**JOB PROFILE**

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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | DIRECTOR: EDUCATION DISTRICT OFFICE |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | TO DETERMINED BY JOB EVALUATION |
| **LOCATION** | DISTRICT OFFICE |
| **COMPONENT** | EDUCATION DISTRICT OFFICE |
| **DATE** |  |
| **POSTS REPORTS TO** | CHIEF DIRECTOR: CLUSTER |

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| **B. ORGANOGRAM** |

***SEE ATTACHED ORGANISATIONAL STRUCTURE***

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| **C.JOB PURPOSE** |

**To coordinate the provisioning of intergrated district** **education and corporate support services in the district office.**

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| **D.MAIN OBJECTIVE** |

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| **No.** | **Main objectives (Include 4-5 activities)** | **PERCENTAGE**  **%** |
| 1. | **To coordinate EMIS, governance, resourcing and special programmes in the district.**   * Coordinate EMIS in the district. * Coordinate the implementation of youth and special programmes in the district. * Coordinate governance, resourcing and rationalization of schools. * Coordinate of stakeholders, learner teacher support material and SGB programs in the district. |  |
| 2. | **Manage the provision of intergrated curriculum advisory services.**   * Provide intergrated curriculum advisory services for community-based ECD, Grade R, Foundation and intermediate phases, inclusive of Grade 7. * Provide intergrated curriculum advisory services in the mathematics, sciences and technology subjects for the senior and FET phases. * Provide intergrated curriculum advisory services in the business and commercial subjects for the senior and FET phases. * Provide intergrated curriculum advisory services in the business and commercial subjects for the senior and FET phases. * To promote and implement e-Teaching and e-Learning in schools. |  |
| 3. | **To provide intergrated education social support services.**   * Coordinate, asses and report on the implementation of iclusive education policies and programmes in schools. * To provide and coordinate school nutrition, scholar transport and hostel support services to learners. * To coordinate the provisioning of school health services to learners. * Coordinate, assess and report on the provisioning of curriculum enrichment and career guidance programmes to learners. |  |
| 4. | **To coordinate, asses and report on the provisioning of designated examination and leaner assessment services.**   * Control the distribution and safekeeping of assessment material and question papers. * Provide examination centre services. * Provide candidate assessment compliance and credibility services. * Provide examination database management services. * Facilitate the provisioning of certification services. * Provide assessment outcome advisory unit. |  |
| 5. | **To provide institutional management governance and support services.**   * Coordinate, assess and report on the implementation of all education policies and regulations in the district. * Coordinate the effective and efficient two way flow of information from schools, circuits and upwards. * Coordinate and ensure the operationalization of all relevant education and corporate service policies and regulations in all schools in the district. * Coordinate, asses and report on the operations all circuit structures in the district. * Facilitate and coordinate inter-governmental arrangements and partnerships to secure the requisite professional and other support services for schools in the district. |  |
| 6. | **Manage the provisioning of integrated training and development enhancement programmes at district development centres.**   * Provide in-school curriculum support. * Provide the training of school and district management teams. * Provide support on the provisioning of continued professional teacher development at district level. * Manage the delivery of education development centre programmes at the district level. * Provisioning of learner and teacher support and resource centres. |  |
| 7. | **To provide human resource planning and administration to the district office, circuit offices and public schools.**   * Provide human resource planning & provisioning services. * Provide human resource administration services. |  |
| 8. | **To provide EEA employee relations management sevirces.**   * Provide dispute and grievance management administrative services. * Provide employer and employee organisational coordination services. * Provide disciplinary management administrative services. * Provide human information management services.   Provide technical advisory services to the district and public school management teams. |  |
| 9. | **To coordinate the provisioning of sound financial administration services in compliance with the provisions of the Public Finance Management Act,1999 and related norms and standards.**   * Render expenditure management services. * Render financial accounting, bookkeeping and reporting services. * Provide district budget planning and management services. * Provide financial compliance, internal control and pre-audit services. |  |
| 10. | **To provide supply chain management and related services.**   * Provide demand and acquisition management services. * Provide contract management services. * Provide logistic, stores, asset and fleet management services. * Provide ICT support services to the district, circuit offices and public schools. |  |
| 11. | **Manage provision of PSA employee relations and performance management to the district office, circuit offices and public schools.**   * Provide employee relations management services for public service Act employees. * Provide employee wellness services. * Administer human resource development and performance management. |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** |

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| **No.** | **Stakeholders** |
| 1. | Provincial Departments  All Senior Management and official in the Department  National Departments and officials  Private Sector Organisations  Internal Organisations  Organised Labour  State Owned entities- Marketers/ Event Coordinators  Oversight Bodies |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | Yes |
| **HOURS OF WORK** | 8-16:30 |

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| **G.MATERIAL AND EQUIPMENT** |

* Office equipment

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| **H.BUDGET** |

* Recommend expenditure as per the allocation

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| **I.ENABLING LEGISLATION \ ACT GOVERNING THE JOB HOLDER** |

* Constitution of South Africa
* Employment of Educators
* South African Schools Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation; and
* Other relevant acts, policies and regulations

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** |

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| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** |  |
| **SKILLS** | * Project Management * Applied Strategic Thinking * Applied Technology * Budgeting and Financial Management * Communication and Information Management * Citizen Focus and Responsiveness * Strategic Management * Develop Others * Financial Management * Diversity Management * Impact and Influence * Networking and Building Bonds * Managing Interpersonal Conflicts & Resolving problems * Planning and Organising * Team Leadership * Communications * Problem Solving and Decision Making * Negotiations * Continuous Improvement |
| **MINIMUM EDUCATION AND TRAINING** | * NQF 7 as recognised by SAQA |
| **Minimum Experience** | * 5 years’ Experience in Middle Management Service. |
| **VALUES/ATTRIBUTES** | * Honesty and integrity * Professionalism * Self – driven * Team work |
| **COMMUNICATION** | * Good communication skills (written and verbal skills)   and a good command of English language |

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| **K. PROMOTION/PROGRESSION** |

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| **NEXT HIGHER POST** | CHIEF DIRECTOR |

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| **L. AMENDMENTS TO THE JOB DESCRIPTION** |

*The Head Of Department or his/her nominee reserves the right to make changes and alterations to this job description, as he/she may deem* ***reasonable, after due consultation with the post holder.***

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| **M. PERFORMANCE/WORKPLAN AGREEMENT** |

*The performance/workplan agreement of the incumbent, which contains specific target dates, should be read as an extension of this job description and may also contain any standard operating procedures that the incumbent should adhere to during the execution of his/her key performance areas.*

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| **N. AGREEMENT** |

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| Name: …………………………………… ……………………………… ………………………..  Job Holder Signature Date  Name: ………….………………………… ……..………………………… ………..……………...  Supervisor Signature Date |