



## **Education and Sport Development**

Department of Education and Sport Development  
Departement van Onderwys en Sportontwikkeling  
Lefapha la Thuto le Tlhabololo ya Metshameko

**NORTH WEST PROVINCE**

Garona Building, Mmabatho  
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### **OFFICE OF THE ACTING SUPERINTENDENT-GENERAL**

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Reference: Filling of Posts  
Enquiries: Mr L Abrahams  
Telephone: (018) 388 4016

**TO: Executive Managers  
Directors  
Deputy Directors  
Assistant Directors  
Area Office Managers  
Principals/Heads of Learning Institutions  
All Employees**

**DATE: 31 October 2017**

#### **DEPARTMENTAL PUBLIC SERVICE ACT STAFF VACANCY CIRCULAR NO.43 OF 2017**

1. Attached hereto is a copy of an advertisement of PSA posts within the department.
2. The contents of this Circular must be brought to the attention of all employees.
3. Direction to candidates
  - (a) Separate application form Z83 must be duly completed for each post,
  - (b) An application form must be accompanied by a comprehensive Curriculum Vitae, certified copies of qualifications, identity document and driver's license,
  - (c) The post number must be quoted on each application form,
  - (d) Candidates who require additional information must direct their enquiries to the relevant person as indicated in the advertisement,
  - (e) Applications which are sent to the wrong address or reach their destination after the closing date will not be considered, and
  - (f) An envelope containing application forms must be forwarded to the relevant Office as indicated in the advertisement.
4. The Department is an equal opportunity and affirmative action employer. People with disabilities are encouraged to apply.
5. The Department reserves the right not to make any appointments to the advertised posts.
6. Due to large number of applications we envisage to receive, applications will not be acknowledged. You may however contact the relevant enquiry persons to check your application. If you do not receive any response from us within 90 days from the closing date, please accept that your application was unsuccessful.
7. Closing Date: 10<sup>th</sup> November 2017

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**MS S M SEMASWE  
ACTING SUPERINTENDENT GENERAL**



**Chief Director: Financial Management**  
**Chief Directorate: Financial Management Services**  
**Salary: R 1 127 334 per annum, All-inclusive remuneration package**  
**(SL14)(Ref. K28599/1)**  
**Mmabatho**

**Requirements:** • A Post Graduate qualification in Financial or Business Management/Administration or Accounting • More than 10 years' extensive experience in the following financial management and accounting spheres  
• Budgeting and financial planning • Financial Accounting Supply Chain Management, of which 3-5 years' should have been at senior management level • A valid driver's licence.

**In-depth knowledge:** • The public sector and its regulatory and legislative framework • Financial planning principles, methodologies and procedures  
• Public Sector financial management and budgetary reporting requirements  
• The management and control dimensions of WALKER financial management and PERSAL systems.

**Core management competencies:** • Strategic capability and leadership  
• Programme and project management • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Proven management skills and a track record in the preparation, implementation and management of operational and financial plans and projects • The ability to design and implement internal systems and controls to ensure sound budgetary management • governance and support • Proven report-writing and presentation skills • Proven advanced computer literacy including advance MS Excel, Word and PowerPoint.

**Key performance areas include, inter alia:** • Manage and coordinate financial planning, budgeting, monitoring and reporting processes and services

• Manage the provision of financial accounting and administration services  
• Manage the provision of asset and transport management services  
• Manage the provision of supply chain management services • Implement, maintain and support transactional and other systems • Manage and facilitate the provision of internal control and compliance services.

**Enquiries:** Mr G R Molema, tel. (018) 388 1080/14 79

**Director: Executive Support**  
**Directorate: Executive Support**  
**Salary: R 948 174 per annum, All-inclusive remuneration package**  
**(SL13)(Ref. K28599/2)**  
**Mmabatho**

**Requirements:** • Appropriate 3 years' tertiary qualification in Public Management/Administration • More than 10 years' extensive experience in the sphere of public administration corporate governance, of which 5-8 years' should have been at middle Management level • A valid driver's licence.

**In-depth knowledge:** • The Public Sector and its regulatory and legislative framework • Public policy development • Intersectoral and Intergovernmental protocols and etiquette • Departmental initiatives and programmes.

**Core management competencies:** • Strategic capability and leadership • Programme and project management • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Ability to interact and liaise with a diverse audience range • Advanced skills in research; policy formulation and its application as well as conflict management • Proven management skills • A track record in the preparation, implementation and management of operational and financial plans and projects • The ability to design and implement internal systems and controls to ensure sound institutional administration, management, governance and support • Proven report-writing and presentation skills • Proven advanced computer literacy in MS Excel, Word and PowerPoint.

**Key performance areas include, inter alia:** • Render administrative and secretarial support services • Intergovernmental relations and intersectoral collaboration • Delegations and authority • Directorate administration, management and control.

**Enquiries:** Mr G R Molema, tel. (018) 388 1080/1479

**Director: Curriculum Support**

**Directorate: Curriculum Support Services**

**Salary: R 948 174 per annum, All-inclusive remuneration package (SL13)(Ref. K28599/3)**

**Mmabatho**

**Requirements:** • Appropriate 3 years' tertiary qualification in Education Management • More than 10 years' experience in the spheres of Education Management, but not limited to: • General education and training • Further education and training • Continuous assessment • Final assessment • Curriculum development • Barriers to Learning (Learners with Special Education Needs) • Special programmes and projects of which 5-8 years' should have been at middle Management level • A valid driver's licence.**In-depth knowledge:** • Expert knowledge of the legislative and regulatory environment informing General and Further Education and Training • Intergovernmental Framework • Working knowledge of systems relating to GET and FET assessment processes.

**Core management competencies:** • Strategic capability and leadership • Programme and project management • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Proven management skills related to the preparation, implementation and management of strategic, operational/financial plans and projects • Proven report-writing and presentation skills • Proven advanced computer literacy in MS Excel, Word and PowerPoint.

Key performance areas include, inter alia: • Multi-media and Education Library Programmes • Learner Attainment Improvement Programme (LAIP)

• Mathematics, Science and Technology • E-Governance and E-Learning

• Directorate administration, management and control.

**Enquiries:** Mr M J Ramadie, tel. (018) 397 3011

**Director: Assessment Services**

**Directorate: Assessment Services**

**Salary: R 948 174 per annum, All-inclusive remuneration package  
(SL13)(Ref. K28599/4)**

**Mmabatho**

**Requirements:** • Appropriate 3 years' tertiary qualification in Education Management • More than 10 years' experience in the spheres of Education Management • but not limited to: • General education and training • Further education and training • Continuous assessment • Final assessment • Annual National Assessment • Provincial Assessment of which 5-8 years should have been at middle management level • A valid driver's licence.

**In-depth knowledge:** • Expert knowledge of the legislative and regulatory environment informing General and Further Education and Training • Intergovernmental Framework • Working knowledge of systems relating to GET and FET assessment processes.

**Core management competencies:** • Strategic capability and leadership • Programme and project management • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Proven management skills related to the preparation, implementation and management of strategic, operational/financial plans and projects • Proven report-writing and presentation skills • Proven advanced computer literacy in MS Excel, Word and PowerPoint.

**Key performance areas include, inter alia:** • Professional Assessment coordination services for GET and FET • Assessment services policies and regulations management • Management of National and Provincial Assessment • Directorate administration management and control.

**Enquiries:** Ms D E Mohube, tel. (018) 388 2481

**Director: Sport**

**Chief Directorate: Sport and Recreation**

**Salary: R 948 174 per annum, All-inclusive remuneration package  
(SL13)(Ref. K28599/5)**

**Mmabatho**

**Requirements:** • Appropriate 3 years' tertiary qualification Sport Management/Administration • More than 10 years' experience in Sport Management/Administration with between 5-8 years' experience at middle management level • A valid driver's licence.

**In-depth knowledge:** • Expert knowledge of the legislative and regulatory environment informing Sport Science • Working knowledge of sport and recreation mandates • Thorough knowledge of Labour Relations and Capacity building • Expert knowledge of the National/Provincial legislation and policy sport and recreation matters • Excellent development of sport

and recreation programmes in consultation with various stakeholders, (e.g federations, clubs and municipalities).

**Core management competencies:** • Strategic capability and leadership  
• Programme and project management • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Proven management skills • A track record in the preparation, implementation and management of operational and financial plans and projects • Proven report-writing and presentation skills • Proven advanced computer literacy in MS Excel, Word and PowerPoint.

**Key performance areas include, inter alia:** • Community sport development

• Sport excellence and high performance • School enrichment programme  
• School sport participation • Directorate administration management and control.

**Enquiries:** Dr VS Mogajane, tel. (018) 388 2907

**Director: Organisational Development and HR Planning**  
**Directorate: Organisational Development (OD) and Human Resource (HR) Planning**

**Salary: R 948 174 per annum, All-inclusive remuneration package (SL13)(Ref. K28599/6)**

**Mmabatho**

**Requirements:** • Appropriate 3 years equivalent' tertiary qualification in Management Services/Organisation and Workstudy/Operations Management or equivalent • More than 10 years' experience in the spheres of Organisational Development including design • Change management as well as Human Resource Planning of which 5-8 years' should have been at middle management level • A valid driver's licence.

**In-depth knowledge:** • Expert knowledge of the legislative and regulatory environment informing human resource management, including but not limited to procedures applicable to employees appointed in terms of the Public Service Act, 1994 • The Employment of Educators Act, 1998 • Intimate knowledge of the IT systems including PERSAL, EVALUATE, OrgPlus as well as Visio • Expert knowledge of organisational practices including design, operations, change management as well as human resource planning.

**Core management competencies:** • Strategic capability and leadership  
• Programme and project management • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Proven management skills • A track record in the preparation, implementation and management of operational and financial plans and projects • The ability to design and implement internal systems and controls to ensure sound institutional administration • Management  
• Governance and support • Proven report-writing and presentation skills  
• Proven advanced computer literacy in MS Excel, Word and PowerPoint.

**Key performance areas include, inter alia:** • Organisational Design and Job Evaluation • Change management • Human Resource Planning • Directorate administration, management and control.

**Enquiries:** Mr MM Keetile, tel. (018) 388 3426

**Director: Legal Service**

**Directorate: Legal Services**

**Salary: R 948 174 per annum, All-inclusive remuneration package (SL13)(Ref. K Ref. K28599/7)**

**Mmabatho**

**Requirements:** • LLB degree plus admission as an Attorney/ Advocate • More than 10 years appropriate post qualification experience in the following legal spheres;\* Civil and criminal procedures, Law on contracts, Criminal and Labour Law, Interpretation of Statutes of which five (5) years should have been at middle management level • Valid "Top Secret" Security Clearance • A valid driver's licence.

**In-depth knowledge:** • The Public Sector and its Regulatory framework • The departments' processes, procedures, initiatives, goals and strategic objective • Proven ability to provide legal advice on a senior management as well as to interact on high profiled levels.

**Core management competencies:** • Strategic capability and leadership • Programme and project management • Financial management • People management and empowerment • Communication • Client orientation and customer focus • Proven management skills related to the preparation, implementation and management of the strategies, operational/ financial plans and projects • A track record in the preparation, implementation and management of operational and financial plans and projects • Proven report-writing and presentation skills • Proven advanced computer literacy in MS Excel, Word and PowerPoint.

**Key performance areas include, inter alia:** • Education legislation management • Litigation support • Legal advice, litigation, legal opinions, drafting service level agreements • Directorate administration, management and control.

**Enquiries:** Mrs P De Nysscen, tel. (018) 388 4105

**Note: short-listed candidates will be subjected for competency assessments. It will be required of the successful candidate to sign a performance agreement.**

#### **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), Office Numbers 177, 746, 747 (Ms N Phakula, Mr T Motsusi, Ms J Setzin) First Floor, Chief Albert Luthuli Drive, tel. (018) 388-4011/2088/ 2165**

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 posts.

**Closing date:** 10th November 2017 (posted applications must have reached the by 16:30 on this date, otherwise they will not be considered).