

**Head of Department
(5 years' contract position)**

**All-inclusive remuneration package: R1 689 750 per annum plus a
Non-Pensionable Head of Department's allowance equal to 10% of the
all-inclusive remuneration package (SL 16)**

(Ref. K28251/1)

Mmabatho

Requirements: • Post graduate degree in Education Management and Public Management/ Administration or Economic/Social Sciences • Minimum 10 years' extensive experience in the Education environment of which 8 years' should have been at Senior or Executive Management level • Valid driver's licence.

In-depth knowledge of: • The Education sector and its Regulatory and Legislative Framework • The financial management Regulatory and Legislative Framework of the Public Sector • The General Public Sector and its Regulatory and Legislative Framework.

Core management competencies: • Strategic capability and leadership • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Programme and project management • Change management • Knowledge management • Service delivery innovation • Problem solving and analysis • Honesty and integrity.

Key performance areas, inter alia, includes: • Supporting and advising the Executing Authority in the development and formulation of Education and Public Service Policy and the execution of his Executive Council and Provincial Legislative duties • Realising an effective and efficient education system within the Province • Establishing and maintaining integrated governance practices • Providing strategic and visionary leadership in all areas of delivery • Managing and administering the Department as a whole • Establishing qualitative and quantitative accountability systems in line with the statutory framework (inter alia Part 2 of Chapter 5 of the Public Finance Management Act, 1999) • Performing the functions of the Accounting Officer specified in the PFMA • Promoting women's empowerment and gender equality • Enforcing minimum information security practices.

Enquiries: Chief Director: HRM & D, Mr MM Keetile, tel. (018) 388-3426/7

**Deputy Director-General: Curriculum and Delivery
Branch: Curriculum Management and Delivery**

All-inclusive remuneration package: R1 299 501 per annum (SL 15)

(Ref. K28251/2)

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Requirements: • A Post Graduate qualification in Educational Management/Public Management/ Administration, Economics • More than 10 years' extensive experience in any of the following general management spheres, of which 3 to 5 years' should have been at Top Management level: Strategy Management, Education Management • A valid driver's licence.

In-depth knowledge of: • The Public Sector and its Regulatory and Legislative Framework • The Education and School Management regulatory and legislative framework • Education management principles, methodology and procedures • The Public Sector Financial Management Regulatory Framework, control and reporting requirements • The management and control dimensions of the WALKER financial management.

Core management competencies: • Strategic capability and leadership skills • Client orientation and customer focus • Financial management • People management and empowerment • Communication • Programme and project management • Change management • Knowledge management • Service delivery innovation • Problem-solving and analysis skills • Honesty and integrity • The ability to design internal systems and control to ensure sound education governance, management and control • Proven report-writing and presentation skills • Proven computer literacy, including MS Word, Excel and PowerPoint.

Key performance areas include, inter alia: • Strategic management and branch governance and integration • Curriculum management • Assessment and examination management.

Enquiries: Chief Director: HRM & D, Mr MM Keetile, tel. (018) 388-3426/7

Note the above sms posts: Short-listed candidates will be subjected to a security clearance and competency test. It will be required of the successful candidate to sign a performance agreement.

**Senior Legal Administration Officer (3 Posts)(MR6)
Directorate: Legal Administration Services**

Sub-Directorate: Litigation Support Services (Corporate)

Basic salary: R684 423 – R 1 023 054 per annum (OSD Package)

(Ref. K28251/3)

Mmabatho

Minimum qualification and experience: • LLB degree or a recognized 4 years' legal qualification plus admission as an Attorney • At least 8 years' appropriate post legal qualification experience in the following Legal Administration spheres: Civil, Criminal and Education Law Procedures, Criminal and Labour Law, Law on Contracts and Interpretation of Statutes • Valid "Top Secret" Security Clearance • Valid Code B driver's licence.

Knowledge of: • The Public Sector and its Regulatory and Legislative Framework • The Department's processes and procedures, initiatives and strategic objectives.

Competencies and skills: • Proven ability to provide legal advice at Senior level and interact at high-profiled levels • Ability to interact and liaise with diverse audience range on behalf of the Department • Proven computer literacy, including advanced MS Word, Excel and PowerPoint • Proven report-writing and presentation skills, both verbal and written • Excellent communication and information management skills • Customer focus and responsiveness • Developing others • Managing interpersonal conflict and resolving problems • Planning and organising.

Key performance areas, inter alia, include: • Legislation formulation • Educational Legislation Resource Centre • Legislation support • Legal advisory support services.

Enquiries: Mr X Nyoka, tel. (018) 388-3643

General Instructions

In terms of the Departmental Equity Plan, females and persons with disabilities will receive preference. The Department is an equal opportunity, affirmative action employer. It is our intention to promote gender and disability in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote the aforementioned will receive preference. A clear indication in this regard will facilitate the processing of applications. Correctly completed and signed applications must be submitted on the Z83 Form, obtainable from any Public Service Department, and be accompanied by certified copies of formal qualifications, ID and comprehensive Curriculum Vitae (which must include a minimum of 3 referees).

Applications should be forwarded to the Superintendent-General, Department of Education and Sport Development, Private Bag X2044, Mmabatho 2735, for attention: Chief Directorate: HRM&D Building (Old Taletso Hostels), (Ms G L Moumakoe, Ms N N Phakula), Office Numbers 746, 747, 748 First Floor, Chief Albert Luthuli Drive, tel. (018) 388-4102/ 4011/ 4106

Applications with incorrect information and/or those received after the closing date indicated below will as a rule not be accepted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiries person to confirm if your application has been received. If you do not receive any response from us within 90 days of the closing date, please accept that your application was unsuccessful.

The Department reserves the right not to make any appointments to the advertised post.

Closing date: 04 August 2017 (Posted applications must have reached the Department by 16:30 on this date, otherwise they will not be considered).

