



KWAZULU-NATAL PROVINCE

EDUCATION
REPUBLIC OF SOUTH AFRICA

DIRECTORATE:

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

Human Resource Services
Enquiries : A.B.ZWANE.
Date 25 Aug. 2020

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

HRM VACANCY CIRCULAR NUMBER 49 OF 2020

ADDENDUM TO HRM VACANCY CIRCULAR NO 38 OF 2020

OFFICE BASED EDUCATOR VACANCIES

1. BACKGROUND

This is an addendum to the Office Based Educator posts advertised in HRM Vacancy Circular No. 38 of 2020. 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.



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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 Legislation.

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		



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5. CLOSING DATE FOR APPLICATIONS.

18 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.**

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

UMzinyathi District
Private Bag X2001
Dundee
3000
Attention: Ms S. Mkhize

ILembe District
Private Bag X10612
Stanger
3600
Attention: Ms B.Z. Mkhwela

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.
ILEMBE	CES	TLS FET	OBE/119/2020
UMZINYATHI	DCES	POMEROY CIRCUIT	OBE/120/2020

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 management 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.

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.



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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 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.

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

DISTRICT	CONTACT PERSON	CONTACT NUMBER
UMZINYATHI DISTRICT	MR S.W. KESWA	034 219 2703

HEAD OFFICE

HEAD OFFICE	CES	CURRICULUM MANAGEMENT & DELIVERY - OFFICE OF THE DDG	OBE/121/2020
	CES	LEARNING AND TEACHING SUPPORT MATERIAL	OBE/122/2020
	CES	EARLY CHILDHOOD DEVELOPMENT	OBE/123/2020



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HEAD OFFICE

REQUIREMENTS FOR CES IN THE OFFICE OF THE DEPUTY DIRECTOR GENERAL- CURRICULUM MANAGEMENT AND DELIVERY

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 submissions / reports; make notes and recommendations to present to the Deputy Director General. Co-ordinate; follow-up and compile reports of a transverse nature for presentation at Top Management and other higher structures as deemed necessary by the Deputy Director General. Advise/sensitize the Deputy Director General on reports that are due for submission and follow-up with Chief Directorates. Compile PowerPoint presentations and provide general support to the Deputy Director General. Record minutes / resolutions and communicate/disseminate to relevant role-players, follow-up on progress made, prepare briefing notes; co-ordinate the performance agreements / assessments and financial disclosures with regard to SMS members in the relevant Branch. Manage general support services in the office of the Deputy Director General. Set up and maintain systems that will ensure efficiency in the office. Establish, implement and maintain effective processes / procedures for information and documents flow to and from the office. Ensure the safekeeping of all classified documentation in the office and manage the engagements of the Deputy Director General. Manage the resources of the Office of the Deputy Director General. Determine and collate information with regard to the budget needs of the Office. Keep record of cash flow and commitments to monitor expenditure. Monitor and evaluate the performance of the junior staff. Proof read the reports provided by Managers. Oversee responses drafted by the Personal Assistant on enquiries received from internal and external stakeholders.

ENQUIRIES : MR AB ZWANE – 033 846 5127



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REQUIREMENTS CES LEARNING AND TEACHING SUPPORT MATERIAL

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: The provision of professional advice on learning and teaching support material. The development of LTSM Management Plan. The development of LTSM Catalogues. The monitoring and evaluation of LTSM delivery at schools

Enquiries: AB ZWANE - 033 846 5127

REQUIREMENTS CES –EARLY CHILDHOOD 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.

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: -Analyse and fuse relevant policies and legislation into annual Operational Plan Programmes. Deputize for the Early Childhood Development. Supervise and support the Deputy Chief Education Specialists at Head Office in carrying out their ECD relevant programmes. Ensure the establishment and provisioning of 60 Grade R classes in the District as per ECD Operation plan 2010-2011. Create and maintain the Provincial ECD data base of classes in the educators/ practitioners. Reconcile at least 50% of the provincial ECD personnel monthly expenditure against the Provincial ECD Data Base. Co-ordinate, support, monitor and evaluate the Implementation of ECD programmes in the Province. Manage and report on PPMs 501 and 502.

Enquiries: AB ZWANE - 033 846 5127



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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	4
Deputy Chief Education Specialist	1
Total	5

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
27/8/2020

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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