



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

Ref No: 53/1/1/1 & 2 Inq: Makama MM Tel: 015 – 284 6507 E – Mail: MakamaMM@edu.limpopo.gov.za

TO: All Heads of Departments - Limpopo Provincial Administration
All Deputy Director – Generals
All Chief Directors
All Directors
All Circuit Managers
All Principals of Special Schools

DEPARTMENTAL CIRCULAR NO. 144 OF 2022

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 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** (Chief Education Specialist, Education Speech Therapist, Education Occupational Therapist, Education Physiotherapist & Education Psychologist): Candidates must submit certified copies of educational qualifications and other relevant documents with the application as prescribed by the relevant Collective Agreement/s.
8. All shortlisted candidates for the Chief Education Specialist, Education Speech Therapist, Education Occupational Therapist, Education Physiotherapist & Education Psychologist posts 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. Applicants who applied for the post of Assistant Director Risk Management in the previous advertisement must re - apply.



16. Applications should be forwarded as follows :

- 16.1. The applications for all the posts except District Assistant Director, Occupational Therapist, Speech Therapist, Physiotherapist, Professional Nurse and Social Worker) should be submitted to -

The Head of Department, Limpopo Department of Education,
Private Bag X9489, Polokwane, 0700 or handed in at 113 Biocard Street,
Polokwane at Records Management Directorate – Office No. 1003
[REGISTRY]

- 16.2. The applications for District Assistant Director posts and the Occupational Therapist, Speech Therapist, Physiotherapist, Professional Nurse and Social Worker posts 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 North	Private Bag x 9711 Polokwane, 0700	Corner Yster & Blauwberg Streets, Ladanna, Polokwane	Ms Ledwaba CM 015 285 7300
Capricorn South	Private Bag X 03 Churrietpoort, 0745	Old Parliament Complex Lebowakgomo	Ms Ntsoane J 015 633 9500
Mogalakwena	Private Bag X 601 Mahwelereng, 0626	805 Rufus Seskamela Street, Mokopane EMPC Mahwelereng	Mr Malavusa M 015 483 7500
Mopani East	Private Bag x 578 Giyani, 0826	Old Parliament Complex Giyani	Ms Ndzumeni PM 015 811 7802
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 Complex Lebowakgomo	Ms Mageza MP 015633 2800
Vhembe East	Private Bag x 2250 Sibasa, 0970	Old Thohoyandou Govt Complex	Ms Sivhabu AB 015 962 1313
Vhembe West	Private Bag x 2250 Sibasa, 0970	Makwarela Govt Offices	Ms Makhari MV 015 963 1895
Waterberg	Private Bag X1040 Modimolle, 0510	84 Limpopo Street Modimolle	Ms Songwane K 14 8 1500



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

17. All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr. Lukhele 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 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527.

Please do not post or courier applications to the above listed officials!

18. The closing date for submission of applications is Friday, 4th November 2022 at 14H00.

19. 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. 

20. Please bring the contents of this circular to the attention of all your employees.



DEDEREN KO
HEAD OF DEPARTMENT

12/10/2022

DATE



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

ANNEXURE A

ADVERTISEMENT OF POSTS

Name of Post : Assistant Director: Bookkeeping & Accounting Services x 2
Posts
Directorate : Financial Administration & Accounting
Ref No. : LDoE 01/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Financial Management / Accounting / Auditing / Cost Management & Accounting / Commerce will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication

KNOWLEDGE & SKILLS:

- Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives.
- Knowledge of the Departments' Reconciliation processes.
- Understanding of Governments financial delegations.
- Management of government's department's chart of accounts.
- Knowledge of the Government Financial Systems (BAS and PERSAL)

- Knowledge of Modified Cash Standards (MCS) Skills.
- Advanced interpersonal and diplomacy skills.
- Decision making skills.
- Creativity.
- Resourcefulness.
- Ability to work under stressful situations.
- People orientated.
- Ability to establish and maintain networks.
- Hard-working.
- Ability to work independently.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Assist in the Coordination of the revision of policies, internal controls, and improved processes.
- Assist in the review of efficiency and effectiveness of systems of internal controls at the district offices to improve the integrity of financial information.
- Monitor compliance with financial prescripts.
- Manage the information on the inflow and outflow of funds.
- Ensure that all transactions are supported by authentic and verifiable source documents.
- Investigate and clear suspense account balances.
- Compile financial statements and review financial statement inputs from other directorates.
- Implement measures for improving audit outcomes and risk management.
- Review of audit files and annual financial statements to ensure compliance with Modified Cash Standards (MCS).
- Manage request for information (RFIs) and submission of audit evidence to AGSA.
- Assist in resolving audit queries Assess risks of the sub-directorate and update the risk register.
- Control documentation and safeguard source documents.
- Manage performance and development of subordinates.
- Establish, implement, and maintain efficient and effective communication arrangements.
- Quality control of work delivered by employees.

Name of Post: Assistant Director: Budget x 2 Posts

Directorate : Financial Planning, Budgeting, Monitoring & Reporting

Ref No. : LDOE 02/08/2022

Post Status : Permanent

Salary Notch : R382 245.00

Salary Level : 09

Post Station : Head Office (Polokwane)



MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Financial Management / Accounting / Auditing / Cost Management / Commerce will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- Knowledge of Basic Accounting System (BAS) and Standard Chart of Accounts, Relevant Acts / Guidelines, Policy Directives and Resolutions.
- Financial management (Budget formulation and analysis).
- Diversity management.
- Honesty and integrity.
- Presentation and organization.
- Research skills.
- Strategic planning and change management.
- Management and leadership.
- Analytical thinking skills.
- Negotiation skills.
- Policy development skills.
- Conflict management and problem solving skills.
- Interpersonal relations and networking abilities.
- Innovative.
- Teamwork.
- Work under pressure.
- Pay attention to details.
- Self -management and motivation.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Coordinate the preparation and consultation for the MTEF budget process.
- Develop templates for the collection of budget information from line functionaries.
- Compile, prepare and capture budget.
- Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required.

- Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process.
- Compile, prepare and capture adjustment budget.
- Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations.
- Provide information for the preparation of the annual financial statements.
- Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent).
- Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary.
- Compile and prepare IYM report, Variance report and other reports.
- Compile information for the interim and annual performance reports.
- Develop and review departmental policies and procedures applicable to management accounting (planning and budgeting).
- Checking and Signing of Requisition forms.
- Monitor performance of employees and determine training needs.
- Ensure that records are updated timeously and kept safe.

Name of Post : Assistant Director: BAS Systems Control
Directorate : Financial Administration & Accounting
Ref No. : LDOE 03/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 8) as recognised by SAQA.
- Qualification/s in Financial Management/ Accounting will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post (Supervisory level 7/8 within related field / BAS System Controller.
- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives.
- Knowledge of the Departments' Reconciliation processes.



- Understanding of Government's financial delegations.
- Management of government's department's chart of accounts.
- Government Financial Systems (BAS). Skills.
- Advanced interpersonal and diplomacy skills.
- Decision making skills.
- Creativity.
- Resourcefulness.
- Ability to work under stressful situations.
- People orientated.
- Ability to establish and maintain networks.
- Hard – working.
- Ability to work independently.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Assist in the Coordination of the revision of policies, internal controls, and improved processes.
- Assist in the review of efficiency and effectiveness of systems of internal controls at the district offices to improve the integrity of financial information.
- Monitor compliance with financial prescripts.
- Provide support for All BAS users, Head office & districts.
- Manage training of BAS users.
- Manage request for Information (RFIs) and submission of audit evidence to AGSA.
- Assist in resolving audit queries Assess risks of the sub-directorate and update the risk register.
- Control documentation and safeguard source documents.
- Manage performance and development of subordinates.
- Establish, implement, and maintain efficient and effective communication arrangements.
- Quality control of work delivered by employees.

Name of Post : Assistant Director: Debt Management & Revenue Services X 2 Posts

Directorate : Financial Administration & Accounting

Ref No. : LDoE 04/08/2022

Post Status : Permanent

Salary Notch : R382 245.00

Salary Level : 09

Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Financial Management/ Accounting / Auditing / Cost Management / Commerce will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives.
- Knowledge of the Departments' Reconciliation processes.
- Understanding of Governments financial delegations.
- Management of government's department's chart of accounts.
- Government Financial Systems (BAS). Skills.
- Advanced interpersonal and diplomacy skills.
- Decision making skills.
- Creativity.
- Resourcefulness.
- Ability to work under stressful situations.
- Ability to communicate at all levels.
- People orientated.
- Ability to establish and maintain networks.
- Hard – working.
- Ability to work independently.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Assist in the Coordination and the revision of policies, internal controls, and improved processes.
- Monitor the policy and legislative framework to ensure that cognizance is taken of new developments.
- Provide assistance in the review of efficiency and effectiveness of systems of internal controls at the district offices to improve the integrity of financial information.
- Monitor compliance with financial prescripts (Head office and district offices). Assist in the Management of the Department's debt book.
- Provide assistance in the management the collection and depositing of cash collected through the cashier's office (Head office).
- Provide oversight support and management of the district offices cashier's offices. Manage the staff related inter-departmental payables for the department.
- Prepare monthly and quarterly reports for submission to Provincial Treasury.
- Manage performance and development.
- Establish, implement, and maintain efficient and effective communication arrangements. Quality control of work delivered by employees.
- Implement measures for improving audit outcomes and risk management:-
 - Assess management report and implement audit plan.
 - Report progress on the audit plan.



- Provide the required debt information to the Sub-directorate responsible for the preparation of financial statements.
- Manage request for Information (RFIs) and submission of audit evidence to AGSA.
- Manage and resolve all audit queries.
- Control documentation and safeguard source documents.

Name of Post : Assistant Director : Expenditure Management
Directorate : Financial Administration & Accounting
Ref No. : LDoE 06/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Financial Management/ / Accounting / Auditing / Cost Management / Commerce will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication.

KNOWLEDGE & SKILLS:

- Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives.
- Knowledge of the Departments' Reconciliation processes.
- Understanding of Governments financial delegations.
- Management of government's department's chart of accounts.
- Good verbal and written communication skills.
- Advanced interpersonal and diplomacy skills.
- Decision making skills.
- Creativity
- Resourcefulness
- Ability to work under stressful situations.
- People orientated.
- Ability to establish and maintain networks.
- Hard-working.
- Ability to work independently.



- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Provide assistance in the coordination and the revision of policies, internal controls, and improved processes.
- Review efficiency and effectiveness of systems of internal controls at Head office and at the district offices to improve the integrity of financial information.
- Monitor compliance with financial prescripts (Head office and district offices).
- Settle all payments due to creditors within 30 days from receipt of invoice in the case of civil claims, from the date of court judgment.
- Check payment source documents.
- Prepare a creditors reconciliation.
- Check adjustment for misallocation identified on the financial system.
- Check documentation for sundry and order payments.
- Provide support and guidance to clients.
- Assist in the preparation of the disbursement run for submission to Treasury for the release of the payments captured.
- Prepare credit transfers for the transactions above a million.
- Analyse and investigate long outstanding invoices and doing follow-up.
- Monitor commitment control account for the entity.
- Provide inputs on the preparation of the financial statements.
- Provide creditor's month-end reports (30 days reports, payables, accruals, fruitless and wasteful expenditure).
- Maintain and safeguarding of batch payments.
- Validate that all invoices are stamped paid.
- Provide assistance in the preparation of monthly and quarterly reports for submission to Provincial Treasury.
- Manage performance and development of subordinates.
- Establish, implement, and maintain efficient and effective communication arrangements.
- Quality control of work delivered by employees.

Name of Post : Assistant Director : Disposal Management
Directorate : Assets Management
Ref No. : LDoE 06/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognised by SAQA.
- Qualification/s in Finance/Accounting/Assets Management/ Supply Chain Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- Leadership, People Management and Empowerment skills.
- Knowledge Management skills.
- Service delivery Innovation skills.
- Client Orientation and Customer Focus skills.
- Knowledge about Public Service legislative frameworks and policies.
- Negotiations skills.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

KEY PERFORMANCE AREAS:

- Implement asset management policies.
- Conduct asset verification of movable assets.
- Update and report on all unverified assets and ensure that they are accounted for.
- Prepare a list of all assets earmarked for disposal.
- Conduct asset disposal.
- Develop asset disposal and verification plans.
- Ensure that asset disposals are accurately updated on the asset register.
- Prepare reports regularly.
- Support asset management audit.
- Supervision and management of officials.
- Ensure management, maintenance and safeguarding of assets.

Name of Post : Assistant Director: Establishment Control
Division : HRP, HR Systems & Organisational Development
Ref No : LDOE 07/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office(Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Proof of PERSAL training – PERSAL Certificate.
- Qualification/s in Human Resource Management/ Human Resource Development / Public Administration/ Public Management will be an added advantage
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- 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,
- Communication.

KNOWLEDGE & SKILLS:

- Knowledge and understanding of Public Service Act (PSA), Public Service Regulations(PSR), PSCBC Resolutions, Labour Relations Act HR Policy and Procedures , Employment of Educators Act(EEA), Personnel Administrative Measures (PAM), PFMA and Persal system.
- Strong organizational and leadership skills.
- Ability to work under pressure and within deadlines.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

KEY PERFORMANCE AREAS:**Establishment Administration :**

- Management of matrix.
- Provide monthly reports.
- Do audit on establishment matters.
- Provide PERSAL information

System Administration :

- Act as HR PERSAL Controller.
- Register SCC to National Treasury.
- Conduct District visits on system matters.
- Create and terminate PERSAL users.
- Log calls for users via Help Desk.
- Reset revoked Users.
- Monitor PERSAL access violations.
- Attend to AG enquiries on system matters.

Name of Post : Assistant Director: General Records & Auxiliary Services
Directorate : Auxiliary/Corporate Services
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane) Ref No.: LDoE 08/08/2022
Sekhukhune East Ref No.: LDoE 09/08/2022
Waterberg Ref No.: LDoE 10/08/2022
Capricorn North Ref No.: LDoE 11/08/2022



MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Information Science/Human Resources(Records Management)/Public Management will an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- 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,
- Communication.

KNOWLEDGE & SKILLS:

- Interpersonal skills.
- Negotiation skills.
- Presentation skills.
- Planning skills.
- People management skills.
- Sound knowledge of the integrity of records management.
- Knowledge of the basic PERSAL system.
- Knowledge in the development and the usage of File Plans.
- Knowledge in the development of Records Management policy and procedure Manual.
- Knowledge in the National Archives and Records Services of South Africa Act (NARSA).
- Knowledge in Protection of Personal Information Act, (POPIA).
- Knowledge in the Promotion of Administrative Justice Act (PAJA).
- Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, Teams, and Electronic Records Management System).

KEY PERFORMANCE AREAS:

- Reporting requirements in line with Legislative Framework.
- Implement sound Human Resource Records Management through paper and electronic Records Management System.
- Plan and Operationalise Human Resource Records Management activities.
- Providing leadership in creation, usage maintenance, and disposal of Human Resource Records.
- Development and maintenance of Human Resource Records Classification System (Staff File plan).
- Develop systematic disposal programme for personnel records and custody by applying and implementing: Limited Authority, Standing Authority and General Authority.
- Support District, Circuit and Schools in the implementation of Human Resource Records Management.

- Provide Human Resource Record registry services
- Provide training on NARS, PAIA, PAJA and POPIA
- Formulation and Review of Policy, Procedures and processes for creation, usage maintenance and disposal
- Account and ensure safe keeping and security of records
- Manage records management disaster recovery strategies
- Develop and implement Human Resource Records Management internal control systems
- Manage performance, procurement plan and budget
- Develop Human Resource Records risk register and implement mitigation strategies

Name of Post : Assistant Director: Demand Management
Directorate : SCM
Ref No. : LDOE 12/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Financial Management/Supply Chain Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication.

KNOWLEDGE & SKILLS:

- Interpersonal skills.
- Negotiation skills.
- Presentation skills.
- Planning skills.
- People management skills.
- Knowledge of SCM legislative frameworks and policies.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Coordinate, review, research, analyse and plan the procurement needs of the department
 - Research the relevant identified needs (in line with the SC strategy)
 - Analyse requirements, undertake research, determine and develop proposals for implementation
 - Assess the results of the research on the market, interprets and develops proposals for procurement methodology.
 - Ensure compliance with quality requirements.
 - Determine whether specifications should contain any special conditions.
- Coordinate review, collect and collate information for the annual procurement plan:
 - Collect information from the relevant role players according to the prescribed template.
 - Check (engage) and analyse the information.
 - Confirm availability of budget.
 - Check alignment against strategic and other objectives.
 - Consolidate into procurement plan and table for approval by the accounting officer.
- Supervise and compile tender/quotation specifications as required:
 - Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference.
 - Compile and publish request for proposals as required.
- Develop, implement and maintain the supplier database.
- Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents)
- Supervise employees to ensure an effective demand management.

Name of Post : Assistant Director: Acquisition Management
Division : Procurement Management
Ref No : LDOE 13/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office(Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Financial Management/Supply Chain Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication

KNOWLEDGE & SKILLS:

- Interpersonal skills.
- Negotiation skills.
- Presentation skills.
- Planning skills
- People management skills.
- Knowledge of SCM legislative frameworks and policies.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Manage the following Acquisition activities processes:
 - Design and develop acquisition management policies processes and procedures.
 - Compile operational/supply chain acquisition management plan and obtain approval
 - Execution of the acquisition management plan.
 - Monitor and review the acquisition management activities.
 - Setting up the Bid Evaluation and Bid Adjudication Committees and render a secretarial service.
- Oversee the bidding process as follows:
 - Compilation of bid documents and advertisements.
 - Invite service providers to quote and/or bid.
 - Publishing of bid documents.
 - Receipt (closing and opening) of bid documents.
 - Receive, evaluate, adjudicate and award quotations.
 - Processing of bid documents.
- Compile and manage the list of pre-approved suppliers.
- Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury.
- Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required
- Supervise employees to ensure an effective demand management.

Name of Post : Assistant Director: System Administration, Certification & Data
Directorate : Systems Administration, Certification & Data Processing
Ref No. : LDOE 14/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognised by SACA.
- Qualification/s in the Information Technology / Computer Science will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post / Supervisory level 7/8 within related field.

- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- Good interpersonal skills.
- Planning and report writing skills.
- People management skills.
- Budgeting and Planning skills.
- Team Builder and Team Worker.
- Knowledge of PFMA.
- Knowledge of Examinations systems. Comprehensive knowledge and understanding of Examination and Assessment regulations, as well as Certification Directives.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Registration of examination centres in the systems.
- Registration, resulting and certification of candidates for National Senior Certificate (NSC), Amended Senior Certificate (ASC), and other qualifications.
- Administer all processes relating to combination and re-issue of certificates.
- Data capturing management for NSC, SC (A) and other qualifications.
- Provide support, monitoring and supervision to all officials falling within the sub-directorate.
- Render support services to all Examinations Systems at Head Office and districts.
- Provide IT support and logistical services.
- Manage the budget and procurement of services and goods of the directorate.
- Coordination of examination activities across directorates in Examinations and Assessment, and the districts.
- Liaise with other directorates (like EMI) to register and manage candidates across the systems.



Name of Post : Assistant Director: HR Provisioning
Division/Directorate: Corporate Services/HR Administration Services
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane) Ref No.: LDoE 15/08/2022
Mogalakwena Ref No.: LDoE 16/08/2022
Vhembe West Ref No.: LDoE 17/08/2022
Mopani East Ref No.: LDoE 18/08/2022
Mopani West Ref No.: LDoE 19/08/2022
Sekhukhune East Ref No.: LDoE 20/08/2022
Waterberg Ref No.: LDoE 21/08/2022
Sekhukhune South Ref No LDoE 22/08/2022
Capricorn North Ref No LDoE 23/08/2022

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Proof of PERSAL training / PERSAL Certificate.
- Qualification/s in Human Resources Management / Development / Personnel Management / Public Management / Administration will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- Extensive knowledge of and ability to operate the PERSAL system.
- In – depth knowledge of the Public Service Regulatory Framework.
- Excellent communication(verbal and written) skills.
- Good interpersonal skills.
- Negotiation skills.
- Presentation skills.
- Planning skills.
- People management skills.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Supervise and co-ordinate the HRM functions.
- Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation.

- Supervise the recruitment of Public Service and Employment of Educators' Acts staff.
- Supervise the transfers of Public Service and Employment of Educators' Acts staff.
- Supervise the secondment of Public Service and Employment of Educators' Acts staff.
- Inform, guide and advice line managers or employees on HR policies, legislative frameworks and directives.
- Approve/Authorise transactions on PERSAL according to delegations.

Name of Post : Assistant Director: IT Programmer
Directorate : IT Services
Ref. No. : LDoE 24/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Information Management/Technology / Computer Science will be an added advantage.
- Microsoft Office 365 and Microsoft SharePoint certification and/or experience will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication.

KNOWLEDGE & SKILLS:

- Sound and in depth knowledge of applicable legislative frameworks in the Public Service.
- Business process analysis and modelling.
- Experience in project leading and management.
- Knowledge of Software Development Life Cycle (SDLC) and Product Development Life Cycle (PDLC).
- Knowledge of system development and database administration.
- Negotiation skills.
- Presentation skills.
- People management skills.
- Time management.



- Interpersonal skills.
- Responsiveness.
- Pro-active.
- Professionalism.
- Accuracy.
- Flexibility.
- Supportive.
- Willingness to work under pressure.
- Strategic focused.
- Basic knowledge on financial administration
- Self –management and motivation
- Ability to act with tact and discretion
- Ability to do research and analyze documents and situations

KEY PERFORMANCE AREAS:

- Identify systems in the department.
- Establish user forums of all the systems.
- Assess the systems and the environment system owners.
- Identify systems operation.
- Identify problem and modification process.
- Revise previous documentation.
- Develop small system and database.
- Test functionality of the systems and databases.
- Train system users.
- Troubleshoot and upgrade the corrupted system and database.
- Install the systems and database.
- Update the content management system.
- Update the scripts and identify the fault.
- Resolve database and systems problems.
- Update the IT helpdesk system.
- Identify the database users.
- Record the system and database information.
- Assign users access rights. Revoke users' access rights.
- Maintain data system administration.
- Monitor and assess the existing systems.
- Implement small database.
- Installation and upgrading of systems



Name of Post : Assistant Director : Systems Analyst
Directorate : IT Services
Ref No. : LDoE 25/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Information Technology / Computer Science will be an added advantage
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- Strong understanding of project management principles.
- Broad understanding of IT methodologies, systems management, and IT Applications Management.
- Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service
- Proficiency in IT systems terminology.
- Negotiation skills.
- Presentation skills.
- People management skills.
- Time management.
- Professionalism.
- Accuracy.
- Flexibility.
- Supportive.
- Willingness to work under pressure.

KEY PERFORMANCE AREAS:

- Identify manual processes to be converted into electronic systems
- Develop requirements for electronic systems to be developed
- Perform research and recommend electronic systems to acquired or developed
- Maintains information systems by planning, monitoring, and coordinating employees.
- Develop and maintain private intranet and public internet sites.



- Creates reports, programs as well as add-on applications to enhance existing electronic systems.
- Offers coaching, leadership, and training to manage staff performance.
- Assesses information systems results by auditing their application and results.
- Participates in planning and designing technologies to meet the growing needs of the department
- Maintains safe and healthy working environment by ensuring that information systems staff complies with organizational policies.
- Develop and coordinate the information's systems policies.
- Assisting departments and end users with software issues, Project Portfolio Management, Project Management, requirements gathering.
- Data management, procuring new applications, improving existing applications and business operations.

Name of Post : Assistant Director: Grievances & Disputes
Directorate : Labour Relations Management
Ref No. : LDOE 26/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Labour Relations/Labour Law/ LLB will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication.

KNOWLEDGE & SKILLS:

- Knowledge and experience in labour law.
- Understanding of how the public service functions.
- Negotiation skills.
- Presentation skills.
- People management skills.
- Time management.
- Interpersonal skills.
- Ability to work under pressure.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).



KEY PERFORMANCE AREAS:

- Conduct investigations on grievances and disputes.
- Compile investigation reports and make recommendations to the Deputy Director for further processing.
- Represent the employer during grievance hearings.
- Facilitate grievance resolution during grievance meetings.
- Conduct trainings on grievances and disputes.
- Represent the employer at conciliations and arbitrations in the General Public Service Sector Co-ordinating Bargaining Council(GPSSBC), the Education Labour Relations Council(ELRC) and the Commission for Conciliation and Arbitration.
- Compile reports and analyze trends on grievances and disputes, on a monthly, quarterly and annual basis.

Name of Post : Assistant Director: Organisational Development
Directorate : HRP, HR Systems & Organisational Development
Ref No. : LDOE 27/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualifications in Organisation & Work Study Management Service / Operations Management / Product Management / Industrial & Organisation will be an added advantage.
- Certificate in Job Evaluation Analysis will also be an added advantage.
- Proof of PERSAL training – Persal Certificate.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- Knowledge and understanding of Public Service Act (PSA), Public Service Regulations(PSR), relevant DPSA prescripts on organizational development and job evaluation, Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks.
- Management skills.
- Negotiating skills.

- Decision making, leadership and team building skills.
- Policy development, planning and organising skills.
- Ability to work long hours when required
- Willingness to travel.
- Computer literacy in MS Office (Word, Excel, Power Point, Org plus, Equate or Evaluate).

KEY PERFORMANCE AREAS:

- Assist with the coordination and implementation of departmental organizational structures and job evaluation.
- Assist with work study within the department.
- Assist with Organisational, Review and redesign processes.
- Facilitate the development of Job Description for all job categories.
- Assist with Job Evaluation.
- Facilitate Business Process Engineering Services.

Name of Post : Assistant Director: Employee Assistance Programmes
Directorate : Wellness programmes
Ref No : LDOE 28/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in EAP will be added an advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework.
- Ability to administer counselling.
- People Management skills.
- Service Delivery Innovation skills.
- Problem Solving and analytical thinking skills.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).



KEY PERFORMANCE AREAS:

- Responsible to develop and implement EAP programmes.
- Manage all resources of the section (physical, human and financials).
- Develop partnership and network with stakeholders.
- Manage and analyse data and other wellness information for reporting purposes and produce report thereof.
- Co-ordinates events related to EAP in line with the departmental strategic objectives.
- Co-ordinate physical wellness for departmental officials.

Name of Post : Assistant Director: Labour Relations, Health & Wellness
Directorate : Wellness programmes
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Vhembe West District Ref No : LDoE 29/08/2022
Waterberg District Ref No : LDoE 30/08/2022
Mogalakwena District Ref No : LDoE 31/08/2022

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in EAP/Labour Relations will be added as an advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication.

KNOWLEDGE & SKILLS:

- In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework.
- Knowledge and experience in labour law.
- Understanding of how the public service functions.
- Ability to administer counselling.
- People Management skills.
- Service Delivery Innovation skills.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Conduct investigations on grievances and disputes.
- Compile investigation reports and make recommendations to the Deputy Director for further processing.
- Represent the employer during grievance hearings.
- Facilitate grievance resolution during grievance meetings.
- Conduct trainings on grievances and disputes.
- Responsible to develop and implement EAP programmes.
- Manage all resources of the section (physical, human and financials).
- Develop partnership and network with stakeholders.
- Manage and analyse data and other wellness information for reporting purposes and produce report thereof.
- Co-ordinates events related to EAP in line with the departmental strategic objectives.

Name of Post : Assistant Director: Occupational Health & Safety
Directorate : Wellness Programmes
Ref No. : LDOE 12/98/2522
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification in Safety Management Training Course(SAMTRAC) will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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.
- Communication.

KNOWLEDGE & SKILLS:

- An in-depth knowledge of OHS legislation, COIDA and Public Service Regulation.
- Ability to gather and analyse information, apply policies , directive and prescripts.
- Strategic Capability and Leadership skills.
- People Management and Empowerment skills.
- Knowledge of the Public Service environment.
- Service Delivery Innovation.
- Negotiations skills.
- Policy formulation skills.



- Report writing skills.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook)

KEY PERFORMANCE AREAS:

- Provide compliance to Occupational Health and Safety and ensure that schools, circuit offices, districts offices provincial offices are safe without risks.
- Manage the elimination or mitigate any potential hazard to the safety of health of employees before resorting to protective equipment.
- Formulate and ensure that policies and procedure manuals are implemented.
- Facilitate appointments and training of health and safety committees.
- Conduct OHS workplace audits.
- Carry out building inspections to enforce healthy and safety regulations within LDoE work environment.

Name of Post : Assistant Director: HIV & AIDS
Directorate : Corporate Services/HR Administration Services
Ref No : LDoE 33/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Psychology / HIV, STI, TB management / EAP will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication.

KNOWLEDGE & SKILLS:

- In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework.
- Knowledge of Public Service Act.
- Knowledge of the National Strategic Plan on HIV & AIDS, STI & TB.
- Ability to administer counselling.
- People Management skills.
- Service Delivery Innovation skills.

- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

KEY PERFORMANCE AREAS:

- Implement an integrate HIV & AIDS programmes, administer/ manage the HIV/AIDS referrals and follow up all types of personal problems that can interfere with job performance and overall employee well-being
- Establish and maintain partnerships with internal and external stakeholders. Conduct advocacy campaigns at the districts and Provincial office.
- Train and provide support to peer educators.
- Generation, consolidation and submission of Reports and Statistics.
- Promotion of health awareness and the facilitation of health related events, activities and interventions

Name of Post : Assistant Director: PMDS
 Directorate : HRD & PMDS
 Ref No : LDoE 34/08/2022
 Post Status : Permanent
 Salary Notch : R382 245.00
 Salary Level : 09
 Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Human Resources Management / Development / Performance Management will an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid driver's license (with exception of person with disability).

CORE & PROCESS COMPETENCIES:

- Strategic Capability and Leadership
- Knowledge Management,
- Problem Solving and analysis,
- Programme & Project Management,
- Change Management,
- Financial Management,
- Client orientation & Customer focus,
- Communication.

KNOWLEDGE & SKILLS:

- People Management and Empowerment skills.
- Public Service Knowledge,
- Negotiation skills.
- Policy formulation and Analytical thinking skills.
- Knowledge on Service Delivery Innovation.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook)



KEY PERFORMANCE AREAS:

- Ensure the implementation of PMDS in the department.
- Build adequate capacity on PMDS in the entire department.
- Conduct research.
- Coordinate the moderation of performance evaluation results, recommend and implement rewards after approval.
- Liaise with statutory organizations and stakeholders regarding PMDS implementation in the province.
- Manage the performance of employees within the sub-directorate.

Name of Post : Assistant Director: HRD & PMDS
Directorate : HRD & PMDS
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Capricorn North Ref No : LDoE 35/08/2022
Vhembe East Ref No : LDoE 36/08/2022

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SQA.
- Qualification/s in Human Resources Management/ Development will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid driver's license (with exception of person with disability).

CORE & PROCESS COMPETENCES:

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

KNOWLEDGE & SKILLS:

- Strategic Capability and Leadership skills.
- People Management and Empowerment skills.
- Financial Management skills.
- Client orientation & and Customer Focus skills.
- Communication skills.
- Public Service Knowledge.
- Negotiation skills.
- Policy formulation and Analytical skills.
- Knowledge on Programme and Project Management.
- Knowledge of Service Delivery Innovation.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).



KEY PERFORMANCE AREAS

- Ensure the implementation of PMDS & HRD in the department.
- Build adequate capacity on PMDS & HRD in the entire department.
- Conduct research.
- Coordinate the moderation and training in the department.
- Coordinate the moderation of performance evaluation results, recommend and implement rewards after approval.
- Liaise with statutory organizations and stakeholders regarding PMDS implementation in the province.
- Manage the performance of employees within the sub-directorate.
- Authorize /approve transactions in the PERSAL system.

Name of Post : Assistant Director: Integrated Monitoring & Evaluation
Directorate : Monitoring & Evaluation
Ref No. : LDoE 37/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office (Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Monitoring Evaluation will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication.

KNOWLEDGE & SKILLS:

- Research skills.
- People Management and Empowerment skills.
- Negotiation skills.
- Knowledge of compiling evaluation and research reports.
- Ability to identify public problems needing evaluation.
- Willing to do field work.

KEY PERFORMANCE AREAS:

- Development of monitoring and evaluation plans.
- Conduct M & E activities.
- Compile M & E reports.



- Develop monitoring and evaluation tools
- Develop evaluation improvement plans for evaluation findings

Name of Post	: Assistant Director: HR Conditions of Service
Division	: Corporate Services
Post Status	: Permanent
Salary Notch	: R382 245.00
Salary Level	: 09
Post Station	: Vhembe East District Ref No : LDoE 38/08/2022 Vhembe West District Ref No : LDoE 39/08/2022 Mopani East District Ref No : LDoE 41/08/2022 Mopani West District Ref No : LDoE 44/08/2022 Sekhukhune East District Ref No : LDoE 42/08/2022

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6) as recognised by SAQA.
- Qualification/s in the Human Resources Management/ Development will be an added advantage.
- PERSAL Training / PERSAL Certificate is compulsory.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication

KNOWLEDGE & SKILLS:

- Extensive knowledge of and ability to operate the PERSAL system.
- In – depth knowledge of the Public Service Regulatory Framework.
- Good interpersonal skills.
- Negotiation skills.
- Presentation skills.
- Planning skills.
- People management skills.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Supervise and co – ordinate the HR functions.
- Supervise and manage of leave of absence(annual/Vacation, sick, special, PILIR, etc)
- Supervise and manage termination of service.
- Supervise and manage allowances in line with national policies and directives.

- Inform, guide and advise line managers or employees on HR policies and directives.
- Authorise/Approve transactions on PERSAL according to departmental delegations.

Name of Post : Assistant Director: Financial Administration
Division : District Finance
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Mopani East District Ref No : LDoE 43/08/2022
Mopani West District Ref No : LDoE 44/08/2022
Vhembe East District Ref No : LDoE 45/08/2022
Waterberg District Ref No : LDoE 46/08/2022
Capricorn North Ref No : LDoE 47/08/2022

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Financial Management / Financial Accounting / Accounting / Commerce / Auditing/ Cost & Management Accounting will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication.

KNOWLEDGE & SKILLS:

- Knowledge and understanding of – Public Finance Management Act(PFMA) and Treasury Regulations.
- Knowledge of and ability to operate the PERSAL and BAS systems.
- Organizing and Co – Ordination skills.
- Decision – making skills.
- People management skills.
- Diversity management skills.

KEY PERFORMANCE AREAS:

- Implement financial administration and accounting policies and processes.
- Reconcile information interfaced into BAS and maintenance of the relevant reports.
- Ensure that all transactions processed are supported by corresponding accounting documentation.
- Check and ensure that the accounting documents supporting transactions are complete and accurately computed.



- Enforce internal controls and compliance with all the enabling acts and regulations
- Monitor and ensure the correctness and accuracy of expenditure on a monthly basis and effect that necessary adjustments.
- Manage proper financial record keeping of documents.
- Attend to all queries from internal and external clients.
- Supervision of subordinates' activities.
- Manage financial deductions.
- Authorise / approve transactions on PERSAL and BAS system

Name of Post: Assistant Director : Financial Management & Reporting Services

Division : Finance

Post Status : Permanent

Salary Notch : R382 245

Salary Level : 09

Post Station : Capricorn North District Ref No : LDoE 48/08/2022

Mopani East District Ref No : LDoE 49/08/2022

Sekhukhune East District Ref No : LDoE 50/08/2022

Vhembe West District Ref No : LDoE 51/08/2022

Waterberg Ref No : LDoE 52/08/2022

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication.

KNOWLEDGE & SKILLS:

- Organizing and Co – Ordination skills.
- Decision – making skills.
- People management skills.
- Diversity management skills.
- Knowledge and understanding of – Public Finance Management Act(PFMA) and Treasury regulations.

KEY PERFORMANCE AREAS:

- Coordinate financial planning and budgeting processes.



- Name of Post** : Assistant Director: Supply Chain and Asset Management
Division : SCM & Assets Management
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Capricorn North Ref No : LDoE 53/08/2022
Mopani East Ref No : LDoE 54/08/2022
Vhembe East Ref No : LDoE 55/08/2022
Mopani West Ref No : 56/08/2022

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Supply Chain Management/ Assets Management and Financial Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid driver's license (with exception of person with disability).

- Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures
- Problem Solving and analysis,
- Programme & Project Management,
- Change Management,
- Financial Management,
- Client orientation & Customer focus,
- Communication.

- Interpersonal skills.
- Negotiation skills.
- Presentation skills.
- Planning skills.
- People management skills.
- Knowledge of SCM legislative frameworks and policies.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Implementation of Supply Chain Management and Asset management policies and procedures in the Department
- Manage the implementation of the standardised inter control measures Administer the BID administration process
- Compliance to monthly SCM reports. Management of the SCM Database
- Management of Contract appointment process
- Compliance of assets management. Management of Asset disposal process in the District
- Management of Human Resources in the unit including performance assessment of the official in the unit
- Provide training to officials on new developments. Identify and mitigate risk within the unit
- Monthly reporting on irregular expenditure.
- Administer demand management plans for all sub directorates and provide inputs to all programme managers during planning.
- Manage inventory (stock counts and reports).
- Management of movable and immovable assets in compliance with relevant legislation, departmental policies and procedures.
- Development of the movable and immovable asset management strategic plan. Management and authorization of internal transfer and physical verification of movable assets
- Management of movable asset register through periodic reviews to ensure proper accountability for transfer of movable assets.
- Oversee and report on theft, loss, damage or mismanagement of movable the relevant authorities.
- Ensure implementation of policies, guidelines and procedure manuals pertaining to asset and fleet management.
- Ensure proper fleet management for government vehicle and subsidized vehicle.
- Ensure disposal of assets in line with applicable policy.

Name of Post : Assistant Director : Scholar Transport
Division : Finance
Ref No : LDoE 57/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Vhembe East District

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Transport Management / Finance Management / Supply Chain Management will an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication

KNOWLEDGE & SKILLS:

- Interpersonal skills.
- Negotiation skills
- Presentation skills
- Planning skills.
- People management skills.
- Knowledge of PFMA legislative framework, policies and related prescripts.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

KEY PERFORMANCE AREAS:

- Monitor compliance to policy by the contracted service providers.
- Monitor and support benefiting schools.
- Monitor budget spending by the District.
- Liaise with circuits and benefiting schools.
- Update database on schools benefiting from scholar transport.
- Conduct workshops on Scholar Transport policy.
- Check and verify invoices for the payment of Scholar Transport service providers.

Name of Post : Assistant Director : Norms & Standards for School Funding
Directorate : Norms & Standards for School Funding
Ref No. : LDoE 58/08/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office(Polokwane)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualification/s in Financial Management/Accounting will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid 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,
- Communication
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook)

KNOWLEDGE & SKILLS:

- Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA
- Knowledge on the relevant policies/prescripts and procedures etc
- Language skills and ability to communicate well with people at different levels and from different backgrounds.
- People management skills.
- Time management skills.
- Sound organizational skills.

KEY PERFORMANCE AREAS:

- **Provide support for all subsidized schools for the utilization of funds:**
 - Verify if the schools spend as per Departmental prescript.
 - Verify if the funds are utilized for curriculum purpose.
 - Ensure that school financial books and finance policy are in place.
- **Allocation of funds according to school ranking:**
 - Ensure and confirm school is allocated per quantile per school.
 - Ensure and confirm allocation according to the rankings.
 - Check and verify the correctness of payment advice as per allocations to be transferred to schools.
- **Monitor and reporting on school budgets:**
 - Ensure compliance per school according to the PFMA.
- **Evaluation And Analysis Of Annual Financial Statements:**
 - Ensure that Financial Annual Statement are audited by qualified auditor.
 - Ensure that Financial Annual Statement are signed and stamped.

Name of Post : Education Occupational Therapist Gr 1 x 17 Posts
Directorate : Inclusive Education & Special Schools
Post Status : Permanent
Salary Notch : R322 746.00
Salary level : 09

Ref Number	Name of Special School	Name of District(Circuit)
LDof 59/08/2022	Bodokwa	Capricorn North(Sekgosesa West)
LDof 60/08/2022	Helene Franz	Capricorn North(Bochum West)
LDof 61/08/2022	Phatlaphadima	Capricorn North(Maune)
LDof 62/08/2022	Ratanang	Capricorn North(Bochum West)
LDof 63/08/2022	Rethusheng	Capricorn North(vlaakfontein)
LDof 64/08/2022	Grace & Hope	Capricorn South(Seshego)
LDof 65/08/2022	Mahlaseli	Capricorn South(Lebowakgomo)
LDof 66/08/2022	Tsoga - O - hrele	Capricorn South(Lebowakgomo)
LDof 67/08/2022	Lebone	Mogalakwena(Mokopane)
LDof 68/08/2022	Nthaiseng	Mopani East(Namatgale)
LDof 69/08/2022	Ramogwagwa	Mopani East(Modjadj)
LDof 70/08/2022	Asphumelele	Sekhukhune South(Janobesdal)

LDoE 71/08/2022	Tshidzini	Vhembe East(Dzind)
LDoE 72/08/2022	Grace & Love	Vhembe East(Tshinane)
LDoE 73/08/2022	Fufufhele	Vhembe East(Mvud)
LDoE 74/08/2022	Tshiwabusku Razwimsan	Vhembe West(Soutpansberg West)
LDoE 75/08/2022	Thusanang	Waterberg(Nylstroom)

MINIMUM REQUIREMENTS :

- An undergraduate qualification(NQF level 6 or 7) as recognized by SQA as an Occupational Therapist.
- Registration with the Health Professions Council of South Africa (HPCSA) as an Occupational Therapist. The registration status should be active.
- Registration with the South African Council for Educators(SACE). The registration status should be active.
- One year relevant experience after registration with the Health Professions Council of South Africa (HPCSA).
- Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- A valid driver's license (with exception of persons living with disability).

CORE & PROCESS COMPETENCIES:

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

KNOWLEDGE & 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.
- Ability to work independently with minimum supervision.
- Ability to work in a multi-disciplinary team.
- Data management and record keeping skills.
- Presentation skills.
- Report writing skills.
- Communication skills.
- Research and innovation skills.
- Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook).

KEY PERFORMANCE AREAS:

- Planning and provision of a range of direct and indirect education and therapeutic support services to learners with disabilities in special schools.
- Using official data management system and tools to manage special schools' data, track and capture services that are being rendered.
- Supporting special schools in developing and effectively managing administration system so as to enhance accountability of services provided to these schools.



- Assessment of learner needs and development of individual support plans (ISPs)
- Addressing intrinsic barriers to learning experienced by learners
- Supporting curriculum delivery.
- Provision of therapeutic intervention to learners in special schools to enhance their learning and access of the curriculum.
- Reporting and accounting on services rendered.
- Conducting research that enhances the provision of innovative education support services to learners and prevent exclusion of learners from learning and development.
- Provide support to other learners in the community as and when needed.

Name of Post : Education Physiotherapist Gr 1 x 3 Posts
Directorate : Inclusive Education & Special Schools
Post Status : Permanent
Salary Notch : R322 745.00
Salary Level : 09

Ref Number	Name of Special School	Name of District
LDOE 76/06/2022	Helene Franz	Capricorn North(Buchum West)
LDOE 77/06/2022	Letaba	Mogani West(Nkowankowa)
LDOE 78/06/2022	Tshidzini	Vhembe East(Dzind)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6 or 7) as recognized by SAQA as a Physiotherapist.
- Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. The registration status should be active.
- Registration with the South African Council for Educators(SACE). The registration status should be active.
- One year relevant experience after registration with the Health Professions Council of South Africa (HPCSA)
- Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- A valid driver's license(with exception of persons living with disability).

CORE & PROCESS COMPETENCIES:

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

KNOWLEDGE & SKILLS:

- Core Physiotherapy skills.
- Application of these core skills in an educational setting to support teaching and learning as well as learners' general well-being.
- Ability to work independently with minimum supervision
- Ability to work in a multi-disciplinary team.



- Data management and record keeping skills.
- Presentation skills.
- Report writing skills.
- Communication skills.
- Research and innovation skills.
- Functional computer literacy (MS Word, MS Excel, and MS Power point & MS Outlook).

KEY PERFORMANCE AREAS:

- Planning and provision of a range of direct and indirect education and therapeutic support services to learners with disabilities in special schools.
- Using official data management system and tools to manage special schools' data, track and capture services that are being rendered.
- Supporting special schools in developing and effectively managing administration system so as to enhance accountability of services provided to these schools.
- Assessment of learner needs and development of individual support plans (ISP).
- Addressing intrinsic barriers to learning experienced by learners.
- Supporting curriculum delivery.
- Provision of therapeutic intervention to learners in special schools to enhance their learning and access of the curriculum.
- Reporting and accounting on services rendered.
- Conducting research that enhances the provision of innovative education support services to learners and prevent exclusion of learners from learning and development.
- Provide support to other learners in the community as and when needed.

Name of Post : Education Psychologist Gr 1 x 2 Posts
Directorate : Inclusive Education & Special Schools
Post Status : Permanent
Salary Notch : R724 062.00(All inclusive package)
Salary Level : 11

Ref Number	Name of Special School	Name of District
LDcE 79/08/2022	Grace & Hope	Capricorn South(Seshego)
LDcE 80/08/2022	Tshilwavihusiku Razwimisani	Vhembe West(Sourpansberg East)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6 or 7) as recognized by SAQA as a Psychologist.
- Registration with the Health Professions Council of South Africa (HPCSA) as Psychologist in a relevant registration category. The registration status should be active.
- Registration with the South African Council for Educators(SACE). The registration status should be active.
- Three years' relevant experience after registration with the Health Professions Council of South Africa (HPCSA).
- Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- A valid driver's license (with exception of persons living with disability).

CORE & PROCESS COMPETENCIES:

- Strategic capability & Leadership
- Knowledge Management
- Problem Solving and analysis
- Programme & Project Management
- Change Management
- Financial Management
- Client orientation & Customer focus
- Communication

KNOWLEDGE & SKILLS :

- Core Psycho-educational skills
- Application of these core skills in an educational setting to support teaching and learning as well as learners' general well-being
- Administration which includes data management and record keeping
- Ability to work independently with minimum supervision
- Ability to work in a multi-disciplinary team
- Supervision and mentoring skills
- Training skills
- Report writing skills
- Research and innovation skills
- Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook)

KEY PERFORMANCE AREAS:

- Planning and provision of a range of direct and indirect education, therapeutic and Psycho-social support services to learner with disabilities in special schools to enhance their learning and access of the curriculum
- Assessment of learners in SCCs and SSs which will guide placement in appropriate education programmes
- Develop individual support plans (ISPs) for learners
- Address barriers to learning inherent to psychological and societal factors
- Using official data management system and tools to manage special schools' data, track and capture services that are being rendered
- Supporting special schools in developing and effectively managing administration system so as to enhance accountability of services provided to schools
- Supporting curriculum delivery to teachers in special schools to enhance teaching and learning
- Reporting and accounting on services rendered
- Conducting research that enhances the provision of innovative education support services to learners and prevent exclusion of learners from learning and development
- Provide support to other learners in the Community as and when needed

Name of Post : Education Speech Therapist Gr 1 x 3 Posts
Directorate : Inclusive Education & Special Schools
Post Status : Permanent
Salary Notch : R322 746,00
Salary Level : 09



Ref Number	Name of Special School	Name of District
LDdE 81/08/2022	Satetotwane	Capricorn South(Marabla)
LDdE 82/08/2022	Bosole	Sehukhune South(Hlogoflos)
LDdE 83/08/2022	Tshagga	Vhembe East(Dzindzo)

MINIMUM REQUIREMENTS:

- An undergraduate qualification(NQF level 6 or 7) as a Speech and Language Therapist recognized by SAQA.
- Registration with the Health Professions Council of South Africa (HPCSA) as a Speech and Language Therapist. The registration status should be active.
- Registration with the South African Council for Educators(SACE). The registration status should be active.
- One year relevant experience after registration with the Health Professions Council of South Africa (HPCSA).
- Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- A valid driver's license(with exception of persons living with disability).

CORE & PROCESS COMPETENCIES:

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

KNOWLEDGE & SKILLS:

- Core speech- language therapy skills.
- Application of these core skills in an educational setting to support teaching and learning as well as learners' general well-being.
- Ability to work independently with minimum supervision.
- Ability to work in a multi-disciplinary team.
- Data management and record keeping skills.
- Presentation skills.
- Report writing skills.
- Communication skills.
- Research and innovation skills.
- Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook).

KEY PERFORMANCE AREAS:

- Planning and provision of a range of direct and indirect education and therapeutic support services to learners with disabilities in special schools.
- Using official data management system and tools to manage special schools' data, track and capture services that are being rendered.
- Supporting special schools in developing and effectively managing administration system so as to enhance accountability of services provided to these schools.
- Assessment of learner needs and development of individual support plans (ISPs).
- Addressing intrinsic barriers to learning experienced by learners.

- Supporting curriculum delivery
- Provision of therapeutic intervention to learners in special schools to enhance their learning and access of the curriculum.
- Reporting and accounting on services rendered.
- Conducting research that enhances the provision of innovative education support services to learners and prevent exclusion of learners from learning and development.
- Provide support to other learners in the community as and when needed.

Name of Post : Professional Nurse x 27 Posts
Directorate : Inclusive Education & Special Schools
Post Status : Permanent
Salary Notch : R260 760.00
Salary Level : 07

Ref Number	Name of Special School	Name of District
LDdE 84/08/2022	Botolowa	Capricorn North(Sekgosese West)
LDdE 85/08/2022	Helene Franz	Capricorn North(Bochum West)
LDdE 86/08/2022	Phatlaphadima	Capricorn North(Mauné)
LDdE 87/08/2022	Ralaning	Capricorn North(Bochum West)
LDdE 88/08/2022	Rethuteng	Capricorn North(Vlakfontein)
LDdE 89/08/2022	Benedict & Hope	Capricorn South(Kgakotlou)
LDdE 90/08/2022	General Piet Joubert	Capricorn South(Petersburg)
LDdE 91/08/2022	Mahavedi	Capricorn South(Lebowakgomo)
LDdE 92/08/2022	Serotowana	Capricorn South(Marabá)
LDdE 93/08/2022	Sike	Capricorn South(Mogodumo)
LDdE 94/08/2022	Tsaga – O – Itsele	Capricorn South(Lebowakgomo)
LDdE 95/08/2022	Nhahang	Mopani East(Namagale)
LDdE 96/08/2022	Phanani	Mopani East(Mangombe)
LDdE 97/08/2022	Ramagwagwa	Mopani East(Modadj)
LDdE 98/08/2022	Letaba	Mopani West(Nkwanhwa)
LDdE 99/08/2022	Jane Furse	Sekhukhune East(Mmashadi)
LDdE 100/08/2022	Rethuteng	Sekhukhune East(Ngekabe)
LDdE 101/08/2022	Asphumelele	Sekhukhune South(Grobiersdal)
LDdE 102/08/2022	Gosale	Sekhukhune South(Hlogotlou)
LDdE 103/08/2022	Ipelegeng	Sekhukhune South(Motetema)
LDdE 104/08/2022	Mhinga	Vhembe East(Matamule North East)
LDdE 105/08/2022	Tshidzini	Vhembe East(Ozini)
LDdE 106/08/2022	Grace & Love	Vhembe East(Tshinane)
LDdE 107/08/2022	Rivon	Vhembe West(Elim)
LDdE 108/08/2022	Susan Strijdom	Waterberg(Nylstroom)
LDdE 109/08/2022	Sedibeng	Waterberg(Ekuras)
LDdE 110/08/2022	Thusanang	Waterberg(Nylstroom)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6 or 7) in Nursing as recognised by SAQA.
- A post - basic nursing qualification as recognised by SAQA will be an added advantage.
- Registration with the South African Nursing Council (SANC).

- Four (4) years' appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC.
- Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- A valid driver's license (with exception of persons living with disability)

CORE & PROCESS COMPETENCIES:

- Knowledge Management,
- Problem Solving and analysis
- Programme & Project Management,
- Change Management,
- Client orientation & Customer care focus,
- Honesty and Integrity,
- Interpersonal relations

KNOWLEDGE & SKILLS:

- Ability to function independently and to prioritize work.
- Leadership and sound interpersonal skills.
- Problem - solving and decision - making skills.
- Good supervisory and teaching skills.
- Ability to work in a multi-disciplinary team.
- Ability to prioritize, coordinate activities of learner management according to protocols.
- Ability to work in a multi-disciplinary team.
- Ability to plan and organize own work and that of support personnel to ensure proper nursing care.
- Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook).

KEY PERFORMANCE AREAS:

- Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework.
- Provide comprehensive health care services to learners in special schools.
- Ensure effective and efficient management of health resources.
- Dispense and prescribe medication to learners according to the required standards.
- Provide quality patient care, follow norms and standards.
- Participate in quality health promotion programmes.
- Supervise and implement patient care standards.
- Implement and practice nursing health care in accordance with the statutory laws governing the nursing profession, labour and health care.
- Ensure compliance of Infection Prevention and Control policies.
- Ensure that health equipments are functional and ready for use at all times.
- Participate in staff development and performance management.
- Report learner safety incidence, challenges and deficiencies at the school.
- Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious difference.
- Work in collaboration with other stake holders.
- Perform any other duties as delegated.

Name of Post : Social Worker x 27 Posts
 Directorate : Inclusive Education & Special Schools
 Post Status : Permanent
 Salary Notch : R261 455.00
 Salary Level : 07

Ref Number	Name of Special School	Name of District
LDdE 111/08/2022	Botlokwa	Capricorn North(Sekgosese West)
LDdE 112/08/2022	Helene Franz	Capricorn North(Sochum West)
LDdE 113/08/2022	Phatlaladima	Capricorn North(Maung)
LDdE 114/08/2022	Ratanang	Capricorn North(Sochum West)
LDdE 115/08/2022	Rethuseng	Capricorn North(Viafontein)
LDdE 116/08/2022	Bana -la- Thari	Capricorn South(Dimamo)
LDdE 117/08/2022	Benedict & Hope	Capricorn South(Kgakofou)
LDdE 118/08/2022	Grace & Hope	Capricorn South(Seshogo)
LDdE 119/08/2022	Mahlasel	Capricorn South(Lebowakgomo)
LDdE 120/08/2022	Sise	Capricorn South(Mogodumo)
LDdE 121/08/2022	Tsoga -O- Itrele	Capricorn South(Lebowakgomo)
LDdE 122/08/2022	Imatibeng	Mopani East(Namakgale)
LDdE 123/08/2022	Phunanani	Mopani East(Mangombe)
LDdE 124/08/2022	Ramakgwakgwa	Mopani East(Mogadi)
LDdE 125/08/2022	Yingstani	Mopani West(Nkowanikwa)
LDdE 126/08/2022	Letaba	Mopani West(Nkowanikwa)
LDdE 127/08/2022	Jane Furse	Sekhukhune East(Mnashadi)
LDdE 128/08/2022	Rehlaheng	Sekhukhune East(Ngwabe)
LDdE 129/08/2022	Asphumelele	Sekhukhune South(Groblersdal)
LDdE 130/08/2022	Ipelegeng	Sekhukhune South(Motema)
LDdE 131/08/2022	Matobule	Sekhukhune South(Ngwanetsi)
LDdE 132/08/2022	Fufufelo	Vhembe East(Mvudi)
LDdE 133/08/2022	Grace & Love	Vhembe East(Tshinane)
LDdE 134/08/2022	Mhinga	Vhembe East(Malamulele NE)
LDdE 135/08/2022	Rivoni	Vhembe West(Eim)
LDdE 136/08/2022	Tshilawhupiku Razwimsani	Vhembe West(Soutpansberg East)
LDdE 137/08/2022	Susan Strijdom	Waterberg(Nylstroom)

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6 or 7) in Social Work as recognized by SAQA.
- Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker and registration status should be active.
- Three (3) years' appropriate experience in Social Work after registration as a Social Worker with the SACSSP.
- Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- A valid driver's license (with exception of persons living with disability).

CORE & PROCESS COMPETENCIES:

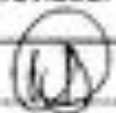
- Knowledge Management
- Problem Solving and analysis
- Programme & Project Management
- Change Management
- Client orientation & Customer care focus
- Honesty and Integrity
- Interpersonal relations

KNOWLEDGE & SKILLS:

- Function as part of the School-Based Support Team (SBST) with specific responsibility of providing psychosocial support services to learners who experience barriers to learning.
- Knowledge and understanding of education legislation and policies.
- Knowledge and understanding of social work policies, legislation and related legal and ethical social work practices.
- Must understand and be able to provide social work services towards protecting learners who are vulnerable, at risk and unable to protect themselves.
- Ability to work in a multi-disciplinary team.
- Ability to promote inclusive education in the education sector which includes promoting access to quality public funded education for all learners.
- Ability to work under pressure and problem-solve as and when necessary.
- Knowledge of disability legislative framework and policies.
- Project management skills.
- Planning and organizing skills.
- Networking skills.
- Coordination skills.
- Communication (verbal and written) skills.
- Professional counselling skills.
- Presentation skills.
- Monitoring and evaluation skills.
- Ability to compile complex reports.
- Ability to work under pressure.
- Innovative and creative.
- Ability to work in a team and independently with minimum supervision.
- Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook).

KEY PERFORMANCE AREAS:

- As a member of the school-based support team (SBST), the incumbent will collaborate with teachers, learners, parents and other stakeholders in the provisioning of support services.
- Support to be provided will include: Assessment of learners ; provision of relevant therapeutic and psychosocial support interventions to learners who experience barriers to learning inherent to societal factors; monitoring and reporting on these learners' progress; supporting teachers in the classroom ; monitoring and reporting on learners' progress ; training and supporting teachers to ensure learners access the curriculum; advocating for access to quality public funded education for all learners and carrying out administrative functions related to the support provided.



- Provision of casework and group work in the school environment by providing counselling and advocacy awareness campaigns on substance abuse, teenage pregnancy, bullying, abuse & neglect, and HIV/AIDS.

Name of Post : Chief Education Specialist(CES) : INTERSEN
Directorate : INTERSEN
Ref No : LDoE 138/08/2022
Post Status : Permanent
Salary Notch : R922 635.00
Salary Level : 12
Station : Head Office

MINIMUM REQUIREMENTS:

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- Nine (09) years' experience in the educational field.
- Registration with SACE as a professional educator.
- Valid South African driver's license (with exception of person with disability).

CORE & PROCESS COMPETENCIES:

- Strategic capability and Leadership,
- Knowledge Management,
- Problem Solving and analysis,
- Programme & Project Management,
- Change Management,
- Financial Management,
- Client orientation & Customer focus,
- Service delivery innovation;
- Communication.

KNOWLEDGE & SKILLS:

- Proven management and leadership skills.
- A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- A sound knowledge, understanding and experience of Outcomes Based Education (CAPS and the National Curriculum Statement (NCS) for both General Education and Training (GET) and Further Education and Training (FET) and another related legislative framework.
- Evidence of experience in managing curriculum support and intervention programmes in districts and schools.
- Knowledge and understanding and implementation of the following policies: Assessment, Language in Education, Education White paper 6, and eLearning. Proven experience in managing people, projects and finances and the ability to plan strategically.
- A good understanding of Matrix Management.



- Strong communication skills (written & verbal)
- Ability to work under pressure and willingness to work extra hours
- Strong analytical skills
- Data mining and handling, knowledge of and experience in research on the latest developments related to curriculum management, maintaining a database and ability to analyse and report on information related to learner performance
- Functional computer literacy (MS Word, MS Excel and MS Powerpoint & MS Outlook)

KEY PERFORMANCE AREAS :

- Management and co-ordination of the implementation and compliance of the NCS in districts and schools in the province.
- Oversee the implementation of the examinations and assessment framework for GET.
- Manage the human and physical and financial resources to provide efficient and effective curriculum support to districts and schools.
- Enhance the capacity of head office and district officials to ensure effective and efficient service delivery.
- Establish, maintain and support curriculum structures at head office and district. Ensure participation of head office curriculum officials in National structures.
- Engage and interact with all stakeholders to ensure policy compliance and enhance learner performance.
- Prepare and report on all program activities to the director GET Curriculum and relevant chief directorates at Head Office and DBE.
- General Management and leadership functions viz. strategic planning, financial management and control as per the PFMA, operational planning, staff development and appraisal and project management and general administrative duties.

Name of Post : Education Psychologist Grade 1 x 2 posts
Directorate : Inclusive Education & Special Schools(Learner with Severe to Profound Intellectual Disability)
Post Status : Permanent
Salary Notch : RT24 062.00(Total package)
Station : Letaba Special School(Mopani West) Ref No : LDoE 139/08/2022
 Rivoni Special School(Vhembe West) Ref No : LDoE 140/08/2022

MINIMUM REQUIREMENTS:

- An undergraduate qualification (NQF level 6 or 7) as recognized by SAQA as a Psychologist.
- Registration with the Health Professions Council of South Africa (HPCSA) as an Educational Psychologist. The registration status should be active.
- Registration with the South African Council for Educators(SACE). The registration status should be active.
- Three years' relevant experience after registration with the Health Professions Council of South Africa (HPCSA).
- Experience in coordinating education and other support for learners with intellectual disabilities will be an added advantage.



- A valid driver's license (with exception of persons living with disability)

CORE & PROCESS COMPETENCIES:

- Knowledge Management,
- Problem Solving and analysis,
- Programme & Project Management,
- Change Management,
- Financial Management,
- Client orientation & Customer focus,
- Honesty and integrity.

KNOWLEDGE & SKILLS:

- Core Psycho-educational therapy skills,
- Application of these core skills in an educational setting to support teaching and learning as well as learners general well-being,
- Administration which includes data management and record keeping
- Ability to work independently with minimum supervision
- Ability to work in a multi-disciplinary team,
- Designing innovative training programmes
- Presentation skills
- Report writing skills
- Communication Skills
- Research and innovation
- Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook)

KEY PERFORMANCE AREAS:

- As a member of a transversal itinerant team, the incumbent will 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 as and when required.
- The incumbent's duties will include:
- Planning and provision of a range of direct and indirect education, therapeutic and Psycho-social 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).
- Assessment of learners in SCCs and SSs which will guide placement in appropriate education programmes
- Develop individual support plans (ISP) for learners
- Address barriers to learning inherent to psychological and societal factors.
- 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, as and when a need arises.
- Supporting SCCs in developing and effectively managing administration system so as to enhance accountability of services provided.



- Supporting curriculum delivery in targeted SCCs and special schools to ensure that all learners access the curriculum.
- Reporting and accounting on services rendered
- 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 Physiotherapist Grade 1
Directorate : Inclusive Education & Special Schools(Learner with Severe to Profound Intellectual Disability)
Post Status : Permanent
Salary Match : R473 112.00
Station : General Piet Joubert Special School(Capricorn South)
Ref No : LDeE 141/08/2022

MINIMUM REQUIREMENTS

- An undergraduate qualification (NQF level 5 or 7) as recognized by SAQA as a Physiotherapist.
- Registration with the Health Professions Council of South Africa (HPCSA) as a Physiotherapist. The registration status should be active.
- Registration with the South African Council for Educators(SACE). The registration status should be active.
- A minimum of 3 years' appropriate experience after registration with the Health Professions Council of South Africa (HPCSA) in the relevant profession.
- Experience in coordinating education and other support for learners with disabilities will be an added advantage.
- A valid driver's license (with exception of persons living with disability).

CORE & PROCESS COMPETENCIES:

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

KNOWLEDGE & SKILLS:

- Core Physiotherapy skills.
- Application of these core skills in an educational setting to support teaching and learning as well as learners' general well-being.
- Data management and record keeping skills.
- Ability to work with minimum supervision.
- Ability to work in a multi-disciplinary team.
- Designing innovative training programmes.
- Facilitation and Presentation skills.
- Report writing skills.
- Research and innovation skills.
- Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook).



KEY PERFORMANCE AREAS:

- As a member of a transversal team, the incumbent will 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.
- The incumbent may also be required to provide support to other learners in the community as and when needed.
- The incumbent's duties will include : 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);
- Assessment of learners in SCCs and SSs which will guide placement in appropriate education programmes;
- Develop individual support plans (ISP) for learners;
- 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 when required;
- Supporting SCCs in developing and effectively managing administration system so as to enhance accountability of services provided to SCCs;
- Managing and supervising curriculum delivery in targeted SCCs and SSs to ensure that all learners access the curriculum;
- Reporting and accounting on services rendered;
- Conducting research that enhances the provision of innovative education support services to learners and prevent exclusion of learners from learning and development.

RE - ADVERTISEMENT :

NB! Applicants who applied before are encouraged to re-apply.

Name of Post : Assistant Director : Risk Management
Division : Risk Management
Ref No. : LDoE 37/06/2022
Post Status : Permanent
Salary Notch : R382 245.00
Salary Level : 09
Post Station : Head Office(Polokwane)

MINIMUM REQUIREMENTS :

- A undergraduate qualification(NQF level 6) as recognised by SAQA.
- Qualifications in Risk Management will be an added advantage.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- A valid driver's license(with exception of persons living with disability).



CORE & PROCESS COMPETENCIES:

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

KNOWLEDGE AND SKILLS:

- Knowledge and understanding of Risk Management framework, Treasury regulations (King IV report) Public Finance Management Act (PFMA) and Public Service Act.
- Knowledge of the BarnOwl system.
- Ability to work under pressure and to deliver within the agreed time frame.
- Functional computer literacy (MS Word, MS Excel and MS Powerpoint & MS Outlook).

KEY PERFORMANCE AREAS :

- Participate and implement the Risk Management framework.
- Monitor and review the identified risk response activities.
- Maintain the Risk register.
- Maintain efficient and effective communication.
- Implement the Risk Management Plan.
- Facilitate and advice on the risk management processes.
- Capture the risk register on BarnOwl system.