



education

Department:
Education
PROVINCE OF KWAZULU-NATAL

Enquiries: Mr A.B. Zwane

Reference 4/1/2

Date: 20 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. 09 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 must be notified, even if they are absent from their normal places of work.

2. DIRECTIVE TO APPLICANTS

- 2.1 Applications must be made on the Application Form Z83, obtainable from any Public Service Department accompanied by a detailed CV with full particulars of training, qualifications, skills, competencies, knowledge and experience. Originally certified copies of qualifications, Driver's license and ID must be attached and forwarded to the relevant address. Closing date for this circular is **13 March 2020**, unless otherwise stated.
- 2.2 Please ensure that the full post description and the relevant post reference number on your application.

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KWAZULU-NATAL DEPARTMENT OF EDUCATION

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

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

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- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post or on the list provided for enquiries.
- 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: 26/02/2020

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PROVINCE OF KWAZULU-NATAL

POST: DEPUTY DIRECTOR: SA-SAMS AND SYSTEMS DEVELOPMENT
DIRECTORATE: EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS)
CENTRE: PIETERMARITZBURG, HEAD OFFICE
SALARY: R733 257.00 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).

REFERENCE NO: DoE/44/2020

REQUIREMENTS: A Bachelor's Degree in Information Technology/Information Systems/Computer Science or equivalent qualification at NQF Level 7 coupled with Six years work experience of which 3-5 years must be in a middle management experience in Information Management & Analysis environment. Highly developed database management skills & can demonstrate proficiency in Microsoft Access, Microsoft SQL Server, programming skills and other Microsoft Office Suite of products. Mathematics/Statistics as a subject at tertiary level is strongly recommended. Knowledge of South African Schools Act of 1996, Education Information Policy of 2004, (PFMA) Public Finance Management Act, National and Provincial Practice Notes and Public Service Act of 1999. Promotion of Access to Information Act 2 of 2000, Protection of Personal Information Act of 2013. Employee Performance and Management System. Public Service Act of 1999 and Regulations. Information security, Project Management Methodologies. Good verbal & written communication skills. Good interpersonal skills. A valid driver's license.

DUTIES: Manage the provisions of the Education Information Policy. Monitor and manage all data collection activities. Manage SQL Server database. Develop and maintain the Data Warehouse. Prepare reports on various processes for management & the budget for the sub-directorate. Monitoring and Management of the South African School Administration and Management System (SA-SAMS). Monitor SA-SAMS training for the province. Develop internal data management policies. Develop the Business Intelligence Tool (BI). Develop and maintain new systems as required. Serve on various committees within the department. Management of data connectivity between schools and the department. Staff and resource management. Carry out & perform other tasks allocated by the management.

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

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PROVINCE OF KWAZULU-NATAL

POST: DEPUTY DIRECTOR: LURITS, ANALYSIS AND REPORTING

DIRECTORATE: EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS)

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY: R733 257.00 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).

REFERENCE NO: DoE/45/2020

REQUIREMENTS: A Bachelor's Degree in Information Technology/Information Systems/Computer Science or equivalent qualification at NQF Level 7 coupled with six years work experience of which 3-5 years must be in a middle management experience in Information Management & Analysis environment. Highly developed database management skills & can demonstrate proficiency in Microsoft Access, Microsoft SQL Server, programming and other Microsoft Office Suite of products. Mathematics/Statistics as a subject at tertiary level is strongly recommended. Knowledge of South African Schools Act of 1996, Education Information Policy of 2004, (PFMA) Public Finance Management Act, National and Provincial Practice Notes and Public Service Act of 1999. Promotion of Access to Information Act 2 of 2000, Protection of Personal Information Act of 2013. Employee Performance and Management System. Knowledge of Environmental System Research Institute (ESRI) products such as ArcGIS for desktop & ArcGIS for server. Information security, Project Management Methodologies. Good verbal & written communication skills. Good interpersonal skills. A valid driver's license.

DUTIES: Manage the provisions of the Education Information Policy. Manage Data Quality Audits. Develop, implement and maintain policy on data management. Prepare statistical reports. Prepare report on various process for management & the budget for the sub-directorate. Maintain the Business Intelligence Tool (BI). Management of the Learner Unit Record Information and Tracking System (LURITS). Carry out and perform other tasks allocated by management. Serve on various committees within the department. Integration of the Business Intelligence and ArcGIS Suite. Implement the provisions of the Education Information and Spatial Data Policies. Staff and resource management.

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PROVINCE OF KWAZULU-NATAL

POST: DEPUTY DIRECTOR: POLICY, RESEARCH, KNOWLEDGE MANAGEMENT AND SERVICE DELIVERY

DIRECTORATE: STRATEGIC MANAGEMENT, MONITORING & EVALUATION

CENTRE: PIETERMARITZBURG, HEAD OFFICE

REFERENCE NO: DoE/46/2020

SALARY: R733 257.00 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).

REQUIREMENTS: A Bachelor's Degree in Public Administration or equivalent qualification at NQF Level 7 coupled with six years work experience of which 3-5 years must be in a middle management. Three years' experience in policy, research, knowledge management or related or related fields. Competent writing and analytical skills. Good communication skills. Good computer skills.

COMPETENCIES: Knowledge of the Public Service Act, Public Service Regulations, Public Service Management Act and all other relevant prescripts. Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Computer literacy (MS Word, Excel, Access and PowerPoint). A valid driver's licence. Knowledge in Policy Development will be an added advantage.

DUTIES: Gather and analyse data for policy analysis. Manage queries from the Auditor-General, Treasury and other Oversight Authorities and prepare relevant responses. Assist other sections with policy development. Develop Standard Operating Procedures for Strategic Plans, Annual Performance Plans, Quarterly Performance Plans, Annual Reports and Operational plans. Develop the Department's Service Delivery Improvement plan. Manage Batho Pele Programmes. Manage SMME Risks and prepare risk turnaround strategies and report. Realign processes and policies to achieve organisational goals. Identify priorities of the department and communicate to the system. Liaise with the National Departments of Education. Liaise with Provincial Treasury. Prepare SMME Budget. Liaise in matrix relationship with other branches of the Department. Dissemination of Information throughout the system. Researching and reporting on policy implementation. Analyse policies and prepare reports. Realign policies to attain strategic objectives of the department. Review and comment on policies. Analyse policy and comment on implementation gaps and resource targeting. Maintain a repository of all policies and SMME documents.

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

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PROVINCE OF KWAZULU-NATAL

POST: DEPUTY DIRECTOR: STRATEGIC PLANNING

DIRECTORATE: STRATEGIC MANAGEMENT, MONITORING & EVALUATION

CENTRE: PIETERMARITZBURG, HEAD OFFICE

REFERENCE NO: DoE/47/2020

SALARY: R733 257.00 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).

REQUIREMENTS: A Bachelor's Degree in Public Administration or equivalent qualification at NQF Level 7 coupled with Six years work experience of which 3-5 years must be in a middle management. 3 years' experience in strategic planning or related fields. Competent writing and analytical skills. Good communication skills. Good computer skills.

COMPETENCIES: Knowledge of the Public Service Act, Public Service Regulations, Public Service Management Act and all other relevant prescripts. Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Computer literacy (MS Word, Excel, Access and PowerPoint). A valid driver's licence. Knowledge in Policy Development will be an added advantage.

DUTIES: Prepare Annual Performance Plan. Compile Operational Plan of the Department. Prepare Strategic Plans and Priorities of the Department. Develop all other plans as deemed necessary by the Department and oversight authorities. Realign processes and policies to achieve organizational goals. Prepare revised strategic outcomes, impacts and indicators. Liaise with the National Departments of Education. Liaise with budget to ensure budgets address strategic priorities. Liaise with Provincial Treasury. Compile the SMME Budget. Develop managers on Strategic Planning. Gather Data. Establish targets for the Department from inputs received. Develop Standard Operating Procedures for all Strategic Planning documents and for target setting. Prepare System Reports. Prepare coffee table reading material on Strategic Planning.

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

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PROVINCE OF KWAZULU-NATAL

POST: DEPUTY DIRECTOR: LEASE AND INVENTORY
DIRECTORATE: LOGISTICS, ASSETS AND DISPOSALS
CENTRE: PIETERMARITZBURG, HEAD OFFICE
SALARY: R733 257.00 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with the rules for MMS)

REFERENCE: DoE/48/2020

REQUIREMENTS: A Bachelor's Degree in Commerce or equivalent qualification at NQF Level 7 coupled with six years work experience of which 3-5 years must be in a middle management. Computer Literacy. Valid Driver's License.

COMPETENCIES: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills- computer (, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, ability to communicate and present issues to management. Good Computer Knowledge. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, oriented. Knowledge of Hardcat System.

DUTIES: To manage the Logistics, Assets and Disposals Directorate with regard to the management of inventory, assets and operating lease in terms of the PFMA, Treasury Regulations, KZN Education Assets Management Framework, Treasury Practice notes and other relevant legislation as well as reporting on the Interim Financial Statements, Annual Financial Statements. Ensure the management services. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Processing and authorising BAS documents and reports. Deal with logistics related queries. Attend to yearly reconciliation and amend previous years reconciliation. Supervise staff Liaising with the Districts Directors and Asset controllers. Provide Reports on the Audits of stolen and missing assets. Assist with operating lease and Inventory Management. Reconcile Assets additions per BAS to FAR. Supervise asset disposal processes and auctioning

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

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PROVINCE OF KWAZULU-NATAL

POST: DEPUTY DIRECTOR: ASSET MANAGEMENT
DIRECTORATE: LOGISTICS, ASSETS AND DISPOSALS
CENTRE: PIETERMARITZBURG, HEAD OFFICE
SALARY: R733 257.00 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with the rules for MMS)

REFERENCE: DOE/49/2020

REQUIREMENTS: A Bachelor's Degree in Commerce or equivalent qualification at NQF Level 7 coupled with six years work experience of which 3-5 years must be in a middle management. Computer Literacy. Valid Driver's License.

COMPETENCIES: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills- computer (, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to communicate and present issues to management. Good Computer Knowledge. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, oriented. Knowledge of Hardcat System.

DUTIES : To manage the Logistics, Assets and Disposals Directorate with regard to the management of inventory, assets and operating lease in terms of the PFMA, Treasury Regulations, KZN Education Assets Management Framework, Treasury Practice notes and other relevant legislation as well as reporting on the Interim Financial Statements, Annual Financial Statements. Ensure the management services. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Processing and authorising BAS documents and reports. Deal with logistics related queries. Attend to yearly reconciliation and amend previous years reconciliation. Supervise staff Liaising with the Districts Directors and Asset controllers. Provide Reports on the Audits of stolen and missing assets. Assist with operating lease and Inventory Management. Reconcile Assets additions per BAS to FAR. Supervise asset disposal processes and auctionin.

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PROVINCE OF KWAZULU-NATAL

- POST:** DEPUTY DIRECTOR: FUNDING NORMS AND STANDARDS
- DIRECTORATE:** RESOURCE PLANNING
- SALARY:** R733 257.00 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- REFERENCE NO:** DoE/50/2020
- REQUIREMENTS:** A Bachelor's Degree in Finance/Statistics or equivalent qualification at NQF Level 7 coupled with six years work experience of which 3-5 years must be in a middle management.
- COMPETENCIES:** Knowledge of National Educational Policy Act, South African Schools Act, Public Service Act, PFMA and other relevant prescripts. Good management organizing, Planning, Presentation and Reports writing skills. Advanced computer literacy (MS Word, Excel, Access, and PowerPoint). Advanced skills in Data Collection, Analysis and Interpretation. Advanced skills in financial management and project management. Strong verbal and written communication skills. Strategic leadership and analytical skills. A valid driver's license.
- DUTIES:** Develop the Provincial resource targeting lists of public schools, including specials and full service schools, manage the allocation of funding to grade R and ECD centres through ECD funding norms, manage funding allocation to public schools to affiliate to association of SGBS, manage the application of the checklist to the independent schools to allocate subsidies, monitor the utilization of independent schools subsidies manage the process of payment of compensation for fee exemptions of public schools, manage and implement procedures for contestations for technical accuracy and applications for deviations.
- ENQUIRIES:** Mr. A.B. Zwane: Telephone 033 846 5127

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PROVINCE OF KWAZULU-NATAL

- POST:** DEPUTY DIRECTOR: FINANCIAL MANAGEMENT
- DIRECTORATE:** RESOURCE PLANNING
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- SALARY:** R733 257.00 P.A. (SALARY LEVEL 11) (All-inclusive package to be structured in line with rules for MMS).
- REFERENCE NO:** DoE/51/2020
- REQUIREMENTS:** A Bachelor's Degree in Finance/Statistics or equivalent qualification at NQF Level 7 coupled with six years work experience of which 3-5 years must be in a middle management.
- COMPETENCIES:** Knowledge National Education Policy Act, South African Schools Act. Public Service Act, PFMA and other relevant prescripts Good management organizing, planning, Presentation and Report Writing Skills. Advanced computer literacy (MS word, Excel, Access and PowerPoint). Advance skills in financial management and project management. Advanced skills in DATA collection, Analysis and Interpretation. Strong verbal and written communication skills. Strategic leadership and analytical skills. A valid driver' license.
- DUTIES:** Manage the allocation of Section 21 Functions in Public schools. Monitoring the compliance of section 21 Public Schools with SASA and NNSFF. Manage the analysis of Audited Financial Statements for Public Schools. Manage expenditure reporting for public schools. Manage compliance of all public schools with SASA, 1996 as amended on banking and budgeting. Manage the implementation of the School Funding Norms Policy implementation Manual. Monitor the utilisation of independent schools subsidies
- ENQUIRIES:** Mr. A.B. Zwane – Telephone No. 033-846 5127

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PROVINCE OF KWAZULU-NATAL

POST: ASSISTANT DIRECTOR: SA-SAMS AND SYSTEMS DEVELOPMENT

DIRECTORATE: EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS)

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY: R376 596.00 P.A. (SALARY LEVEL 9)

REFERENCE NO: DoE/52/2020

REQUIREMENTS: A Bachelor's Degree in Information Technology/Information Systems/Computer Science or equivalent qualification at NQF Level 6 coupled with five years work experience of which 3 years must be in supervisory level. Must have at least 3 years experience in Information Management & Analysis environment. Highly developed database management skills & can demonstrate proficiency in Microsoft Access, Microsoft SQL Server, programming and other Microsoft Office Suite of products. Mathematics/Statistics as a subject at tertiary level is strongly recommended. Knowledge of South African Schools Act of 1996, Education Information Policy of 2004, (PFMA) Public Finance Management Act, National and Provincial Practice Notes and Public Service Act of 1999. Promotion of Access to Information Act 2 of 2000, Protection of Personal Information Act of 2013. Employee Performance and Management System. Public Service Act of 1999 and Regulations. Information security, Project Management Methodologies. Good verbal & written communication skills. Good interpersonal skills. A valid driver's license.

DUTIES: Implement the provision of the Education Information Policy. Manage all data collection activities. Manage SQL Server database. Develop and maintain the Data Warehouse. Prepare South African School Administration and Management System (SA-SAMS) training programs for the province. Implement internal data management policies. Develop the Business Intelligence Tool (BI). Develop and maintain new systems as required. Implement data connectivity between schools and the department. Staff management. Carry out & perform other task allocated by management.

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

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POST: ASSISTANT DIRECTOR: LURITS, ANALYSIS AND REPORTING

DIRECTORATE: EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS)

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY: R376 596.00 P.A. (SALARY LEVEL 9)

REFERENCE NO: DoE/53/2020

REQUIREMENTS: A Bachelor's Degree in Information Technology/Information Systems/Computer Science or equivalent qualification at NQF Level 6 coupled with five years work experience of which 3 years must be in a supervisory level. Must have at least 3 years experience in Information Management & Analysis environment. Highly developed database management skills & can demonstrate proficiency in Microsoft Access, Microsoft SQL Server, programming and other Microsoft Office Suite of products. Mathematics/Statistics as a subject at tertiary level is strongly recommended. Knowledge of South African Schools Act of 1996, Education Information Policy of 2004, (PFMA) Public Finance Management Act, National and Provincial Practice Notes and Public Service Act of 1999. Promotion of Access to Information Act 2 of 2000, Protection of Personal Information Act of 2013. Employee Performance and Management System. Public Service Act of 1999 and Regulations. Information security, Project Management Methodologies. Good verbal & written communication skills. Good interpersonal skills. A valid driver's license.

DUTIES: Implement the provision of the Education Information Policy. Implement Data Quality Audits. Implement policy on data management. Prepare statistical reports. Maintain the Business Intelligence Tool (BI). Manage the Learner Unit Record Information and Tracking System (LURITS). Carry out and perform other tasks allocated by management. Integration of the Business Intelligence and ArcGIS Suite. Implement the provisions of the Education Information and Spatial Data Policies. Staff management.

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POST: ASSISTANT DIRECTOR: STRATEGIC REPORTING

DIRECTORATE: STRATEGIC MANAGEMENT, MONITORING & EVALUATION

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY: R376 596.00 P.A. (SALARY LEVEL 9)

REFERENCE NO: DoE/54/2020

REQUIREMENTS: A Bachelor's Degree in Public Administration or equivalent qualification at NQF Level 6 coupled with five years work experience of which 3 years must be at supervisory level. Three years' experience in strategic reporting or related field, competent writing & analytical skills.

COMPETENCIES: Knowledge of the Public Service Act, Public Service Regulations, Public Services Management Act & All other relevant prescripts, Strategic Leadership & analytical skills, Strong verbal & written communication skills, reporting & presentation skills, Interpersonal skills, Problem solving & project management skills, Computer literacy (MS Word, Excel, Access & PowerPoint). A Valid driver's license, knowledge of Balance Score Card System will be an added advantage.

DUTIES: Compile a framework for strategic reporting, develop standard Operating Procedures for Strategic Reporting, Co-ordinate & manage the activities of the Reporting Forum, Assist in Developing all strategic reports, Collect information for preparation of all Oversight Reports, Collects, collate & consolidate information Annual Reports, Collect, collate & consolidate information for Quarterly Performance Reports, Collect, collate & consolidate information for Quarterly Operational Report, Gather relevant data from various sources, Report on Performance on a Quarterly basis, liaise with the national Department of education, Manage the eQPR system, quality assure all performance reports, liaise with Provincial Treasury, Assist with The preparation of the SMME Budget, conduct education economic data processing, Liaise in matrix relationship with other Branches of the department as well as oversight authorities, Assist Branches in compilation of Reports, Prepare System Report, Establish & maintain a repository of all strategic reporting documents.

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POST: ASSISTANT DIRECTOR: STRATEGIC PLANNING
DIRECTORATE: STRATEGIC MANAGEMENT, MONITORING & EVALUATION
CENTRE: PIETERMARITZBURG, HEAD OFFICE
SALARY: R376 596.00 P.A. (SALARY LEVEL 9)

REFERENCE NO: DoE/55/2020

REQUIREMENTS: A Bachelor's Degree in Public Administration or equivalent at NQF Level 6 coupled with five years work experience of which 3 years must be in a supervisory level. Three years' experience in strategic planning or related fields, Component writing & analytical skills.

COMPETENCIES: Knowledge of the Public Service Act, Public Service Regulations, Public Service Management Act and all other relevant prescripts, Strategic leadership and analytical skills. Strong verbal and written communication skills, reporting and presentation skills. Interpersonal skills, problem solving and project management skills. Computer literacy (MS Word, Excel, Access and PowerPoint). A valid driver's license. Knowledge of Balance Score Card System will be an added advantage.

DUTIES: Assist in developing all strategic planning documents, Collect information for preparation of Annual Performance Plan. Collect, collate and consolidate information for the Operational Plan of the Department. Collect, collate and consolidate information for strategic Plans and Priorities of the Department. Collect, collate and consolidate information for all other plans as deemed necessary by the Department and Oversight authorities. Realign processes and policies to achieve organizational goals. Prepare revised strategic outcomes, impacts and indicators. Liaise with the National Departments of Education. Prepare SMME Budget, Liaise with budget to ensure budget address strategic priorities. Liaise with Provincial Treasury, Develop managers on Strategic Planning. Gather Data and establish a reliable data bank, Collect information for target setting. Develop Standard Operating Procedures for all Strategic Planning documents and for target setting. Prepare System reports, maintain a repository of all strategic planning documents.

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

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KWAZULU-NATAL DEPARTMENT OF EDUCATION

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

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

Web: www.kzneducation.gov.za

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



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Department:
Education
PROVINCE OF KWAZULU-NATAL

POST: ASSISTANT DIRECTOR: LEASE AND INVENTORY

DIRECTORATE: LOGISTICS, ASSET AND DISPOSALS

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY: R376 596.00 P.A. (SALARY LEVEL 9)

REFERENCE: DoE/56/2020

REQUIREMENTS: A Bachelor's Degree in Commerce or equivalent qualification at NQF Level 6 coupled with five years work experience of which 3 years must be in a supervisory level. Computer Literacy. Valid Driver's License.

COMPETENCIES: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills- computer (PERSAL, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing, Innovation and creativity and empowerment. To provide assets Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management.

DUTIES: Provide assets Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management. Attend and investigate correspondence relation to the asset Register. Manage and maintain the departments asset Register. Provide clarity on the on the Auditor General Findings. Reconcile Assets additions per BAS to FAR. Liaising with the Districts Directors and Asset controllers. Perform Personnel Management. Provide Logistics, services with regards to Disposal Services. Consolidate, manage the evaluate the asset life cycle and supervise Staff.

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

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PROVINCE OF KWAZULU-NATAL

POST: ASSISTANT DIRECTOR: ASSET MANAGEMENT

DIRECTORATE: LOGISTICS, ASSET AND DISPOSALS

CENTRE: PIETERMARITZBURG, HEAD OFFICE

SALARY: R376 596.00 P.A. (SALARY LEVEL 9)

REFERENCE: DoE/57/2020

REQUIREMENTS: A Bachelor's Degree in Commerce or equivalent qualification at NQF Level 6 coupled with five years work experience of which 3 years must be in a supervisory level. Computer Literacy. Valid Driver's License.

COMPETENCIES: Knowledge of administration policies and practices, budgeting and managerial functions, Province practice notes, Delegation authority, Basic Conditions of Employment, Public Service Act and Regulations, Constitution of RSA and other relevant legislation. Advanced knowledge of PFMA, Treasury regulation, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Skills- computer (PERSAL, BAS and spreadsheet), Interpretation and application of policy, Policy development and managerial skills, strategic Planning, Problem solving analytical thinking, Ability to communicate and present issues to management. Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Risk analysis and control, Good inter-personal communication, Planning and Organising, Report writing, Innovation and creativity and empowerment. To provide assets Inventory and operational lease management services in relation to monthly asset verification and policy implementation and management.

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

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- POST:** ASSISTANT DIRECTOR: FUNDING NORMS AND STANDARDS
- DIRECTORATE:** RESOURCE PLANNING
- CENTRE:** PIETERMARITZBURG, HEAD OFFICE
- SALARY:** R376 596.00 P.A. (SALARY LEVEL 9)
- REFERENCE NO:** DoE/58/2020
- REQUIREMENTS:** A Bachelor's Degree in Finance/Statistics or equivalent qualification at NQF Level 6 coupled with five years work experience of which 3 years must be in a supervisory level. 3 years' experience on the job training in Data collection, Training in Ms Excel, Ms access and Ms Word. Basic Accounting and Financial management training. Analytical thinking. Computer literacy. Valid Drivers' license
- COMPETENCIES:** Knowledge of South African School Act, KZN School Funding norms implementation manual. Experience in monitoring of schools. Knowledge of administrative duties and supervision .Good Interpersonal skills
- DUTIES:** Develop resource targeting list for Public ordinary schools, including special and full service schools, sorted from poorest to the least poor. Allocate subsidies to independent schools, monitor the utilization of independent schools subsidies. Budget allocation for Grade R classes in public schools and funding ECD centres. Implement fair and transparent procedures to deal with contestation for technical accuracy and deviations applications. Compensate schools that have exempted parents from payments of school fees.
- ENQUIRIES:** Mr. A.B. Zwane – Telephone No. 033-846 5127

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PROVINCE OF KWAZULU-NATAL

POST: ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT

DIRECTORATE: RESOURCE PLANNING

CENTRE: HEAD OFFICE, PIETERMARITZBURG

SALARY: R376 596.00 P.A. (SALARY LEVEL 9)

REFERENCE NO: DoE/59/2020

REQUIREMENTS: A Bachelor's Degree in Finance/Statistics equivalent qualification at NQF Level 6 coupled with five years work experience of which 3 years must be in a supervisory level with 3 years experience on the job training in Data collection. Training in Ms Excel, Ms Access and Ms Word. Basic Accounting and Financial Management Training, analytical thinking. Knowledge of South African Schools Act, KZN School Funding Norms. Implementation manual, experience in monitoring of schools. Knowledge of Administrative duties and supervision, good interpersonal skills. Computer Literacy. Valid Driver's License.

DUTIES: Implement procedures to allocate Section 21 Functions to public schools. Monitoring of compliance of Section 21 public schools with SASA and NNSSF. Monitoring of compliance of Non Section 21 Public Schools with SASA and NNSSF. Analyse schools reports on utilisation of the school allocation visa-vis budgeted expenditure and Departmental Guidelines. Implement procedures for compliance of public schools with SASA requirements on banking and budgeting. Facilitate the implementation of the School Funding Norms Policy Implementation Manual. Monitor the utilisation of Independent schools subsidies.

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

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POST: SENIOR LEGAL ADMINISTRATION OFFICER:
DIRECTORATE: LEGAL SERVICES
CENTRE: PIETERMARITZBURG, HEAD OFFICE
SALARY NOTCH: R473 820.00 P.A.
REFERENCE NO: DOE/60/2020

REQUIREMENTS: The Applicant must be in possession of an LLB a recognized Law Degree coupled with eight (8) years appropriate post qualification experience. Admission as an Attorney/Advocate. A post graduate qualification and Public-Sector Experience in Constitutional Law/ Administrative Law and Labour Law will be an added advantage.

COMPETENCIES: The Applicant must have broad knowledge of the Constitution of South Africa, Administrative Law, Promotion of Administrative Justice Act (PAJA), The Promotion of Access to Information Act (PAIA), Protection of Personal Information Act (POPIA), Interpretation of Statutes, Laws of Civil procedure, Education Laws and Policies, Labour Law, Laws and Policies relating to the public Sector including the PFMA, Treasury Regulations and other Prescripts. Good Planning & organising, problem solving & analytical thinking, research, policy formulation & management skills, Creativity Interpretation & application of policies/ legislation project management & negotiation skills. Communication (Verbal & written) & interpersonal skills. Computer Literacy (Ms World, Ms Excel, Ms Access, PowerPoint etc.). The Applicant must have the Ability to work independently.

DUTIES: The incumbent will be responsible for rendering legal support to the Department which will include the following: Attending to Civil and labour litigation, Management and Overseeing of all functions relating to civil and Labour litigation on behalf of the department. Liaising with the State attorney, officials and other Organs of State ,Determining liability on losses and damages to state property, Researching and drafting of legal opinions, Drafting and editing of contracts/agreements, Overseeing & conducting research on all matters relating to Legal compliance issue. Managing the drafting & amendments to legislation, regulations & policies. Providing advice & opinions on all legal matters e.g. contracts and agreements. Providing guidance and assistance in matters relating to the implementation of the PAIA, PAJA and POPIA. Be part of task teams, conduct legal education which will include workshops. Supervising and managing junior officials. Providing support in the institution of criminal proceedings, where applicable. Representing the Department of Committees and meetings, Providing general legal support to the Department to ensure that the goals of the Department are achieved

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

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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.

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

THE PROVINCIAL DEPARTMENT OF EDUCATION: KWAZULU-NATAL IS AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER.

Directive to Applicants

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.

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

Closing date for applications is 13 March 2020

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.

NOTE: • The filling of the posts will be done in terms of the Department's approved Employment Equity Plan
• The Department reserves the right to verify the qualifications of every recommended candidate prior to the issuing of an offer of employment.

Kindly bring the contents of this circular to all concerned.

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3. GRIEVANCES AND DISPUTES

3.1 Grievances must be lodged in writing with the Employee Relations Directorate at Head Office within 7 working days of each process using the attached grievance form. For the attention of Mr. N.C Ngcobo at:

Postal Address: Private Bag X9137
Pietermaritzburg
3200

Physical Address: 228 Pietermaritz Street
Pietermaritzburg
3200

Telephone No.: 033-846 5402

Fax No.: 0864840680

Email: Charles.ngcobo@kzndoe.gov.za

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