**JOB PROFILE**

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| **A. JOB INFORMATION** |

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| **POST HOLDER** |  |
| **PERSAL NUMBER** |  |
| **JOB TITLE** | **DCES: EXAMINATION AND ASSESMENT** |
| **CORE** |  |
| **CORE CODE** |  |
| **POST LEVEL** | **TO BE DETERMINED BY JOB EVALUATION** |
| **LOCATION** |  |
| **COMPONENT** | **EDUCATION DISTRICT OFFICE** |
| **DATE** |  |
| **POSTS REPORTS TO** | **CES** |

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| **B. ORGANOGRAM** |

***SEE THE ATTACHED ORGANISATIONAL STRUCTURE***

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| **C. JOB PURPOSE:** |
| **Assist to coordinate, asses and report on the provisioning of designated examination and leaner assessment 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. | * Render support to control the distribution and safekeeping of assessment material and question papers. * Assist to provide examination centre services. * Assist to provide candidate assessment compliance and credibility services. * Assist to provide examination database management services. * Assist to facilitate the provisioning of certification services. * Assist to provide assessment outcome advisory services to schools and the district curriculum advisory unit. |  |
| 3. | **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 SES 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** | CES |

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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 |