discipline. Five years' experience in the Communications environment at management level. A valid driver's license.  
**Competencies:** Strategic Capability and Leadership • People Management and Empowerment • Programme and Project Management • Financial Management • Change Management • Knowledge Management • Service Delivery Innovation • Problem Solving and Analysis • Client Orientation and Customer Focus • Communication.
- DUTIES** : Manage the provisioning of effective internal and external communication services • Develop, maintain and implement the Department's Communication Strategy • Ensure the mainstreaming of Batho Pele ethos and related service improvement standards through the Customer Care Platform • Work closely with website management to assist in ease of usability and content delivery • Promote and evaluate the corporate image of the Department • Provide technical support to the Head of Department and MEC on communication related matters • Establish and maintain sound relations with media partners by coordinating media & public liaison system functions • Manage the development and operations of effective and efficient customer care and call centre service • Manage processes for departmental events and campaigns. Oversee the development of high quality departmental publications • Provide support for speech writing assignment given to the Unit by the MEC and Head of Department • Manage promotion and marketing initiatives and ensure that the departmental website is an effective communication tool to improve image of the department of education. Effectively, economically and efficiently manage the monetary, physical and human resources allocated to the Directorate, inclusive of the development of SCM staff members and the maintenance of discipline in the workplace.

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- POST** : **DEPUTY DIRECTOR: SUPPLY CHAIN MANAGEMENT (Ref. EDU052/2016)**
- CENTRE** : **Maluti**
- SALARY SCALE** : **R 612 822-R721 878: per annum**
- SALARY LEVEL** : **11**
- REQUIREMENTS** : An appropriate B degree or equivalent NQF level 7 qualification in logistics/supply chain management • Three years' relevant post qualification experience at Assistant Director/Senior Supervisory level • Valid Driver's License • Computer Literacy (MS Excel and Access).

Technical Competencies: Extensive knowledge of supply chain management practices as directed by the Public Finance Management Act, 1999 and the Treasury Regulations • Risk Management and Internal Control Management Practices • Asset Management Information Systems • SCM Performance Review Tools and Reporting.

**DUTIES** : Ensure the effective and efficient implementation of supply chain management policies and systems in the District • Manage the provisioning of demand management processes in the district • Manage the provisioning of logistical services in the district including payment of vendors • Management the provisioning of warehousing and asset management processes in the district • Ensure the implementation of appropriate internal control measures and the maintenance of the District SCM Risk Register • Coordinate district processes in support of the implementation of internal and external audit plans • Manage the effective, economical and efficient utilization of the Sub Directorate's physical, financial and human resources, inclusive of the development of SCM staff members and the maintenance of discipline in the workplace.

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**POST** : **ASSISTANT DIRECTOR: HUMAN RESOURCE ADMINISTRATION & PLANNING (Ref. EDU053/2016)**

**CENTRE** : **Fort Beaufort**

**SALARY SCALE** : **Salary: R 311 784- R376 626 per annum**

**SALARY LEVEL** : **9**

**REQUIREMENTS** : An appropriate B degree or equivalent NQF level 7 qualification / an appropriate National Diploma or equivalent NQF level 6 qualification in Human Resource Management. • Three years' relevant post qualification experience at a supervisory level • Valid Driver's License • Computer Literacy (MS Excel and Access).

**Technical Competencies** : Extensive knowledge of the Public Service Human Resource Management Framework with specific reference to the Employment of Educators Act, 1998, the Personnel Administrative Measures, the Public Service Act, 1994, the Public Service Regulations, Collective Agreements, the Public Finance Management Act, 1999 and the Treasury Regulations.

**DUTIES** : Supervise the provisioning of recruitment, selection and appointment processes in the District. Supervise the provisioning of employee benefit administration practices in the District. Quality assure the work of subordinate staff ensuring compliance with relevant prescripts, policy norms and systems standards. Ensure compliance with PERSAL systems standards accuracy of data. Render effective and efficient human resource administration advisory service to the district management team and employees in the District • Supervise, develop and manage the performance of subordinate staff in terms of the PMDS.

**CLOSING DATE** : **09 DECEMBER 2016**

Applications received after closing date will not be considered. No faxed applications will be accepted.

To obtain more information on requirements and functions: visit: [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

**Applications can be forwarded through one of the following options:**

**POST TO**

: The Chief Director: Human Resource Management and Development, Department of Education, Private Bag X0032, Bhisho 5605. Hand Delivery: Department of Education, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. Enquiries: Mr. TK. Dimbaza/Mrs NT Sipahlanga (040-6084548/4064).

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**NOTE**

: Applications must be submitted on a Z83 Form, obtainable from any Public Service department or on the internet at <http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV as well as certified copies of all qualification(s) [Matric certificate must also be attached] and ID-document and Driver's license [where applicable]. Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualification Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months after the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). SMS applicants will be subjected to a technical exercise and undergo competency assessments. Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply.