

DEPARTMENT OF EDUCATION

INTERNAL ADVERT 10/2019

Date of issue: 24 October 2019

Closing Date: 08 November 2019

This advert is only applicable for current employees within the Department of Education

ASSISTANT DIRECTOR: MONITORING & EVALUATION

SMME

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Head Office Ref No: HR 129/10/19

MINIMUM REQUIREMENTS: NQF 7 qualification in Management Science/Public Administration/Social Science as recognized by SAQA with 3 year's relevant experience. NQF 6 qualification in Management Science/Public Administration/Social Science as recognized by SAQA with 5 year's relevant experience or Matric with 10 year's relevant experience. Understanding of Monitoring and Evaluation and relevant research methodologies and analysis of planning documents. Good written and verbal communication skills, Planning and organizing skills, Ability to work under pressure. Good analytical skills and interpretation of performance data. An understanding of the audit process and performance information. A valid Code 8 driver's license.

KPA's: Provide support in the development of monitoring and evaluation tools and frameworks. Develop and maintain DOE's policy, system, procedures and calendar for monitoring and evaluation. Facilitate the implementation of monitoring and evaluation tools. Ensure compliance with the norms and standards set for DOE's planning and reporting instruments. Monitor the Department's performance against the NDP, PDP, strategic plans, annual performance plans. Good knowledge of Monitoring and Evaluation research methodologies and strategic planning. Knowledge of compiling reports. Knowledge and development of procedure for data collection. Excellent communication, analysis and report writing skills. Provide monitoring and evaluation services in the Department. Manage the alignment of the Department's M&E systems in relation to all District offices. Monitor the Department's performance against the NDP, PDP, strategic plans, annual performance plans. Monitor and evaluate document management processes. Coordinate and monitor the implementation of systemic and whole school evaluation. Promote a culture of accountability, reporting and evaluation of performance in Business units. Provide technical support in the management of service delivery initiatives in the Department. Oversee the integration of all the existing monitoring and evaluation systems within the Department. Manage, monitor and evaluate Departmental programmes and align them with Government wide programme of action. Manage and coordinate reporting instruments and tools on monitoring and evaluation. Establish early warning systems on reporting performance of the Department. Manage Audit risk areas in implementing programmes of the Department. Assist in the provision of information and coordinate responses to oversight structures. Coordinate and monitor the implementation of Batho Pele/ Service Delivery requirements and initiatives. Coordinate the development of service charters. Coordinate the development of service delivery improvement plans. Provide OD specific support in the development of monitoring tools, such as MPAT. 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

NB: Preference will be given to woman and people with disability

Please note the below position was previously advertised incorrect. Employees who applied are encourage to re-apply again.

ASSISTANT DIRECTOR: REPORTING

SMME

Salary Notch: R376 596 Per Annum (Level 9)

Centre: Head Office Ref No: HR 129/10/19

MINIMUM REQUIREMENTS: NQF 7 qualification in Management Science/Public Administration/Social Science as recognized by SAQA with 3 year's relevant experience. NQF 6 qualification in Management Science/Public Administration/Social Science as recognized by SAQA with 5 year's relevant experience or Matric with 10 year's relevant experience. Exposure to government strategic planning frameworks. Good written and verbal

communication skills, Planning and organizing skills, Ability to work under pressure. Good analytical skills and interpretation of performance data. An understanding of the audit process and performance information. A valid Code 8 driver's license.

KPA's: Provide support in the development reporting tools and instruments in the Department. Applicants must have 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. To have an understanding of the audit processes and how it relates to planning and reporting compliance and improvement. Develop and maintain departmental policy, system, procedures and calendar for all Departmental reporting. Ensure compliance with the norms and standards set for departmental planning and reporting instruments. Coordinate and consolidate SP, APP, Operational Plan and Annual Reports as prescribed in policies and legislation. Manage the development and maintenance of reports database. Provide support in the development of sessions with District offices on reporting mechanisms. Liaise with all business units and District office on training sessions. Develop report on the developmental reporting related developmental initiatives. 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

NB: Preference will be given to woman and people with disability

INSTRUCTIONS TO CANDIDATES

Applications can be forwarded through one of the following options:

All applications within Head Office should be directed to Department of Education Eastern Cape, Private Bag X0032, Bhisho 5605. Hand Delivery: The Department of Education, Human Resource Administration, Floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. For Attention: Human Resource Administration. **Applications will not be accepted later than 12h00 on the closing date.**

IMPORTANT: Applicants must note that the Department is not liable for applications submitted elsewhere to reach the destination by the closing date.

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). Where applicable, candidates will be subjected to a skills/knowledge test. The Department reserves the right not to make appointment(s) to the advertised post(s). **NB: It is the departments objective to address the Employment Equity Affirmative Action Measures in line with the ECDOE EE Plan and to achieve equitable representation across race and gender. Females and Disabled persons are strongly encouraged to apply.** APPLICATIONS RECEIVED AFTER CLOSING DATE WILL NOT BE CONSIDERED. NO FAXED APPLICATIONS WILL BE ACCEPTED.

SIGNED ON 29 October 2019



CHIEF DIRECTOR: HRM&D

MR N TSHIBO