



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

Private Bag X9137, Pietermaritzburg, 3200
Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201
Tel: 033 846 5127: Email: Bafana.Zwane@kzndoe.gov.za

DIRECTORATE:

Human Resource Services
Enquiries :MR A.B.ZWANE.
Date 27.July 2020

**To: Deputy Director Generals
Chief Directors
Directors
CES: Circuit Management
Circuit Managers
Heads of Sections
Principals of all Schools**

HRM VACANCY CIRCULAR NUMBER 38 OF 2020

ADVERTISEMENT OF OFFICE BASED EDUCATOR VACANCIES

1. BACKGROUND

The vacancies advertised in this circular are existing posts within the Department's organogram which became vacant through attrition. All posts advertised in this bulletin will also be advertised in the National and Local Media.

2. GENERAL PRINCIPLES

- 2.1.1 This procedure manual is developed within the framework of the Personnel Administrative Measures (PAM) and PELRC Collective Agreement No. 1 of 2010. It replaces all other previous practices and procedure manuals. In this regard the following general Principles must be noted:
- 2.1.2 The obligations of the State as the Employer in terms of Sections 195(1)(i) and 197(4) of the Constitution of the Republic of South Africa and ELRC Collective Agreement No.1 of 2010 which includes the following factors:
- a) Public Administration must be broadly representative of the South African people, with employment and personnel management practices based on ability, objectivity, fairness, and
 - b) The need to redress the imbalances of the past in order to achieve broad representation
 - c) Provincial governments are responsible for the recruitment, appointment, promotion, transfer and dismissal of members of the public service in their administrations within a framework of uniform norms and standards applying to the public service.
- 2.1.3 The obligations of the employer in terms of section 189 of the Labour Relations Act No 66 of 1995, as amended and other applicable Labour Legislations.



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2.1.4 The obligation to achieve equality in the workplace in accordance with the provisions of the Employment Equity Act No. 55 of 1998, as amended.

3. VACANCIES.

3.1 Applications are invited from suitably qualified and experienced persons for appointment to the following posts:

Chief Education Specialists

Deputy Chief Education Specialists

4. GENERAL SERVICE REQUIREMENTS.

Post	Service Requirements	Roles of for all posts :	Generic Skills for all posts	Qualification Requirement for All Posts	Professional Registration for All Posts
Deputy Chief Education Specialist (DCES) – Post Level 5	8 Years' experience in the educational field, coupled with appropriate school management experience or any other managerial experience equivalent to the requirements of the post is taken into account for purposes of appointment.	-Leader -Communicator -Financial Planner and Manager -Strategic planner and transformer -Policy Developer -Researcher -Curriculum Developer	-Leadership -Communication -Financial Planning and management -Strategic Planning and Management -Policy Development -Researching -Curriculum developing	A recognized three or four year qualification, which includes professional teacher education	Registration with SACE as a professional Educator
Chief Education Specialist (CES)- Post Level 6	9 Years' experience in the educational field, coupled with appropriate school management experience equivalent to the requirements of the post is taken into account for purposes of appointment.	-Staff Developer -Organizer	-Staff developing -Organizing		

5. CLOSING DATE FOR APPLICATIONS.

04 September 2020



6. PROCEDURES FOR SUBMISSION OF APPLICATIONS

- 6.1 Applications must be submitted on the attached “Application for Employment Form Z83” obtainable from any Public Service Department and should be accompanied by Curriculum Vitae comprising not more than 2000 words together with certified copies of educational qualifications, Identity document and Driver’s License documents.**
- 6.2 A separate application form (Z83) must be completed for each post applied for.**
- 6.3 All details on the” Application for Employment Form” must be appropriately and/or duly completed or else the application will not be considered.**
- 6.4 Please ensure that you clearly state the full post description and the relevant Post Reference Number on your application.**
- 6.5 Names and telephone numbers of three referees must be submitted.**
- 6.6 The Preference Order Form (Form 5) must also accompany the application/s.**
- 6.7 Candidates are discouraged from sending their applications through registered mail as the Department will not take responsibility for non-collection of these applications. No faxed applications will be considered.**
- 6.8 All applications must be submitted either through postal services or hand delivery to reach the office by not later than 16h00 on the closing date. Applications received after the closing date and applications delivered at the incorrect office will not be considered.**



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The envelope containing application documents must be clearly marked "**Advertised Office Based Educator Posts**" and forwarded to the addresses listed below:

ILembe District

Private Bag X10612
Stanger
4450
Attention: Ms B.Z.Mkhwela

Pinetown District

Private Bag X9001
Pinetown
3600
Attention: Ms. N.C. Khumalo

Umlazi District

Private Bag X08
Mobeni
4060
Attention: Ms. G.G. Hadebe

UGu District

Private Bag X860
Port Shepstone
4240
Attention: Mr.J. Govender

Harry Gwala District

Private Bag X3560
Kokstad
4700
Attention: Mr. Z.C. Zimema

UMgungundlovu District

Private Bag X9136
Pietermaritzburg
3200
Attention: Mrs P.N. Mjwara

Uthukela District

Private Bag X10041
Ladysmith
3370
Attention: Mr. S.A .Zulu

UMzinyathi District

Private Bag X2001
Dundee
3000
Attention: Ms S.Mkhize

Amajuba District

Private Bag X6618
Newcastle
2940
Attention: Mr. S.D.P. Nkosi

King Cetshwayo District

Private Bag X20104
Empangeni
3880
Attention: Mr. T.A. Mthembu

UMkhanyakude District

Private Bag X567
Mkuze
3965
Attention: Mrs. F.N.R. Dumisa

Zululand District

Private Bag X59
Ulundi
3838
Attention: Mrs S.Luthuli

NOTE: APPLICATIONS MAY ALSO BE HAND DELIVERED TO THE RELEVANT DISTRICT OFFICE



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OFFICE BASED EDUCATOR POSTS.

**DEPUTY CHIEF EDUCATION SPECIALIST: POST LEVEL 5 - SALARY SCALE
SALARY SCALE R510219.00 p.a**

**CHIEF EDUCATION SPECIALIST: POST LEVEL 6
SALARY SCALE- R906282.00 p.a. (MMS package)**

DISTRICT	POST	CIRCUIT OFFICE	REF. NO.
UTHUKELA	CES	GOVERNANCE & MANAGEMENT	OBE/01/2020
	CES	DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE	OBE/02/2020
	CES	TLS GET	OBE/03/2020
	DCES	KLIP RIVER CIRCUIT	OBE/04/2020
	DCES	EZAKHENI CIRCUIT	OBE/05/2020
	DCES	SIYATHUTHUKA CIRCUIT	OBE/06/2020
	DCES	SINETHEMBA CIRCUIT	OBE/07/2020
	DCES	ELANGLATE CIRCUIT	OBE/08/2020
	DCES	NTABAMHLOPHE	OBE/09/2020
ZULULAND	CES	TLS FET	OBE/10/2020
	CES	EXAMINATION & ASSESSMENT	OBE11//2020
	CES	TEACHER DEVELOPMENT	OBE/12/2020
	CES	GOVERNANCE & MANAGEMENT	OBE/13/2020
	CES	DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE	OBE/13/2020
	CES	NONGOMA CMC	OBE/15/2020
	CES	SPECIAL NEEDS EDUCATION SERVICE	OBE/16/2020



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	CES	MAHLABATHINI CIRCUIT	OBE/17/2020
	DCES	MONA CIRCUIT	OBE/18/2020
	DCES	NHLOPHENKULU CIRCUIT	OBE/19/2020
	DCES	DUMBE CIRCUIT	OBE/20/2020
	DCES	NCOTSHANE CIRCUIT	OBE/21/2020
	DCES	OKHUKHO CIRCUIT	OBE/22/2020
	DCES	ALTONA CIRCUIT	OBE/23/20
ILEMBE	CES	STANGER CMC	OBE/24/2020
	CES	DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE	OBE/25/2020
	CES	GOVERNANCE & MANAGEMENT	OBE/26/2020
	CES	SPECIAL NEEDS EDUCATION SERVICES	OBE/27/2020
	CES	TEACHER DEVELOPMENT	OBE/28/2020
	DCES	UBHAQA CIRCUIT	OBE/29/2020
	DCES	UMDLOTI CIRCUIT	OBE/30/2020
	DCES	UNTUNJAMBILI CIRCUIT	OBE/31/2020
	DCES	BALCOMB'S HILL	OBE/32/2020
	DCES	INSUZE CIRCUIT	OBE/33/2020
	DCES	PHAMBELA CIRCUIT	OBE/34/2020
	UMLAZI	CES	TEACHER DEVELOPMENT
CES		GOVERNANCE & MANAGEMENT	OBE/36/2020
CES		SPECIAL NEEDS EDUCATION SERVICES	OBE/37/2020



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	CES	DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE	OBE/38/2020
	DCES	UMKHUMBANE CIRCUIT	OBE/39/2020
	DCES	KWAKHANGELA CIRCUIT	OBE/40/2020
	DCES	MXENGE CIRCUIT	OBE/41/2020
UMGUNGUNDLOVU	CES	TLS -FET	OBE/42/2020
	CES	TLS -GET	OBE/43/2020
	CES	GOVERNANCE & MANAGEMENT	OBE/44/2020
	CES	DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE	OBE/45/2020
	CES	EXAMINATION AND ASSESSMENT	OBE/46/2020
	CES	SPECIAL NEEDS EDUCATION SERVICES	OBE/47/2020
	CES	TEACHER DEVELOPMENT	OBE/48/2020
	DCES	ELANDSKOP CIRCUIT	OBE/49/2020
	DCES	IMBALI CIRCUIT	OBE/50/2020
	DCES	IMPENDLE CIRCUIT	OBE/51/2020
DCES	MPOFANA CIRCUIT	OBE/52/2020	

UGU	CES	TLS GET	OBE/53/2020
	CES	SCOTTBURG CMC	OBE/54/2020
	CES	GOVERNANCE & MANAGEMENT	OBE/55/2020
	DCES	UMKHOMAZI CIRCUIT	OBE/56/2020
	DCES	MKHUNYA CIRCUIT	OBE/57/2020



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	DCES	MTHWALUME CIRCUIT	OBE/58/2020
	DCES	TURTON CIRCUIT	OBE/59/2020
HARRY GWALA	CES	DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE	OBE/60/2020
	CES	SPECIAL NEEDS EDUCATION SERVICES	OBE /61/2020
	CES	TEACHER DEVELOPMENT	OBE/62/2020
	CES	GOVERNANCE & MANAGEMENT	OBE/63/2020
	CES	TLS FET	OBE/64/2020
	CES	EXAMINATION & ASSESSMENT	OBE/65/2020
	DCES	BULWER CIRCUIT	OBE/66/2020
PINETOWN	CES	TLS FET	OBE/67/2020
	CES	EXAMINATION & ASSESSMENT	OBE/68/2020
	CES	TEACHER DEVELOPMENT	OBE/69/2020
	CES	GOVERNANCE & MANAGEMENT	OBE/70/2020
	CES	DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE	OBE/71/2020
	DCES	KWASANTI CIRCUIT	OBE/72/2020
	DCES	VERULAM CIRCUIT	OBE/73/2020
	DCES	KWAMASHU CENTRAL CIRCUIT	OBE/74/2020
	DCES	PHOENIX NORTH CIRCUIT	OBE/75/2020
UMZINYATHI	CES	TLS GET	OBE/76/2020
	CES	TEACHER DEVELOPMENT	OBE/77/2020
	CES	GOVERNANCE & MANAGEMENT	OBE/78/2020



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	DCES	NGUBEVU CIRCUIT	OBE/79/2020
	DCES	UMVOZANA CIRCUIT	OBE/80/2020
AMAJUBA	CES	NEWCASTLE CMC	OBE/81/2020
	CES	GOVERNANCE & MANAGEMENT	OBE/82/2020
	CES	TEACHER DEVELOPMENT	OBE/83/2020
	CES	TLS FET	OBE/84/2020
	DCES	NOMANDIEN CIRCUIT	OBE/85/2020
UMKHANYAKUDE	CES	GOVERNANCE & MANAGEMENT	OBE/86/2020
	CES	SPECIAL NEEDS EDUCATION SERVICES	OBE/87/2020
	CES	DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE	OBE/88/2020
	CES	TEACHER DEVELOPMENT	OBE/89/2020
	CES	EXAMINATION & ASSESSMENT	OBE/90/2020
	CES	UBOMBO CMC	OBE/91/2020
	DCES	MSELENI CIRCUIT	OBE/92/2020
	DCES	MBAZWANA CIRCUIT	OBE/93/2020
KING CETSHWAYO	CES	TLS GET	OBE/94/2020
	CES	EXAMINATION & ASSESSMENT	OBE/95/2020
	CES	TEACHER DEVELOPMENT	OBE/96/2020
	CES	DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE	OBE/97/2020
	DCES	NDUNDULU CIRCUIT	OBE/98/2020
	DCES	NTAMBANANA CIRCUIT	OBE/99/2020
	DCES	MBONAMBI CIRCUIT	OBE/100/2020



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	DCES	SIGANANDA CIRCUIT	OBE/101/2020
	DCES	ONGOYE CIRCUIT	OBE/102/2020

REQUIREMENTS FOR CES POSTS (CIRCUIT MANAGEMENT)

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's license.

Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

Key Performance Areas / Responsibilities: Manage service delivery in schools within the Circuit. Promote and ensure the efficient and effective functioning of each education institution in the Circuit including governance. Manage matters regarding learners. Manage education resource centres. Provide education management and governance services. Coordinate the communication between the Head Office and District Office and Education institutions.

REQUIREMENTS FOR DCES POSTS (CIRCUIT MANAGEMENT)

Requirements: A recognized three or four year qualification, which includes professional teacher education. A minimum of Eight (8) years teaching and school experience. Registration with SACE. Proof of valid driver's license.

Competencies: Knowledge of PFMA, PSA, Treasury Regulations and other prescripts of Education Law is a necessity.

Skills: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

Key Performance Areas / Responsibilities: Liaise with the cluster managers on policies & practices; Provide management and professional support to schools in a given Circuit; Liaise with communities and school governing bodies in giving effect to the South African Schools Act; Planning, organizing and presenting induction programmes, seminars and workshops for Principals and other Management staff; Assessment and Appraisal of Educators for professional growth and development; Control and management of examinations; Resolution of conflicts and maintenance of good employee relations.



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REQUIREMENTS FOR CHIEF EDUCATION SPECIALIST: TLS GET

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's license.

Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

Key Performance Areas / Responsibilities: Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management including mechanisms for quality assurance, effective utilization of human resources, monitoring and oversight. Establish channels of communication with relevant stakeholders. Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting. Provide management and support in line with approved Strategic and Annual Performance Plans. Facilitate policy formulation, analysis and implementation. Undertake research and development with a view to improve service delivery. Manage the effective utilisation of finances and other resources. Ensure proper record keeping, control and reporting. Manage the development and support of Subject Advisors. Facilitate the multi-disciplinary team approach within the Curriculum component.

REQUIREMENTS FOR CHIEF EDUCATION SPECIALIST -TLS FET

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's license.

Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

Key Performance Areas / Responsibilities: Be responsible for the management, administration, control and promotion of learning. Provide professional support to subordinates in rendering effective service delivery of the curriculum to school in the learning field. Management of relevant personnel. Work with subject committees in the FET Band. Conduct needs analysis related to learning field and promote the improvement of the learning field. Ensure networking with relevant sub-directorates in the District. Ensure flow of the communication between curriculums development and schools. Coordinate and support partnership projects related to improvement of curriculum delivery. Management and promotion of planning and discipline in the section. Ensure that effective curriculum management including monitoring takes place. Attend meetings both nationally and provincially in



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regard to curriculum delivery. Ensure the establishment of appropriate structures. Ensure coherence and alignment of curriculum implementation to national objectives, norms and standards. Ensure coherence of activities across the District according to Provincial and National policies.

REQUIREMENTS FOR CHIEF EDUCATION SPECIALIST- EXAMINATION &ASSESSMENT

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's license.

Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

Key Performance Areas / Responsibilities: Monitoring the interpretation and development of policies relating to assessment .Managing training Programmes and Assessment. Managing and monitoring standards and quality of Examination and assessment programmes. Manage examination papers that are coordinated with circulars. Analyse and disseminate information pertaining to examination, Manage the implementation and application of CASS policy. The provision of logistics services, the collation and distribution of examination related material, the provision of certification services, the co – ordination of examination matters at Circuit/ nodal points and monitor the application of policy with regard to continuous assessment.

REQUIREMENTS FOR CHIEF EDUCATION SPECIALIST- TEACHER DEVELOPMENT

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's license.

Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

Key Performance Areas / Responsibilities: To provide teacher development services and to provide educator professional development services. Co-ordinate training programs for leadership development and management. Monitor training and provide assessment reports. Provide training programs in respect of continuous professional development. Conduct educator skills audit and maintain database of



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qualifications profiles. Maintain database of available educator human resource .Monitor continuous professional development in the District.

REQUIREMENTS FOR CHIEF EDUCATION SPECIALIST- GOVERNANCE AND MANAGEMENT

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's license.

Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

Key Performance Areas / Responsibilities: Provide support services in respect of governance of schools, promote school safety and provide support services i.r.o learner affairs. Provide support with to independent schools and home schooling Promote the development of schools as canter of community involvement. Develop and coordinate schools safety programs. Manage learner affairs including disciplinary matters.

REQUIREMENTS FOR CHIEF EDUCATION SPECIALIST- DISTRICT PLANNING AND SCHOOL INFRASTRUCTURE

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. Registration with SACE of. Proof of valid driver's license.

Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

Key Performance Areas / Responsibilities: Provide district planning and monitoring services, provide management information (EMIS) services, and manage the provision, renovation and maintenance of the infrastructure of the District. Ensure that all managers in the District Office are aware of the contents of the Department strategic plan operational plans that SEM's communicate the plans to head of education institution.

REQUIREMENTS FOR CHIEF EDUCATION SPECIALIST- SPECIAL NEEDS EDUCATION

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A minimum of Nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's license.



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Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Leadership, Communication, Financial Planning & Management, Strategic Planning and Transformation, Policy development, Researching, Curriculum developing, Staff developing and Organising.

Key Performance Areas / Responsibilities: Promote special education, provide guidance and career counselling and manage the provision of HIV AIDS life skills programs. Provide psycho – social services. Provide special needs education services. Ensure implementation of special needs education policies .Provide support with regards to the management and governance of LSEN schools. Co-ordinate the provision of therapy services. Provide guidance and career counselling services. Implement guidance and career counselling interventions. Implement the HIV and AIDS life skills programs in the District, provide care and support programs for learners.

Enquiries for District Office posts can be made to the relevant person on the list below

DISTRICT	CONTACT PERSON	CONTACT NUMBER
AMAJUBA DISTRICT	MR R.T.T.NZAMA	034 328 4502
ILEMBE DISTRICT	DR L.M.M.S. MADONDO	032-4396103
UTHUKELA DISTRICT	MRS M.E. MOKOENA	036 638 5264
KING CETSHWAYO DISTRICT	DR D.S. CHONCO	035 901 1303
HARRY GWALA DISTRICT	MRS Z.C. ZAKUZA-NJAKAZI	039 797 3703
UGU DISTRICT	MR W.M. SIBIYA	039 688 8606
UMLAZI DISTRICT	MR. P.N. CELE	031-3606597
UMZINYATHI DISTRICT	MR S.W. KESWA	034 219 2703



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UMGUNGUNDLOVU DISTRICT	MR S MABINZA	033 3552324
UMKHANYAKUDE DISTRICT	MR T.J. MOTH A	035 573 9601
ZULULAND DISTRICT	MR P.D. NDLOVU	034 989 9885
PINETOWN DISTRICT	MS P.K.HADEBE	031 7372031

HEAD OFFICE

HEAD OFFICE	CES	CURRICULUM DEVELOPMENT PROGRAMMES- ELITS	OBE/103/2020
	CES	SPECIAL NEEDS EDUCATION SERVICES	OBE/104/2020
	CES	DISTRCT OPERATIONAL MANAGEMENT	OBE/105/2020
	CES	CURRICULUM MANAGEMEMENT GRADE 10-12- BUSINESS STUDIES, COMMERCE& MANAGEMENT	OBE/106/2020
	CES	CURRICULUM MANAGEMENT GRADE 10-12- TECHNICAL SUBJECTS	OBE/107/2020
	CES	CURRICULUM MANAGEMENT GRADE 10-12- PHYSICAL AND TECHNICAL SCIENCES	OBE/108/2020
	CES	CURRICULUM MANAGEMENT GRADE 10/12- AGRICULTURE SCIENCE SUBJECTS	OBE/109/2020
	CES	CURRICULUM MANAGEMENT GRADE 10/12- LANGUAGES	OBE/110/2020
	CES	CURRICULUM MANAGEMENT GRADE 10-12- HISTORY AND GEOGRAPHY	OBE/111/2020



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	CES	CURRICULUM DEVELOPMENT PROGRAMES- DISTRICT TEACHER DEVELOPMENT	OBE/112/2020
	CES	CURRICULUM DEVELOPMENT PROGRAMES- EDUCATOR LEADERSHIP DEVELOPMENT AND MANAGEMENT	OBE/113/2020
	CES	CURRICULUM DEVELOPMENT PROGRAMES- PROFESSIONAL DEVELOPMENT	OBE/114/2020
	CES	CURRICULUM DEVELOPMENT PROGRAMMES –GOVERNMENT AND MANAGEMENT	OBE/115/2020
	CES	CURRICULUM DEVELOPMENT PROGRAMMES- MATHS SCIENCE TECHNOLOGY & ICT	OBE/116/20206
	CES	RURAL EDUCATION AND INCLUSIVE EDUCATION- INCLUSIVE EDUCATION	OBE/117/2020
	CES	INSTITUTIONAL DEVELOPMENT SUPPORT	OBE/118/2020

HEAD OFFICE

REQUIREMENTS FOR CURRICULUM DEVELOPMENT PROGRAMES -ELITS

REQUIREMENTS: A recognized three or four year's qualification and qualification in Library and Information Science (REQV 13), A valid Driver's License. A relevant under graduate qualification will be a recommendation. A minimum of NINE (9) years in education service. Appropriate and relevant experience in both education and library and Information science will be a Recommendation.

Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended



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Key Performance Areas / Responsibilities: Develop intervention programs, coordinate and monitor literacy promotion, promote the Integration of information Literacy Skills into the curriculum, Develop, maintain and facilitate implementation of policies and guidelines in respect of ELITS. Monitor and evaluate programme implementation and expenditure. Liaise with relevant stakeholders

ENQUIRIES : MR AB ZWANE – 033 846 5127

REQUIREMENTS CES SPECIAL NEEDS EDUCATION SERVICES

REQUIREMENTS: A recognized three or four year's qualification with major in Psychology/Educational Psychology or equivalent (REQV13). Training as an educator plus 9 years in education service as well as relevant experience. Registration with SACE. A valid driver's licence.

Competencies: Computer literacy. Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other relevant prescripts of education law is a necessity.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities:-Oversee Planning, Development, Implementation and Co-ordination of the Career Guidance and Counselling support programme for vulnerable learners in the KZNDoE. Manage the development and implementation of operational, action and project plans of the sub-directorate. Develop expenditure guidelines and oversee co-ordination and implementation of all funding allocation, and ensure effective monitoring and support. Facilitate Policy formulation, analysis and implementation in respect of the Career Guidance and Counselling Support Programme. Develop a framework and implementation plan for managing and sustaining partnerships with stakeholders. Manage professional development and support for all officials and educators iro Career Guidance & Counselling at Head Office and in districts. Manage liaison, both internal and external, with all stakeholders and partners of the KZNDOE with regard to Career Guidance and Counselling.

ENQUIRIES: AB ZWANE - 033 846 5127

REQUIREMENTS CES DISTRICT OPERATIONAL MANAGEMENT (2 Posts)

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's license.



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Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended.

Key Performance Areas / Responsibilities: Provide management and administrative support to Districts. Provide all intervention strategies for quality improvement in teaching and learning. Manage the operations of all strategic interventions task teams. Assess schools functionally and advise the MES on appropriate measures. Co-ordinate the communication between Head Office and the 6 District Offices.

Enquiries: AB ZWANE - 033 846 5127

REQUIREMENTS CES CURRICULUM MANAGEMENT GRADES 10-12 –BUSINESS STUDIES, COMMERCE & MANAGEMENT

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities: Coordinate and manage Business, Commerce and Management Studies Learning field at head office. Management, administration, control and promotion of curriculum in the Business, Commerce and Management Studies learning Field. Provide professional support to subordinates in rendering effective service delivery of the curriculum to schools in the Business, Commerce and Management Studies Learning field. Supervision and management and of relevant personnel. Coordinate and work with subject committees in the Curriculum Grades 10 -12. Conduct needs analysis related to Business, Commerce and Management Studies subjects and promote the improvement of these subjects. Ensure networking with relevant stakeholders in the province and beyond. Ensure the flow of communication between National and Head Office, Head Office and Districts. Coordinate and support partnership projects related to BCM Subjects to improve curriculum delivery. Ensure that effective planning, management, delivery, monitoring and promotion of the subjects takes place. Attend subject related meetings both nationally and provincially. Ensure the establishment of appropriate subject structures across the board. Ensure coherence and alignment of curriculum implementation to national objectives, norms and standards. Ensure coherence and alignment of activities across the districts in line with provincial and national guidelines.

Enquiries: AB ZWANE - 033 846 5127



REQUIREMENTS CES CURRICULUM MANAGEMENT GRADES 10-12 –TECHNICAL SUBJECTS

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended.

Key Performance Areas / Responsibilities: -Coordinate and manage Technical Subjects Learning field at head office. Management, administration, control and promotion of curriculum in the Technical Subjects Learning Field. Provide professional support to subordinates in rendering effective service delivery of the curriculum to schools offering Technical Subjects learning field. Supervise and management of relevant personnel. Coordinate and work with subject committees in the Curriculum Grades 10 -12. Conduct needs analysis related to Technical Subjects and promote the improvement of these subjects. Ensure networking with relevant stakeholders in the province and beyond. Ensure the flow of communication between National and Head Office, Head Office and Districts. Coordinate and support partnership projects related to Technical Subjects to improvement curriculum delivery. Ensure that effective planning, management, delivery, monitoring and promotion of the subjects takes place. Attend subject related meeting's both nationally and provincially. Ensure the establishment of appropriate subject structures across the board. Ensure coherence and alignment of curriculum implementation to national objectives, norms and standards. Ensure coherence and alignment of activities across the districts in line with provincial and national guidelines

Enquiries: AB ZWANE - 033 846 5127

REQUIREMENTS FOR CES CURRICULUM MANAGEMENT GRADES 10-12 –PHYSICAL AND TECHNICAL SCIENCES

Requirements: A recognized three or four year's qualification, which includes professional teacher education. Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities:-Coordinate and manage Physical and Technical Science at head office. Management, administration, control and promotion of curriculum in the Physical and Technical Sciences.



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Provide professional support to subordinates in rendering effective service delivery of the curriculum to schools in offering Physical and Technical Sciences. Supervision and management of relevant personnel.. Coordinate and work with subject committees in the Curriculum Grades 10 -12. Conduct needs analysis related to Physical Sciences and Technical Sciences and promote the improvement of these subjects. Ensure networking with relevant stakeholders in the province and beyond. Ensure the flow of communication between National and Head Office, Head Office and Districts. Coordinate and support partnership projects related to the improvement of curriculum delivery. Ensure that effective planning, management, delivery, monitoring and promotion of the subjects takes place. Attend subject related meeting's both nationally and provincially in regard to curriculum delivery. Ensure the establishment of appropriate subject structures across the board. Ensure coherence and alignment of curriculum implementation to national objectives, norms and standards. Ensure coherence and alignment of activities across the districts in line with provincial and national guidelines

Enquiries: AB ZWANE - 033 846 5127

REQUIREMENTS CES CURRICULUM MANAGEMENT GRADES 10-12 –AGRICULTURAL SCIENCE SUBJECTS

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities: - Coordinate and manage Agricultural Sciences Learning Field at Head Office. Management, administration, control and promotion of curriculum in the Agricultural Sciences Learning Field. Provide professional support to subordinates in rendering effective service delivery of the curriculum to schools offering Agricultural Sciences subjects. Supervision and Management of relevant personnel. Coordinated and work with subject committees in the Curriculum Grades 10 -12. Conduct needs analysis related to Agricultural Science subject and promote the improvement of these subject. Ensure networking with relevant stakeholders in the province. Ensure the flow of communication between National and Head Office, Head Office and Districts. Coordinate and support partnership projects related to the improvement of curriculum delivery. Ensure that effective planning, management, delivery, monitoring and promotion of the subjects takes place. Attend meetings both nationally and provincially in regard to curriculum delivery. Ensure the establishment of appropriate subject structures across the board Ensure coherence and alignment of curriculum implementation to national objectives, norms and standards. Ensure coherence and alignment of activities across the districts, according to provincial and national guidelines

Enquiries: AB ZWANE 033 846 5127



CES CURRICULUM MANAGEMENT GRADES 10-12 –LANGUAGES

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities: -Coordinate and manage Languages Learning Field at Head Office. Management, administration, control and promotion of curriculum in the Languages Learning Field. Provide professional support to subordinates in rendering effective service delivery of the curriculum to schools offering Language. Supervision and management of relevant personnel. Coordinate and work with subject committees in the Curriculum Grades 10 -12. Conduct needs analysis related to language and promote the improvement of subjects. Ensure networking with relevant stakeholders in the province. Ensure the flow of communication between National and Head Office, Head Office and Districts .Coordinate and support partnership projects related to the improvement of languages curriculum delivery Ensure that effective planning, management, delivery, monitoring and promotion of the subjects takes place.. Attend subject related meeting's both nationally and provincially in regard to curriculum delivery. Ensure the establishment of appropriate subject structures across the board. Ensure coherence and alignment of curriculum implementation to national objectives, norms and standards. Ensure coherence and alignment of activities across the districts in line with provincial and national guidelines

Enquiries: AB ZWANE 033 846 5127

REQUIREMENTS FOR CES CURRICULUM MANAGEMENT GRADES 10-12 –HISTORY AND GEOGRAPHY

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE or proof of registration. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities:- Coordinate and manage History and Geography at Head Office. Management, administration, control and promotion of curriculum in History and Geography. Provide professional support to subordinates in rendering effective service delivery of the curriculum to offering schools History and Geography Learning Field. Supervision and Management of relevant personnel.. Coordinate and work with subject committees in the Curriculum Grades 10 -12. Conduct needs analysis related to History and Geography subjects and promote the improvement of these subjects. Ensure networking with relevant stakeholders in the province. Ensure the flow of



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communication between National and Head Office, Head Office and Districts. Coordinate and support partnership projects related to the improvement of curriculum delivery. Ensure that effective planning, management, delivery, monitoring and promotion of the subjects takes place.. Attend subject meetings both nationally and provincially. Ensure the establishment of appropriate subject structures across the board. Ensure coherence and alignment of curriculum implementation to national objectives, norms and standards. Ensure coherence and alignment of activities across the districts in line with provincial and national guidelines

Enquiries: AB ZWANE 033 846 5127

REQUIREMENTS CES CURRICULUM DEVELOPMENT PROGRAMES – DISTRICT TEACHER DEVELOPMENT

CENTER- PROVINCIAL TEACHER DEVELOPMENT INSTITUTE (EX-DOKIES): DURBAN

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE or proof of registration. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities:-Promote the establishment and functionality of District Teacher Development Centres. Co-ordinate effective utilisation of the 38 District Teacher Development Centres as hubs for ICT integration into Continuing Professional Teacher Development. Oversee administration of teacher development centres. Co-ordinate provision of ICT training to curriculum officials and educators. Ensure provision of guidance and support for all centres in all provinces. Establish clear channels of communication between directorate and District Teacher Development centres. Prepare reports for various oversight structures including DBE HEDCOM Sub-Committees, Auditor-General and the Education Portfolio Committee. Provide professional leadership for establishment and implementation of systems and structures that allow effective management. Ensure the implementation of National, Provincial and Departmental frameworks/policies.

Enquiries: AB ZWANE - 033 846 5127

REQUIREMENTS FOR CES CURRICULUM DEVELOPMENT PROGRAMES – EDUCATOR LEADERSHIP DEVELOPMENT AND MANAGEMENT

CENTER - PROVINCIAL TEACHER DEVELOPMENT INSTITUTE (EX-DOKIES): DURBAN

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE or proof of registration. Proof of valid driver's license.



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Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities:- Provide educator leadership development and management services. Co-ordinate induction of newly appointment School Management Teams SMTs. Co-ordinate training programmes for leadership development and management targeting School Management Teams SMTs). Co-ordinate monitoring of training of SMTs and provision of reports. Prepare reports for various oversight structures including DBE HEDCOM Sub-Committees, Auditor-General and the Education Portfolio Committee. Co-ordinate partnerships between KZNDoe and its various partners supporting professional teacher development. Ensure the implementation of National, Provincial and Departmental frameworks/policies.

Enquiries: AB ZWANE - 033 846 5127

REQUIREMENTS FOR CES CURRICULUM DEVELOPMENT PROGRAMES –EDUCATOR PROFESSIONAL DEVELOPMENT

CENTER- PROVINCIAL TEACHER DEVELOPMENT INSTITUTE (EX-DOKIES): DURBAN

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended.

Key Performance Areas / Responsibilities:- Provide educator professional development services. Manage the co-ordination of professional development programmes targeting educators at all levels. Manage collaboration between KZNDoe with the South African Council for Educators (SACE) in respect of the CPTD Management system. Manage priority programmes in respect of Initial Teacher Education (ITE) and development programme. Manage the administration of Teacher Appreciation and Support Programmes (TASP). Prepare reports for various oversight structures including DBE HEDCOM Sub-Committees, Auditor-General and the Education Portfolio Committee. Co-ordinate partnerships between KZNDoe and its various partners supporting professional teacher development. Ensure the implementation of National, Provincial and Departmental frameworks/policies.

Enquiries: AB ZWANE - 033 846 5127



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REQUIREMENTS CES CURRICULUM DEVELOPMENT PROGRAMMES –GOVERNANCE AND MANAGEMENT

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities: Implement the National School Safety Framework. Develop Policies and coordinate School Safety programmes in the province. Implement the Provincial School Safety strategy by monitoring the establishment of School Safety Committees, linking schools to Police Stations and participation in transversal safety Forums. Implement policies relating to independent schools in terms of the South African Schools Act. Develop provincial policies and provide support service in respect of Independent Schools. Facilitate the registration of Independent Schools. Plan and Monitor the payment of subsidies to deserving independent schools. Monitor the functionality of subsidized independent schools to ensure compliance with policies. Liaise with the Joint Liaison Committee on matters pertaining to independent schools. Implement the National Policy on Home Education. Develop provincial policies and provide support services in respect of Home Education. Monitor compliance of Home Education sites with policies. Maintain an up to date data base of learners receiving education at home.

ENQUIRIES: AB ZWANE - 033 846 5127

REQUIREMENTS CES CURRICULUM DEVELOPMENT PROGRAMMES –MATHS SCIENCE TECHNOLOGY & ICT

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended.

Key Performance Areas / Responsibilities: Increase uptake and participation of girl learners in Mathematics, Science and Technology (MST) subjects. Improve learner performance in Mathematics, Science and Technology subjects. Increase the number of learners who pass Mathematics and Physical science at the National Senior Certificate and proceed to study science, technology engineering and mathematics programmes at tertiary institutions. Provide opportunities for the professional development of school-based and office-based educators of Mathematics, Science and Technology subjects in respect on technological, pedagogical and content knowledge. Support and co-ordinate the implementation of externally funded programmes, and projects that happen in partnership/collaboration with other stakeholders in Mathematics, science and Technology education. Provide quality learning for all learners through relevant MST curriculum and interventions.

ENQUIRIES: AB ZWANE - 033 846 5127



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REQUIREMENTS CES RURAL EDUCATION AND INCLUSIVE EDUCATION – INCLUSIVE EDUCATION

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. As well teaching and management support in curriculum. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended.

Key Performance Areas / Responsibilities: Provide professional leadership through implementation of systems and structures that allow for effective implementation of Inclusive Education system, quality assurance, and effective utilization of human resources, monitoring and evaluation. Strengthen and establish clear channels of communication with relevant stakeholders especially those which support learners with Special Education Needs. Organise information by collecting, analysing and translating data into knowledge for planning, decision making and reporting. Provide management and support in line with approved strategic and Annual Performance Plans. Manage the effective utilization of finances and resources. Co-ordinate the development and support of District Inclusive Education structures. Co-ordinate the multi-disciplinary team within Inclusive Education Directorate. Ensure efficient and effective provision and management of resources in Special, Full Service, Inclusive Schools and Support Care Centres.

ENQUIRIES: AB ZWANE - 033 846 5127

REQUIREMENTS CES OF THE OFFICE OF DDG- INSTITUTIONAL DEVELOPMENT SUPPORT

Requirements: A recognized three or four year's qualification, which includes professional teacher education. A Minimum of Nine (9) years teaching and school management experience. Registration with SACE. Proof of valid driver's license.

Skills: Appropriate Computer literacy skills as well as experience at preparation and presentation of reports. Knowledge of PFMA, EEA, PSA, Treasury regulations and other provision governing functions of the post is essential. Knowledge of the National Policy for an Integrated Career Development System for South Africa, Competency Framework for Career Development Practitioners in South Africa and all relevant legislative and policy provisions. Appropriate accreditation as a Career Development Practitioner is recommended

Key Performance Areas / Responsibilities: Coordinate the functions of the Branch to ensure its efficiency. Undertake Policy or line function tasks as required by the Deputy Director –General. Execute research, analyse information and compile complex documents for the Deputy Director General. Source information and compile memoranda as required. Scrutinize reports, make notes and recommendations to present to the DDG. Co-ordinate, follow-up and compile reports of a transverse nature for presentation at Top Management and other high structures as deemed necessary by the DDG. Advise the Deputy Director –General on reports that are due for submission and follow up with Chief Directorates. Manage general support services in the office of Deputy Director General. Set up and maintain systems that will ensure efficiency in the office.



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ENQUIRIES: AB ZWANE - 033 846 5127

APPLICATIONS FOR HEAD OFFICE: 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.

SUMMARY OF ALL POSTS ADVERTISED.

POSTS	NUMBER
Chief Education Specialist	73
Deputy Chief Education Specialist	42
Total	115

Kindly bring the contents of this circular to all concerned.

7. GRIEVANCES AND DISPUTES

7.1 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. C.N 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

7.2 If the grievances are not resolved, disputes may be lodged with the ELRC for resolution in terms of the ELRC Constitution.


DR. EV. NZAMA
HEAD OF DEPARTMENT: EDUCATION

PROVINCE OF KWAZULU-NATAL
DEPARTMENT OF EDUCATION

APPLICANT'S PREFERENCE ORDER FORM

COMPLETE ONLY ONCE IN RESPECT OF POSTS APPLIED FOR

1. SURNAME		2. NAME	
3. PERSAL /ID NO.		4. NO. OF POSTS APPLIED FOR	

PREFERENCE ORDER	REF. NO.	HEAD/DISTRICT OFFICE	POST DESCRIPTION
1.			
2.			
3.			
4.			
5.			
6.			
7.			
8.			
9.			
10.			

APPLICANT'S SIGNATURE

DATE