



Province of the  
**EASTERN CAPE**  
EDUCATION

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- POST** : **CHIEF DIRECTOR: SUPPLY CHAIN MANAGEMENT**
- REF NO** : **EDU01**
- SALARY SCALE** : **R988 152 – R1 181 469 per annum (All Inclusive salary scale package) (Level 14)**
- CENTRE** : **Head Office - Zwelitsha**
- REQUIREMENTS** : An NQF Level 6 qualification, preferable in Logistics or Finance, backed by extensive appropriate experience in Supply Chain Management and Resource Management. A post-graduate qualification in Supply Chain Management will be an added advantage. A minimum of five years' experience at senior management level within the procurement environment will be an added advantage. Knowledge of the PFMA, Treasury Regulations and BEE policy. Experience in using Microsoft applications with good knowledge of the BAS and LOGIS systems.
- RESPONSIBILITIES** : Manage Supply Chain Management throughout the Department. Formulate and advice on chain management policy. Administer the procurement Legislation and Regulations. Monitor the performance of Supply Chain Management Units. Promote Communication and Liaison between different Supply Chain Management Units. Provide support and advice to the department in respect of contract administration processes. Ensure that asset management, loss control , risk management and fleet management are managed and controlled efficiently and effectively. Apply the Preferential Procurement Policy Framework Act, Act of 2000 and policy on Supply Chain Management. Provide an appropriate procurement and provisioning system and policies in line with the PPPFA. Develop and implement a system for evaluating all major CAPEX projects. Align the Supply Chain Management annual plans with the line managers operational plans in order to procure goods timely.

- POST** : **CHIEF DIRECTOR: INSTITUTIONAL MANAGEMENT, DEVELOPMENT AND GOVERNANCE**
- REF NO** : **EDU02**
- SALARY LEVEL** : **R988 152 – R1 181 469 per annum (All Inclusive salary scale package) (Level 14)**
- CENTRE** : **HEAD OFFICE - ZWELITSHA**
- REQUIREMENTS** : An appropriate degree in relevant Education field. A minimum of 6 to 10 years appropriate Education field experience. Knowledge of the PFMA, Treasury Regulations, PERSAL system, Public Service Legislation, Management of Diversity, Basic Conditions of Employment Act and Educators Employment Act and Regulations. A valid driver's license.  
**Key Performance Areas:** The co-ordination of the implementation of education policy and provisioning of education services and resources to Public Ordinary Schools: GET phase, ECD centers and Public Ordinary Schools; FET phase. The monitoring of the implementation of strategies for the management, monitoring and governance of schools through a quality promotion standardized and thematic monitoring tool. The overseeing the implementation of whole evaluation and institutional performance through IQMS or any other oversight monitoring tool/instrument. The management and facilitation of all district operations by co-ordination reports from the clusters and co-ordination timely responses from the relevant head office directorate by ensuring the necessary controls, systems, skills and procedures be in place for effective service delivery to districts. Effective management of human, physical, and financial resources of the component.
- POST** : **CHIEF DIRECTOR: EDUCATION SOCIAL SUPPORT SERVICES**
- REF NO** : **EDU03**
- SALARY SCALE** : **R988 152 – R1 181 469 per annum (All Inclusive salary scale package) (Level 14)**
- CENTRE** : **HEAD OFFICE - ZWELITSHA**
- REQUIREMENTS** : An appropriate degree or equivalent qualifications plus extensive appropriate strategic experience. Proven strategic capability and leadership skills. Ability to provide vision, set direction and inspire others to deliver. Proven ability to conceptualize, initiate and support institutional transformation and change in order to

successfully implement new initiatives and deliver in line with service delivery commitments. Communication and negotiation skills, persuade, convince and influence others. A knowledge of Human Resources and financial management.

**Key Performance Areas Ensure** the effective and efficient management of the HIV&AIDS and Social Planning, School Nutrition and Poverty Alleviation and Rural Development Programmes, Scholar Support Services and Inclusive education Directorates. Ensure co-ordination and collaboration with stakeholders in implementing government policies in the structures and performance measures within the Chief Directorate that will enhance service delivery and staff development.

<b><u>POST</u></b>	:	<b><u>CHIEF DIRECTOR: CURRICULUM MANAGEMENT</u></b>
<b><u>REF NO</u></b>	:	<b>EDU04</b>
<b><u>SALARY SCALE</u></b>	:	<b>R988 152 – R1 181 469 per annum (All Inclusive salary scale package) (Level 14)</b>
<b><u>CENTRE</u></b>	:	<b>HEAD OFFICE - ZWELITSHA</b>
<b><u>REQUIREMENTS</u></b>	:	<p>Appropriate degree or equivalent qualification plus extensive appropriate experiences (senior Management Level). Proven strategic capability and leadership skills. Minimum of 6 years experience in the education sector. Ability to provide vision, set direction and inspire others to deliver.</p> <p><b>Key Performance Area:</b> Manage and co-ordinate programme for curriculum development and MST. Manage and coordinate conditional grants for Technical High Schools and DINALEDI. Manage and coordinate programmes for professional development of educators. Develop guidelines regarding learner and educator assessment procedures. Provide professional leadership and management of systems in a support service and resource service in districts and at Head Office. Establish innovative hubs and the promotion of tele-collaborative learning. Manage and administer examinations, assessment and learner achievement processes. Manage mathematics, science and technology strategy. Initiate curriculum policies for schools of focused learning.</p>
<b><u>POST</u></b>	:	<b><u>CHIEF DIRECTOR: PHYSICAL RESOURCES MANAGEMENT</u></b>
<b><u>REF NO</u></b>	:	<b>EDU05</b>
<b><u>SALARY LEVEL</u></b>	:	<b>R988 152 – R1 181 469 per annum (All Inclusive salary scale package) (Level 14)</b>

## CENTRE

: **HEAD OFFICE - ZWELITSHA**

## REQUIREMENTS

: **Education and Training:** Appropriate built environment professional qualification. A valid driver's license. Computer literate. Relevant experience. Public Sector Management and/or related Management experience in the design and delivery of Infrastructure programmes for the education sector (six to ten years.)

**Competencies: Knowledge of:** Construction Industry development board act of 2000 and Regulations Council for built Environment Act 43 of 200. PFMA/DORA/Treasury Regulations/Practice notes/Instructions/Circulars. Provincial/Departmental Supply Chain Management Policies. Promotion of Access to information Act of 2000. Promotion of Administrative Justice Act of 2000. Expanded Public Works Programme. Broad Base Black Empowerment Act of 2003. Preferential Procurement Act of 2000 and Regulations. Public Service Act of 1994 and Regulations of 2001. Government Immovable Asset Management Act of 2007. Labour Relations Act of 1995/ Resolutions of Public Sector Bargaining Council. South African Schools Act and Regulations.

**Skills:** Ability to apply the Provincial Infrastructure Delivery Management System. Ability to apply education service delivery priorities in physical resources planning. Ability to implement physical resources planning framework in line with Government wide planning, monitoring, reporting and evaluation frameworks, processes and procedures. Ability to prepare records, submissions and presentations. Ability to motivate staff, develop competencies and promote a culture of excellence.

## RESPONSIBILITIES

: Management of appropriate infrastructure strategies, policies, systems, planning, specific plans, functional and Technical norms and standards. Management of the delivery of the Infrastructure programmes and projects. Manage the provision of equipment, leases, acquisitions, disposal and utilities. Management of the infrastructure budget including infrastructure grants to ensure that the financial Legislative Framework(s) adhered to and spending of budgets is providing value for money and directly contribution to the achievement of the co-business of the department. Management of Finances as for infrastructure and associated equipment strategic management of the Chief Directorate in terms of setting of the visionary and strategic direction, participating in strategic planning, evaluate performance against agreed performance indicators, monitor and report progress and ensure compliance to service delivery imperative and legal prescripts. Management of the human resources of the Chief Directorate to achieve the pre-determined performance indicators and service

delivery imperatives, motivated, competent and appreciated and performance orientated staff and sound labour relations.

**POST** : **DIRECTOR: LEGAL ADVISORY AND LITIGATION SERVICES**

**REF NO** : **EDU06**

**SALARY LEVEL** : **R819 126 – R964 902 per annum (All Inclusive salary scale package) (Level 13)**

**CENTRE** : **HEAD OFFICE - ZWELITSHA**

**REQUIREMENTS** : LLB Degree or equivalent and a minimum of 6 years' legal practice experience. **Expertise:** The candidate must have sound knowledge of constitutional law, public sector legislation and policies with emphasis on legislation within the ambit of the Department of Education's legislative mandate. The prospective candidate must also possess leadership qualities, experience in litigation practice and legal advisory services, be articulate, analytical, possess good drafting skills, be computer literate, have the ability to conduct legal research, be able to influence positive working relations, good office administration and management skills and effective organizational skills. Investigatory skills will be an added advantage.  
**Key responsibilities:** To provide legal advisory services to the Department of Education in order to bring and defend legal challenges and effectively protect the interests of the department. The prospective candidate will be responsible to operate and maintain an effective and efficient legal services unit in the Department, to provide legal training and mentoring to others and to manage and lead the departmental Legal Services Directorate. The incumbent will be accountable to the Head of the Department in all legal matters.

**POST** : **DIRECTOR: LEADERSHIP, MANAGEMENT & DEVELOPMENT PROGRAMMES**

**REF NO** : **EDU07**

**SALARY SCALE** : **R819 126 – R964 902 per annum (All Inclusive salary scale package) (Level 13)**

**CENTRE** : **HEAD OFFICE - ZWELITSHA**

**REQUIREMENTS** : A relevant degree in management or equivalent

qualification. Six to ten years appropriate experience in a human resource management and / or teacher education & development environment, including 4- 5 years' experience at MMS level that is inclusive of organizational and institutional management skills. Knowledge of the Public Service Management, legislation and policies, management of diversity, ability to integrate and synergise all human resource content capacity with the required execution of duties in the occupational work place; good knowledge of PERSAL. A valid driver's license.

**Knowledge of:** The public sector and its regulatory and legislative framework, education management regulatory framework, and control and reporting requirements. Labour Law. Performance measurement and management systems. Diversity Management. Proven knowledge regarding the following work principles and procedures: cost centre budgetary, expenditure and cash-flow management. Human Resource Management. Supply Chain Management relating to provisioning administration. Information Management, project management, PFMA and PMDS.

- RESPONSIBILITIES** : Manage and facilitates professional development programmes through the Education Institute for Leadership. Identify, design and develop personnel training programmes within recognized regulatory framework. Intephase and integrate ICT into content knowledge, as well as delivery of training and development programmes. Initiate partnership proposals, manage and coordinate rendering of constructive partnership with donors and donor programmes. Manage effective delivery and administration of personnel training programmes for improved educational outcomes and enhanced learner performance. Manage policy around PPPN and donor projects. Manage and coordinate all PPP and donor projects and programmes linked to school learner and teachers development, including implementation of mentorship for effective and functional institutions and/ or units.
- POST** : **DIRECTOR: CURRICULUM FET AND ABET PROGRAMMES**
- REF NO** : **EDU08**
- SALARY LEVEL** : **R819 126 – R964 902 per annum (All Inclusive salary scale package) (Level 13)**
- CENTRE** : **HEAD OFFICE - ZWELITSHA**
- REQUIREMENTS** : An appropriate degree or equivalent qualifications. Minimum of five (5) Years relevant experience in managerial position. Public Service Legislation



**Knowledge of:** Management of Diversity. Knowledge in Human Resource environment, Public Service Act, PFMA, Basic Conditions of Employment Act, Educators Employment Act and Regulations, Batho Pele, Education related policies, Knowledge of institutional leadership/management. Knowledge in the application of public policy development models, Application of policy-making processes and policy maintenance, Learning and teaching environment.

**RESPONSIBILITIES**

: Co-ordinate the development of operational policy for curriculum delivery programmes within the ABET and FET phases/bands. The administering of examination processes throughout the system. Promoting and co-ordinate the development of educators that will ensure the implementation of policy and planning for the Further Education and Training and ABET bands. The management, development and co-ordination of policy for learning frameworks, learning areas and learning programmes within the FET and ABET bands. Evaluate learner performance throughout the system. Design, develop and provide assessment instruments/tools. Effective management of human, physical, and financial resources of the component.

**NOTE: CANDIDATES WILL BE REQUIRED TO UNDERGO VETTING PROCESSES**

**NB: All candidates who previously applied for the post of Chief Director: Physical Resources Management and Director Legal Services in the Department of Education must submit applications afresh should they wish to be considered for the posts.**

***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. 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. All shortlisted candidates will be required to undergo competency assessments. Appointment is subject to State Security Agency securing screening. Appointment is subject to signing of performance agreement and contract with the Department. Please note that communication will be limited to the short-listed candidates only.**



*Ikamva eliqaqambileyo!*

**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 Administration, quoting the relevant reference number, Department of Education, Private Bag X0032, Bhisho 5605. Enquiries can be directed to: Mr. TK Dimbaza / Mrs. NT Sipahlanga (040-608 4548/4064).**

**CLOSING DATE : 31 March 2015**

