



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

BN

DIRECTORATE:

Private Bag X9137, Pietermaritzburg, 3200

Ex NED Building, 228 Pietermaritz Street, Pietermaritzburg, 3201

Tel: 033 8465127. Email: Terencekzndoe1@gmail.com

Human Resource Services

Enquiries: Mr K Naidoo

Date 5 December 2022

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

HRM VACANCY CIRCULAR NO 48 OF 2022

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 Kindly note that the following are the posts advertised under this circular:

- **Deputy Director General: Institutional Development Support.**
- **Deputy Director General: Curriculum Management and Delivery.**
- **Chief Director: Human Resource Management.**
- **Chief Director: Curriculum Management.**
- **Director: Office of the Head of Department.**
- **Director: Internal Control & Risk Management.**
- **Director: King Cetshwayo and uMlazi Districts.**
- **Director: Examination and Administration.**
- **Director: Strategic Management, Monitoring and Evaluation**
- **Deputy Director: Office of the Head of Department**
- **Deputy Director: Office of the DDG: Corporate Management.**
- **Deputy Director: HIV /AIDS Life Skills Education Programme (2 posts)**
- **Assistant Director: Financial Accounting Bas System Controller**

2. DIRECTIVE TO APPLICANTS

2.1 Applications must be made on the new Application Form for employment (Z83) obtainable from any Public Service Department accompanied by a copy of the ID, a detailed CV with full particulars of



- 2.2 Please ensure that you clearly state the full post description and the relevant Post Reference number on your application.
- 2.3 Applicants requiring additional information regarding an advertised post must direct their enquiries to the person whose name appears under each post.
- 2.4 Applications should be forwarded in time to the address provided to reach this office on or before the closing date. Applications received after the closing date will not be accepted.
- 2.5 Shortlisted candidates will be required to identify themselves through their **ID documents** or **valid driver's licences** on the day of the interview. Applicants who possess (a) foreign **qualification(s)**, must also submit the **evaluated results** of such qualifications, as received from the South African Qualification Authority (**SAQA**)
- 2.6 E-mailed copies of applications will not be considered.
- 2.7 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.
- 2.8 Applications that do not comply with the above instructions shall be disqualified.
- 2.9 Applicants whose appointment will assist in improving the Department's Employment Equity Profile will be considered favourably (e.g., Disabled, woman and youth)

MR G.N NGCOBO
HEAD OF DEPARTMENT: EDUCATION

DATE: 9/12/22



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NOTE: The requirements for the appointment at Senior Management Services level will be the completion of the Senior Management Pre- entry programme as endorsed by the National School of Government.

The SMS-pre-entry-certificate obtained from the National School of Government is required for all SMS applicants in addition all SMS posts is subject to a positive security clearance, verification of educational qualifications and the signing of performance agreements. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department. Following the interview and technical exercise, the Selection Committee will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of Competency Based Assessments). The Competency Based Assessment will be used to test the generic managerial competencies using the mandated DPSA SMS Competency Assessment tools.

- POST:** DEPUTY DIRECTOR-GENERAL: INSTITUTIONAL DEVELOPMENT SUPPORT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOTCH:** R1 590 747 P.A. (SALARY LEVEL 15) (An all-inclusive package to be structured in line with the rules for SMS).
- REFERENCE NO.:** DOE/23/2022.
- REQUIREMENTS:** An appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level, inclusive of 3 years' experience at the level of Chief Director or equivalent level. Computer literacy .A valid driver's licence.
- COMPETENCES:** Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational trends and innovations, i.e., policy and implementation Proven record in transforming large organizations/institutions. Well-developed and proven analytical thinking and problem-solving skills. A very strong large-scale Project and Programme Management background. A clean record in managing large sums of funds in terms of the PFMA and related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation.
- DUTIES:** Provide strategic direction and leadership regarding the management and administration of educational institutions, particularly schools. Initiate and implement strategies aimed at achieving integrated institutional and infrastructural planning systems within the province. Develop initiatives, systems and instruments to enhance effective school leadership and management. Implement innovative strategies aimed



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at improving the quality of teaching and learning in schools as well as the overall performance of schools, circuits and districts. Ensure the alignment of school academic programmes with National and Provincial priorities for the education sector. Develop systems and tools for monitoring school performance in order to enhance effective school functionality to bridge performance gaps identified during benchmark assessment and reviews. Oversee the implementation of programmes to improve infrastructure development, delivery and maintenance for schools including the development of the infrastructure priority plan. Manage the promotion of holistic youth development through the development and implementation of co-curricular programmes such as in-school sports, recreation arts and culture. Oversee the development of strategies and plans for the effective implementation of the policy frameworks on the Transformation of the Schooling System, Special Needs, Rural and Inclusive Education. Also manage the provision of resource planning and the proper quintile ranking of schools as well as the provision of education management information system.

- ENQUIRIES:** Adv. MB Masuku (Telephone No. 033 3921006)
- POST:** DEPUTY DIRECTOR-GENERAL: CURRICULUM MANAGEMENT AND DELIVERY
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOTCH:** R1 590 747 P.A. (SALARY LEVEL 15) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO.:** DOE/24/2022
- REQUIREMENTS:** An appropriate post graduate qualification (NQF Level 8) coupled with a minimum of eight (8) years' experience at a senior managerial level, inclusive of 3 years' experience at the level of Chief Director or equivalent level. Computer literacy. A valid driver's licence.
- COMPETENCIES:** Demonstrate strategic management and leadership skills in the candidate's current area of work. Sound knowledge of current educational issues and challenges, i.e. policy and implementation Proven record in transforming large organizations/institutions. Well-developed and proven analytical thinking and problem-solving skills. A very strong large-scale Project and Programme. Management background. A clean record in managing large sums of funds in terms of the PFMA and related prescripts. An excellent team player with good communication and interpersonal skills. Ability to work at inter-governmental and inter-departmental levels at various spheres of government. Demonstrate ability to implement plans successfully and a demonstrated service delivery orientation.
- DUTIES:** Provide strategic direction and leadership regarding Curriculum Management and Delivery in the department through the implementation of systems for monitoring effective curriculum delivery in schools. Oversee the general professionalisation of the teaching cohort through



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the professional development of teachers. Design sound education programmes for curriculum support to schools to enhance and facilitate the implementation of the National

Curriculum Policy framework. Oversee the management and implementation of an integrated system of education in the province inclusive of Early Childhood Developmental (ECD). Provide regular reports to Top Management, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessments studies and the general trends in the education arena. Manage and monitor the provision of Learning and Teaching Support Material (LTSM) to schools. Initiate and implement systems that are aimed at integrating curriculum delivery in schools with information technology and infrastructure development and delivery in schools. Manage the provision of examinations and assessments in the Department in line with the National Assessment Policy Framework. Oversee the development and implementation of programmes for teacher development, quality assurance, governance and management services and learner admissions. Manage the provision of Education Library, Information and Technology Services (ELITS) and special intervention programmes to improve the teaching of Mathematics, Science and Technology. Manage the personnel and other resources within the Branch.

- ENQUIRIES:** **Adv. MB Masuku (Telephone No. 033 3921006).**
- POST:** **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT**
- CENTRE:** **HEAD OFFICE PIETERMARITZBURG**
- NOTCH:** **R 1 308 051.00 per annum, (Salary Level 14) (All-inclusive package to be structured in accordance with the rules for SMS).**
- REFERENCE NO.:** **DOE/25/2022**
- REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level, Computer Literacy. A valid driver's license.
- COMPETENCIES:** Knowledge of the current technology development, Public Finance Management Act, Public Service Act, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts and legislations good communication, planning project management, decision making and problem solving skills. Policy analysis and development.



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DUTIES:

Provide strategic leadership and management to the department on all Human Resource related matters inclusive of Organisational Development (OD), Human Resource Services, Performance Management, Human Resource Development and

Employee Relations. Manage the development and implementation of sound systems for human resources management in the department. Render advice to management on HR related matters. Initiate the formulation, reporting and review of HR Plans, HR recruitment, selection and retention strategies and policies informed by labour market demand and supply. Develop standards operating procedures and systems for effective and efficient management of the department's compensation of employee's (CoE) budget. Monitor and manage the development and implementation of all HRM projects including the implementation of electronic systems for reporting on staff and timeous processing of appointment and termination of staff exits on PERSAL to eliminate staff debts. Ensure the alignment of the department's organisational structure to the strategic goals and objectives of the department. Manage the development and implementation of Skill Development programmes and Workplace Skills Plans for the skilling and development of the workforce, Manage and facilitate the development of Employment Equity Plans, affirmative action measures and reporting on the achievement of set equity targets to achieve redress and employment equity. Implement systems aimed at promoting labour peace and collective bargaining in the department. As a Responsibility Manager for the Chief Directorate assume ultimate responsibility for the performance of the chief directorate and contribute towards effective and efficient spending of allocated funds.

ENQUIRIES:

Adv MB Masuku (Telephone No. 033 392 1006)



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- POST:** CHIEF DIRECTOR: CURRICULUM MANAGEMENT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOTCH:** R 1 308 051.00 per annum, (Salary Level 14) (An all-inclusive package to be structured in accordance with the rules for SMS).
- REFERENCE NO.:** DOE/26/2022
- REQUIREMENTS:** An appropriate Bachelor's Degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at senior managerial (SMS) level. Computer Literacy. A valid driver's license.
- COMPETENCIES:** Knowledge of the current technology development, Public Finance Management Act, Public Service Act, Public Service Regulations, Labour Relations Act and Basic Conditions of Employment Act and other relevant prescripts and legislations. Good communication, planning project management, decision making and problem solving skills. Policy analysis and development.
- DUTIES:** Provide strategic leadership in Curriculum Management and Delivery in the Department. Manage the implementation of the National Curriculum Statement and Curriculum Assessment Policy Statement (CAPS) in all the phases of the education system in the province. Develop provincial policies, guidelines, learning programs to facilitate the implementation of the National Curriculum Statement. Manage the provision of GET and FET (Grades RR to 12) in public schools in the province including ECD provided to community-based centres. Manage the development of learning and teaching support material, equipment and technology associated with the Curriculum Management Strategy, plans for the promotion and improvement of literacy and numeracy in primary schools. Develop relevant intervention strategies to promote quality improvement in teaching and learning in the province. As a Responsibility Manager for the Chief Directorate assume ultimate responsibility for the effective and efficient performance of personnel and utilisation of resources allocated to the Chief Directorate.
- ENQUIRIES:** Adv. MB Masuku (Telephone No. 033 392 1006)



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- POST:** DIRECTOR: OFFICE OF HEAD OF DEPARTMENT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOTCH:** R1 105 383 P.A. (Salary Level 13) (All-Inclusive Package to be structured In line with rules for SMS).
- REFERENCE NO.:** DOE/27/2022
- REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver's license.
- COMPETENCIES:** Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.
- DUTIES:** Manage the provision of efficient executive support services to the Head of Department. Manage the provision of administrative support services to the Head of Department. Oversee the provision of document flow and quality management. Coordinate communication between the Head of Department and other strategic role-players/stakeholders. Manage the resources of the Directorate. Ensure effective and efficient provision of secretarial services. Manage special intervention programmes and projects by the Head of Department. Coordinate the finalization and approval of the Strategic Plan, Service Delivery Improvement Plan, Human Resource Plan, Annual Report and Close-out Report.
- ENQUIRIES:** Mr K. Naidoo (Telephone No. 033 846 5533).



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- POST:** DIRECTOR: INTERNAL CONTROL AND RISK MANAGEMENT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOTCH:** R1 105 383 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO.:** DOE/28/2022
- REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver's license.
- COMPETENCIES:** Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.
- DUTIES:** Ensure the development and maintenance of efficient and effective internal control systems for the achievement of the objectives of the Department by evaluating the Department's controls/objectives, to determine their effectiveness and efficiency through Internal Audits, proactive Risk Management and Forensic Service. Communicate the findings of Internal Audit, Risk Management and Forensic Services engagements to all relevant role-player Review, collect information and compile Internal Audit, Risk Management and Forensic Services progress reports, quarterly reports and annual reports to management, Audit and Risk Committees Implement, monitor and report on the Programs, Projects and Strategies in relation to Internal Audit, Risk Management and Forensic Services Review draft and final Internal Audit, Risk Management and Forensic Services Reports for issuing. Identify the key risk areas for the Department emanating from current operations as set out in the Strategic Plan and Risk Management Strategy Participate in the development of the three year Strategic Risk Based Internal Audit Plan Develop the annual Internal Audit Operational Plan
- Establish and maintain optimum relations with Internal and External Stakeholders Participate in the coordination with Internal and External Service Providers of assurance to ensure proper coverage so as to minimise duplication of effort. Represent the Department at various fora, meetings and Committees.
- ENQUIRIES:** Mr K. Naidoo (Telephone No. 033 8465533)



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- POST:** DISTRICT DIRECTOR
- CENTRE:** KING CETSHWAYO DISTRICT
- NOTCH:** R1 105 383 P. A (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO:** DOE/29/2022
- REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver's license.
- COMPETENCIES:** Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of education Law is necessity. Computer literacy (MS WORD, EXCEL. Access and PowerPoint). Proof of valid driver's licence. Good presentation, project management, act Communication skills (verbal and written) and interpersonal skills.
- DUTTIES:** Oversee the overall management and administration of the district. Manage the professional and administrative functioning of the District. Provide strategic leadership and direction with regard to promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the educational institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the district. Manage the function related to Human Resource Management, Finance and Administration at District level
- ENQUIRIES:** Mr K. Naidoo (Telephone No. 033 8465533)



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- POST:** DISTRICT DIRECTOR
- CENTRE:** UMLAZI DISTRICT
- NOTCH:** R1 105 383 P. A (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).
- REFERENCE NO:** DOE/30/2022
- REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver's license.
- COMPETENCIES:** Knowledge of PFMA, PSA, Treasury Regulations, SASA, EEA, LRA and other prescripts of education Law is necessary. Computer literacy (MS WORD, EXCEL. Access and PowerPoint). Proof of valid driver's licence. Good presentation, project management, act Communication skills (verbal and written) and interpersonal skills.
- DUTTIES:** Oversee the overall management and administration of the district. Manage the professional and administrative functioning of the District. Provide strategic leadership and direction with regard to promotion of teaching and learning in schools, Curriculum Delivery, Adult Education and Training, Education Management and Governance, Teacher Development, Co-Curricular Services and School Services. Oversee the support of ordinary schools. Effectively manage the co-ordination of Circuit Management Centres. Promote and maintain sound labour peace and ensure effective communication between the educational institutions and District Offices. Assist with the formulation of policies and ensure the implementation thereof. Co-ordinate Psychological Guidance, Specialized Education Services and Examination Support Services. Manage the development programmes and turnaround strategies to enhance the performance within the District. Manage the function related to Human Resource Management, Finance and Administration at District level
- ENQUIRIES:** Mr K. Naidoo (Telephone No. 033 8465533)



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- POST:** **DIRECTOR: EXAMINATION AND ADMINISTRATION**
- CENTRE:** **HEAD OFFICE, PIETERMARITZBURG**
- NOTCH:** **R1 105 383 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with the rules for SMS).**
- REFERENCE NO.:** **DOE/31/2022**
- REQUIREMENTS:** An appropriate Bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level in Educational environment which includes relevant experience in the conduct and administration of Examination at School, Districts, Provincial or National Levels. Computer Literacy. A valid driver's license.
- COMPETENCIES:** Knowledge and assessment policies applicable to the schooling sector. Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.
- DUTIES:** Effective planning and management of all administrative processes. Ability to enhance the security in the administration of examination processes. Ensure all credited examinations centres and their candidates are registered correctly for all examination and assessments. Ensure efficient service delivery to clients and manage client service via districts. Ensure accurate processing of examinations results and certification of candidates. Ensure error free printing, packing and distribution of question papers to examination centres. Effective management of scripts control and the timeous collection of answers scripts from schools. Identify schools as marking centres and ensure smooth set-up of marking centres for all examination. Manage Examination System administration functions and utilisation of SITA IT consultants. Knowledge of examination systems and processes and ability to upgrade IT systems and processes to streamline examination processes. Provide correct data/statistics to MEC, HOD, DDG, Chief Director, Districts, and other stakeholders as and when required. Contribute to the development and enhancement of National and Provincial computer programmes. Ensure sound tender administration in collaboration with Supply Chain Management. Work in close collaboration with the directorate: Assessment Management, Quality Assurance to ensure efficient management and Assessment to in the Province. Ensure availability after hours to attend management issues especially during peak examination periods. Ability to communicate and enter into contractual agreement with external service providers. Ability to think and operate both strategically and operationally.



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Competent and ability to be responsible and take accountability for decisions taken. Ability to identify risk and address them appropriate. Plan and execute deliverable timeously.

ENQUIRIES: Mr. K. Naidoo (Telephone No. 033 8465533).

POST: DIRECTOR: STRATEGIC MANAGEMENT, MONITORING AND EVALUATION

CENTRE: HEAD OFFICE, PIETERMARITZBURG

NOTCH: R1 105 383 P.A. (SALARY LEVEL 13) (All-inclusive package to be structured in line with rules for SMS).

REFERENCE NO.: DOE/32/2022

REQUIREMENTS: An appropriate bachelor's degree or equivalent qualification (NQF Level 7) coupled with a minimum of five (5) years' experience at a middle managerial level. Computer Literacy. A valid driver's license.

COMPETENCIES: Knowledge of all relevant enabling prescripts. Good problem solving and interpersonal skills. Sound organizational and planning skills. Good communication (verbal and written) and presentation skills. Ability to work independently and under pressure.

DUTIES: Manage the development, and review of the Department's Strategic Plan and ensure alignment with the strategic goals and direction of the department and government priorities in general. Attend to the compilation and submission of annual performance plans, annual and quarterly reports and consolidate performance reports as well as approved operational plans of the Department. Prepare required documentation regarding the strategic plans and progress with its implementation as required. The monitoring and evaluation of performance information at all levels of the system. Monitor service delivery in line with Batho Pele programs. Manage all activities regarding the revision, co-ordination and alignment of policies to ensure effectiveness and efficiency, As a Responsibility Manager for the Directorate manage all the resources allocated to the directorate.

ENQUIRIES: Mr K. Naidoo (Telephone No. 033 8465533).



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- POST:** DEPUTY DIRECTOR: OFFICE OF THE HEAD OF DEPARTMENT
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- REFERENCE NO:** DOE/33/2022
- NOTCH:** R908 502. P.A. (SALARY LEVEL 12) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification with 3-5 years' management experience in the administration. Computer literacy. Valid Driver's license.
- COMPETENCIES:** Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.
- DUTIES:** Ensure healthy interaction and co-existence between the office of the Head of Department and the four Deputy Director General/ Branches. Source information pertinent to education in general from newspapers, magazines, the internet, intranet and other stakeholders and expose this information to the Head of Department. Liaise with Office of the Head of Department's Executive Assistant in prioritizing matters in the diary including issuing reminders of and confirming appointments. Consult with the Communications Directorate and other stakeholders in arranging media briefing. Provide technical computer (including video projectors and any other equipment) support in preparation of and during meeting and presentations by the Head of Department. Occasionally travel ahead of the Head of Department to ensure proper preparations. Compile and prepare reports, on behalf of the Head of Department to political office-bearers and education stakeholders. Prepare speeches, conduct research on various education matters. Provide enabling information to the Head of Department to respond to the Portfolio committee, cabinet clusters, MEXCO, CEM, HEDCOM, etc. Facilitate the process of monitoring the implementation of the



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department strategic plan. Liaise with the Head of Department in extracting information pertinent to the Budget speech and Annual Report.

- ENQUIRIES:** Mr K. Naidoo (Telephone No. 033 8465533).
- POST:** DEPUTY DIRECTOR: OFFICE OF THE DEPUTY DIRECTOR GENERAL – CORPORATE MANAGEMENT
- BRANCH:** CORPORATE MANAGEMENT.
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- REFERENCE NO:** DOE/34/2022
- NOTCH:** R908 502 P.A. (SALARY LEVEL 12) (All-inclusive package to be structured in line with rules for MMS).
- REQUIREMENTS:** An appropriate Bachelor's Degree or Diploma in Public Administration/ Management or equivalent qualification with 3-5 years' management experience in administration or corporate environment. Computer literacy. A valid driver's license.
- COMPETENCIES:** Knowledge of administration policies and practices, budgeting and managerial functions, Provincial practice notes, Delegation authority, Basic conditions of employment, Public Service Acts and Regulations, Constitution of RSA and other relevant legislation, Advanced knowledge of PFMA, Treasury Regulations, Practice Notes, Division of Revenue Act, Financial statement guidelines and other relevant legislation. Strategic planning, Problem solving and analytical thinking, Ability to communicate and present issues to management, Intermediate financial management skills, Numeracy skills, Team building, Communication, Project Management, Conflict Management, Risk analysis and control, Good inter-personal communication, Planning and Organizing, Report writing, Innovation and creativity and Empowerment Attributes – Honesty, Integrity, Creative, Reliable and Accurate, Team Leader and Player, be able to work under pressure, confidentiality, decisive, assertive, influencing skills, customer service orientated, change orientated.
- DUTIES:** Manage and compile the management Information Systems for the Office of Deputy Director General: Corporate Management. Co-ordinate and monitor the strategic planning, operational planning, financial budgeting and reporting of the Branch. Manage the Communication strategy and stakeholder relations for the office of Deputy Director General. Attend to queries, correspondence, submissions in the office of DDG. Manage and administer the cash flow of the DDG's Office.



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ENQUIRIES: Mr K. Naidoo (Telephone No. 033 8465533)

POST: DEPUTY DIRECTOR: HIV /AIDS LIFE SKILLS EDUCATION PROGRAMME
(2POSTS) (3 YEAR CONTRACT)

CENTRE: HEAD OFFICE, PIETERMARITZBURG

NOTCH: R 766 584 P.A. Salary Level 11

REFERENCE NO.: DOE/35/2022.

REQUIREMENTS: Bachelor's Degree/Diploma with specialization in HIV and AIDS or Social Work, or Educational Psychology or Child and Youth Care or Life Orientation or Public Health. Must have at least 3-5 years working experience in learner and teacher support in the field of HIV and AIDS or educational Psychology or Child and Youth Care or Life Orientation or Social Work & Counselling or Community Development or Public Health. A valid driver's license.

Additional Requirements: Proven knowledge of project management as well as knowledge regarding HIV and AIDS Life Skills Education Programme is essential. Knowledge of the following legislation and documents is vital: DBE National Policy on HIV and AIDS, STIs and TB; DBE Policy on the Prevention and Management of Learner Pregnancy in Schools. Integrated School Health Policy; Care and Support for Teaching and Learning Framework; My Life My Future Programme; Education White Paper 6; PFMA; DORA and Key Strategic Documents of KZNDOE

COMPETENCIES: Leadership abilities. Conceptual and analytical skills. Acceptance of responsibility. Proven ability to communicate cross culturally, as well as with a range of public and private counterparts. Strong interpersonal skills and proven ability to engage in proactive and informative discussions at all levels. Must be able to apply a sound judgment in dealing with Government officials, other technical programme officials, counterparts and other role-players. Proficiency in the use of computers (word processing, spreadsheets and presentation programmes) to allow the incumbent to prepare the required written and quantitative analyses and presentations. Fluency in written and spoken English. Knowledge of one or more of the other South African official languages will be an advantage.

DUTIES: Performance Management, Leadership and Supervision of the HIV and AIDS Lifeskills Education Programme Staff. Provision of management support for districts and head office staff to effectively Implement HIV & AIDS Lifeskills interventions in schools. Provide professional leadership regarding effectively utilization of My Life My Future & Integrated School Health Conditional Grant resources. Management the implementation of the following policies and programmes both at Head Office and District Levels: DBE National Policy on HIV and AIDS, STIs and TB; Integrated School Health Policy; Care and Support



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for Teaching and Learning Framework; My Life My Future Programme as well as DBE Policy on the Prevention and Management of Learner Pregnancy in Schools. Management and Administration of the HIV and AIDS Life skills Education Grant. Training of district officials and Learner Support Agents on implementation of the Department's Care and Support, HIV and AIDS Life skills and Integrated School Health Policies and Programmes Oversight, monitoring and support for the implementation of My Life My Future interventions for learners. Working collaboratively with Operation Sukuma Sakhe Structures; Sister Departments; Service Providers; Office of the Premier and Civil Society Partners in the implementation of the Department's Care and Support, HIV and AIDS Life skills and Integrated School Health Policies and Programme. Any other duties that may be assigned to them by the Department from time to time.

- ENQUIRIES:** Mr K. Naidoo (Telephone No. 033 846 5533)
- POST:** ASSISTANT DIRECTOR: FINANCIAL ACCOUNTING BAS SYSTEM CONTROLLER
- CENTRE:** HEAD OFFICE, PIETERMARITZBURG
- NOTCH:** R393 711 (SALARY LEVEL 09)
- REFERENCE NO.:** DOE/36/2022
- REQUIREMENTS:** National Diploma or Bachelor's Degree in Commerce or equivalent couple with a minimum five (5) years' work experience on BAS. Advanced Computer Literacy in particular Excel, Access and databases. Knowledge of PFMA, Treasury regulations and guidelines, Standard chart of Accounts, Government financial systems, Principles and practice of accounting and auditing, Government accounting standards (GRAP), Persal and Vulindlela. A valid driver's License.
- COMPETENCIES:** Must have extensive working knowledge of BAS (Basic Accounting System), across a variety of functionalities. Must have a good understanding of the BAS platform – in terms of Parameters, Combination Codes, Security Settings, Transaction Processing Rules, Interface linking's, Code structures. Must have a good understanding of the BACS (Biometrics Access Controls) Must have the ability to work in an autonomous environment – with limited supervising. Must be well disciplined and be able to time manage and prioritize task and adhere to timeframes. Must have an in-depth knowledge of the diverse nature of the Departments organizational structure, coupled with a good understanding of the I.T infrastructure relating to BAS and BACS. Knowledge of a variety of work ranges and procedures such as Finance, Human Resource matters. Sound understanding of the Departmental Organogram and Programme structures. Good working knowledge of BAS, Vulindlela, SCOA and CSD. Basic SCM and Persal understanding, Understanding of Cashflows, Suspense Accounts and general Budget matters, including insight into the various Conditional Grants. Good Communication Skills. Analytical thinking, Planning and Organizing, Problem solving, Research, Facilitation, Strategic Planning, Advances Computer Skills, Policy Formulation, Financial Management, Change/Diversity

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REPUBLIC OF SOUTH AFRICA

Management. Adaptability during changes to meet goals. Flexibility and be availability to work extended hours.

DUTIES:

To perform the main roles of the BAS System Controller. Workflow and Workgroup Management, Resets, User Functions Access, User Profile Management, BAS Printer maintenance. Overtime Bookings. Provide ongoing User Support – assisting with functional query's, attend to all BAS and BACS troubleshooting, manage and follow through all call logs with P.T and National Treasury. See to all logistics iro Biometrics enrolments and Smart Card issues with Provincial Treasury Monthly / Annual Book Closure Processes Oversee the clearing of certain Suspense Accounts Overseeing certain BAS Exceptions (Reports analysis and communication to relevant stakeholders) Assist Senior Management with Pay Release Reports and Analysis Oversee & Assist with Budget Capturing Prepare and submit the monthly Prov Treasury Note 34 – Payments over 30 days Oversee all aspects relating to Entity Maintenance management and CSD uploads for the whole Department. Provide support to various components iro Conditional Grants – including analytical, reporting and adjustment and journal correction functions. Provide support to Budgets Section – with regard to SCOA coding, BAS Combination Linking, Reports and any Ad Hoc Analytical Requirements Provide any Ad Hoc Reports for Audit Requirements / Management/ and other relevant stakeholders. Provide Detailed reports to Districts and Head office in respect of Order Commitments / Outstanding Payments / Recalls, Exceptions, Payment Release + EBT stubs, etc Communicate any Change Controls / System Enhancements / Policy or BAS Environment changes Ensure rollout of Codestables and Client files – as and when released by National Communicate, and were necessary facilitate BAS training Perform and partake in all A.G Auditing Requirements, Perform Annual User Account Audits. Provide input to the Quarterly "System Controllers" Audit. Partake in scheduled Disaster Recovery Testing.

ENQUIRIES:

Mr K. Naidoo (Telephone No. 033 846 5533)



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

Closing date for applications is 10 February 2023

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 Pieter Maritz Street, Pietermaritzburg, 3201.

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.

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.

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

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.