

CIRCULAR 14 OF 2019

Posted Date 2019/11/03,04 & 11

DEPARTMENT OF EDUCATION

DISTRICT DIRECTOR: EDUCATION DISTRICT OFFICE

Salary Notch: R1,057,326 inclusive package (Level 13)

Centre: Chris Hani East Ref. ECDOE 01/10/19

Centre: Alfred Nzo West Ref. ECDOE 02/10/19

REQUIREMENTS : NQF Level 7 qualification in Public Administration or equivalent as recognized by SAQA with 5 years' relevant experience at Middle Management Service (MMS) Level. Clear understanding of the legislative framework that governs the Public Service. Understanding and application on South African Schools Act, Public Finance Management Act, Division of Revenue Act as Amended, Treasury Regulations and Department of Public Service and Administration Directives. Valid Code 8 Driver's licence a requirement.

DUTIES: Ensure and account for the provisioning of quality teaching and learning in the District. Ensure and direct District Planning, Monitoring, Evaluation and Planning processes. Ensure District Inter-Governmental Relations and Stakeholder processes. Ensure the operations of district information systems and account for the reliability thereof. Provide leadership on the implementation of Curriculum delivery, Inclusive Education, Educators & Learner Support Programmes in the District. Manage and account on budget requirements and expenditure of the District. Provide leadership with effects on performance of schools. Manage and account on the implementation of Examination & Assessment frameworks, instruments and controls in the District Office. Manage the allocated resources of the Directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

Enquiries: Mr R Tywakadi (040-6084236)

DIRECTOR: HUMAN RESOURCE PLANNING & PROVISIONING SERVICES

Salary Notch: R 1,057,326 inclusive package (Salary Level 13)

Centre: Head Office – Zwelitsha Ref. ECDOE 03/10/19

REQUIREMENTS: Post Graduate Degree/Diploma (NQF level 7) as recognized by SAQA in Human Resource/ Public Administration/ Public Management coupled with five (5) years' experience in Middle Management (MMS) level. Valid Driver's License. Computer Literacy. Competencies: The incumbent must have knowledge of Human Resource Planning, Post Provisioning Norms, Organizational Development, Persal System and Human Resource Information Systems as well as Project Management skills. Knowledge of various computer packages including excel. Good monitoring and evaluation skills. Must be prepared to travel extensively and work irregular hours. Knowledge of a wide range of activities and advanced management skills. The incumbent must possess the following attributes and skills: disciplined, innovative, creative, problem solving, presentations, negotiations, and motivation. Excellent written and verbal communication skills are required as there will be a need for the verbal exchange of information requiring specialized and complex information and difficult explanation as well as tact and diplomacy. Proficiency in the drafting of complex policies/memos/letters/management and financial reports is required.

DUTIES: Manage the human resource planning services. Manage effective and efficient administration of the PERSAL system. Manage human resource management information and system assurance services. Manage Organizational Development programmes of the department. Manage Employment Equity plan of the department. Manage the allocated resources of the directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives

Enquiries: Mr. N Tshibo (040-608 4028)



DEPUTY DIRECTOR

HR ADMINISTRATION AND PLANNING

Salary Notch: R 733,257 inclusive package (Salary Level 11)

Centre: Sarah Baartman Ref. ECDOE 04/10/19

REQUIREMENTS: NQF level 7 Qualification in Personnel/ Human Resource Management/ Public Management or equivalent as recognized by SAQA with 3 years' relevant experience as Assistant Director level. The candidate must be in possession a valid code 08 driver's license and have proven computer literacy. Additional Requirements: Extensive knowledge of the Public Service Human Resource Management with specific reference to the Employment of Educators Act 1998 and PAM, Public Service Act and Regulations, PFMA, Treasury Regulations. Project management, human resources and financial management skills. Analytical, problem solving, policy formulation and research skills. Cogent verbal and written communication skills and the ability to communicate with a spectrum of stakeholders. Leadership, team building negotiation, conflict management and interpersonal skills excellent writing skills and grounded knowledge of the PERSAL system. Ability to mentor employees, as well as the capacity to manage change in a complex, multi-level diverse organization.

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

Enquiries: Mr. N Godlo

DEPUTY DIRECTOR

Fleet Management

Salary Notch: R 733,257 inclusive package (Salary Level 11)

Centre: Head Office – Zwelitsha Ref. ECDOE 05/10/19

REQUIREMENTS: NQF level 7 Qualification in Supply Chain/ Logistics/ Risk Management/ Public Administration/ financial Management or equivalent as recognized by SAQA with 3 years' relevant experience at Assistant Director level. Competencies: Knowledge of asset or fleet management processes, asset or fleet risk management, Asset and Fleet Legislation, and asset or fleet logistics management. Knowledge of IT systems / programming and automation of manual processes will be an added advantage.

RESPONSIBILITIES: Develop/ review fleet management and operation's policies, plans, procedure manuals and processes. Oversee new and returned vehicle preparation. Oversee asset and fleet risk management services. Develop/review accident and loss control policies, plans and processes. Manage fleet account and fund adequacy. Manage and facilitate subsidy vehicle processes. Automate fleet manual processes. Manage all vehicle related investigations and processing of outcomes. Oversee other fleet risks and related cost recovery processes. Manage performance and development of staff. Undertake Human Resource and other related administrative functions. Establish implement and maintain efficient and effective communication. Develop and manage the operational plan of the sub-unit and report on progress as required. Develop, implement and maintain processes to ensure proper control of work. Compile and submit all required reports. Serve on transverse task teams as required. Quality control of work delivered by staff. Provide functional and technical advice and guidance. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure the unit's assets are managed, maintained and kept safely. Ensure reporting according to internal and external requirements. Manage and oversee auditing process for the unit. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting



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work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

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

DEPUTY DIRECTOR

Financial Management-Office of The CFO

Salary Notch: R 733,257 inclusive package (Salary Level 11)

Centre: Head Office – Zwelitsha Ref. ECDOE 06/10/19

REQUIREMENTS: A Degree or National Diploma in Commerce/ Accounting/Financial Management, Taxation, Internal Auditing, OR A National Diploma in Cost and Management Accounting OR Bachelor of Business Administration with at least five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding at 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations. Proficiency in the MS Office Package (Word, PowerPoint and Excel). **COMPETENCIES:** Office Management. Sound organizational and planning skills. High level of reliability, Client orientation and customer focus. Problem solving and analysis skills. Effective verbal and written communication skills. Effectively manage multiple demands and tasks. Having a sound Financial, Human resources; Supply Chain Management understanding & Presentation skills. Service Delivery Innovation. PFMA. Treasury Regulations. Departmental policies and procedures. Performance reporting.

RESPONSIBILITIES: Provide support service to the Chief Financial Officer. Prepare and consolidate reports For the branch for submission to SCOPA, Portfolio Committee, Audit Committee; Office of the Premier and Provincial Treasury. Managing the office budget, and compiling monthly expenditure reports and monthly procurement plan. Monitor the implementation of executive decisions, Assist with quality assurance of all incoming and outgoing correspondence. Efficiently manage the CFO's diary, and conflicting priorities and deadlines. Responsible for travel arrangements and processing of subsistence claims of the CFO. Develop and maintain effective relationships with all internal and external customers. Coordinate meetings, including the typing of agenda and minute taking to all CFO's meetings. Assisting the Finance Department and the entire branch with urgent requirements needed by various stakeholders. Ensuring compliance to departmental prescripts/policies in the office of the CFO. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

Enquiries: Mr. J O'Hara (040 608 4019)

DEPUTY DIRECTOR

Integrated Examination Computer System Administration, Certification & Examination

Salary Notch: R 733,257 inclusive package (Salary Level 11)

Centre: Head Office – Zwelitsha Ref. ECDOE 07/10/19

REQUIREMENTS: NQF level 7 Qualification in Public Administration or equivalent as recognized by SAQA with 3 years' relevant experience as Assistant Director. Applicants must have extensive and relevant knowledge relating to examinations and assessment specifically IT and information management systems and Certification and extensive data analysis background. Basic knowledge on budgeting and supply chain management operations, such as procurement and management of the compensation of employees processing. Extensive and sound knowledge of education policies relating to FET ad GET band, particularly curriculum, assessment and examinations, In-depth knowledge of examinations systems and challenges relating to these systems. Must have a valid code 08 driver's license and willingness to travel.



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COMPETENCIES: Budgeting and Financial Management. Communication and Information Management, Diversity Management, Managing interpersonal conflict, project management Sound organizational and planning skills. High level of reliability. Client orientation and customer focus. Problem solving and analysis skills. Effective verbal and written communication skills. Effectively manage multiple demands and tasks. Having a sound financial understanding. Presentation skills. Service Delivery Innovation. PFMA. Treasury Regulations. Departmental policies and procedures. Performance reporting.

RESPONSIBILITIES: To provide a credible national examination system and ensure the smooth running of all examinations and process provincially and to provide reliable and credible results data and analyzed statics as well as developing procedures and control measures to secure access and efficiency of the Examination IT system. Efficient and effective system maintenance and historical records and systems. Managing and leading the development, enhancement and maintenance of the certification systems (Integrated Examination computer systems and Senior Certificate mainframe. Managing and effective, efficient and secure administrative system for national senior certificate and senior certificate examination systems. Manage and monitor user accounts and ensure proper access to the system. Manage innovations in creating efficiency and effectiveness in the implementation of ICT in the provision of a world class examination system administration, data security, certification and any other related operational areas. Coordinate budget compilation and basic logistical support for the examinations and assessment and also monitor the utilization of budget allocated for examination and assessment operations. Manage the allocated resources of the sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Conducting work quality control, conducting formal disciplinary procedure, Conducting Performance Management and Development.

Enquiries: Mr. Mabona (040 602 7004)

DEPUTY DIRECTOR: FINANCIAL ADMINISTRATION

Salary Notch: R 733,257 inclusive package (Salary Level 11)

Centre: Alfred Nzo West Ref. ECDOE 08/10/19

REQUIREMENTS: A Degree or National Diploma in Commerce/ Accounting/Financial Management, Taxation, Internal Auditing, OR A National Diploma in Cost and Management Accounting OR Bachelor of Business Administration with at least five (5) years in Financial Management environment of which three (3) years' experience must be at an Assistant Director level. A proven track record of managing a team. Relevant experience in the Public Service would be an added advantage. A valid driver's license. Knowledge and Skills: Sound understanding at 106 basic accounting principles (GRAP and Modified Cash Basis) and proven ability to apply them. Knowledge of budget process, BAS, PERSAL and LOGIS. Have the ability to perform independently and under pressure. Good written and verbal communication skills. Computer literacy in MS Word, Excel and Outlook knowledge of Laws, Regulations, Policies, Instructions, Practices, Public Finance Management Act, Notes of the Public Finance Management Act (PFMA) and National Treasury Regulations.

COMPETENCY REQUIREMENTS: In-depth understanding of legislative framework that governs the Public Service. Understanding and application of the following prescripts: Public Finance Management Act. DORA. Treasury regulations. Treasury / Practice Notes. Treasury & DPSA Circulars. General Accounting Principles. SCM Guidelines and Frameworks. Understanding of Financial Management best practices. Financial Management Systems (PERSAL, BAS & LOGIS)

RESPONSIBILITIES: Provisioning of planning and advisory services. Provide support on the preparation process and budget monitoring for the District office. Ensure the provisioning of budgetary monitoring and reporting services. Oversee the provisioning of Public Finance Management to schools. Administer of financial accounting reporting services. Provide district expenditure management services. Provide district revenue and debt management services. Ensure development and internal control governance framework and ensure provisioning of fraud prevention and loss management services. Ensure provisioning of financial assurance and system control services. Ensure the monitoring evaluation and reporting on financial compliance. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives. Review financial management performance and make recommendations to improve the efficiency and effectiveness of the financial management. Report on financial management information as required by internal and external stakeholders. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff



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based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets. Identify and manage risks in area of responsibility. Ensure timely budgeting, monitoring, variance analysis and reporting. Ensure that Procurement Planning takes place, that specifications are developed timeously and that there is compliance with supply chain prescripts. Ensure the Unit's assets are managed, maintained and kept safely. Weigh up financial implications of propositions and align expenditure to cash flow projections

Enquiries: District Directors

DEPUTY DIRECTOR: SUPPLY CHAIN & FACILITIES MANAGEMENT

Salary Notch: R 733,257inclusive package (Salary Level 11)

Centre: Sarah Baartman Ref. ECDOE 09/10/19

REQUIREMENTS: Relevant NQF level 7 Qualification in Supply Chain/ Logistics/ Risk Management/ Public Administration/ financial Management or equivalent as recognized by SAQA with 3 years' relevant experience as Assistant Director level. Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Valid Drivers' License. Extensive Knowledge of SCM practices as directed by the Public Finance Management Act, 1999 and Treasury Regulations. Risk Management and Internal Control Management Practices. Asset Management Information systems, SCM Performance Review Tools and Reporting Knowledge.

RESPONSIBILITIES: Conduct the research that is informed by departmental procurement plans. Manage the demand of goods and services. Coordinate the development of specifications, terms of references and administer quotations/ bidding procedures. Provide demand planning and management support services. Coordinate and oversee contractual and service level agreement arrangement in partnership with legal services within ECDOE. Develop and maintain ECDOE contract register. Monitor evaluate and report on contract management services. Provide logistics and stores management services. Provide asset and disposal management services. Provide fleet management services. Identify SCM risks. Coordinate the development of SCM risk mitigation strategies. Monitor and report on risks related to SCM performance risk. Manage SCM systems and registers. Design and maintain SCM performance measures and standards. Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance and safekeeping of assets.

Enquiries: District Director

DEPUTY DIRECTOR: POLICY RESEARCH AND POLICY EVALUATION- SMME

Salary Notch: R 733,257inclusive package (Salary Level 11)

Centre: Head Office – Zwelitsha Ref ECDOE 10/10/19

REQUIREMENTS: Relevant NQF level 7 Qualification in Public Administration or equivalent as recognized by SAQA with 3 years' relevant experience as Assistant Director. A relevant qualification in Management Sciences, Public Administration or Social Sciences. A post graduate qualification will be added advantage. Applicants must have extensive and relevant knowledge relating to Strategic Management, Planning frameworks, relevant legislation and plans, policy analysis, research co-ordination, monitoring and evaluation. Agency, ability to work under pressure and to manage strict deadlines. Must have understanding of the audit processes and how it relates to planning and reporting compliance and improvement. Must have a valid code 08 driver's license and willingness to travel.

COMPETENCIES: Report writing, Research, Facilitation, problem solving, communication (written and verbal), Project Management, Applied Strategic Thinking, Applied Technology, Budgeting and Financial Management, Communication and Information Management, Citizen Focus and Responsiveness, Strategic



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Management , Develop Others, Financial Management , Diversity Management, Impact and Influence, Networking and Building Bonds, Managing Interpersonal Conflicts & Resolving problems, Planning and Organising, Team Leadership, Communications , Problem Solving and Decision Making, Negotiations, Continuous Improvement.

RESPONSIBILITIES: Provide strategic direction to the Sub-Directorate including advise on planning, policy, research, reporting and performance information management, audit innovations and improved institutional compliance and performance. Manage the provisioning of departmental policy coordination services. Maintain the Departmental research agenda. Research strategic issues and publish research products. To conduct environmental scans and research to document emerging trends, risks and opportunities for the sector. Support the development and reviews of the outcomes-based Medium Term Strategic Framework (MTSF), the 5-year Strategic Plan, the Annual Performance Plan (APP) and the Operational Plans of the Department, Provide technical support with the development of briefings, speeches, papers and communication inputs. Manage the allocated resources of the Sub-directorate in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager, Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development and implementation of Work Plans and Personal Development Plans (PDP's) for all subordinates , Manage daily employee performance and ensure timely Performance Assessments of all subordinates, Ensure management , maintenance and safekeeping of assets. Following the interview, the Selection Panel will recommend candidates to complete a reporting writing assessment.

Enquiries: Mr. T Masoeu (040-6084537)

DEPUTY DIRECTOR: INTERNAL CONTROL (FINANCIAL GOVERNANCE MANAGEMENT)

Salary Notch: R 733,257 inclusive package (Salary Level 11)

Centre: Head Office, Zwelitsha Ref. ECDOE 11/10/19

REQUIREMENTS: Relevant tertiary qualification at NQF level 7 as recognized by SAQA. Registration as a Certified Internal Auditor plus 3-year internal audit supervisory/management experience (ASD); or (Certification in Control Self-Assessment (CCSA), Certified Government Auditing Professional (CGAP). Proficiency in the application of the MS Office Package (Word, Power Point and Excel). Valid Drivers' License. Extensive Knowledge of Financial Management as directed by the Public Finance Management Act, 1999 and Treasury Regulations/ SCM policies and prescripts/ Human Resource Management policies, procedures and prescripts; Internal Control Management Practices;

RESPONSIBILITIES: Establish an integrated internal control systems (including review of all financial policies and procedure documents); Manage the delegations framework for the Department; Manage the appointment of programme and responsibility managers; Manage the consolidation of all systems description formulation and review; Manage the collation of specimen signatures for programme and responsibility managers; Manage the Departmental governance frameworks; Manage the Financial and Financial Related Systems Control framework; Fraud/unethical behavior prevention framework development and review; Manage the implementation of Policy and Control development and implementation in-line with New Treasury Regulations, SCM requirements and HRM legislation; Management of System Documentation. Provincial support and monitoring of Districts; Manage the allocated resources of the department in line with legislative and departmental policy directives and comply with corporate governance and planning imperatives; Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness; Resolve problems of motivation and control with minimum guidance from manager; Delegate functions to staff based on individual potential; Provide the necessary guidance and support and afford adequate training and development opportunities to staff; Ensure timeous development and implementation of work plans and personal development plans (PDPs) for all subordinates; Manage daily employee performance and ensure timely performance assessments of all subordinates; Ensure management, maintenance and safekeeping of assets.

Enquiries: Ms. N Gqoli (040 -608 4017/4488)



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CLOSING DATE: 22 NOVEMBER 2019

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 or www.dpsa.gov.za or www.ecdoe.gov.za

All other applications must be forwarded through one of the following options:

DEPARTMENT OF EDUCATION

All applications within **Head Office** should be directed to Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605; or deliver by hand at the Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration Enquiries: Mr T Dimbaza (040 608 6200). No faxed or e-mailed applications will be accepted.

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> Z83 which must be fully completed and authentically signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV. All proof of qualifications shall be certified as a true copy by a commissioner of oaths, and such certification shall not be older than 3 months as at the time of submission. [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). Successful candidates will also be subjected to security clearance processes. All SMS appointments are subject to a competency assessment. 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). **NB: It is the departments objective to achieve equitable representation across race and gender as per Employment Equity Plan. Females and Disabled persons are strongly encouraged to apply.**

