**JOB PROFILE**

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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | **CES: EDUCATION SOCIAL SUPPPORT SERVICES** |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | **TO BE DETERMINED BY JOB EVALUATION** |
| **LOCATION** |  |
| **COMPONENT** | **EDUCATION SOCIAL SUPPPORT SERVICES** |
| **DATE** |  |
| **POSTS REPORTS TO** | **DIRECTOR: EDUCATION DISTRICT OFFICE** |

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| **B. ORGANOGRAM** |

***SEE THE ATTACHED ORGANISATIONAL STRUCTURE***

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| **C. JOB PURPOSE:** |
| **To provide intergrated education social support services.** |

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| **D.MAIN OBJECTIVE** | | |
| **No.** | **KRA** | **PERCENTAGE**  **%** |
| 1. | **PROVIDE GUIDANCE ON THE IMPLEMENTATION OF RELATED LEGISLATIVE FRAMEWORKS**   * Provide guidance on the implementation, monitoring and reporting of integrated strategy, policies and procedure for business process management services * Develop and monitor the implementation of the related plans and programmes |  |
| 2. | **Coordinate, asses and report on the implementation of iclusive education policies and programmes in schools.**   * Coordinate the implementation of the inclusive education policy framework in the schools across the curriculum. * Monitor,evaluate and report on the implementation of IE policy imperatives special and full service schools. * Coordinate processes to ensure the provisioning of counselling and related professional services to learners with special needs. * Provide and coordinate the provisioning of educational and other professional support services to learners. |  |
| 3. | **To provide and coordinate school nutrition, scholar transport and hostel support services to learners.**   * Coordinate, monitor and report on the implementation of the school nutrition programme in the district. * Coordinate the provisioning of scholar transport services, the designation of quality learners and routes. * Monitor, evaluate and report on the provisioning of learner transport services by implementing agents. * Coordinate the provisioning of hostel services at designated schools and the planning of new services. |  |
| 4. | **To coordinate the provisioning of school health services to learners.**   * Coordinate the provision of school health services at ordinary, full service, special and independent schools. * Liaise with district office of the Health Department, relevant local municipalities, NGO’s and other health service providers and partners to secure the appropriate coverage of all schools in the district. * Coordinate the provisioning of primary health services to leaners with HIV/AIDS and other chronic diseases in schools. * Coordinate screening and support programmes for learners with eyesight, hearing, dental and related health conditions. * Coordinate periodic screening of learners for stunting, nutritional deficiencies and related nutrition-based health challenges. * Monitor schools for the outbreaks of contagious diseases, report thereon and coordinate with the Health Department the implementation of containment measures. * Coordinate, monitor and report on the implementation of occupational health and safety measures affecting learners in school. |  |
| 5. | **Coordinate, assess and report on the provisioning of curriculum enrichment and career guidance programmes to learners.**   * Promote and coordinate processes for the provisioning of for school sport services. * Promote and coordinate processes for the provisioning of school music, including choral music, visual and perfoming arts programmes at schools. * Promote and coordinate processes for the implementation of debating, public speaking and leadership development programmes in schools. * Promote learner participation in exhibitions Expos, festivals and Olympiads etc. * Coordinate processes for the provisioning and maintenance of libraries, resource and media centres in school. |  |
| 6. | **MANAGE THE ALLOCATED RESOURCES OF THE SUB-DIRECTORATE**   * Manage daily employee performance and ensure timely Performance Assessments of all subordinates * Ensure timeously development and implementation of Job Descriptions, Work Plans and Personal Development Plans (PDP’s) for all subordinates * Ensure management, maintenance and safekeeping of assets * 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 |  |
| **TOTAL** |  | **100%** |

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| **E.COMMUNICATION AND STAKEHOLDERS** | | |
| **No.** | **Stakeholders** |
| 1. | Departmental Officials  Provincial Departments  National Departments  Community  Learners  SGBs |

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| **PHYSICAL DEMANDS/HAZARDOUS CONDITIONS** | None |
| **HOURS OF WORK** | 8 Hours |

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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** |

* Employment of Educators Act
* Public Finance Management Act
* Public Service Act
* Public Service Regulation
* National Treasury regulations
* National Treasury / Practice Notes
* National Treasury & DPSA Circulars
* General Accounting Principles
* DORA
* SCM Guidelines and Frameworks
* Internal Control Systems

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| **J. INHERENT REQUIREMENTS AND COMPENTENCY OF THE JOB** | |
| **ESSENTIAL REQUIREMENTS** | |
| **KNOWLEDGE** | * Public Service Act * PFMA * Treasury Regulations * IQMS * Educator’s Employment Act * Basic Conditions of Employment Act * Educational Public Service Leadership * Strategic Planning and Transformation * Education Management Development * Research and Development * Management of Diversity |
| **SKILLS** | * Policy Formulation and Implementation * Leadership skills * Research skills * Co-ordination, Presentation and Facilitation skills * Management skills * Interpersonal skills * Planning and Organizational skills * Problem solving skills |
| **MINIMUM EDUCATION AND TRAINING** | * Relative Education Qualification Value 13 with SACE Registration |
| **Minimum Experience** | * 3 years Relevant experience at a DCES level |
| **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** | 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 |