



Province of the  
**EASTERN CAPE**  
EDUCATION

### Expression of Interest

**Panel to Provide Support and Mentorship In Relation To School Management, Leadership and Accountability.**

The Eastern Cape Department of Education (ECDOE) invites interested suitably qualified retired Principals, Circuit Managers, Educationists and Captains of the Industries in the education and other sectors to serve on a panel to be utilised as and when required by the Department to provide support and mentorship on school leadership, management and governance.

Reference No	Nature of Service Required	Target Group
ECDOE - 2016/17/1	Panel to provide support and mentorship in relation to school management, leadership and accountability.	Retired Principals, Circuit Managers, Educationists, Captains of Industries in the Education and other sectors, etc

#### **The following requirements shall govern the panel participation/membership.**

- The panel will be constituted for a period of 36 months;
- Engagement of panel members would be solely on identified needs in a specific school or group of schools within a particular District;
- Task directives shall be issued to a panel member on an as and when required basis;
- Panel members would be deemed to have entered into a contract only upon assignment to specific tasks and/or school (s); and
- The task(s) would, amongst other things, stipulate key results areas, duration of the assignment, reporting framework, performance, monitoring mechanism, progress evaluation and type of remuneration.

#### **Minimum Requirements.**

- Minimum 10 years in management position, including minimum 5 years as a principal;
- B Degree and Teacher's qualification; and
- Record of good results and performance as a manager from previous employer.

#### **Required Skills**

- Planning, organizing and prioritizing;
- Judgement, decisiveness and decision making;
- Leadership through delegation and directing others;
- Strategic leadership and capability;
- Developing relationships and networking;
- Drive and persistence;
- Communication;
- Conflict management;
- Human Resource Management;
- Managing information and records;

- Financial Management; and
- Performance management, monitoring and evaluation.

#### **Attributes**

- Understanding the core purpose of principalship;
- Subscribing to educational ethics and social values;
- Processing skills and knowledge to the key areas of principalship; and.
- Having the necessary personal and professional qualities.

#### **Scope of Work**

Developing, Empowering and Integrating Schools Management Teams, School Governing Bodies, including Quality Learning and Teaching Committees, Circuit Mangers, Representative Council of Learners. The scope includes:

- Enhancing the skills and competencies of principals;
- Improving the procedures for the recruitment and selection of principals;
- Facilitating the induction and mentoring newly appointed and currently struggling principals;
- Designing and implementing programmes for professional preparation of principals;
- Leading the Learning School;
- Shaping the Direction and Development of the School;
- Managing Quality and Securing Accountability;
- Managing the School as an Organisation;
- Managing Human Resources (Staff) in the school;
- Management and advocacy of extra-mural activities;
- Maintenance of infrastructure; and
- Working with and for the community.

#### **Returnable Documents**

Interested individuals who meet the above-mentioned requirements must demonstrate suitable experience and competence, by submitting a comprehensive CVs with contactable references, certified copy of Identity Document, certified copies of qualifications and Driver's Licence. Complete in full the application form which can be downloaded from the ECDoE website [www.ecdoe.gov.za](http://www.ecdoe.gov.za)

#### **Closing Date**

The closing date will be Thursday the 23<sup>rd</sup> of June 2016, with all submissions to be submitted to the ECDoE **Human Resources Offices** at Steve Vukile Tshwete complex, Zone 6, Zwelitsha, 5601, not later than 11am.

#### **Enquiries**

All enquiries related to this advert can be directed to Mr K Tshwentshwe on:  
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