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| **JOB DESCRIPTION ANNEXURE 1**  **A. JOB INFORMATION SUMMARY** | | | | |
| **NAME: Jerkina Bytes** | | **DATE:** 01 April 2018 | | |
| **JOB TITTLE:** DCES – Performance Management and Development System and IQMS Development (PMDS & IQMS) | | | | |
| **SALARY GRADE:** 10 | | | | |
| **COMPONENT:**  Teacher and Professional Development | **DIRECTORATE:**  Educator Performance Management and Development | | **UNIT:**  PMDS & IQMS | |
| LOCATION: HEAD OFFICE - Gauteng | | | |  |
| B. JOB PURPOSE To monitor, facilitate and support teachers and SESs on the implementation of programmes in their area of responsibility. | | | | |
| C. KEY PERFORMANCE AREAS (KPAs)  * Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following:   + - Conduct regular on-site support visits to schools/ offices;     - represent the district at provincial and other relevant forums;     - Coordinate and manage national, provincial and district priorities and projects;     - Ensure effective and efficient utilisation of resources and information services; and     - Work collaboratively to improve learner performance * Establish clear channels of communication by liaising with schools and districts. * Facilitate correct interpretation and ensure effective planning; implementation, monitoring and evaluation of policies; * Conduct analysis of data collected in order to inform and improve teaching and learning; * Facilitate and arrange workshops and training sessions on behalf of their sections/ area of responsibility; and * Any other reasonable function assigned by the employer within the job function. | | | | |
| D. COMPETENCIES  * Monitoring and evaluation * Performance management * Decision making and initiating action * Adhering to principles and values * Analysis and interpreting * Writing and reporting * Creating, conceptualising and innovating * Organising and executing * Coping with pressure and setbacks * Time management | | | | |
| **E. KNOWLEDGE AND SKILLS**   * Knowledge of the Constitution as well as other relevant Acts and policies * Experience in research on the latest developments related to curriculum transformation * A good understanding of Matrix Management * Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom * Interpret, analyse and apply current legislation and departmental policies * Supervisory , organisational and interpersonal skills * Proven written and verbal skills * Attention to detail and high level of accuracy, effective public relations and public speaking skills * Computer literacy-MS Word, MS Excel, MS Power point and MS Outlook | | | | |
| **F. JOB AGREEMENT**  Jerkina Bytes **Jarius Nkomo**  **…………………………………….. ………………………………………**  **SIGNATURE OF POSTHOLDER** **SIGNATURE OF SUPERVISOR**  **DATE:01 April 2018 DATE: 01 April 2018** | | | | |