

- POST** : **CHIEF EDUCATION SPECIALIST: STRATEGIC PLANNING AND SECRETARIAL SERVICES**
- SALARY SCALE** : **All Inclusive package of R657 879 pa (Salary Level 12)**
- CENTRE** : **Head Office (1 Post) (Ref 120)**
- REQUIREMENTS** : A recognized three-year qualification (REQV 14) and 9 years appropriate experience in the education field; a valid driver's license; and registration with the South African Council of Educators (SACE).
Additional requirements: An understanding of National and Provincial Government policy priorities, goals, outcomes and the operationalization of the Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, guidelines, prescripts and relevant education legislation; working knowledge of the public service; project, human resources and financial management skills; advanced computer, analytical, problem solving, policy formulation, implementation and research skills; cogent verbal and written skills and the ability to communicate with a spectrum of stakeholders; leadership, team building and negotiation skills; the ability to mentor employees as well as the capacity to manage change in a complex, multi- level diverse organization.
Key responsibilities: •Formulate, revise, develop and manage the execution of the Department's strategic plan, all statutory plans and reporting and policy plans, with due consideration of the strategic direction of the Department and the Provincial Government; •Monitor and evaluate the implementation of the strategic plan through annual performance plans, operational plans and statutory quarterly and annual reports; •Assist the Director in the development and training of Public Service management cadres in the Department in relevant strategy development matters; •Take decisions within the regulatory framework of the Public Finance Management Act; Treasury Regulations and relevant prescripts; •Formulate, develop and manage the execution of the Departmental Reporting Plans with due consideration of the strategic direction of the Department and the Provincial Department of the Eastern Cape; •Develop reporting tools in

consultation with the Province; •Plan, budget and utilise funds for the sub-directorate; •Assist the Director: Strategic Planning and Secretariat Services to monitor, evaluate and develop strategic plans, operational plans to give effect to the strategic direction and management of the Department, •Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Provincial Government with regard to performance information; •Provide secretarial services for certain management meetings; •Compile reports to the Audit Committee on the qualitative performance of the Department. •Compile all statutory reports, quality assure, analyse, publish and submit these to the relevant stakeholders according to statutory timelines and requirements; •Develop Departmental management and system strategies, norms, standards, guidelines and best practice and procedures, derived from the Public Finance Management Act, Treasury Regulations and other national policies, strategies, norms and standards developed by the National Treasury, but focused on the specific requirements of the Department; •Implement and adhere to these policies, guidelines, prescripts, strategies, etc.; •Represent the Department at senior management meetings in the absence of the Director. Direct the activities of the Department as delegated by the Director; •Manage and implement effective efficient management information systems of all strategy and operational plans; •Conduct research, develop and maintain baselines for strategic and operational plans; •Rationalise unnecessary duplication and redundancy of inefficient strategies; •Where feasible promote common solutions for common demands in respect of strategy and linked operations across the Department; •Contribute to the knowledge management systems for human resource development skills transfer and training; •Analyse planning and reporting related statistics. •Assist the Director in the development and training of Public Service management cadres in the Department in relevant strategy development matters; •Analyse all performance reports and report to different managers on findings; •Carry out other duties as assigned by the Director.

POST : **CHIEF EDUCATION SPECIALIST: IDS & G**

SALARY SCALE : **All Inclusive package of R657 879 pa (Salary Level 12)**

CENTRE : **Ngcobo (1 Post) (Ref 121)**

REQUIREMENTS : A recognized three-year qualification (REQV 14) which must include appropriate training as an Educator. Eight years teaching experience for CES. Registration with SACE or proof of registration. Code 08 driver's license.

RESPONSIBILITIES: Oversee institutional development and support functions to all schools within the districts. Design frameworks for district school interface for EDO's within the district. Monitor school functionality. Manage and co-ordinate operational policies with regards to school governance, HR Provisioning needs and physical resource needs. Financial management in schools and delivery of curriculum learning materials. Work within a matrix management in schools and delivery of curriculum learning materials. Work within a matrix management arrangement with Head Office. Co-ordinate and manage all activities of Education Development Officers within the district. Manage all Social Plan programmes, including scholar transport, rural school development, school nutrition and poverty alleviation. HIV/AIDS advocacy. Develop strategies for operations management within schools. Report any problems from finding to relevant line specialists for further intervention. Monitor the facilitation of education management development services. Develop operational strategies to implement policies and circulars by interpreting and coordinating such policies for schools. Conduct ongoing desktop research on education delivery issues within the district. Exercise procurement and financial control measures for school administration. Monitor the facilitation of home education. Implement provincial government initiatives and national projects, including research projects. Communicate with stakeholders on policy and training issues. Manage and co-ordinate the development and training of school governing bodies.

POST : **CHIEF EDUCATION SPECIALIST: MONITORING OF FUNDING NORMS AND STANDARDS (IDS & G)**

SALARY SCALE : **All Inclusive package of R657 879 pa (Salary Level 12)**

CENTRE : **Head Office (1 Post) (Ref 122)**

REQUIREMENTS : A three year teaching qualification or REQV 14. A minimum of 5 years experience in management. A valid driver's licence.

RESPONSIBILITIES: The co-ordination of trainings of section 21 schools and other identified public schools on financial management. Assist in preparing budget for the payment of section 21 schools. Co-ordinate the monitoring of finances for section 21 schools. Identify struggling schools and facilitate training in financial management. Monitor compliance to policy prescripts. Facilitate the transfer of funds to No Fee schools and section 21 schools. Attend cluster meetings on financial accountability. Assists the Director to collate all information needed. Ensure and monitor reports on activities within the operation. Assisting in formulation of

policies for operational reasons Co-ordinate the submission of audited financial statements by schools Develop financial guidelines on the utilization of funds by schools.

- POST** : **CHIEF EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT**
- SALARY SCALE** : **All Inclusive package of R657 879 pa (Salary Level 12)**
- CENTRE** : **Dutywa (1 Post) (Ref 123)**
- REQUIREMENTS** : A recognized 3-year qualification (REQV 14) and appropriate training as a teacher. At least 10 years appropriate teaching experience. A minimum of 5 years managerial experience at Post Level 4. A valid driver's license. Registration with SACE.
- Recommendations:** Sound knowledge and understanding of the NQF, NCS and the Curriculum and Assessment Policy Statements (CAPS) as it relates to GET and FET Bands, including ABET Levels. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and Assessment Policy Statements (CAPS) and assessment in the GET and FET Bands, including ABET. Proven strategic management and leadership skills. Experience in Human Resource Management. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development processes and practices. Sound knowledge of financial management (PFMA & DoRA), and procurement policies. Proven experience in planning, implementing, monitoring, supporting and evaluating projects. A good understanding of transformational issues in education.
- Competencies / Skills:** Dynamic management style. Proven leadership, networking, consultation and advocacy skills. Excellent strategic planning and problem solving skills. Good analytical and report writing skills. Sound human relations and interpersonal skills. Good research, project, financial and time management skills. Diversity/conflict and change management skills. Ability to work under pressure both independently and in a team. Excellent computer Literacy in MS Office Suite and MS Outlook.
- Key Responsibilities:** Management and co-ordination of the implementation of the National Curriculum Statement (NCS), Curriculum and Assessment Policy Statement (CAPS) and other related policies in all schools in the district in line with the vision, goals and targets as set out in *Schooling 2025: Action Plan to 2014*. Leadership in curriculum management functions in all schools within the district, inclusive of ECD Centres, GET, FET, ABET Centres and Independent schools. Co-ordinate the monitoring and support of school functionality as it relates to curriculum implementation. Co-ordinate and manage all activities of curriculum personnel in the district. Leadership in the sphere of curriculum planning within the ECDOE vision and strategic goals. Co-ordination and provision of training/ professional development and managerial support to all curriculum personnel in the district.

Management and co-ordination of Curriculum and Assessment and Examination systems, structures, policies, and procedures in the district, GET and FET schools, including ABET Centres. Strategic oversight of ECD and ABET district staff. Effective and efficient management and co-ordination of district library and media/resource centres and tele-collaborative learning functions in the district. Management, co-ordination, monitoring, support and evaluation of all district curriculum activities. Co-ordinate the establishment and maintenance of district Subject/Field structures, systems, processes and procedures as per Provincial Curriculum Guidelines (PCG's). Ensure development, management and accountability for the district curriculum operational plan, budget, physical and human resources. Ensure the development, management, co-ordination, implementation, monitoring, and evaluation of provincial and national strategies and projects to improve access to subjects and improved performance of learners, teachers and subject advisors in the district. Facilitation of developmental needs of curriculum personnel and teachers as a result of policy changes and priorities in relation to content and assessment. Networking with other education directorates, other sectors, non-governmental organizations and teacher unions. Exercise procurement and financial control measures for all functions relating to curriculum in the district.

POST : **CHIEF EDUCATION SPECIALIST: EDUCATION SOCIAL SUPPORT SERVICES**

SALARY SCALE : **All Inclusive package of R657 879 pa (Salary Level 12)**

CENTRE : **Butterworth (1 Post)(Ref 124), Cofimvaba (1 Post)(Ref 125), Lady Frere (1 Post)(Ref 126), Lusikisiki (1 Post) (Ref 127)**

REQUIREMENTS : A three year teaching qualification or REQV 14. A minimum of 5 years experience in management. A valid driver's licence.

RESPONSIBILITIES: Manage all Social Plan Programmes, including scholar transport, rural school development, school nutrition and poverty Alleviation, HIV/AIDS advocacy. Develop strategies for the operations management within schools, report any problems from findings to the relevant line specialist for further intervention. Monitor the facilitation of education management development services. Develop operational policies for schools. Conduct ongoing desktop research on education delivery issues within the District. Exercise procurement and financial control measures for school administration. Monitor the facilitation of home education. Implement provincial government initiatives and national projects, communicate with stakeholders on policy and training issues. Manage and coordinate the development and training of School Government Bodies.

POST : **CHIEF EDUCATION SPECIALIST: GOVERNANCE AND**

MANAGEMENT

- SALARY SCALE** : All Inclusive package of R657 879 pa (Salary Level 12)
- CENTRE** : Head Office (1 Post)(Ref 128)
- REQUIREMENTS** : A three year teaching qualification or REQV 14 .A minimum of 7 years experience in management .A valid driver's licence.
- RESPONSIBILITIES:** Manage and monitor the implementation of the legislation in relation to governance. Monitor school functionality with democratic governance structures. Monitor the development of material for effective school governance and administration. Manage all institutional development support and governance. Manage the identification of all relevant trainings for head office and districts officials. Assists the director to collate all information needed. Ensure and monitor on activities within the operation. Assisting in formulation of policies for operational reasons. Co-ordinate election and training of RCL's .Co-ordinate training and election of School Governing Bodies. Monitor district and school compliance to policy. Co-ordinate training of EDO's and SMT's on governance matters.
- POST** : **CHIEF EDUCATION SPECIALIST: INSTITUTIONAL MANAGEMENT DEVELOPMENT AND GOVERNANCE- SCHOOL MANAGEMENT AND DEVELOPMENT**
- SALARY SCALE** : All Inclusive package of R657 879 pa (Salary Level 12)
- CENTRE** : Head Office (1 Post)(Ref 129)
- REQUIREMENTS** : A three year teaching qualification or REQV 14. A minimum of 5 years experience in management. A valid driver's licence.
- RESPONSIBILITIES:** Co-ordinate school Readiness Programme .Co-ordinating school visits and compile reports .Identification of training needs for EDO's. Identification of training needs for SMT's and School principals. Submit EDO and SMT training needs to HRD and monitor training. Ensure that School Management structures are in place in all schools. Collate district reports for submission to DBE. Monitor NSLA implementation in the 23 districts .Monitor school functionality and school effectiveness. Develop capacity building programmes for EDO's and School Principals. Attend DBE meetings on behalf of the Provincial Office .Convene accountability meetings for circuit managers and Chief Education Specialists for Management and Governance.
- POST** : **CHIEF EDUCATION SPECIALIST: INSTITUTIONAL MANAGEMENT DEVELOPMENT AND GOVERNANCE (IQMS IMPLEMENTATION)**

SALARY SCALE : All Inclusive package of R657 879 pa (Salary Level 12)

CENTRE : Head Office (1 Post)(Ref 130)

REQUIREMENTS : A three year teaching qualification or REQV 14. A minimum of 5 years experience in management .A valid driver's licence.

RESPONSIBILITIES: The development of IQMS management plan .Monitor and support existence and functionality of structures. Monitor and support implementation of development cycles. Monitor and support moderation processes. Monitor budget utilization. Conduct school visits to monitor compliance to policy. Quality assure submitted school improvement plans and district development plans. Submit educator training needs to HRD for implementation. Monitor training .Attend DBE meetings. Co-ordinate Provincial Task Team meetings. Play an oversight role on District Task Teams .Co-ordinate the training of educators on the New Collective Agreement.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: INSTITUTIONAL MANAGEMENT DEVELOPMENT AND GOVERNANCE (GOVERNANCE MANAGEMENT)**

SALARY SCALE : R366 891 – R718 470 pa. (Salary Level 10)

CENTRE : Head Office (1 Post)(Ref 131)

REQUIREMENTS : A recognized three - year qualification (REQV 14) which must include appropriate training as an educator. A minimum of seven years teaching experience. A valid Code 08 driver's license. Registration with SACE.

RESPONSIBILITIES: The empowerment of EDO's to support the functioning of RCL's and SGB's. Audit of school governance structures established in line with SASA provision. Identification of training needs at school. Conduct and attend Provincial SCG meeting. Audit of governance master trainers. Audit of districts SGB unit. The induction of district SGB units to support the implementation and monitoring of school governance programmes. Training of master trainers on roles and responsibilities of SGB units. The Consultation session with districts and circuits for support. The monitoring the correct and prompt implementation of school policies. Sample of two high schools per districts and its feedback. Provincial SGB unit meeting. The preparations for SGB elections in 2009. Distribution of draft provincial regulations to districts and social partners for inputs. Consolidation of inputs by task team. Presentation to social needs cluster and legislature. Gazetting of provincial regulations. Distribution of provincial regulations to districts. Development and duplication of election material by Province and

District. Distribution of issues emanating from SASA 84 of 1996 as amended. The monitoring of utilization of District allocations. Consultative meetings with Districts.

- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: STRATEGIC PLANNING AND SECRETARIAT SERVICES (PLANNING, MONITORING AND REPORTING UNIT)**
- SALARY SCALE** : **R366 891 – R718 470 pa. (Salary Level 10)**
- CENTRE** : **Head Office (1 Post) (Ref 132)**
- REQUIREMENTS** : A recognized three-year qualification (REQV 14) and 6 years appropriate experience in the education field; a valid driver's license; and registration with the South African Council of Educators (SACE).
Additional requirements: An understanding of National and Provincial Government policy priorities, goals, outcomes and the operationalisation of the Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, guidelines, prescripts and relevant education legislation; working knowledge of the public service; project, human resources and financial management skills; advanced computer, analytical, problem solving, policy formulation, implementation and research skills; cogent verbal and written skills and the ability to communicate with a spectrum of stakeholders; leadership, team building and negotiation skills; the ability to mentor employees as well as the capacity to manage change in a complex, multi-level diverse organization.
Key responsibilities: •Formulate, revise, develop and manage the execution of the Department's strategic plan, all statutory reports and plans, with due consideration of the strategic direction of the Department and the Provincial Government; •Monitor and evaluate the implementation of the strategic plan through annual performance plans, operational plans and statutory quarterly and annual reports; •Develop required documentation for the Education Portfolio Committee; •Develop presentations as required on PowerPoint; •Formulate, develop and manage the execution of the Departmental Reporting Plans with due consideration of the strategic direction of the Department and the Provincial Department of the Eastern Cape; •Assist the CES Strategic Planning and Secretariat Services in the development and training of Public Service management cadres in the Department in relevant strategy development matters; •Take decisions within the regulatory framework of the Public Finance Management Act; •Develop reporting tools in consultation with the Province; •Manage and implement effective and efficient monitoring management information systems of all projects and services • Implement a departmental wide

monitoring and evaluation approach in supporting the business processes and bridging the diverse sector and customer needs to establish an integrated client-focused service strategy • Increase the overall coordination and control to improve service delivery; •Plan, budget and utilise funds for the unit; •Assist the CES Strategic Planning and Secretariat Services to monitor, evaluate and develop strategic plans, policy plans, operational plans, business plans, knowledge management plans and service delivery plan to give effect to the strategic direction and management plans of the Department, the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Province; •Report regularly to the Audit Committee on the qualitative performance of the Department; •Assist the CES Strategic Planning and Secretariat Services to compile all statutory reports, quality assure, analyse, publish and submit these to the relevant stakeholders according to statutory timelines and requirements Assist with the development of departmental management and system strategies, standards, norms, guidelines and best practices and procedures, derived from the national policy and strategy, standards and norms developed by the DPSA, but focused on the specific requirement of the Department; •Monitor and evaluate the implementation and adherence to the strategies as contained in the different plans and policies etc.; •Direct the activities of the Department as delegated by the Director; •Rationalise unnecessary duplication and redundancy of inefficient strategies; •Promote common solutions for common demands across the department; •Contribute to the knowledge management systems for human resource development skills transfer and training; •Carry out duties as assigned by the Chief Education Specialist: Strategic Planning and Secretariat Services.

- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: POLICY EVALUATION AND RESEARCH (POLICY RESEARCH UNIT)**
- SALARY SCALE** : **R366 891 – R718 470 pa. (Salary Level 10)**
- CENTRE** : **Head Office (1 Post) (Ref 133)**
- REQUIREMENTS** : A recognized three-year qualification (REQV 14) and 6 years appropriate experience in the education field; a valid driver’s license; and registration with the South African Council of Educators (SACE).
Additional requirements: An understanding of National and Provincial Government policy priorities, goals, outcomes and the operationalization of the Public Service Legislative Framework with specific reference to the Public Finance Management Act, Treasury Regulations, guidelines, prescripts and relevant education legislation; working knowledge of the public service; project, human resources and financial management skills; advanced computer, analytical, problem

solving, policy formulation, implementation and research skills; cogent verbal and written skills and the ability to communicate with a spectrum of stakeholders; leadership, team building and negotiation skills; the ability to mentor employees as well as the capacity to manage change in a complex, multi- level diverse organization.

Key responsibilities: •Formulate, revise, develop and manage the execution of the Department's strategic plan, policy plans, with due consideration of the strategic direction of the Department and the Provincial Government; •Assist the Chief Education Specialist Strategic Planning and Secretariat Services in the development and training of Public Service management cadres in the Department in relevant policy development matters •Take decisions within the regulatory framework of the Public Finance Management Act; •Develop a monitoring and evaluation tool for policy implementation in consultation with the Province •Manage and implement effective and efficient monitoring management information systems of all policy projects and services •Implement a departmental wide policy monitoring and evaluation approach in supporting the diverse sector and customer needs to establish an integrated policy strategy; •Increase the overall coordination and control to improve service delivery; •Plan, budget and utilise funds for the unit; •Assist the CES Strategic Planning and Secretariat Services to monitor, evaluate and develop strategic policy plans aligned to the service delivery improvement plan to give effect to the strategic direction of the Department; •Compliance with the Promotion of Access to Information Act, all legislative and regulatory obligations of the Department and the Province with regard to policy matters; •Assist the CES Strategic Planning and Secretariat Services in the compilation of the Corporate Calendar for the Department and with the development of departmental management and system strategies, standards, norms, guidelines and best practices and procedures, derived from the national policy and strategy, standards and norms developed by the National Treasury, but focused on the specific requirements of the Department; •Carry out duties as assigned by the Deputy Director

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: CURRICULUM ADVISORY SERVICES (ECD/GET)**

SALARY SCALE : **R366 891 – R718 470 pa. (Salary Level 10)**

CENTRE : **Lady Frere (1 Post)(Ref 134)**
REQUIREMENTS : A recognized 3-year qualification (REQV 14), with a major in one of the Subjects being applied for. A relevant teaching qualification. At least 7 years teaching experience at Post Level 2 in the Phase/Subject being applied for. A valid driver's license. Registration with SACE.
Recommendations: Sound knowledge and understanding of the NQF, the NCS and the Curriculum and Assessment Policy Statements

(CAPS) in GET. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and Assessment Policy Statements (CAPS) and assessment in the GET Band. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development processes and practices. Proven experience in planning, implementing, monitoring, and evaluating projects.

Competencies/skills: Good management, leadership, interpersonal and networking skills. Good strategic, project, financial, research and time management skills. Able to work under pressure in both a team and as an individual. Willing to engage in further skills development and ongoing learning. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook.

Key Responsibilities: Provide overall leadership for the development and implementation of the Phase/Subject in districts. Co-ordinate the establishment and maintenance of Subject Committees in the Phase/Subject. Manage and co-ordinate the provision of appropriate learner assessment strategies in the Phase/Subject. Co-ordinate the selection and utilization of appropriate LTSM for the Phase/Subject. Manage relevant curriculum policy, maintenance, development, support and administration at district level. Represent the district at provincial and other relevant curriculum forums. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes in the Phase/Subject that are led by the provincial department or in conjunction with outside agencies. Ensure effective planning, implementation, monitoring and evaluation of curriculum policies. Facilitate the establishment of district clusters to enable teachers to improve their knowledge and understanding of the subjects. Plan and organize regular meetings/workshops/seminars/orientations for teachers in the Phase/Subject. Ensure the implementation of the Provincial Curriculum Guidelines (PCG's) for the implementation in the Phase/Subject in schools. Conduct targeted on-site monitoring and support visits to schools and teachers to verify the implementation of curriculum in the subjects. Implement quality assuring and monitoring tools / instruments for School Based Assessment moderation at school, cluster, circuit and district levels. Implement project proposals, business plans and compile and submit reports on the activities in the Phase/Subjects in the district. Operationalize the implementation of curriculum policy in the district. Monitor the correct implementation of the curriculum at school level, and facilitate the resolution of all queries on the curriculum. Participate in the evaluation of teaching and learning resources to schools for the Phase/Subject. Work with Assessment and Examination Directorate to co-ordinate and manage the implementation of all national, provincial and district organized examinations/tests. Build strong working relationships with higher institutions of learning, Non-Governmental Organizations, relevant community organizations and research organizations. Establish and manage data on schools, teachers, training and support courses, on-site support visits, Subject Advisors, etc. to ensure effective planning, decision-making, monitoring,

support, and implementation of the NCS and CAPS. Work towards the attainment of educational outcomes in relation to Schooling 2025: Action Plan to 2014. Co-ordinate and manage the setting, planning, implementation and achievement of targets for the Phase/Subject in district and schools. Co-ordinate the development of Subject Improvement Plans for the district and schools informed by the Annual National Assessments (ANA), Provincial Common Tests, etc. Monitor and evaluate the extent to which Improvement Plans are implemented

- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT (ASSESSMENT AND EXAMINATIONS)**
- SALARY SCALE** : **R366 891 – R718 470 pa. (Salary Level 10)**
- CENTRE** : **Ngcobo (1 Post) (Ref 135), Sterkspruit (1 Post)(Ref 136)**
- REQUIREMENTS** : A recognized 3 year qualification (REQV 14), and appropriate training as a teacher. At least 7 years appropriate teaching experience in a GET and/or FET school environment. A minimum of 3 years managerial experience in education at post level 2. Knowledge of policies governing the conduct, administration, and management of assessment and examinations. Knowledgeable about the professional support, communication structures and their functioning within the Department of Education. A valid driver's license. Registration with SACE. Preparedness to undergo vetting processes.
- Recommendations:** Sound knowledge and understanding of the NQF, NCS and the Curriculum and Assessment Policy Statements (CAPS) in GET, FET & ABET. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and Assessment Policy Statements (CAPS) and assessment in GET, FET and ABET. Experience in working in Assessment and Examinations environment. Knowledge of national and provincial Assessment and Examinations prescripts, processes and practices. Proven experience in planning, implementing, monitoring, and evaluating projects.
- Competencies/Skills:** Excellent management, leadership, interpersonal and networking skills. Strategic planning and problem solving skills. Ability to plan, manage, implement, monitor and evaluate projects. Creative, logical and independent thinking. Excellent verbal communication and writing skills, including efficiency in report writing. Ability to take initiative, exercise leadership, display dedication, and a positive attitude. Excellent computer literacy in MS Office Suite and MS Outlook. Work long hours, under pressure, both in a team and as an individual. **Key Responsibilities:** Manage and Co-ordinate all Assessment related activities in the District for GET, FET and ABET. Liaise and co-ordinate with the Province and schools on all matters of assessment and examinations. Provide strategic management and leadership in Assessment and Examinations within the district. Co-ordinate all Assessment and Examinations activities within the district.

Ensure the implementation of all policies and procedures in respect of Assessment and Examinations in the district. Ensure the implementation of national and provincial assessment and examinations policy requirements as stipulated by Provincial Curriculum Guidelines (PCG's), UMALUSI, including managing the safety environment within the district in line with provincial and national guidelines and policy prescripts. Co-ordinate the process of the distribution of all Assessment Instructions to district officials and schools. Forward all district applications for the appointment examination related personnel to district management and provincial head office. Ensure the implementation of efficient and effective assessment and examinations policies, operational systems, structures and procedures within the district. Ensure effective and efficient utilisation financial, human and physical resources, including the effective asset control within the district. Formulate and manage operational budgets. Oversee the safety and security (including storage and registry) of all assessment instruments/tools in the district. Ensure the implementation of the PFMA, Supply Chain Management prescripts, and Labour Relations Act. Co-ordinate the registration process of Grades 1-12 schools and learners including ABET Level 4. Facilitate and liaise with Provincial office on issues of certification. Facilitate the re-registration process of centres by interaction with all stakeholders and adherence to legal procedures. Co-ordinate and facilitate the process of SBA implementation in the district by creating linkages with SBA unit within the Curriculum Directorate. Ensure that the deadlines are met regarding the opening and closing of the examination data system. Establish monitoring teams at all levels and act on all irregularities identified. Co-ordinate the activities for the training of invigilators. Supervise the distribution and collection of question papers, scripts, mark sheets and examination stationery. Ensure the security and the credibility of all assessment and examination materials and activities.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: CURRICULUM MANAGEMENT AND SUPPORT (ASSESSMENT AND EXAMINATIONS)**

SALARY SCALE : **R366 891 – R718 470 pa. (Salary Level 10)**

CENTRE : **Head Office (1 Post) (Ref 137)**

REQUIREMENTS : A recognised 3 year qualification (REQV 14), and appropriate training as a teacher. At least 7 years teaching experience at Post Level 2. Knowledge of policies governing the management, conduct, administration of assessment and examinations. Knowledgeable about the professional support, communication structures and their functioning within the Department of Education. A minimum of 5 years managerial experience in education. A valid driver's license. Registration with SACE

Recommendations: Sound knowledge and understanding of the NQF, the NCS and Curriculum and Assessment Policy Statement (CAPS) in the GET Band and ABET. A thorough understanding of the principles, teaching methodologies, assessment practices and policy prescripts pertaining to GET, especially in the CAPS and ABET. Experience in the development of curriculum assessment materials. Knowledge of Provincial and National curriculum assessment development processes and practices. Proven experience in planning, implementing, monitoring, and evaluating projects.

Competencies/ Skills: Good management, leadership, interpersonal and networking skills. Excellent verbal and written communication skills, and efficiency in report writing. Logical and independent thinking, with the ability to take initiative and exercise leadership, display dedication and a positive attitude. Computer literacy in MS Office Suite and MS Outlook. Work long hours, under pressure, both in a team and as an individual.

Key Responsibilities: Manage and co-ordinate flow of assessment instruments/tools for internal and external GET examinations, Annual National Assessments (ANA) and ABET Level 4. Develop policy guidelines and procedure manuals for the sub-directorate. Co-ordinate and monitor the operations of the typing pool. Co-ordinate and monitor the operations of administrative staff within the sub-directorate. Assist in the process of coordinating the of appointment of Examiners and Moderators, as well as organizing their training. Draw up contracts and Work Plans for Examiners and Moderators. Prepare all records for the remuneration of Examiners and Moderators. Communicate with other assessment bodies within the Republic of South Africa. Ensure the safety and security (including storage and registry) of all assessment instruments/tools. Knowledge of the PFMA, Supply Chain Management prescripts, and Labour Relations Act.

POST : **DEPUTY CHIEF EDUCATION SPECIALIST: IDS & G**

SALARY SCALE : **R366 891 – R718 470 pa. (Salary Level 10)**

CENTRE : **Butterworth (1Post) (Ref 138), Cofimvaba (1 Post) (Ref 139), Dutywa (1 Post) (Ref140), East London (5 Posts) (Ref 141), Fort Beaufort (4 Posts) (Ref 142), Lusikisiki (1Post) (Ref 143), Mthatha (1 Post)(Ref 144), Queenstown (2 Posts) (Ref 145), Sterkspruit (1 Post)(Ref 146)**

REQUIREMENTS : A recognized three year qualification (REQV 14) which must include appropriate training as an educator. A minimum of seven years' experience. Registration with SACE or proof of registration. Code 08 driver's license.

RESPONSIBILITIES: To co-ordinate and manage the proper implementation of Intergraded Quality Management System and any other monitoring tool to assess Systemic Evaluation in the District. Manage proper identification of teacher developmental needs, their verification and validation thereof.

Co-ordinate implementation of teacher developmental programmes in line with the identification teacher needs and Departmental priorities. Liaise with various sections to strengthen implementation of IQMS. Co-ordinate and manage capacity building programmes to strengthen functionality of IQMS structures. Monitor and verify summative evaluation processes, capturing of scores and payment of pay progression to teachers. Compile monthly, quarterly and annual reports for submission to Head Office through District CES. Manage database of all teachers in the District. Perform any other function as delegated by the CES.

POST : **SENIOR EDUCATION SPECIALIST: CURRICULUM ADVISORY SERVICES (ECD/GET)**

SALARY SCALE : **297 705 – R676 833 pa. (Salary level 9)**

CENTRE : **Butterworth (2posts) (Ref 147)**

REQUIREMENTS : A recognized 3-year qualification (REQV 13) with a major in the Phase/Learning Area/Subject being applied for. A relevant teaching qualification. At least 7 years teaching experience at Post Level 1 in the Phase/Learning Area/Subject being applied for. A valid driver's license. Registered with SACE.

Recommendations: Sound knowledge and understanding of the NQF, the NCS and the Curriculum and Assessment Policy Statements (CAPS) in GET. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and Assessment Policy Statements (CAPS) and assessment in the GET Band.

Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development processes and practices. **Competencies/skills:** Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook. Good strategic, project, financial, research and time management skills. Willing to engage in further skills development and ongoing learning. Excellent communication, facilitation and presentation skills.

Key Responsibilities: Provide overall leadership for the development and implementation of curriculum in the Phase/Learning Area/Subject. Co-ordinate the establishment and maintenance of district-based Phase/Learning Area/Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the Phase/Learning Area/Subject. Manage relevant curriculum policy, maintenance, development, support and administration at provincial level. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes in the Phase/Learning Area/Subjects that are led by the provincial department. Plan and organize regular meetings/workshops/seminars for district schools and teachers. Conduct regular on-site school support visits for schools and

teachers in the Phase/Learning Area/ Subject. Co-ordinate the provision of appropriate learner assessment strategies in the Phase/Learning Area/ Subject. Co-ordinate the selection and utilization of appropriate LTSM for the Phase/Learning Area/ Subject. Represent the district at provincial and other relevant curriculum forums. Ensure effective planning, implementation, monitoring, support and evaluation of curriculum policies and facilitate the resolution of all queries on the curriculum by schools and teachers. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes in the Phase/Learning Area/ Subject that are led by the national and/or provincial DoE or in conjunction with outside agencies. Establish and manage data on schools, teachers, training & support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring & implementation of the curriculum. Facilitate the establishment of district clusters to enable teachers to improve their knowledge and understanding of the subjects. Manage and administer all SBA related activities in the Phase/Learning Area/ Subject. Develop support programmes and materials to address identified curricular needs of teachers. Monitor the correct implementation of the curriculum at school level, and facilitate the resolution of all queries on the curriculum. Work with Provincial Department to co-ordinate and manage the implementation of all national, provincial and district organized examinations/ tests. Work towards the attainment of educational outcomes in relation to Schooling 2025: Action Plan to 2014. Co-ordinate and manage the implementation and achievement of targets for the subjects. Co-ordinate the development of Subject Improvement Plans for the district and schools informed by the Annual National Assessments (ANA), Provincial Common Tests, etc. Monitor and evaluate the extent to which Improvement Plans are implemented.

- POST** : **SENIOR EDUCATION SPECIALIST: CURRICULUM ADVISORY SERVICES (FET)**
- SALARY SCALE** : **297 705 – R676 833 pa. (Salary level 9)**
- CENTRE** : **Butterworth (Physical Science) (1 Post) (Ref: 148), Cofimvaba (Acc & Econ)(1 Post) (Ref: 149), Cofimvaba (Mste) (1 Post) (Ref: 150), Mthatha (Assessment and Examinations) (1 Post) (Ref: 151), Mthatha (English) (1 Post) (Ref: 152), Ngcobo (Acc & Econo) (1Post) (Ref: 153), Dutywa (Agric) (1 Post) (Ref: 154)**
- REQUIREMENTS** : A recognized 3-year qualification (REQV 13) with a major in the Subject/Field being applied for. A relevant teaching qualification. At least 7 years teaching experience in the Subject/Field being applied for. A valid driver's license. Registration with SACE.
Recommendations: Sound knowledge and understanding of the NQF, the NCS and the Curriculum and Assessment Policy Statements (CAPS) in FET. A thorough understanding of the principles and teaching methodologies underpinning teaching, learning and

assessment in the NCS and CAPS, especially in the FET Band. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development processes and practice. **Competencies/skills:** General leadership and networking skills. Good strategic, project, financial, research and time management skills. Ability to work under pressure in both a team and as an individual. Good facilitation and presentation skills. Excellent verbal and written communication skills. Willing to engage in further skills development and ongoing learning. Computer Literacy in MS Office Suite and MS Outlook.

Key Responsibilities: Manage the teaching, learning and assessment of the subject through developing a district subject plan for Grades 10 – 12 in line with the vision, goals and targets as set out in **Schooling 2025: Action Plan to 2014**. Develop strategies, operational plans and budgets to improve access to and performance in the subject through professional development of teachers in the district. Provide overall leadership for the development and implementation of the Subject/Field in schools. Co-ordinate the establishment of a database of all teachers teaching the Subject/Field in the district. Facilitate the establishment of cluster subject committees to enable teachers to improve their knowledge and understanding of the Subject/Field. Plan and organize regular meetings/workshops/seminars/orientation/training for teachers in the subject. Co-ordinate the implementation of Provincial Curriculum Guidelines (PCG's) for the implementation of the Subject/Field. Conduct regular on-site school monitoring and support visits in the Subject/Field. Ensure the implementation of appropriate learner assessment strategies in the Subject/Field through School Based Assessment and preparation for all examinations/common tests. Ensure the utilization of appropriate LTSM for the Subject/Field. Ensure the utilization of quality assuring and monitoring tools / instruments, and analyze the results in order to inform subject improvement plans. Compile and submit reports on the activities in the Subject/Field. Ensure the implementation of curriculum policy, maintenance, development, monitoring support and administration within the district. Represent the district at provincial and other relevant curriculum forums. Plan and organize regular meetings/workshops/seminars for district schools and teachers in the Subject/Field. Establish and manage data on schools, teachers, training & support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring & implementation of the curriculum. Manage and co-ordinate regular support visits for teachers in the Subject/Field. Co-ordinate and manage the implementation and achievement of national, provincial and district targets for the subject/Field. Monitor and evaluate the extent to which Subject /Field Improvement Plans are implemented.

POST : **SENIOR EDUCATION SPECIALIST: CURRICULUM ADVISORY SERVICES (ECD/GET)**

SALARY SCALE : **297 705 – R676 833 pa. (Salary level 9)**

CENTRE : **Mthatha (Natural Sciences & Technology) (1 Post) (Ref 155)**

REQUIREMENTS : A recognized 3-year qualification (REQV 13) with a major in the Phase/Learning Area/Subject being applied for. A relevant teaching qualification. At least 7 years teaching experience at Post Level 1 in the Phase/Learning Area/Subject being applied for. A valid driver's license. Registered with SACE.

Recommendations: Sound knowledge and understanding of the NQF, the NCS and the Curriculum and Assessment Policy Statements (CAPS) in GET. A thorough understanding of the principles and teaching methodologies underpinning Curriculum and Assessment Policy Statements (CAPS) and assessment in the GET Band. Experience in the development of curriculum materials. Knowledge of national and provincial curriculum development processes and practices.

Competencies/skills: Good management and leadership skills. Able to work under pressure in both a team and as an individual. Excellent communication, facilitation and presentation skills. Computer Literacy in MS Office Suite and MS Outlook. Good strategic, project, financial, research and time management skills. Willing to engage in further skills development and ongoing learning. Excellent communication, facilitation and presentation skills.

Key Responsibilities: Provide overall leadership for the development and implementation of curriculum in the Phase/Learning Area/Subject. Co-ordinate the establishment and maintenance of district-based Phase/Learning Area/Subject Committees. Manage and co-ordinate the provision of appropriate learner assessment strategies in the Phase/Learning Area/Subject. Manage relevant curriculum policy, maintenance, development, support and administration at provincial level. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes in the Phase/Learning Area/Subjects that are led by the provincial department. Plan and organize regular meetings/workshops/seminars for district schools and teachers. Conduct regular on-site school support visits for schools and teachers in the Phase/Learning Area/ Subject. Co-ordinate the provision of appropriate learner assessment strategies in the Phase/Learning Area/ Subject. Co-ordinate the selection and utilization of appropriate LTSM for the Phase/Learning Area/ Subject. Represent the district at provincial and other relevant curriculum forums. Ensure effective planning, implementation, monitoring, support and evaluation of curriculum policies and facilitate the resolution of all queries on the curriculum by schools and teachers. Co-ordinate and facilitate the participation of the district in all curriculum projects and programmes in the Phase/Learning Area/ Subject that are led by the national and/or provincial DoE or in conjunction with outside agencies. Establish and manage data on schools, teachers, training & support courses, on-site support visits, etc. to ensure effective planning, decision-making, monitoring & implementation of the curriculum. Facilitate the

establishment of district clusters to enable teachers to improve their knowledge and understanding of the subjects. Manage and administer all SBA related activities in the Phase/Learning Area/ Subject. Develop support programmes and materials to address identified curricular needs of teachers. Monitor the correct implementation of the curriculum at school level, and facilitate the resolution of all queries on the curriculum. Work with Provincial Department to co-ordinate and manage the implementation of all national, provincial and district organized examinations/ tests. Work towards the attainment of educational outcomes in relation to Schooling 2025: Action Plan to 2014. Co-ordinate and manage the implementation and achievement of targets for the subjects. Co-ordinate the development of Subject Improvement Plans for the district and schools informed by the Annual National Assessments (ANA), Provincial Common Tests, etc. Monitor and evaluate the extent to which Improvement Plans are implemented.

NOTE: CANDIDATES WILL BE REQUIRED TO UNDERGO REFERENCE CHECKING
Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the Department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

INSTRUCTION TO CANDIDATES

Note: Applications must be submitted on Z83 form with an original signature, obtainable from any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and driver's license. It will be expected of all candidates to be available for interviews on date, time and place as determined by the Department. Only shortlisted candidates will be contacted. It is the responsibility of applicants with foreign qualifications to submit evaluated qualifications by the South African Qualifications Authority (SAQA).

The department of Education welcomes people with disabilities and females are encouraged to apply. Please note that communication will be limited to the short-listed candidates only.

NB: All details on Z83 must be appropriately completed or the application will not be considered. The names of the three references must be submitted. Candidates must submit one application for each post being applied for. You can regard your application as unsuccessful, if you have not heard from us within three months of the closing date.

Please forward your application for the attention of Chief Director: Human Resource Management and Development, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisno 5605. Application Forms must be directed to the relevant District Office in respect of posts at districts. A list with addresses of District Offices is attached.

ENQUIRIES : **Mr. MM Lokwe (040-6084513)**
Mrs. NT Sipahlanga (040-6084064)

CLOSING DATE : **11 August 2015**

ANNEXTURE A

ADDRESSES OF DISTRICT OFFICES:

East London: Mr S. Mnguni Te l: 043-70862/7600542 Address: P/B X 9007 E.L	Fort Beaufort Mr N.Stofile Te l: 046- 6452964 Fax: 046- 6452783 Address: P/B X 2041 F.B.T	King Willam's Town Mr.F.C.Sokutu Te l: 043- 6043218/6043221/2 Fax: 043- 6425896 Address: P/B X 0055 K.W.T
Ngcobo Ms K.J. Ngambi Te l: 047-5481004/1099 Fax: 047-5481139 Address: P/B X 214 Engcobo 5050	Qumbu Ms.L.N. Dyodo Te l: 047- 5420210 / 12 Fax: 047-5530180 Address: P/B X 466 Qumbu 5180	Mthatha Mr T.T. Dyasi Te l: 047- 5024272/4225 Fax: 047-5323339 Address: P/B X 5003 Mthatha 5100
Libode Dr A.S. Nuku Te l: 047- 5324704 Fax: 047-5323505 Address: P/B 518 Libode 5160	Dutywa Mr M.A. Dwangu Te l: 047- 4892247/4895044 Fax: 047-4891148 Address: P/B X 1203 Dutywa 5000	Butterworth Mr M.A. Jack Te l: 047- 4911070/4910646 Fax: 047-4910655 Address: P/B X 3019 Butterworth
Cofimvaba Mr T.M. Sikama Te l: 047 -8740744 Fax: 047-4880027 Address: P/B X 1229 Cofimvaba	Cradock Mr. E.G. Klaasen Te l: 048 -8018639 Fax: 048- 8813189 Address: P/B X 82 Cradock 5880	Sterkspruit Acting District Director Te l: 051- 6111380/6110064 Fax: 051 – 6110043/6342009 Address: P/B X 5026 Sterkspruit 9762
Queenstown Mr H.N. Godlo Te l: 045-8083000 Fax: 045-8083030 Address: P/B X 7053 Queenstown 5320	Lady Frere Mr. G.N. Jojwana Te l: 047 -8780009/8780229 Fax: 047-8780224 Address: P/B X 1152 Lady Frere 5410	Mbhizana Mr V.V. Mkentane Te l: 039 – 2510279/2510063 Fax: 039 - 2510976 Address: P/B X 504 Bizana 4800
Mount Fletcher Acting District Director Te l: 039- 2570963 Fax: 039 - 2570956 Address: P/B X 1133 Mount Fletcher	Maluti Mr L.E. Mmatyana Te l: 039 – 2560111/2560594 Fax: 039 - 2560111 Address: P/B X 1835 Matatiele 4730	Lusikisiki Mr V.E. Matwasa Te l: 039 - 2531065 Fax: 039 - 2531079 Address: P/B X 1010 Lusikisiki 4820
Graaff Reinet Mr N.R.W. De Bruyn Te l: 049- 8072202 Fax: 049 - 8925281 Address: P/B X 726 Graaff-Reinet 6280	Mount Frere Mr. M. Sobikela Te l: 039 - 2550005 Fax: 039 - 2550005 Address: P/B X 9001 Mount Frere 5090	Grahamstown Mr A.T. Fetsha Te l: 046- 6229310 Fax: 046 - 6223224 Address: P/B X 1001 Grahamstown 6140
Uitenhage Ms. N. Bashman	Port Elizabeth Dr N. Ntsiko	

Te l: 041- 9954000/2 Fax: 041 - 9227659 Address: P/B X 64 Uitenhage 6200	Te l: 041- 4034402 / 434 Fax: 041 - 4538660 Address: P/B X 3915 North End Port Elizabeth 6056	
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