



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Ref No: S3/1/1/1 Enq: Malla RA Tel : 015 – 284 6527 E – Mail : MallaRA@edu.limpopo.gov.za

TO: All Heads of Departments - Limpopo Provincial Administration
All Deputy Director – Generals
All Chief Directors
All Directors

DEPARTMENTAL CIRCULAR NO. 142 OF 2023

ADVERTISEMENT OF POSTS: DEPARTMENT OF EDUCATION

1. Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts, which exists in the Limpopo Department of Education. The details of the post are outlined on the attached **Annexure A**.
2. Applicants must utilise the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. The form is obtainable from all Public Service Departments/ Institutions or on the Internet at www.gov.za.
3. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B all fields should be completed in full except the following:
 - (i) South African applicants need not provide passport numbers;
 - (ii) If an applicant responds "no" to the question "*Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?*" then the answer to the next question "*In the event that you are employed in the Public Service you immediately relinquish such business interests?*" can be left blank or indicated as not applicable; and
 - (iii) A "not applicable" or blank response will be allowed on the question "If your profession or occupation requires official registration, provide date and particulars of registration", if you are not in possession of such registration.
4. Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may

be disqualified. It must be noted that a CV is an extension of the application of employment on Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re - appointment under Part F must be answered.

5. The declaration on the form should be completed and signed.
6. **For Public Service Act posts** : Only shortlisted candidates will be informed or requested to submit certified copies of educational qualifications and other relevant documents.
7. **For Employment of Educators' Act posts** (Senior Education Specialist, Chief Speech Therapist, Chief Education Specialist and Deputy Chief Education Specialist): Candidates must submit certified copies of educational qualifications and other relevant documents with applications as prescribed by the relevant Collective Agreement/s.
8. All shortlisted candidates for the posts of SMS, Senior Education Specialist, Chief Speech Therapist, Chief Education Specialist and Deputy Chief Education Specialist will be subjected to a Technical Competency Exercise Test, as well as oral interview. The Technical Competency Exercise Test is meant to test their ability to use MS Word, MS Excel and MS PowerPoint.
9. The successful candidates must be willing to sign a performance contract with the Department.
10. Successful candidates will be subjected to - personal suitability checks, verification of educational qualifications and reference checks.
11. Applications received after the closing date, whether posted, or hand-submitted will not be considered. Fax applications will not be considered.
12. Applicants who apply for more than one [01] position are requested to submit separate applications for each position they wish to apply for.
13. Due to a large number of applications we envisage, correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months after closing date, consider your application as being unsuccessful
14. Accommodation and travelling expenses for the interview process is not catered for by the Department [shortlisted candidates will attend interviews at their own expenses].

15. Applications should be forwarded as follows :

- 15.1. The applications for all the posts **except** Works Inspectors and NSNP Officers should be submitted to -

The Head of Department, Limpopo Department of Education,
Private Bag X9489, Polokwane, 0700 or handed in at 113
Biccard Street, Polokwane at Records Management Directorate
– Office No. H03 [REGISTRY]


- 15.2. The applications for District posts(Works Inspectors & NSNP Officers) should be submitted at the respective Districts or posted to the respective Districts.

The addresses for the respective Districts are as follows:

Name of District	Postal Address	Physical Address	Enquiries
Capricorn South	Private Bag X 03 Chuenespoort, 0745	Old Parliament Campus Lebowakgomo	Ms Ntsoane J 015 633 9500
Mopani West	Private Bag x 4032 Tzaneen, 0850	27 Peace Street Tzaneen	Mr Raholane MW 015 306 1600
Sekhukhune East	Private Bag x 9041 Burgersfort, 1150	83 Aloe Street Aloeridge West Burgersfort	Ms Zungu NB 013 231 0100
Sekhukhune South	Private Bag x 70 Lebowakgomo, 0737	Old Parliament Campus Lebowakgomo	Ms Mageza MP 015633 2800
Vhembe East	Private Bag x 2250 Sibasa, 0970	Old Thohoyandou Govt Campus	Ms Sivhabu AB 015 962 1313
Waterberg	Private Bag X1040 Modimolle, 0510	84 Limpopo Street Modimolle	Ms Songwane K 14 8 1500

15.3 Please note that applications submitted or posted contrary to paragraphs 16.1 and 16.2 above will be disqualified.

16. All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6569, Phasiwe N at (015)284 6586 and Ms Malla RA at (015) 284 6528.
17. **The closing date for submission of applications is Friday, 08th September 2023 at 14H00.**

18. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply. 
19. Please bring the contents of this circular to the attention of all your employees.



DEDEREN KO
HEAD OF DEPARTMENT

24/08/2023
DATE



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

ANNEXURE A

ADVERTISEMENT OF POSTS

Name of Post : Deputy Director – General: Curriculum Management & Delivery
Branch : Curriculum Management & Delivery
Ref No. : LDOE 01/07/2023
Post Status : Permanent
Salary Notch : R1 663 581.00
Salary Level : 15
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 7) and a post graduate qualification (NQF level 8) as recognised by SAQA, in the education or management sciences field;
- 8 - 10 years' experience at a Senior Managerial level;
- The candidate should be an effective communicator with the ability to develop policies and programmes to ensure quality curriculum delivery and assessment within the context of the skills and competencies of the changing world, monitor and evaluate curriculum implementation.
- Extensive professional and practical experience in the field of education/curriculum is essential.
- SMS Pre-entry Certificate (National School of Government);
- Functional Computer literacy; and
- Valid Driver's Licence (except people living with disabilities).

CORE & PROCESS COMPETENCIES:

- Strategic Capability & Leadership;
- People Management and Empowerment;
- Programme & Project Management;
- Financial Management;
- Change Management;
- Knowledge Management;
- Service Delivery Innovation (SDI);
- Problem Solving & Analysis; and
- Communication

KNOWLEDGE & SKILLS:

- Proven record of managing large sums of public funds in terms of the PFMA and related prescripts;
- Excellent team player with good communication and interpersonal skills;
- Ability to work at intergovernmental and inter-departmental levels at various spheres of government; and
- Ability to successfully implement plans and service delivery orientation.

KEY PERFORMANCE AREAS: The successful candidate will be responsible for:

- Curriculum management and delivery in General Education and Training (GET) and Further Education and Training (FET) bands (Grades R – 12).
- Provide Teacher Development and Continuous Professional Development programmes across the system.
- 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;
- 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 Development;
- Provide regular reports to the HOD, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessment studies and the general trends in the education arena;
- Initiate and implement systems that are aimed at integrating curriculum delivery in schools with information technology;
- Manage the provision of examinations and assessment in the Department in line with the National Assessment Policy Framework;
- Manage the provision of Education Library, Information and Technology Services and special intervention programmes to improve the teaching of Mathematics, Science and Technology; and
- Manage the personnel and other resources within the Branch.

Name of Post : Chief Director : Supply Chain Management
Chief Directorate : Supply Chain Management
Ref No. : LDOE 02/07/2023
Post Status : Permanent
Salary Notch : R1 371 558.00
Salary Level : 14
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 7) as recognised by SAQA;
- 8 – 10 years' experience at senior managerial level;
- SMS Pre-entry Certificate (NSG);
- Functional Computer literacy; and
- Valid Driver's Licence(except people living with disabilities)

CORE & PROCESS COMPETENCIES:

- Strategic Capability & Leadership;
- People Management and Empowerment;
- Programme & Project Management;
- Financial Management;
- Change Management;

- Knowledge Management;
- Service Delivery Innovation(SDI);
- Problem Solving & Analysis; and
- Communication

KNOWLEDGE & SKILLS:

- The PPPFA, the PFMA and Treasury Regulations.
- Project management and excellent problem-solving skills.
- Excellent communication (verbal, written and presentation) skills.
- Strong leadership and management skills and the ability to develop a strong work team.
- Motivated and output and outcome driven.
- Good interpersonal relations and ability to work with people at all levels.
- Extensive knowledge and experience in Asset Management.
- In-depth knowledge of Financial, SCM and Asset Management procedures and prescripts.
- Knowledge of the GIAMA and SCM Practice Notes.
- LOGIS knowledge and experience as well as an Accounting and Provisioning Administration background.
- The ideal candidate should have the following qualities: Proven innovative and creative ability.
- Financial management skills.
- Change management. Knowledge management.
- Service delivery innovations.
- Problem solving and analysis.
- People management and empowerment.
- Client orientation and customer focus.
- Honesty and integrity.

KEY PERFORMANCE AREAS:

- Manage performance of SCM activities (demand, procurement, stores, contracts, assets and transport) in compliance with the relevant legal prescripts;
- Ensure that the departmental strategic objectives support the principles and legislation governing SCM;
- Manage assessment of procurement plan to ensure that spending and empowerment targets are achieved;
- Manage compliance with requirements for specifications/terms of reference and communicate recommendations to relevant authorities;
- Manage functioning of the bid specification committee, bid compilation, advertising and distribution processes as well as bid evaluation and adjudication processes;
- Manage the creation of application forms and criteria for suppliers/service providers to be listed on database;

- Manage the approval processes and approve requisition forms where required;
- Exercise control over all functions and personnel under his/her supervision;
- Manage the establishment and maintenance of mechanisms for monitoring supplier performance;
- Management of performance and risks relating to contracts.

Name of Post : Director : Information Technology Services
Branch : Information Technology Services
Ref No. : LDOE 03/07/2023
Post Status : Permanent
Salary Notch : R1 162 200.00
Salary Level : 13
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 7) as recognised by SAQA in Computer Science or Information Technology ;
- A certificate, diploma and/or postgraduate qualification in cyber security / information security will be an advantage;
- ICT standards Certification in ITIL, COBIT, Business Continuity Management;
- 5 years' experience at middle/senior managerial level in the relevant Information Technology environment.
- SMS Pre-entry Certificate (NSG)
- Functional Computer literacy.
- Driver's Licence(except people living with disabilities)

CORE & PROCESS COMPETENCIES:

- Strategic Capability & Leadership;
- People Management and Empowerment;
- Programme & Project Management;
- Financial Management;
- Change Management;
- Knowledge Management;
- Service Delivery Innovation(SDI);
- Problem Solving & Analysis;
- Communication; and
- Functional ICT Infrastructure and systems development.

KEY PERFORMANCE AREAS:

- Develop, implement, maintain and monitor ICT Infrastructure and applications systems that span the Head office, district offices and schools for the department;
- Develop, implement, maintain and monitor Information Security Policies, frameworks, standards and procedures for the department in line with the provincial 4IR aspirations;
- Ensure implementation of Corporate Governance of ICT and that Information Communication Technology (ICT) is deployed in a uniform and organized manner aligned to the national policy framework, including overseeing the establishment of an information plan, information technology plan and ICT

- operational plans to give effect to the strategic direction and management plans of provincial departments;
- Align the departmental information management (information management systems included) and information technology (as enabler) strategy with the strategic direction, management plans and the business processes of the Province, with due consideration of the strategic direction of the national department of Education and Government;
- Develop departmental supporting information management and information technology enabler policies and strategies, regulations, standards, norms, guidelines, best practices and procedures, derived from the national information management and information technology policy and strategy, standards and norms developed by the GITO Council and DPSA, but focused on the specific requirements of the department;
- Liaise with the ICT Steering Committee team to ensure alignment between the security and enterprise architectures, thus co-ordinating the strategic planning implicit in these architectures;
- Conduct Information Security Risk Assessments; Conduct information security and risk management, ICT Risks, ICT vulnerabilities, Cyber-security considerations, develop and implement risk mitigation measures and provide user-awareness training to all users;
- Develop, implement and monitor configuration standards and ICT service standards for all ICT hardware, applications and software;
- Consult with IT and security staff to ensure security is factored into the evaluation, selection, installation and configuration of hardware, applications and software;
- Assist in the development and implementation of the departmental IT Steering Committee, ICT strategic plan, and annual ICT operational plans;
- Manage the SITA relationship: This entails control of the Business Agreement (BA) and Service Level Agreement (SLA's) with SITA and/or other suppliers of information management and information technology goods and services;
- Represent the relevant department at the GITO Council, including: Participation as a member on the National Government Information Technology Officer's Council (GITOC);
- Ensure the optimum utilisation of ICT resources within the Department, including: Promote effective management of information and information technology as enabler and a strategic resource;
- Create an enabling environment for other managers to perform their functions more effectively and efficiently;
- Close communication as part of the top management team of the department with the top echelon of the department to promote the utilisation of information;
- Raising the level of awareness of the top management to the potential of the delivery of information services through enabling technologies;
- Change the culture of the department to embrace an enterprise-wide information management and information technology approach;
- Rationalise unnecessary duplication and redundancy of information and technologies in the department and the province.
- Development, implementation and maintenance systems, digitization of manual process and optimization of business processes

Post : Director
Directorate : Quality Promotion and Standards
Reference : LDOE 04/06/2023
Salary Package : 1 162 200.00
Salary Level : 13
Station : Head Office [Polokwane]

MINIMUM REQUIREMENTS :

- An equivalent qualification with NQF Level 7 as recognised by SAQA.
- An appropriate post-graduate tertiary qualification in Management, Leadership or Administration.
- 5 years' experience at middle/senior managerial level.
- SMS Pre-entry Certificate (NSG).
- Functional Computer literacy.
- Driver's Licence(except people living with disabilities)

KNOWLEDGE & SKILLS:

- Knowledge of education research including systemic evaluation and sector analysis.
- Advanced management skills which includes: Change/Diversity Management, Problem Solving, Decision-Making, Strategic Capability, Negotiation and Consultation, Organizing and Coordination.

CORE AND PROCESS COMPETENCIES:

- Strategic Capability & Leadership;
- People Management and Empowerment;
- Programme & Project Management;
- Financial Management;
- Change Management;
- Knowledge Management;
- Service Delivery Innovation(SDI);
- Problem Solving & Analysis; and
- Communication

KEY PERFORMANCE AREAS:

- Provide strategic direction to the directorate in line with the National and Provincial policies;
- Set up systems for effective quality assurance services for the LDOE.
- Play a leading role in the development of strategies and policies relevant to quality assurance and development.
- Ensure compliance with all the departmental and national quality standards;
- Direct, coordinate, monitor and manage the implementation of the departmental policies and strategies with regard to quality assurance, performance management, monitoring and evaluation systems.

Name of Post : Director
Directorate : Professional Teacher Development
Ref No. : LDOE 05/07/2023
Post Status : Permanent
Salary Notch : R1 162 200.00
Salary Level : 13
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification with (NQF level 7) as recognized by SAQA;
- 5 years' experience at middle/senior managerial level in the education sector;
- SMS Pre-entry Certificate (NSG);
- Functional Computer literacy; and
- Driver's License(except people living with disabilities).

CORE & PROCESS COMPETENCIES:

- Strategic Capability & Leadership;
- People Management and Empowerment;
- Programme & Project Management;
- Financial Management;
- Change Management;
- Knowledge Management;
- Service Delivery Innovation(SDI);
- Problem Solving & Analysis; and
- Communication

KNOWLEDGE & SKILLS:

Extensive experience in quality and diversification of curriculum delivery and the design and delivery of continuing professional teacher development programs. Specific competencies required to satisfactorily perform the functions of the job include:

- Knowledge of current trends in curriculum, teaching methods and strategies.
- leadership development; adult learning theory and professional development;
- use pertinent software applications;
- Ability to analyze data and skills to format data into effective programmes.
- Ability to communicate effectively with a variety of audiences orally and in writing.
- Use effective interpersonal skills; Knowledge of group dynamics and ability to apply knowledge to effectively lead a team. working knowledge of regulations applicable to the public service and the Education Sector Policies; including Teacher Development Frameworks and Policies; PFMA, NEPA, Educators Employment Act, Basic Conditions of Employment Act, National Skills Development Strategies and the Integrated Strategic Framework for Teacher Education and Development (ISPFTED,

KEY PERFORMANCE AREAS:

The successful candidate will be expected to facilitate the planning, implementation and monitoring of professional learning opportunities for educators:

- Collaborates on the development of system-wide comprehensive professional development plan for all educators utilizing a process that engages in problem solving and data-driven decision-making aligned to Limpopo Department of Education priorities and goals
- Develops, implements and monitors province-wide learning management system for professional learning
- Develop and ensure utilisation of Continuing Professional Teacher Development (CPTD) online platforms that expands access and development opportunities for teachers.
- Developing, implement and maintain a system for monitoring and tracking of educator professional development attendance and participation history in line Personnel Administrative Measures (PAM) requirements.
- Identify educators' training, development and support needs and ensure development and implementation of quality programmes that will address the identified needs.
- Develop and lead a system to organize, establish, maintain, supports and monitor professional learning communities
- Establish a link between professional development and a change in practice by deepening School Management Teams' (SMTs) capacity to monitor and evaluate practice after training, development and support programmes and give feedback to the system.
- Establishes communication systems to keep stakeholders regularly informed of professional development goals, plans and progress of the professional learning program
- Works with Human Resources Development section of the Department to develop and implement educators' growth plans, performance appraisals, and induction program for newly appointed educators.
- Coordinate and manage educator appreciation programmes.

Name of Post : Director : Communications
Directorate : Communications
Ref No. : LDOE 06/07/2023
Post Status : Permanent
Salary Notch : R1 162 200.00
Salary Level : 13
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification with (NQF level 7) as recognized by SAQA in Communications/Public Relations/Journalism/Marketing or any related;
- 5 years' experience at middle/senior managerial level;
- SMS Pre-entry Certificate (NSG);
- Functional Computer literacy; and
- Driver's Licence(except people living with disabilities)

CORE & PROCESS COMPETENCIES:

- Strategic Capability & Leadership;
- People Management and Empowerment;
- Programme & Project Management;
- Financial Management;
- Change Management;
- Knowledge Management;
- Service Delivery Innovation(SDI);
- Problem Solving & Analysis; and
- Communication

KNOWLEDGE & SKILLS:

- Knowledge of Government Communications Regulatory Frameworks, Public Finance Management Act (PFMA), Public Services Act, Public Services Regulations and frameworks;
- Ability to Conceptualise policy and apply it successfully;
- Skills: High level of written and verbal communication with ability to make presentations;
- Services delivery innovative and management skills;
- Leadership and administrative skills;
- High level of proficiency in financial management as well as ability to hold himself/herself accountable;
- Ability to interact professionally and effectively with diverse Stakeholders.
- Analytic skill and problem solving skills;
- Ability to generate new idea and improve where circumstances require.
- Problem solving and decision making;
- Personal Attributes: A creative, Assertive and confident approach;
- Ample initiative and an independent work ethic, self –motivated and reliable;
- Ability to provide vision, set organisational direction and inspire others to deliver organisational mandate;
- Must have good interpersonal skills and be able to maintain positive interpersonal relations;
- Ability to work independently and as part of the team;
- Must be willing to travel and be able to work under pressure;
- Must be able to manage and empower staff; and
- High level of reliability, ability to act with tact and discretion.

KEY PERFORMANCE AREAS:

- Manage, develop and maintain the communications strategy;
- Develop communication policy and plan of the Department and ensure their effective monitoring and implementation;
- Ensure effective and integrated coordination of all marketing, branding, media liaison events and promotions in line with Departmental strategies;
- Contribute to coordinated Government 191 communication;
- Participate in the Provincial Communicator's Forum, cluster communication work and other forums aimed at collective planning of Government Communication Programmes;
- Facilitate regular and direct interaction between the MEC/Department, citizens or stakeholders served by the Department;

- Manage the production and distribution of publications and other information materials and ensure these reach the targeted audiences;
- Articulate the policy and strategic positions and programmes of the Department in the media and other communication platforms; and
- Evaluate and monitor implementation of communication policies, strategies and programmes.

Name of Post : Director : Legal Services
Directorate : Legal Services
Ref No. : LDOE 07/07/2023
Post Status : Permanent
Salary Notch : R1 162 200.00
Salary Level : 13
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification with (NQF level 7) as recognized by SAQA;
- A postgraduate degree in Law (LLM) will be an added advantage;
- 5 years' experience at middle/senior managerial level;
- SMS Pre-entry Certificate (NSG);
- Functional Computer literacy; and
- Driver's Licence(except people living with disabilities).

CORE & PROCESS COMPETENCIES:

- Strategic Capability & Leadership;
- People Management and Empowerment;
- Programme & Project Management;
- Financial Management;
- Change Management;
- Knowledge Management;
- Service Delivery Innovation(SDI);
- Problem Solving & Analysis; and
- Communication

KNOWLEDGE & SKILLS:

- Legislative drafting skills (drafting of all types of legal agreements);
- Negotiation skills;
- Experience in providing litigation support in court cases for and against the Department;
- Compliance management skills;
- The ability to support the Department's processes by providing legal advice;
- Good communication and interpersonal skills;
- Project management skills;
- Strategic capability and leadership;
- Innovative and analytical thinking skills;
- Planning and organising skills;
- Knowledge of and experience in financial management;
- Problem-solving skills; and
- People management skills.

KEY PERFORMANCE AREAS:

- Render legal advice to the department;
- Provide legal expertise in the drafting, amending and editing of policies;
- Deal with all state liabilities;
- Co-ordinate departmental legal matters with the offices of the state attorney;
- Provide legal assistance to all institutions of the department;
- Ensure that a professional, credible, accessible and quality - assured legal service is rendered to the Department and its stakeholders;
- Advising the HOD and the MEC on exercising their statutory responsibilities in order to avoid and minimise legal risks;
- Reviewing existing legislation, identifying shortcomings and drafting and implementing new legislation, as well as overall management of the Department's annual legislative programme;
- Effectively managing litigation and litigation support in cases for and against the Department and the MEC;
- Undertaking compliance management, i.e. effectively managing general compliance with internal and external legislation; and
- Providing legal training and building the capacity of LDOE personnel to understand and engage with legal matters, such as contracts and service level agreements.

Post : Director
Directorate : Maths, Science & Technology
Reference : LDOE 08/07/2023
Salary Package : 1 162 200.00
Salary Level : 13
Station : Head Office [Polokwane]

MINIMUM REQUIREMENTS:

- An undergraduate qualification with (NQF level 7) as recognized by SAQA;
- A relevant post graduate qualification majored in Maths, Science and Technology (NQF level 8) as recognised by SAQA will serve as an added advantage;
- 5 years' experience at middle/senior managerial level;
- SMS Pre-entry Certificate (NSG);
- Functional Computer literacy; and
- Driver's Licence(except people living with disabilities).

KNOWLEDGE & SKILLS:

- Legislative drafting skills (drafting of all types of legal agreements);
- Negotiation skills;
- Experience in providing litigation support in court cases for and against the Department;
- Compliance management skills;
- The ability to support the Department's processes by providing legal advice;
- Good communication and interpersonal skills;
- Project management skills;
- Strategic capability and leadership;
- Innovative and analytical thinking skills;
- Planning and organising skills;

- Knowledge of and experience in financial management;
- Problem-solving skills; and
- People management skills.

CORE AND PROCESS COMPETENCIES

- Strategic Capability & Leadership;
- People Management and Empowerment;
- Programme & Project Management;
- Financial Management;
- Change Management;
- Knowledge Management;
- Service Delivery Innovation(SDI);
- Problem Solving & Analysis; and
- Communication

KEY PERFORMANCE AREAS:

- Provide leadership in the development and implementation of Mathematics, Science and Technology policies, programmes and guidelines in the GET and FET bands;
- Oversee monitoring and evaluation of classroom practice and provide constructive feedback on the improvement of learner achievement and on the effective implementation of MST Curricula;
- Serve as a conduit for sharing best practices in successful implementation of MST;
- Serve as MST content expert for Grade 4 – 12;
- Coordinate the MST curricula to ensure rigour and consistency from grade to grade;
- Coordinate GET and FET schools to ensure well-articulated curricula in MST;
- Work collaboratively with the Teacher Development Directorate to enhance MST instruction;
- Assist in developing MST Common Assessments to improve learner achievement;
- Provide leadership in the analysis of MST subject performance and develop intervention strategies to address identified curricula implementation gaps; and,
- Analyse MST trends and learner performance.

Name of Post : Director : Health and Wellness
Directorate : Employee Wellness Programmes
Ref No. : LDOE 09/07/2023
Post Status : Permanent
Salary Notch : R1 162 200.00
Salary Level : 13
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 7) as recognized by SAQA;
- 5 years' experience at middle/senior managerial level;
- SMS Pre-entry Certificate (NSG);
- Functional Computer literacy; and

- Driver's Licence(except people living with disabilities)

CORE & PROCESS COMPETENCIES:

- Strategic Capability & Leadership;
- People Management and Empowerment;
- Programme & Project Management;
- Financial Management;
- Change Management;
- Knowledge Management;
- Service Delivery Innovation(SDI);
- Problem Solving & Analysis; and
- Communication

KEY PERFORMANCE AREAS:

- Responsible to develop and implement the strategy in line with Departmental objectives on EAP, OHS and HIV and AIDS.
- Establish and maintain partnerships with internal and external stakeholders on EAP, OHS and HIV and AIDS.
- Formulate and ensure that policies and procedure manuals are implemented.
- Ensure that EAP, OHS and HIV and AIDS committees are functional.
- Monitor compliance to healthy and safety regulations within LDoE work environment.
- Monitor and evaluate the implementation of EAP, OHS and HIV and AIDS.
- Lead and direct advocacy campaigns on EAP, OHS and HIV and AIDS.

RE – ADVERTISEMENT:

Name of Post : Administrative Support Officer
Directorate : MEC's Office
Ref No. : LDOE 10/07/2023
Post Status : Permanent
Salary Notch : R811 560.00
Salary Level : 11
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- A qualification at NQF level 6 in Public Management/Human Resource Management or any relevant qualification as recognised by SAQA;
- 3 - 5 years' relevant experience at lower management level as an Assistant Director;
- Functional computer literacy; and
- Valid South African driver's license (with exception of person with disability).

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;
- Financial Management;
- Client orientation & Customer focus; and
- Communication.

COMPETENCIES, KNOWLEDGE & SKILLS:

- Broad knowledge and understanding of the functional areas covered by the Member of the Executive Council (MEC) portfolio;
- Proven management competencies;
- Working knowledge of the political and parliamentary processes in South Africa ;
- Effective Organizational Communication skills;
- Problem Analysis and Self-Management skills;
- Knowledge of Budgeting and Financial Management;
- Knowledge of Developing Others;
- Planning, Organising, Problem Solving and Decision-Making skills;
- Project Management and Team Leadership skills;
- Ability to work under pressure and after official hours;
- Sound human relations, conflict and dispute resolution skills;
- Experience of working with communities and other stakeholders;
- Knowledge of national and provincial statutes and policies relevant to education; and
- Strategic thinking conversant with gender and equity issues.

RE – ADVERTISEMENT:

Name of Post : Deputy Director
Division : Financial Management
Ref No. : LDOE 11/07/2023
Post Status : Permanent
Salary Notch : R811 560.00
Salary Level : 11
Post Station : Mopani West District

MINIMUM REQUIREMENTS:

- A qualification at NQF level 6 in Accounting/Financial Management as recognised by SAQA;
- 3 - 5 years' relevant experience at lower management level as an Assistant Director;
- Functional computer literacy; and
- Valid South African driver's license (with exception of person with disability).

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;
- Financial Management;
- Client orientation & Customer focus; and
- Communication.

COMPETENCIES, KNOWLEDGE & SKILLS:

- Planning, organizing & co – ordination skills.
- People management and empowerment skills.
- Team leadership.
- Diversity management skills.

- Knowledge and understanding of: Public Finance Management Act (PFMA). Treasury Regulations. Modified Cash Standard (MCS).
- Extensive knowledge of Basic Accounting System (BAS).
- General ledger reconciliation and analysis.
- Salary and employee tax administration.
- Debtor control and creditor payments. Page 13 of 24 Departmental Circular No. 114 of 2022
- All other financial administration duties.
- An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery.

KEY PERFORMANCE AREAS:

- Administer and implement revenue management system.
- Administer and implement salary system.
- Manage and monitor accounting and bookkeeping 61 functions.
- Manage departmental expenditure and payments system.
- Oversee the Loss Control function.
- Manage compilation of MTEF, AENE and ENE Budget Processes.
- Manage compilation of year-in monitoring reports.
- Provide advisory and secretariat functions to the Budget Committee.
- Develop, review, monitor and implement financial policies, procedures and internal controls.
- Contribute to the preparation of the Interim Financial Statements and Annual Financial Statements

Name of Post : Senior Education Specialist(SES)
Directorate : Special Schools (LSPID)
Ref No. : LDOE 14/07/2023
Post Status : Permanent
Salary Notch : R465 843.00
Salary Level : 09
Post Station : Rivoni Special School (Vhembe West)

MINIMUM REQUIREMENTS:

- NQF level 6/7 or relevant qualification as recognized by SAQA.
- Qualifications in Professional Teacher qualification will be an added advantage;
- Registration with the South African Council of Educators (SACE) as professional educator;
- 5 years' experience in the educational field;
- Functional Computer literacy; and
- Driver's License(except people living with disabilities)

COMPETENCIES, KNOWLEDGE AND SKILLS:

- The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability;
- They should have experience in working as part of a team and collaborating with stakeholders;

- They should be able to take initiatives, work under pressure and problem-solve if and when necessary;
- Experience in co-ordinating education and other support for learners with disabilities will be an added advantage;
- The incumbent will function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID); and
- The incumbent must have in-depth knowledge and understanding of education legislation and policies.

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;
- Financial Management;
- Client orientation & Customer focus; and
- Communication.

KEY PERFORMANCE AREAS:

- As a member of the transversal team, the incumbent will collaborate with team members in the provision of education support to designated schools and care centres on an itinerant basis;
- Support to be provided will include:
- Assessment of LSPID enrolled in the schools/ care centres; provision of relevant support to learners and families;
- Monitoring and reporting on these learners' progress;
- Training caregivers on the learning programme for LSPID;
- Monitoring and reporting caregivers' implementation of the learning programme for LSPID;
 - Training and supporting teachers on learning programme for LSPID;
 - Monitoring and reporting on the implementation of the learning programme in designated schools and care centres;
 - Advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided.
- The incumbent may also be required to provide support to other learners in the community as and when needed;
- Ability to use SA-SAMS. Implement Learning Programme for LSPID and SIAS Policy; and
- Ability to report according to Evidence Based Reporting and Standard Operating Procedure for LSPID.

Name of Post : Chief Speech Therapist
Directorate : Special Schools - LSPID
Ref No. : LDOE 15/07/2023
Post Status : Permanent
Salary Notch : R520 785.00
Salary Level : 10
Post Station : Pfunanani Special School (Vhembe West)

MINIMUM REQUIREMENTS:

- A qualification at NQF level 6 or 7 as recognized by SAQA or relevant qualification as a Speech and Language Therapist;
- Registration with the Health Professions Council of South Africa (HPCSA) as a Speech and Language Therapist. The registration status should be active;
- Functional Computer literacy; and
- A valid driver's licence (with exception of persons living with disability).

KNOWLEDGE AND SKILLS:

- Core occupation therapy skills;
- Application of these core skills in an educational setting to support teaching and learning as well as learners general well-being;
- Managing processes;
- Administration which includes data management and record keeping;
- Working with minimum supervision;
- Working as part of a transversal team;
- Supervision and mentoring;
- Designing innovative training programmes
- Report writing;
- Research and innovation; and
- Experience in coordinating education and other support for learners with disabilities will be an added advantage.

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;
- Financial Management;
- Client orientation & Customer focus; and
- Communication.

KEY PERFORMANCE AREAS:

- Function as part of the District-Based Support Team (DBST), with the specific responsibility of providing transversal outreach services to, special care centres (SCCs) and special schools (SPs) that include Learners with Severe to Profound Intellectual Disability (LSPID) and eventually ordinary public schools and early childhood centres within the province;
- As part of the DBST the incumbent will provide services in more than 1 district;
- Provide support to other learners in the Community as and when needed;
- Planning and provision of a range of direct and indirect education and therapeutic support services to LSPID in special care centres and schools as outlined in the LSPID Grant Framework and Policy on Screening, Identification, Assessment and Support (SIAS);
- Using official data management system and tools to manage SCCs data, track and capture services that are being rendered;
- Managing of the on-boarding and off-boarding of SCCs, so as to ensure learners remain supported;
- Supporting SCCs in developing and effectively managing administration system so as to enhance accountability of services provided to SCCs;
- Managing and supervising curriculum delivery and reporting in SCCs;

- Managing therapeutic intervention;
- Reporting and accounting on services rendered; and
- Conducting research that enhances the provision of innovative education support services to learners and prevent exclusion of learners from learning and development.

Name of Post : Chief Town and Regional Planner
Directorate : Physical Resource Planning & Property Management
Ref No. : LDOE 17/07/2023
Post Status : Permanent
Salary Notch : R990 747.00
Salary Level : 12/OSD
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- A qualification at NQF level 7 in Town and Regional Planning as recognized by SAQA;
- Registration as Professional Town and Regional Planner with the South African Council for Planners (SACPLAN);
- Six(06) years' experience post school qualification;
- Functional Computer literacy; and
- Driver's Licence(except people living with disabilities).

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;
- Financial Management;
- Client orientation & Customer focus;
- People Management; and
- Communication.

KEY PERFORMANCE AREAS:

- Manage town planning as part of infrastructure planning;
- Direct town planning analyses to develop and maintain a physical resources planning framework;
- Direct spatial modelling for infrastructure planning;
- Review utilization of facilities from a town planning perspective, undertake cost benefit analysis and make inputs to the preparation of the User Asset Management Plan; and undertake research.

Name of Post : Deputy Director/Quantity Surveyor – Schools Cost Planner
Directorate : Infrastructure Delivery Management
Ref No. : LDOE 18/07/2023
Post Status : Permanent
Salary Notch : R811 560.00
Salary Level : 11
Post Station : Head Office

MINIMUM REQUIREMENTS:

- A qualification at NQF level 7 in Quantity Surveying as recognized by SAQA.
- Registered as a Professional Quantity Surveyor with SACQSP;
- 3 years' experience post qualification;
- Functional computer literacy; and
- Valid South African driver's license (with exception of person with disability).

COMPETENCIES, KNOWLEDGE & SKILLS:

- Extensive knowledge and understanding of public service policies and procedures.
- Numeracy/Literacy;
- Project Management;
- Accounting/Finance;
- Strategic planning; and
- Operational planning.

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;
- Financial Management;
- Client orientation & Customer focus;
- People Management; and
- Communication.

KEY PERFORMANCE AREAS:

- Customise quantity surveying and cost norms/standards for all schools;
- Determine quantity surveying policies, plans, procedures and criteria for all infrastructure projects and programmes;
- Contribute to project briefing documents, costing models and operational narratives;
- Make inputs to the asset Management, project lists and budgets; and
- Undertake research.

Name of Post : Chief Electrical Engineer
Directorate : Infrastructure Planning Management
Ref No. : LDOE 19/07/2023
Post Status : Permanent
Salary Notch : R1 146 540.00
Salary Level : 12
Post Station : Head Office

MINIMUM REQUIREMENTS:

- An engineering qualification[B. Engineering/BSC in Engineering] at NQF level 7 as recognized by SAQA;
- A Government Certificate of Competency in Electrical Engineering as a Pr Eng or Pr Tech Eng will serve as an advantage;
- Registered as a professional Engineer with ECSA;
- Six(6) years' experience post qualification;
- Functional computer literacy; and
- Valid South African driver's license (with exception of person with disability).

KNOWLEDGE & SKILLS:

- A good understanding of all relevant legislation and construction industry contracts is needed;
- Maintenance skills and knowledge;
- Thorough knowledge and experience related to electrical services to buildings, streets and area lighting as well as HT and LT reticulation systems; and
- Knowledge of and experience in the implementation of the OHS Act is highly recommended.

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;
- Financial Management;
- Client orientation & Customer focus;
- People Management; and
- Communication.

KEY PERFORMANCE AREAS:

- Provide electrical inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations;
- Develop and maintain technical and functional norms and standards from an engineering perspective;
- Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies;
- Compile electrical briefing documentation and specifications;

- Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan;
- Investigate electrical engineering installations and oversee commissioning of electrical engineering installations; and
- Undertake research.

Name of Post : Electrical Engineer
Directorate : Infrastructure Planning Management
Ref No. : LDOE 20/07/2023
Post Status : Permanent
Salary Notch : R795 147.00
Salary Level : 11/OSD
Post Station : Head Office

MINIMUM REQUIREMENTS:

- An electrical engineering qualification at NQF level 7 as recognized by SAQA;
- Registered as a professional Engineer with ECSA;
- Three(03) years' experience post qualification;
- Functional computer literacy; and
- Valid South African driver's license (with exception of person with disability).

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;
- Financial Management;
- Client orientation & Customer focus;
- People Management; and
- Communication.

KNOWLEDGE & SKILLS:

- Training and Competence Required: Responsible for all round asset care and maintenance of the facility, its land and buildings, plant and machinery,
- infrastructure and reticulation, energy usage and sustainability asset replacements;
- Provide engineering inputs and guidance, which include all aspects of innovative and complex engineering;
- Applications for the development of infrastructure Delivery Management Systems (DMS);
- Possess knowledge of PFMA/Treasury Regulations/Practice/Notes/Instructions/Circulars;
- Possess knowledge of Provincial/Departmental Supply Chain Management Policies;
- Possess knowledge of National Building Standards Act of 1977 and Regulations;
- Possess knowledge of Occupational Health and Safety Act of 1993 and Regulations; and

- Possess knowledge of Government Immovable Asset Management Act of 2007. Possess Health and Regulation Act 61 of 2003. Possess Engineering Profession Act of 2000.

KEY PERFORMANCE AREAS:

- Provide electrical inputs and guidance which include all aspects of innovative and complex engineering applications for the development of infrastructure strategies, policies, systems, norms, standards and signing off on electrical installations;
- Develop and maintain technical and functional norms and standards from an engineering perspective;
- Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies;
- Compile electrical briefing documentation and specifications;
- Provide inputs to the determination of the Construction Procurement Strategy, the User Asset Management Plan and the Infrastructure Programme Management Plan;
- Investigate electrical engineering installations and oversee commissioning of electrical engineering installations; and
- Undertake research.

Name of Post : Assistant Director - Finance
Directorate : Institutional Governance/ECD
Ref No. : LDOE 23/07/2023
Post Status : Temporary, 3 Years Contract
Salary Notch : R424 104.00
Salary Level : 09
Post Location : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- A qualification at NQF level 7 in Quantity Surveying as recognized by SAQA.
- Registered as a Professional Quantity Surveyor with SACQSP;
- Three(03) years' experience post qualification in Building Construction and Building Maintenance;;
- Functional computer literacy; and
- Valid South African driver's license (with exception of person with disability).

CORE AND PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;
- Financial Management;

- Client orientation & Customer focus; and
- Communication.

KEY PERFORMANCE AREAS:

- Manage and coordinate all aspects of facility projects and facility maintenance;
- Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology;
- Do maintenance planning;
- Be responsible for project and maintenance accounting and financial management;
- Report project and planned and unplanned maintenance progress; and
- Manage project and maintenance budget resources in consultation with the Supervisor.

Name of Post : Social Worker
Sub - Directorate : ECD
Ref No. : LDOE 24/07/2023
Post Status : Permanent
Salary Notch : R294 411.00
Salary Level : 07/OSD
Post Station : Sekhukhune South District Office

MINIMUM REQUIREMENTS:

- A qualification at (NQF level 7) in Social Work as recognised by SAQA;
- Seven (07) years' experience as a Social Worker;
- Experience in the field of ECD and Partial Care will serve as an added advantage;
- Current registration with South African Council for Social Service Professions (SACSSP);
- Functional computer literacy; and
- A valid driver's license(with exception of persons living with disability).

KNOWLEDGE: SKILLS AND COMPETENCIES:

- Knowledge of ECD Conditional Grant, Education and Social Development strategies and programmes pertaining to ECD, Government policies and approach to ECD;
- Programme and project management skills;
- Information and knowledge management skills;
- People management and empowerment skills;
- Communication and coordination skills;
- Planning and organising skills;
- Policy implementation skills; and
- Business ethics skills.

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Change Management;

- Financial Management;
- Client orientation & Customer focus; and
- Communication.

KEY PERFORMANCE AREAS:

- Manage and facilitate the implementation of ECD policies, strategies, minimum technical norms and standards, including practice guidelines in respect of early childhood development conditional grant;
- Provide technical support to the ECD programme and ensure that all deliverables of the ECD conditional grant are met;
- Consolidate provincial reports in line with the ECD Conditional Framework;
- Manage and facilitate capacity building on the ECD conditional grant;
- Manage and monitor funded ECD Centres.

Name of Post : Chief Education Specialist(CES)
Sub - Directorate : HIV AIDS & Life Skills
Ref No. : LDOE 25/07/2023
Post Status : Temporary, 3 Years Contract
Salary Notch : R1 002 012.00
Salary Level : 12
Post Station : Head Office

MINIMUM REQUIREMENTS:

- A recognized three – or four – year qualification, which includes professional teacher as recognised by SAQA.
- A post graduate qualification (NQF level 8) in Education or Psychology or HIV & AIDS or an appropriate equivalent qualification will be an added advantage.
- 9 years' experience in the educational field and 5 years' experience in the HIV and AIDS and/or comprehensive sexuality education.
- Registration with SACE as a professional educator;
- Functional computer literacy; and
- A valid driver's license(with exception of persons living with disability).

KNOWLEDGE AND SKILLS:

- A good knowledge and understanding of all National and Provincial policies in HIV & AIDS, STIs and TB and best practice applications for management;
- Experience in training and counselling – Life Orientation, Comprehensive Sexuality Education;
- Team development and problem solving skills;
- Strategic planning, policy analysis and development;
- Good report writing;
- People management and empowerment;
- Stakeholder and partnership management

KEY PERFORMANCE AREAS:

- Strategic and operational management of the HIV & AIDS Life Skills Programme in compliance to the grant framework in all public schools in the province;
- Ensure effective planning, implementation, monitoring and evaluation of HIV and AIDS, STIs and TB programmes and policies;
- Provide training and support to Head Office and all district HIV and AIDS coordinators and Life Orientation Subject Advisors on Comprehensive Sexuality Education (CSE);
- Consolidate monthly, quarterly and annual reports for the programme;
- Prepare quarterly reports for presentation to the Provincial Aids Council; and
- Monitor the performance of district HIV and AIDS coordinators.

Name of Post : Deputy Chief Education Specialist x 2

Sub - Directorate : HIV AIDS & Life Skills

Post Status : Temporary, 3 Years Contract

Salary Notch : R572 346.00

Salary Level : 10

Post Station :

Vhembe East District: Ref No: LDOE 26/07/2023

Vhembe West District: Ref No: LDOE 27/07/2023

MINIMUM REQUIREMENTS:

- A recognized three – or four – year qualification, which includes professional teacher as recognised by SAQA.
- A minimum of 8 years' experience in the educational field and 3 years' experience in the area of HIV and AIDS Life Skills Education, and/or Comprehensive Sexuality Education, and/or Coordination of in-school support & monitoring life orientation teachers in the education sector.
- Registration with SACE as a professional educator.
- Functional computer literacy; and
- A valid driver's license (with exception of persons living with disability).

KNOWLEDGE AND SKILLS:

- A good knowledge and understanding of all National and Provincial policies in HIV & AIDS, STIs and TB and best practice applications for management;
- Experience in training and counselling – Life Orientation, Comprehensive Sexuality Education;
- Team development and problem solving skills;
- Strategic planning, policy analysis and development;
- Good report writing;
- People management and empowerment; and
- Stakeholder and partnership management.

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;

- Change Management;
- Financial Management;
- Client orientation & Customer focus; and
- Communication.

KEY PERFORMANCE AREAS:

- Strategic and operational management of the HIV & AIDS Life Skills Programme in compliance to the grant framework in all public schools in the province;
- Ensure effective planning, implementation, monitoring and evaluation of HIV and AIDS, STIs and TB programmes and policies;
- Provide training and support to Head Office and all district HIV and AIDS coordinators and Life Orientation Subject Advisors on Comprehensive Sexuality Education (CSE);
- Consolidate monthly, quarterly and annual reports for the programme;
- Prepare quarterly reports for presentation to the Provincial Aids Council;
- Monitor the performance of district HIV and AIDS coordinators;
- Represent the department as delegated to attend national HIV and AIDS Life Skills Programme interprovincial and provincial forums;
- Ensure adherence to allocated budgets as per the approved business plan;
- Consolidate financial performance reports for the grant;
- Facilitate resource provisioning for the implementation of Care and Support for Teaching and Learning (CSTL) activities in the province; and
- Facilitate strategic partnerships between the Department and other stakeholders in HIV and AIDS programmes.

Name of Post : NSNP Project Officer x 4 Posts
Directorate : Special Projects
Post Status : Permanent
Salary Notch : R294 321.00
Salary Level : 07

Post Stations:

Sekhukhune East District: Moroke Circuit: Ref No: LDOE 12/07/2023
Vhembe East District: Niani Circuit: Ref No: LDOE 13/07/2023
Vhembe East District: Vhumbedzi Circuit: Ref No: LDOE 16/07/2023
Mopani West District: Makhutswe Circuit: Ref No: LDOE 21/07/2023

MINIMUM REQUIREMENTS:

- A qualification at NQF level 6 in Commercial subjects as recognized by SAQA.
- Excellent functional computer literacy; and
- A valid driver's license (with exception of persons living with disability).

KNOWLEDGE & SKILLS:

- Ability to analyse budget and cash flows;
- Financial Management skills; and

- Ability to work independently and under pressure.

CORE & PROCESS COMPETENCIES:

- Knowledge Management,
- Problem Solving and analysis,
- Programme & Project Management,
- Change Management,
- Financial Management,

- Client orientation & Customer focus,
- Communication.

KEY PERFORMANCE AREAS:

- Capture all NSNP related payments;
- Compile monthly financial information reports;
- Draw estimate of expenditure;
- Collect NSNP related data from participating schools;
- Provide proper management of NSNP funds;
- Check and validate invoices for payment of the goods received;
- Clear suspense accounts;
- Verify or double check the information supplied by the suppliers.

Name of Post : Works Inspector x 3 Posts
Directorate : Infrastructure Delivery Management
Post Status : Permanent
Salary Notch : R241 485.00
Salary Level : 06
Post Stations :
: Waterberg District: Ref No. LDOE 22/07/2023
: Capricorn South District: Ref No. LDOE 28/07/2023
: Vhembe East District: Ref LDOE 29/07/2023

MINIMUM REQUIREMENTS:

- A National Diploma in Building/ Mechanical/ Electrical Engineering or an N3 with a passed Trade Test or national Diploma in Engineering
- One(01) years' experience post qualification;
- Functional computer literacy; and
- Valid South African driver's license (with exception of person with disability).

KNOWLEDGE AND SKILLS:

- Sound knowledge of:
 - National Building Standards Act of 1997 and Regulations;
 - Government Immovable Assets Management Act of 2007;
 - Occupational Health and Safety Act of 19983 and Regulations;
 - South African Schools Act and Regulations; and

- National Environmental Management Act of 1998.

CORE & PROCESS COMPETENCIES:

- Knowledge Management;
- Problem Solving and analysis;
- Programme & Project Management;
- Financial Management;
- Client orientation & Customer focus;
and
- Communication.

KEY PERFORMANCE AREAS:

- Implement inspections on infrastructure projects and implement condition assessments;
- Prepare specifications for work;
- Develop bill of quantities;
- Develop proposals on associated costs; and
- Implement inspections on all building projects; and
- Implement condition assessments

Name of Post : Administration Clerk
Directorate : Mathematics, Science & Technology
Ref No. : LDOE 30/07/2023
Post Status : Temporary, 5 Years Contract
Salary Notch : R 202 233.00
Salary Level : 05
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS

- A qualification at NQF level 6 as recognised by SAQA; and
- Functional Computer literacy

KNOWLEDGE AND SKILLS:

- Knowledge of clerical duties, practices as well as the ability to capture data;
- Knowledge of MS Word, Excel and PowerPoint;
- Knowledge and legislative framework governing the Mathematics, Science and Technology conditional grant;
- Working knowledge of procurement procedures in terms of working environment;
- Communication (verbal and written) skills;
- Problem-solving skills;
- Customer care and Client orientation skills;
- Interpersonal skills; and
- Attributes: Accurate. Confident, Ability to work under pressure. Ability to work in a team and independently.

CORE & PROCESS COMPETENCIES:

- Knowledge Management,
- Client orientation & Customer focus,
- Communication.

KEY PERFORMANCE AREAS:

- Render general clerical support services;
- Record, organize, store, capture and retrieve correspondence and data;
- Stock control of office stationery;
- Keep and maintain the attendance of the component;
- Arrange travelling, accommodation, and booking of venues;
- Capture and update expenditure of the MST conditional grant;
- Manage the monthly cash flow of the MST grant;
- Update registers and statistics. Handle routine enquiries;
- Make photocopies, scan documents, receive and send emails;
- Distribute documents/packages to various stakeholders as required;
- Keep and maintain filing system for the component;
- Type letters, memoranda, circulars, minutes or other correspondence when required;
- Keep and maintain incoming and outgoing document register of the component;
- Liaise with internal and external stakeholders in relation to procurement of goods and services;
- Complete procurement forms for the purchasing of goods and services.
- Provide personal clerical and financial administrative support to the component; and
- Check correctness of subsistence and travel claims of officials in the component.