



OFFICE OF THE DIRECTOR: HUMAN RESOURCE ADMINISTRATION

Steve Vukile Tshwete Complex, Zone 6 Zwelitsha, , Bhisho, 5605 REPUBLIC OF SOUTH AFRICA:

Enquiries: **Mr V Tokwe** Tel: 040 608 4526. Email: vukile.tokwe@ecdoe.gov.za

Website: www.ecdoe.gov.za

ERRATUM NOTICE

The department would like to withdraw and correct the following posts for office-based educators listed below:

POSTS WITHDRAWN	LOCATION	POST RE-DIRECTION
DCES - LEANER ASSESSMENT AND EXAMINATIONS MANAGEMENT	ORTI	CIRCUIT MANAGER
DCES – INCLUSIVE EDUCATION	ORTI	CIRCUIT MANAGER
DCES: EMPLOYEE RELATIONS – EEA	ORTI	CIRCUIT MANAGER

The withdrawn are correctly advertised as follows:

DCES: CIRCUIT MANAGEMENT (4 posts)

DIRECTORATE: CIRCUIT MANAGEMENT

SALARY NOTCH: R 572 346 per annum (OSD)

REFERENCE NUMBER: CMORTI105/02/24

LOCATION: ORTI

REQUIREMENTS: A recognized RVQ 13/14 qualification, which includes professional teacher education qualification, with a major in the subject/ subject field applying for. Registration with SACE as professional educator. Valid Registration with SACE as professional educator. Hands-on experience and knowledge of teacher development and curriculum policy implementation practices.

A sound knowledge of the national Curriculum and Assessment Policy Statements and topical curriculum transformation issues. Proven experience of leading and coordinating school's improvement projects. Ability to work independently as well as in a team. Good communication skills (written & verbal). Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to details and a high level of accuracy, effective public relations and public speaking skills. Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook, A valid driver's license. Competencies: Monitoring and evaluation, Performance Management, Decision making and initiating action, adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating,

conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management

DUTIES: Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and school governing bodies in the management and governance of schools; Conduct performance reviews and appraisals of principals; Monitor and support the implementation of performance management systems in schools; Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP); Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools; Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan; Assist schools in maintaining a fair labour environment; Manage selection processes especially the appointment of principals in schools; Guide the process of school establishment, rationalization and extension of curriculum in the circuit; Develop a profile of all schools allocated to him/her as per the required format; Moderate examination schedules; Facilitate and coordinate the effective running of examinations; Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives; Advise Principals and school management teams on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives; Analyse and identify professional, education and resource needs of districts (including physical, human and financial resources); and Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial records for audit purposes.

Enquiries: Mr Mtyida (040 608 4200)

e-Recruitment Enquiries Email: vukile.tokwe@ecdoe.gov.za /
anele.rululu@ecdoe.gov.za

Kindly note that the above-mentioned posts have been withdrawn that were advertised on the 27th of February on E-Recruitment with a closing date of 15 March 2023 is hereby withdrawn and replaced by Circuit Mangers as indicated above.

The inconvenience that has been caused is highly regrettable.

Yours in Education



PP

MS. L SIDIYA
(A) CHIEF DIRECTOR: HRM&D

07.03.2024

Date