



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: Mr. A.B. Zwane

Reference 4/3/2

Date: 5 February 2020

TO: DEPUTY DIRECTOR GENERALS
CHIEF DIRECTORS
DIRECTORS
CES: CIRCUIT MANAGEMENT
CIRCUIT MANAGERS
HEADS OF SECTIONS
PRINCIPALS OF ALL SCHOOLS

HRM VACANCY CIRCULAR NO. 06 OF 2020

1. INTRODUCTION

- 1.1 This circular minute is issued in terms of the Provisions of Regulation 40 of the Public Service Regulations, 2016 and in this regard it is important to note that the Public Service is an Equal Opportunity, Affirmative Action Employer.
- 1.2 The content of the circular minute must without delay be brought to the notice of all eligible officers and employees on your establishment including the Districts and Circuit Offices. All potential candidates who may qualify for the post/s in terms of this circular minute must be notified, even if they are absent from their normal places of work.

2. DIRECTIONS TO CANDIDATES

- 2.1 Applications must be made on the Application Form Z83, obtainable from any Public Service Department with full particulars of training, qualifications, skills, competencies, knowledge, experience (on a separate sheet if necessary or a CV) and copies of qualifications and ID should be forwarded to the relevant address mentioned below. Closing date for this circular is **21 February 2020**, unless otherwise stated.

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KWAZULU-NATAL DEPARTMENT OF EDUCATION

Postal Address: Private Bag X9137 • Pietermaritzburg • 3200 • Republic of South Africa

Physical Address: 228 Pietermaritz Street • NED Building • Pietermaritzburg • 3201

Tel.: +27 33 846 5347 • Web: www.kzneducation.gov.za

Facebook: KZNDOE...Twitter: @DBE_KZN...Instagram: kzn_education...Youtube: kzndoe



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- 2.2 Applicants must indicate the full post description and the reference number of the vacancy in their Z83 application forms.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.
- 2.4 Applications should be forwarded in time to the relevant address so as to reach this office on or before the closing date. Applications received after the closing date will not be accepted.
- 2.5 Faxed and e-mailed copies of applications will not be considered.
- 2.6 If applicants do not hear from this office within six months after the closing date of this circular, they must consider their applications as unsuccessful.
- 2.7 Applications that do not comply with the above instructions shall be disqualified.
- 2.8 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favorably.


DR E.V. NZAMA
HEAD OF DEPARTMENT: EDUCATION

DATE: 07/02/2020

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NOTE: Appointment to all these posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subject to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be testing generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

POST: **DEPUTY DIRECTOR-GENERAL: CURRICULUM MANAGEMENT**

The KwaZulu Natal Department of Education is looking for an innovative executive who is committed to service delivery to be part of its Top Management Team. Such an individual must possess and demonstrate attributes at an advanced and expert level of proficiency as follows: Strategic Capability and Leadership, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving and Analysis, People Management and Empowerment, Client Orientation and Customer Focus, Communication, Honesty and Integrity.

CENTRE: **HEAD OFFICE, PIETERMARITZBURG**

SALARY: **R1 521 591 P.A. (SALARY LEVEL 15) (All-inclusive package to be structured in line with rules for SMS).**

REFERENCE NO.: **DOE/16/2020**

REQUIREMENTS: **An appropriate undergraduate qualification and post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level.**

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COMPETENCIES:

Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational issues and challenges, ie. policy and implementation Proven record in transforming large organizations/institutions. Well developed and proven analytical thinking and problem solving skills. A very strong large scale Project and Programme Management background. A clean record in managing large sums of funds in terms of the PFMA and related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation.

DUTIES:

Provide strategic direction and leadership to the Branch Curriculum Management and Delivery of the Department which is responsible for curriculum delivery for all phases and teaching and learning, Examinations and Assessments and the professional development of teachers. Serve as a member of the Top Management Committee of the Head of Department. Design education programmes/curricula offered by the Department and plan for the curriculum support to schools to facilitate the National Curriculum Statement. Administer the Early Childhood Developmental (ECD) and Adult Basic Education and Training (ABET) programmes. Monitor the provision of Learning and Teaching Support Material (LTSM) to educational institutions. Manage the provision of examinations and assessments in the Department. Oversee the teacher development programmes, quality assurance, governance and management services. Manage the provision of Education Library, Information and Technology Services (ELITS) and special intervention programmes to improve teaching in Mathematics, Science and Technology (E-Education). Manage the resources within the Branch.

ENQUIRIES:

Advocate M.B.Masuku - Telephone No. 033 392 1006

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- POST:** CHIEF DIRECTOR: OPERATIONS MANAGEMENT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- SALARY:** R1 251 183 P.A. (SALARY LEVEL 14) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO.:** DOE/17/2020
- REQUIREMENTS:** An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a senior managerial level.
- COMPETENCIES:** Knowledge of PFMA, Public Service Act, and Employment of Educator's Act and other relevant prescripts and legislations. Good presentation skills. Analytical thinking. Research and Report Writing skills. Financial Management, Policy Formulation and Project Management. Computer Literacy (MS Word, EXCEL, Access, Powerpoint, etc.) Communication (verbal and written) and Interpersonal skills. A valid driver's licence.
- DUTIES:** Provide strategic leadership, administration, management and governance support of the 12 Education Districts and all institutions therein. Manage the performance standards for the 12 Districts.
- Ensure the establishment and maintenance of accountability systems in Districts and Circuits in support of curriculum delivery/assessment and teaching and learning in all institutions. Provision of education opportunities and access to education. Management of School Functionality Programmes, District Improvement Plans and intervention programmes in the Districts. Support the implementation of the Transformation of the Schooling System. Exercise Financial Management as Responsibility Manager. Maintain a co-operative working relationship with the Chief Directorates of the Branch Institutional Development Support and the Branches, Curriculum, Finance and Corporate Management. Manage the resources of the Chief Directorate.
- ENQUIRIES:** Advocate M.B.Masuku - Telephone No. 033 392 1006

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- POST:** **DIRECTOR: INCLUSIVE EDUCATION**
- CENTRE:** **HEAD OFFICE, PIETERMARITZBURG**
SALARY: **R1 057 326 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).**
- REFERENCE NO.:** DOE/18/2020
- REQUIREMENTS:** An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level.
- COMPETENCIES:** Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Knowledge and understanding of education legislation and policies. Ability to take initiative, work under pressure and problem-solving skills. Experience in coordinating Inclusive Education programmes. Support of learners with disabilities and implement disability grants. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver's licence.
- DUTIES:** The incumbent will collaborate with other Directorates, Government Departments, Disability sector and NGO's, Legislature, National Department of Education and Private Sector. Develop and implement policy, guidelines and standards for the delivery of Inclusive Education. Promote Inclusive Education across the Province. Coordinate the delivery of Inclusive Education key drivers in Special Schools, Special Schools as Resource Centers, Full Service and Inclusive Schools. Develop and maintain District Support Teams.
- Manage budget in Programme 1, Programme 2, Programme 4 and a Conditional Grant for Learners with Severe to Profound Intellectual Disabilities.
Monitor and evaluate the effectiveness of Inclusive Education programmes. Participate in the implementation of the strategic and operational plan of the Directorate and Chief Directorate.
- ENQUIRIES:** **Mr A.B.Zwane - Telephone No. 033 846 5127**

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PROVINCE OF KWAZULU-NATAL

- POST:** DIRECTOR: RURAL ACADEMIC SUPPORT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
SALARY: R1 057 326 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO.:** DOE/19/2020
- REQUIREMENTS:** An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level. A Master's Degree in Education will be an added advantage.
- COMPETENCIES:** Knowledge of Rural Education, Public Finance Management Act, Public Service Act, and other relevant prescripts and legislations. Good Presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid driver's licence.
- DUTIES:** Facilitate curriculum packages for rural schools. Facilitate the enrichment programs for rural schools clusters. Liaise with NGO's and Private Sector Organizations to extend skills programs for rural areas. Train and capacitate subject advisors, teachers, principals and SMT's of rural schools. Cascade national policy directives for all rural schools. Conduct research and audit of multi-grade/rural schools. Monitor and support initiatives targeting rural schools.
- ENQUIRIES:** Mr A.B.Zwane - Telephone No. 033 846 5127

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- POST:** DIRECTOR: EARLY CHILDHOOD DEVELOPMENT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- SALARY:** R1 057 326 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO.:** DOE/20/2020
- REQUIREMENTS:** An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level.
- COMPETENCIES:** Knowledge of a variety of work ranges and procedures such as Finance, HR matters, Training, Planning and Organizing, Technical Standards or Procedures, Needs and Priorities of Stakeholders, Managerial functions. Skills - Presentation, Analytical Thinking, Research, Computer utilization (MS Word, Powerpoint & EXCEL), Use of spreadsheets to record and report on finances. Use of Internet, Intranet, E-mail, Vulindlela, FMS, BAS, etc. Policy formulation, Financial management, Chairing meetings, Strategic management and planning, Policy research, Report writing, Change/Diversity management, Excellent verbal and written communication, Numeracy, Creativity and the ability to work under pressure for prolonged periods.
- DUTIES:** Manage the development of curriculum and establish effective monitoring and support systems for Educators. Develop and monitor training programmes. Interpret, develop and implement policies iro. ECD. Oversee the registration of Grade R classes. Control the accreditation and appointment of ECD practitioners. Manage the resources of the component.
- ENQUIRIES:** Mr A.B.Zwane - Telephone No. 033 846 5127

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- POST:** DIRECTOR: QUALITY ASSURANCE
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- SALARY:** R1 057 326 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO.:** DOE/21/2020
- REQUIREMENTS:** An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level.
- COMPETENCIES:** Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid drivers licence.
- DUTIES:** Design plans for promoting quality assurance at all levels of the education system in KwaZulu Natal. Control and supervise the work of professional and non-professional staff in the quality assurance directorate. Advise the system on all matters pertaining to quality assurance of curriculum delivery related aspects mandates of the department of education in KwaZulu Natal.
- ENQUIRIES:** Mr A.B.Zwane - Telephone No. 033 846 5127

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- POST:** DIRECTOR: SPORTS AND CULTURE
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- SALARY:** R1 057 326 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO.:** DOE/22/2020
- REQUIREMENTS:** An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level.
- COMPETENCIES:** Knowledge of the Public Finance Management Act, Public Service Act and other relevant prescripts and legislations. Good presentation skills, Analytical thinking, Research and report writing skills, Policy formulation and Project management. Computer literacy. Communication (written and verbal) and Interpersonal skills. A valid drivers licence.
- DUTIES:** The interpretation and development of youth and sport and arts and culture policies. The networking, planning and monitoring of the various codes and sports. The managing of youth development and gender equality in schools. The conducting of research into new trends. The developing and monitoring of sport programmes in schools. The planning and co-ordinating of arts and culture activities. The conducting of research on cultural diversity in schools. The conducting and development of workshops for District Co-ordinators.
- ENQUIRIES:** Mr A.B.Zwane - Telephone No. 033 846 5127

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- POST:** DIRECTOR: ASSESSMENT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- SALARY:** R1 057 326 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO.:** DOE/23/2020
- REQUIREMENTS:** An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level.
- COMPETENCIES:** Knowledge of the Public Finance Management Act, Public Service Act, Employment of Educators Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking, Research and Report writing skills. Policy formulation and Project management skills. Computer literacy. Communication skills (verbal and written) and Interpersonal skills. A valid drivers licence.
- DUTIES:** Develop policy on assessment for all education bands. Plan and manage the application, monitoring and moderation of Continuous Assessment for all education bands. Plan and manage provincial examinations in line with the National Strategy for Learner Attainment. Analyze tests/examination results and develop intervention strategies therefore. Render accreditation services. Manage the examination and marking processes for the National Senior Certificate and Adult Education and Training Level 4. Manage the resources of the component.
- ENQUIRIES:** Mr A.B.Zwane - Telephone No. 033 846 5127

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- POST:** **DIRECTOR: GOVERNANCE & MANAGEMENT**
- CENTRE:** **HEAD OFFICE, PIETERMARITZBURG**
SALARY: **R1 057 326 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).**
- REFERENCE NO.:** **DOE/24/2020**
- REQUIREMENTS:** **An appropriate undergraduate qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle/senior managerial level.**
- COMPETENCIES:** **Knowledge of PFMA, Public Service Act, and Employment of Educator's Act and other relevant prescripts and legislation. Good presentation skills, Analytical thinking. Research and Report writing skills. Financial Management, Policy formulation and Project Management. Computer literacy (MS Word, MS Excel, Access, Powerpoint, etc). Communication (verbal and written) and Interpersonal skills. A valid driver's licence.**
- DUTIES:** **Provide support services in respect of governing bodies. Provide support with regard to independent schools and home schooling. Promote the development of schools as centers of community involvement. Develop and co-ordinate school safety programs. Manage learner affairs including disciplinary matters. Ability to work with various stakeholders outside and within the Department. Manage the resources of the Directorate.**
- ENQUIRIES:** **Mr A.B.Zwane - Telephone No. 033 846 5127**

PLEASE NOTE THAT ALL THESE POSTS ARE BEING RE-ADVERTISED INTERESTED APPLICANTS ARE ENCOURAGED TO RE- APPLY

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- POST:** CHIEF ENGINEER (CIVIL/STRUCTURAL): INFRASTRUCTURE PLANNING
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- SALARY:** R 1 042 827 P.A. The Department will determine the salary north based on years of experience post professional registration.
- REFERENCE NO:** DOE/25/2020
- REQUIREMENTS:** A Bachelor's Degree in Engineering. Registration as a Professional Engineer with ECSA. Six year's post qualification experience. Valid Driver's License. Computer Literacy.
- COMPETENCIES :** Knowledge of PFMA/Treasury Regulations/Practice Notes/Instructions/Circulars, Provincial/Departmental Supply Chain Management Policies, National Building Standards Act of 1977 and Regulations, Occupational Health and Safety Act of 1993 and Regulations, Government Immovable Asset Management Act of 2007, and the South African Schools Act of 1996, Regulations Guidelines.
- DUTIES** : The provision of civil/structural engineering inputs and guidance which will include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, projects, functional/technical norms and standards aligned to the Provincial IDMS Framework. Development, interpretation and customization of functional and technical norms and standards from an engineering perspective. Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies. Compile briefing documentation and specifications from an engineering perspective. Investigate civil/structural engineering installations, undertake design work and implement corrective measures, where necessary. Preparation and ongoing review of the User Asset Management Plan (U-AMP) from an engineering perspective with inputs received from other professionals. Environmental, OHS adherence in terms of Planning and Maintenance. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils. People Management.
- ENQUIRIES** : Mr. A.B. Zwane – Telephone No. 033-846 5127

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POST: CHIEF WORKS INSPECTOR: 02 POSTS (SL 9) – DISTRICT PLANNING

CENTRES: AMAJUBA DISTRICT: REF. NO. DOE/26/2020
UMZINYATHI DISTRICT: (REF. NO. DOE/27/2020)

SALARY: R 376 596 P.A. (SALARY LEVEL 9)

REQUIREMENTS : An appropriate recognized Bachelor's Degree/Diploma in Building qualification; minimum of three (3) to five (5) years relevant experience; Valid Driver's license; Knowledge of National Standards Act, Government Immovable Asset Management Act, Occupational Health and Safety Act, South African Schools Act, National Environmental Management Act and other relevant prescripts and legislation; Computer literacy.

DUTIES: Monitor Section 21 allocations for maintenance; Undertake evaluations on completed maintenance projects; Develop plans to address shortcomings in terms of compliance in terms of OHS requirements Environmental requirements and Quality Assurance standards; Provide assistance with preparations of disaster management plans; Develop the integrated District Disaster Management Plan; Draft School maintenance Plans and budgets on completion of projects through application of life cycle costs; Develop the integrated District maintenance plan budget.

ENQUIRIES: Mr. A.B. Zwane – Telephone No. 033 846 5127

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Preference will be given to persons from designated groups including persons with disabilities.

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Directive to Applicants:

Applications must be submitted on Form Z83, obtainable from any Public Service Department.

NB: Applicants must ensure that they fully complete and sign Form Z83, even if they are attaching a CV. Incomplete and/or unsigned applications will not be considered.

Applications must in all cases be accompanied by a recently updated comprehensive CV, originally certified copies of all qualifications, proof of registration (if applicable) and RSA ID document, as well as a valid driver's license.

Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.

Failure to comply with the above directives will result in the application not being considered.

Please note: Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications.

Please note that due to financial constraint no S&T claims will be considered for payment to the candidates that are invited for an interview.

Closing date for applications: 21 February 2020

Applications should be sent by post for the attention of: Mr. P.B.V. Ngidi , The Directorate: Human Resource Services, KwaZulu-Natal Department of Education, Private Bag X9137, Pietermaritzburg, 3200. Applications may also be hand delivered to Head Office, Office No. 203A, 228 Pietermaritz Street, Pietermaritzburg, 3201.

NOTE: • The filling of the post will be done in terms of the Department's approved Employment Equity Plan • Due to ongoing internal processes, the Department reserves the right to withdraw any post at any time • The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

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