

## **DEPARTMENT OF EDUCATION**

- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: MONITORING OF FUNDING NORMS AND STANDARDS (REF. EDU051/2017)**
- SALARY SCALE** : R 422 409 – R 478 554 per annum (non-inclusive remuneration package) / R 645 990 – R 1 105 380 per annum (inclusive remuneration package).
- CENTRE** : Head Office - Zwelitsha
- REQUIREMENTS** : A recognised three- or four year qualification, which includes professional teacher education. Registration with SACE as professional educator. 8 years' experience in the educational field. 5 years' relevant experience in a managerial position. Computer literacy (MS Word, Excel and PowerPoint) and valid driver's license. Proven experience in planning, implementing, monitoring and supporting projects.  
**Competencies:** Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising.  
**Technical competencies:** Sound knowledge and understanding of the National Norms and Standards for School Funding Policy and any other related National and Provincial legislation.
- RESPONSIBILITIES** : Monitor and support schools in the implementation of National Norms and Standards for School Funding Policy. Coordinate process of identifying challenged section 21 schools and provide training to these schools and other public schools on financial management. Prepare budget for transferring funds to No Fee schools and section 21 schools. Monitor compliance to policy prescripts. Establish and maintain appropriate internal controls and reporting systems for schools.
- POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: GOVERNANCE MANAGEMENT (REF. EDU052/2017)**
- SALARY SCALE** : R422 409 – R478 554 per annum (non-inclusive remuneration package) / R645 990 – R1 105 380 per annum (inclusive remuneration package).
- CENTRE** : **Head Office (Zwelitsha)**
- REQUIREMENTS** : A recognised three- or four year qualification, which includes professional teacher education. Registration with SACE as professional educator. 8 years' experience in the educational field. 5 years' experience in leadership, management and governance of public schools. Computer literacy (MS Word, Excel and PowerPoint) and valid driver's license.  
**Note:** An appropriate post-graduate degree, preferable Masters in Education Management or equivalent, will be advantageous.  
**Competencies:** Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising.  
**Technical competencies:** Relevant national and provincial education governance legislation and other relevant sector policies. Good understanding of governance structures and systems in schools.

**DUTIES** : Monitor the development programmes of officials to support the functioning of Representative Council of Learners (RCLs) and School Governing Bodies (SGBs). Conduct auditing of SGBs and RCLs structures established in line with SASA provision. Induct district SGB units to support the implementation and monitoring of school governance programmes. Monitor the correct and prompt implementation of school policies. Develop regulatory framework and monitor compliance through identification of issues emanating from SASA 84 of 1996 as amended. Monitor utilisation of district allocations through consultative engagements with districts.

**POST** : **DEPUTY CHIEF EDUCATION SPECIALIST: EDUCATION DEVELOPMENT OFFICERS COORDINATION (Ref. EDU053/2017)**

**SALARY RANGE** : R422 409 – R478 554 per annum (non-inclusive remuneration package) / R645 990 – R1 105 380 per annum (inclusive remuneration package)

**CENTRE** : Head Office (Zwelitsha)

**REQUIREMENTS** : A recognised three- or four year qualification, which includes professional teacher education. Registration with SACE as professional educator. 8 years' experience in the educational field. 5 years' experience in leadership, management and governance of public schools. Computer literacy (MS Word, Excel and PowerPoint) and valid driver's license. Proven experience in planning, implementing, monitoring and supporting projects. **Note:** An appropriate post-graduate degree, preferable Masters in Education Management or equivalent, will be advantageous. Experience as a School Principal or in the IDS&G field at District or Provincial level will be advantageous.  
**Competencies:** Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising.  
**Technical competencies:** Relevant national and provincial education legislation and other relevant sector policies. Good understanding of governance structures and systems in schools.

**DUTIES** : Manage and monitor the implementation of Education and related legislation. Liaise with districts and schools to improve delivery against policy requirements. Assist in formulation of policies for operational reasons. Assist in providing professional support and advice in matters related to Institutional management, support and governance. Co-ordinate and monitor delivery of training and workshops for officials, School Principals, Deputy Principals and Heads of Department. Manage development of material for good school governance and administration. Report on activities within the operation. Assist CES to collate all required information about districts and schools.

**POST** : **DEPUTY CHIEF EDUCATION SPECIALIST (DCES): IQMS IMPLEMENTATION – EVALUATION PHASE (REF. EDU054/2017)**

**SALARY SCALE** : R 422 409 – R 478 554 per annum (non-inclusive remuneration package) / R645 990 – R1 105 380 per annum (inclusive remuneration package)

**CENTRE** : Head Office (Zwelitsha)

**REQUIREMENTS** : A recognised three- or four year qualification, which includes professional teacher education. Registration with SACE as professional educator. 8 years' experience in the educational field. At least 5 years' experience as part of the School Management Team, School Development Team and in Whole School Development. Computer literacy (MS Word, Excel and PowerPoint) and valid driver's license. **Note:** Experience in training, project management and in utilising evaluation tools will be an added advantage.

**Competencies:** Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising.

**Technical competencies:** An understanding of how the education system works and the challenges facing educators and the employer in the South Africa education system. A clear understanding of performance evaluation, relevant collective agreements, legislation and quality management systems. Sound understanding of and insight into the Education Transformation Process

**DUTIES**

: Coordinate and manage the implementation of IQMS in the Districts. Monitor and evaluate the management plan of IQMS through monthly reports. Facilitate capacity building of the IQMS coordinators and EDOs within districts. Develop a monitoring and evaluation tool in consultation with Province. Assist the Chief Education Specialist (CES) with planning, budgeting and utilisation of funds for the sub-directorate. Coordinate submission and capturing of summative scores. Coordinate and report on submission of district improvement plans. Assist the CES in liaising with relevant directorates in addressing District Improvement Plans.

**ENQUIRIES**

: **Mr TK Dimbaza Tel no 040 608 4548 / Ms N Sipahlanga @ 040 608 4064**

**APPLICATIONS**

: Applications, quoting the relevant reference number, can be forwarded through one of the following options: Post to - Chief Director: Human Resource Management and Development, Department of Education, Private Bag X0032, Bhishe 5605; or Hand delivery at the Department of Education, Human Resource Administration, floor 4, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha.

**Note:** Applications must be submitted on a Z83 form, obtainable from any Public Service department or on the Internet at

<http://www.info.gov.za/documents/forms/employ.pdf> which must be signed (an unsigned Z83 form will disqualify an application) and should be accompanied by a recently updated, comprehensive CV, certified copies of all qualification(s) (Matric Certificate must also be attached), ID document and driver's licence (where applicable). Non-RSA Citizens/Permanent Resident Permit Holders must attach a copy of his/her Permanent Residence Permit to his/her application. Should you be in possession of a foreign qualification, it must be accompanied by an evaluation certificate from the South African Qualifications Authority (SAQA). Failure to submit all the requested documents will result in the application not being considered. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Suitable candidates will be subjected to a personnel suitability check (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Successful candidates will also be subjected to security clearance processes. Where applicable, candidates will be subjected to a skills/knowledge test. Successful candidates will be appointed on a probation period of twelve (12) months. The Department reserves the right not to make appointment(s) to the advertised post(s). Persons with disability are encouraged to apply. Applications received after closing date will not be considered. No faxed applications will be accepted.

**CLOSING DATE**

: **3 February 2017.**

Applications received after closing date will not be considered. No faxed applications will be accepted.

To obtain more information on requirements and functions: visit: [www.ecprov.gov.za](http://www.ecprov.gov.za) or [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

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**POST**

- : The Chief Director: Human Resource Management and Development, Department of Education, Private Bag X0032, Bhisho 5605. Hand Delivery: Department of Education, Steve Vukile Tshwete Complex, Zone 6, Zwelitsha. Enquiries: Mr. TK. Dimbaza/Mrs NT Sipahlanga (040-6084548/4064).

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