



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

Ref No: S3/1/1/1 Enq Ramaru TE Tel : 067 873 7345 E – Mai RamaruTE@edu.limpopo.gov.za

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

### DEPARTMENTAL CIRCULAR NO. 28 OF 2025

#### ADVERTISEMENT OF POSTS ON THE ESTABLISHMENT OF THE LIMPOPO 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 of this Circular**.
2. Applications must be submitted on the new Z83 form obtainable from all Government Departments/ Institutions or can be downloaded from [www.dpsa.gov.za](http://www.dpsa.gov.za) / [www.labour.gov.za](http://www.labour.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:
  - 3.1. 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? If Yes (provide details), then it is acceptable for an applicant to indicate not applicable or leave a blank to the question. *“In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”*

- (iii) Applicants may leave the following question blank if they are not in possession of such: *“if your profession or occupation requires official registration, provide date and particulars of registration.”*
  - (iv) 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.
  - (v) 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.
  - (vi) The questions related to conditions that prevent re - appointment under Part F must be answered.
- 3.2. A specific reference number indicated on the post applied for must be quoted in the column “Reference Number” on the Z83 application form.
4. **For Public Service Act posts:** Certified copies of educational qualifications, academic records, identity documents and a valid driver’s license (where required) are only required to be presented on the day of the interviews.
  5. **For Employment of Educators’ Act posts:** Candidates must submit certified copies of educational qualifications and other relevant documents with applications as prescribed by the relevant Collective Agreement/s.
  6. All shortlisted candidates for the **Senior Education Specialist(SES), Deputy Chief Education Specialist(DCES), Educational Psychologist** and **CES 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.
  7. Applicants with foreign qualifications remain responsible for ensuring that their qualifications are evaluated by the South African Qualifications Authority (SAQA) and provide proof of such evaluation.
  8. All shortlisted candidates shall undertake two pre-entry assessments. One shall be a practical exercise and the other shall be an Integrity [Ethical Conduct], an Assessment as per Directive on Human Resource Management and Development for Public Service Professionalization effective from 01 April 2024.
  9. The successful candidates will be expected to enter into a performance agreement and sign an oath of secrecy with the Department. All appointments are subject to - personal suitability checks (criminal records, credit record check and security vetting) and verification of educational qualifications and reference checks, that is, recommended candidates will be subjected to security clearance

procedures. The Department reserves the right not to make any appointment/s to the posts advertised. The employment decision shall among other determinations be informed by the Employment Equity Plan of the Department.

10. Candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
11. **The closing date for submission of applications is Friday, 21<sup>st</sup> February 2025 at 14H00.** Late applications for the advertised posts will not be considered.
12. Failure to comply with the above requirements will result in the disqualification of the application.

**13. Applications should be submitted as directed below:**

- 13.1. **Applications should be submitted on the following website:**  
<https://erecruitment.limpopo.gov.za>

It is critical that applicants must register to apply on the above cited website.

OR

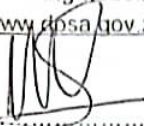
Handed delivered at the following addresses:

- (a) 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 [REGISTRY]
- (b) Applications for District - based posts (Assistant Director, Senior Education Specialist and Deputy Chief Education Specialist) must be submitted at the Education Districts on **Annexure B**.

14. Correspondence will be limited to shortlisted candidates only, due to large numbers of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of the Promotion of Access to Information Act 3 of 2000. Applications which are forwarded/submitted to the wrong address will not be considered.
15. Enquiries should be directed to: Messrs. Lukheli TV at 081 535 3675 and Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664, Tema MA at 081 387 2674 and Maupi MJ at 081 530 8921.

Confidential information - This is for official consumption

16. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets.
17. Note: The contents of the advertised vacant posts will also be posted on the following website [www.limpopo.gov.za](http://www.limpopo.gov.za), [www.limpopo.edu.limpopo.gov.za](http://www.limpopo.edu.limpopo.gov.za) and [www.dpsa.gov.za](http://www.dpsa.gov.za) and Provincial Department social media.



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Mr. MASHABA KM  
ACTING HEAD OF DEPARTMENT

30/01/2025  
.....  
DATE



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

**ANNEXURE A**

**ADVERTISEMENT OF POSTS**

**Re - Advertisement**

Applicants who previously applied for this post are encouraged to re-apply

**Name of Post** : Deputy Director – General Curriculum Management & Delivery  
**Branch** : Curriculum Management & Delivery  
**Ref No.** : LDOE 01/01/2025  
**Post Status** : Permanent  
**Salary Notch** : R1 741 770.00 per annum (All - inclusive package)  
**Salary Level** : 15  
**Post Station** : Head Office (Polokwane)

**Minimum Requirements**

- An undergraduate qualification (NQF Level 8) as recognised by SAQA.
- An SMS experience in curriculum management and delivery will be an added advantage.
- Eight(8) years' experience at a senior management level.
- Valid driver's license (with an exception of people with disability).
- Proof of completion of SMS Pre-Entry Programme MUST be submitted before appointment.

**Core & Process Competencies**

- Strategic Capability and Leadership;
- People Management and Empowerment;
- Programme and Project Management;
- Financial Management;
- Change Management;
- Knowledge Management,
- Service Delivery Innovation;
- Problem Solving and Analysis;
- Client Orientation and Customer Focus;
- Communication;
- Public Service Knowledge;
- Policy formulation and Analytic thinking
- Functional Computer literacy.

### Knowledge & Skills

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

### Key Performance Areas

- Provide strategic direction and leadership regarding Curriculum Management and Delivery in the department through the implementation of systems for monitoring effective curriculum delivery in schools.
- Oversee the general professionalization of teaching cohort through the professional development of teachers.
- Design sound education programmes for curriculum support to schools to enhance and facilitate the implementation of the National Curriculum Policy framework.
- Oversee the management and implementation of an integrated system of education in the province inclusive of early Childhood development.
- Provide regular reports to the HOD, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessment studies and the general trends in the education arena.
- Initiate and implement systems that are aimed at integrating curriculum delivery in schools with information technology and infrastructure development and delivery in schools.
- Manage the provision of examinations and assessment in the Department in line with the National Assessment Policy Framework.
- Oversee the development and implementation of programmes for teacher development, quality assurance, governance and management services and learner admissions.
- Manage the provision of Education Library, Information and Technology Services and special intervention programmes to improve the teaching of Mathematics, science and Technology.
- Manage the personnel and other resources within the Branch.

### Re - Advertisement

Applicants who previously applied for this post are encouraged to re-apply

**Name of Post** : District Directors x 03 Posts  
**Sub - Directorate** : Chief Directorate: District Management & Support  
**Post Status** : Permanent  
**Salary Level** : 13  
**Salary Notch** : R 1 216 824.00 per annum (All - inclusive package)  
**Centre** : Vhembe East : Ref No.: LDOE 02/01/2025  
: Waterberg : Ref No.: LDOE 03/01/2025  
: Sekhukhune East : Ref No.: LDOE 04/01/2025

### Minimum Requirements

- An undergraduate qualification NQF level 7 as recognized by SAQA.
- Any relevant education postgraduate qualification will be an added advantage..
- Minimum of 05 years of relevant experience at middle/senior managerial level.
- Valid driver's license (with an exception of people with disability).
- Proof of completion of SMS Pre-Entry Programme MUST be submitted before appointment.

**Process Competencies:**

- Strategic Capability & Leadership,
- Programme & People Management and Empowerment,
- Financial Management,
- Change Management,
- Knowledge Management,
- Service Delivery Innovation (SDI),
- Problem Solving & Analysis,
- Communication Knowledge & Skills.
- The Public Sector and its regulatory and legislative framework,
- Education and school management regulatory and legislative framework,
- Education management principles, methodologies and procedures,
- The Public Sector management reporting requirements.

**Key Performance Areas:**

- Manage the professional and administrative functioning of District.
- Manage and render corporate services for the district in accordance with policy and delegations.
- Co-ordinate and monitor that the allocation and utilization of financial and human resources in the district is cost effective and benefits the institutions equitably.
- Manage and monitor implementation of curriculum delivery and learner support.
- Provide leadership and direction with regard to the promotion of Early Childhood Development, education management and governance development and oversee monitoring and support of public ordinary schools and special schools.
- Ensure that District, Circuits, schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans.
- Facilitate and promote quality of teaching and learning in the District, including the efficient administration of public examinations.

**Name of Post** : **Assistant Director: Human Resource Provisioning**  
**Sub - Directorate** : **Corporate Services**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036 per annum**  
**Centre** : **Capricorn South Ref No: LDOE 05/01/2025**  
: **Vhembe East Ref No: LDOE 06/01/2025**

**Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Human Resource Management or 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.
- Results/Certificate/Proof for introductory PERSAL is compulsory.
- Valid driver's license (with exception of people with disability)

**Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

### Knowledge and 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).Communication (verbal and written),
- Interpersonal, planning and organising, financial management research
- Service delivery/Batho Pele oriented.
- Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.

### 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/Authorize transactions on PERSAL according to delegations.

**Name of Post** : Assistant Director: Conditions of Services  
**Sub - Directorate** : Corporate Services  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Mogalakwena Ref No: LDOE 07/01/2025  
: Waterberg Ref No: LDOE 08/01/2025  
: Head Office Ref No: LDOE 09/01/2025

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Human Resource Management or 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.
- Results/Certificate/Proof for introductory PERSAL is compulsory.
- Valid driver's license (with exception of people with disability)

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

### Knowledge and 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).
- Communication (verbal and written),
- Interpersonal, planning and organising, financial management research
- Service delivery/Batho Pele oriented.
- Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.

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

<b>Name of Post</b>	<b>: Assistant Director: Financial Management &amp; Reporting Services</b>	
<b>Sub - Directorate</b>	<b>: District Finance</b>	
<b>Post Status</b>	<b>: Permanent</b>	
<b>Salary Level</b>	<b>: 09</b>	
<b>Salary Notch</b>	<b>: R444 036 per annum</b>	
<b>Centre</b>	<b>: Capricorn South</b>	<b>Ref No: LDOE 10/01/2025</b>
	<b>: Mogalakwena</b>	<b>Ref No: LDOE 11/01/2025</b>
	<b>: Sekhukhune East</b>	<b>Ref No: LDOE 12/01/2025</b>
	<b>: Sekhukhune South</b>	<b>Ref No: LDOE 13/01/2025</b>
	<b>: Vhembe East</b>	<b>Ref No: LDOE 14/01/2025</b>

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized 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 people with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

### Knowledge and skills

- Knowledge Management of Financial Management, Client orientation & Customer focus, Communication.
- Knowledge and understanding of – Public Finance Management Act (PFMA) and Treasury Regulations.
- Knowledge of and ability to operate the PERSAL and BAS systems.
- Negotiation skills.
- Presentation skills. Planning skills.
- People management skills.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written),
- Interpersonal, planning and organising, financial management research.
- Service delivery/Batho Pele oriented.

- Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

### Key Performance Areas

- Coordinate financial planning and budgeting processes.
- Provide medium long term financial planning in line with MTEF processes.
- Compile budget estimates focuses and project planning.
- Monitor and reports on expenditure trends.
- Coordinate and provide inputs for financial reporting.
- Monthly reconciliation of Bank accounts, ledger accounts, revenue for the compilation of certificate. Attend and answer audit queries and ensure submission of information on request.
- Assist in analysing and interpreting monthly management reports in terms of financial performance per programs.

**Name of Post** : Assistant Director: Financial Administration  
**Sub - Directorate** : District Finance  
**Ref No** : LDOE 15/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Vhembe West

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized 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 people with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

### Knowledge and skills

- Knowledge Management of Financial Management, Client orientation & Customer focus, Communication.
- Knowledge and understanding of – Public Finance Management Act (PFMA) and Treasury Regulations.
- Knowledge of and ability to operate the PERSAL and BAS systems.
- Negotiation skills.
- Presentation skills. Planning skills.
- People management skills.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written),
- Interpersonal, planning and organising, financial management research.
- Service delivery/Batho Pele oriented.
- Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.

### Key Performance Areas

- Coordinate financial planning and budgeting processes.
- Provide medium long term financial planning in line with MTEF processes.
- Compile budget estimates focuses and project planning.
- Monitor and reports on expenditure trends.
- Coordinate and provide inputs for financial reporting.
- Monthly reconciliation of Bank accounts, ledger accounts, revenue for the compilation of certificate. Attend and answer audit queries and ensure submission of information on request.
- Assist in analysing and interpreting monthly management reports in terms of financial performance per programs.

**Name of Post** : **Assistant Director: Employment Relations x 3 Posts**  
**Sub - Directorate** : **Corporate Services**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036 per annum**  
**Centre** : **Sekhukhune South Ref No: LDOE 16/01/2025**  
: **Capricorn South Ref No: LDOE 17/01/2025**  
: **Capricorn North Ref No: LDOE 18/01/2025**

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized 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 people with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change 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.
- Presentation skills. Planning skills.
- People management skills.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
- Communication (verbal and written),
- Interpersonal, planning and organizing, financial management research
- Service delivery/Batho Pele oriented.
- Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.

### 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: Human Resources Development x 2 Posts  
**Sub - Directorate** : Corporate Services  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Vhembe West Ref No: LDOE 19/01/2025  
: Waterberg Ref No: LDOE 20/01/2025

#### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- 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 people with disability).

#### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

#### Knowledge & Skills

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

#### Key Performance Areas

- Ensure the implementation of HRD in the department.
- Build adequate capacity on 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 HRD implementation in the province.
- Manage the performance of employees within the sub-directorate.

**Name of Post** : Assistant Director: Supply Chain Management  
**Sub - Directorate** : District Finance  
**Ref No** : LDOE 21/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Vhembe West

## Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized 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 people with disability)

## Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

## Knowledge & Skills

- Knowledge of the PFMA, National Treasury Regulations, BBBEE, PPPFA, Procurement policies and procedures.
- Knowledge of SCM legislative frameworks and policies.
- Interpersonal skills. Negotiation skills. Presentation skills. Planning skills.
- People management skills.
- Communication skills(verbal and written).
- 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 standardized inter control measures
- Administer the BID administration process.
- Compliance to monthly SCM reports.
- Management of the SCM Database.
- Management of Contract appointment process.
- Compilation 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 assts. 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: System Administration, Certification & Data Processing  
**Sub - Directorate** : Systems Administration, Certification & Data Processing  
**Ref No** : LDOE 22/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized 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 people with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change 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 in (MS Word, MS Excel, MS Power Point & MS outlook)

### Key Performance Areas

- Registration of examination centers 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 EMIS) to register and manage candidates across the systems.

**Name of Post** : Assistant Director: Physical Security Services  
**Directorate** : Security & Facilities Management Services  
**Ref No** : LDOE 23/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Security Management/ Security Risk Management will be an added advantage.
- Grade B PSIRA registration and completion of Security Management Course offered by Sate Security Agency (SSA) will also 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 drivers' license (with exception of person with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

### Knowledge & Skills

- Sound knowledge of MISS, MPSS, National Key Points Act, Criminal Procedure Act, Control of Access to Public Premises and Vehicles Act, Labour Relations Act, PSIRA, OHS, Public Service Regulations, PFMA, Treasury Regulations, SASREA and other security related legislations.
- Ability to work with other stakeholders including SAPS, SSA and clients.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook)
- Ability to work under pressure and travel extensively.
- Technical skills in physical and electronic access control equipment like CCTV, biometric and intruder detection systems etc. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

### Key Performance Areas

- Coordinate and manage implementation of physical security measures for the Department of Education in the province in line with the Minimum Physical Security Standards (MPSS).
- Conduct Threat & Risk Assessments.
- Contract Management: management of Security Service Providers contracted to department.
- Roll out of security awareness programmes.
- Investigate security breaches and compile investigation reports.
- Coordinate provision of security measures for the Department.
- Enforcement of compliance with Occupational Health & Safety Act (OHSA).
- Develop and oversee implementation of the Contingency Plan.
- Coordinate security planning for special events hosted by the Department.
- Security Stakeholders engagement. Develop Standard Operational Procedures (SOP's) that give effect to the implementation of departmental security policy and related security directives.
- Security Administration: Compile and consolidate monthly and quarterly reports.
- Supervision and management of human resources.

**Name of Post** : Assistant Director: Communication Services  
**Directorate** : Communication and Publication Services  
**Ref No** : LDOE 24/01/2025.  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification in Communication Science/ Marketing/ Public Relation/ Media studies and Journalism 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 drivers' license (with exception of people with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

### Knowledge & Skills

- Departmental Policies and Procedures
- Public Finance Management Act (PFMA)
- Basic Knowledge of all legislations
- Project Management
- Batho Pele Principles.
- Planning and Organizing
- Interpersonal
- Computer Literacy
- Communication Skills
- Problem Solving
- Listening and observation
- Negotiation
- Event Management.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook)

### Key Performance Areas

- Provide public relations and media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoE in the Province (daily)
- Organize stake holder briefings and exhibitions for the whole province (Bi-weekly)
- Market the services of the DoE at Provincial level (monthly)
- Manage DoE internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc (daily).
- Coordinate and facilitate all internal and external events in the provinces such as Imbizo outreach. Programmer, outside broadcasts, national commemorative days etc (yearly).



**Name of Post** : **Assistant Director: Change Management and Service Delivery Improvement**  
**Directorate** : **Service Delivery and Organisational Transformation**  
**Ref No** : **LDOE 25/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036 per annum**  
**Centre** : **Head Office, Polokwane**

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Social Sciences 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 drivers' license (with exception of people with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

### Knowledge & Skills

- Public Service Regulations, Acts, policies and procedures.
- Public Finance Management Act (PFMA).
- The White Paper on the Transformation of the Public Service of 1997.
- Good communication and listening skills
- Good interpersonal relationship
- Ability to handle pressure.
- Conflict management.
- Policy analyzing and interpretation skills.
- Report writing skills.
- Problem analysis and analytical thinking.
- Honesty and confidentiality
- Customer care skills
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

### Key Performance Areas

- Develop the business plan in line with the strategic objectives of the Department
- Coordinate the development of institutional service standards.
- Provide service delivery optimization program.
- Coordinate and manage complaints by the public and governance structures.
- Manage and coordinate gender mainstreaming and women empowerment.

**Name of Post** : **Assistant Director: PMDS**  
**Sub - Directorate** : **PMDS**  
**Ref No** : **LDOE 26/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036 per annum**  
**Centre** : **Head Office, Polokwane**

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- 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 drivers' license (with exception of people 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 Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication.
- 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: Learnership & Internship Programmes  
**Sub - Directorate** : Corporate Services  
**Ref No** : LDOE 27/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Human Resource Management / Public Management/ Public 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 drivers' license (with exception of people with disability).

### **Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

### **Knowledge and Skills**

- Customer service.
- Relevant Government policies and Directives.
- Public Service Regularity Framework.
- HRD processes, methods, policies and procedures.
- Report writing.
- Negotiation.
- Interpersonal relations.
- Communication.
- Facilitation. Computer literacy.
- Attention to detail.
- Ability to work with limited supervision.
- Taking initiative.
- Contribute positively to the core values and ethics of the department.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

### **Key Performance Areas**

- Coordinate implementation of Developmental Programmes within the Department.
- Facilitate the identification of mentors to support the interns and a nurturing environment.
- Facilitate the implementation of the Professional Developmental Programme.
- Conduct induction programme for interns and learners.
- Manage the allocated resources of the sub-directorate.

**Name of Post** : Assistant Director: Skills Development & Bursaries  
**Sub - Directorate** : Corporate Services  
**Ref No** : LDOE 28/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Head Office, Polokwane

### **Minimum Requirements:**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Human Resource Development / Management/ Public Management/ Public 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 drivers' license (with exception of person with disability).

### **Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

### **Knowledge And Skills**

- Knowledge of Constitution of the Republic of South Africa, Growth and Development Summit Agreement,2003, Human Resource Development Strategy,2001, Human Resource Development Strategy for the Public Service,2002-2006, National Skills Development Strategy for NSDS 2001-2005, National Skills Development Strategy for NSDS 2006-2010, Public Service Act,103 of 1994, Public Service Regulations,2001, Skills Development Act, No 97 of 1998, Skills Development Levies Act, No 9 of 1999, South African Qualification Act,58 of 1995.
- Negotiation skills, Presentation/Facilitation skills.
- Report Writing skills.
- Communication, both formal, and informal.
- Creativity/innovation.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

### **Key Performance Areas**

- Coordinate the management of bursary fund.
- Identify bursary and leadership programme needs.
- Facilitate the reviewal of leadership programme strategy.
- Co-ordinate and implement the competency assessment programme.
- Coordinate the recognition of prior learning programme.

**Name of Post** : **Assistant Director: Salaries & Wages**  
**Directorate** : **Financial Administration & Accounting**  
**Ref No** : **LDOE 29/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036 per annum**  
**Centre** : **Head Office, Polokwane**

### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Cost & Management Accounting/Financial 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.
- Results/Certificate/Proof for introductory PERSAL is compulsory.
- Valid drivers' 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 And Skills**

- Planning and organizing.
- Good interpersonal relation skills.
- Presentation skills.
- Problem Solving skills.
- Knowledge of the PFMA, Treasury Regulations.
- Knowledge of BAS and PERSAL.
- Knowledge on Financial Administration.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

### Key Performance Areas

- Supervise and perform salary administration support services:
  - Allocation of salary advice,
  - Monitor processing of salary advice,
  - Monitor capturing of salaries, bonuses, salary adjustments and deductions,
  - Authorise all salary related payments.
- Supervise the filing of all documents.
- Administer effective salary administration services:
- Compile a risk management profile for the section, develop salary administration control system, Report findings of the internal audit unit and recommend remedial actions.
- Monitor clearance of salary accounts.
- Ensure all salary related suspense accounts are cleared and reconciled on monthly basis, ensure all PERSAL exceptions are cleared on monthly basis before BAS system closure and that PERSAL & BAS expenditure is reconciled and submitted, ensure that all overpayments are reversed and recovered.
- Monitor rendering of general administration support services.
- Draw and analyze PERSAL management reports,
- Monitor and report on salary related processes,
- Compile monthly, quarterly and annual reports.
- Supervise the allocated resources:
- Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness,
- Resolve problems of motivation and control with minimum guidance from manager
- Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities,
- Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate,
- Manage daily employee performance and ensure timely Performance Assessments of all subordinates.

**Name of Post** : Assistant Director: Expenditure Management  
**Directorate** : Financial Administration & Accounting  
**Ref No** : LDOE 30/01/2024  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Internal Auditing/Cost & Management Accounting/ Financial Accounting/Financial Management/Taxation/B. Com in Finance or 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.
- Results/Certificate/Proof for introductory PERSAL is compulsory.
- Valid drivers' license (with exception of people with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

### **Knowledge And Skills**

- Knowledge of the PFMA, Treasury Regulations etc.
- Knowledge of BAS and LOGIS.
- Knowledge of Financial Administration.
- Budget Examination and Analysis SCOA.
- Planning and Organising Skills,
- Good interpersonal relations.
- Presentation skills.
- Problem-Solving skills.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

### **Key Performance Areas**

- Monitor implementation of budget management:
- Monitor compliance with PFMA from programmes.
- Monitor, identify and advise programmes on over/under expenditure.
- Supervise the preparation working paper for implementation of adjustments.
- Monitor the implementation of virements and shifting.
- Monitor and give technical advice on the availability of funds and on shortfalls.
- Identify and correct misallocations on budget balancing.
- Monitor distribution of budget according to programmes.
- Monitor implementation of budget planning:
- Compile the consolidation of budget inputs from various programmes.
- Prepare the budget in line with the database.
- Monitor the preparation and attach tables to the estimate of provincial revenue and expenditure. Monitor the personnel data on the database.
- Monitor preparation of working paper and workbook before loading.
- Monitor effective processing of payments:
- Monitor payment of suppliers.
- Draw invoice detailed reports.
- Preauthorization & final authorization of payments on LOGIS system.
- Update invoice tracking register (Re apetala).
- Draw disbursement reports and payments stubs.
- Facilitate creditor's reconciliation.
- Compile a risk management profile for the section.
- Supervise the allocated resources:
- Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness.
- Resolve problems of motivation and control with minimum guidance from manager.
- Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities.
- Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub directorate.
- Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
- Ensure management, maintenance, and safekeeping of assets and to develop appropriate skills.

**Name of Post** : Assistant Director: Demand Management  
**Directorate** : Procurement Management  
**Ref No** : LDOE 31/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA
- Qualification/s in Supply Chain Management / Procurement / Logistics / Finance 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 drivers' license (with exception of people with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

### Knowledge and Skills

- Knowledge of Centralise Supplier Data (CSD) base function is essential.
- Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, and National Treasury Regulations, Supply Chain Management Circulars, Practices and Policies.
- Knowledge of the Bid administration and Procurement Management.
- Organising and planning skills.
- Conflict Management skills.
- People Management Skills,
- Decision Making skills.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

### Key Performance Areas

- Coordinate The Reviewal of Procurement Needs for the Department.
- Analyse requirements.
- Conduct research and develop proposal for implementation.
- Assess and interpret the results of the research on the market for procurement methodology. Develop Demand Management Plan.
- Assist in developing/ reviewal of SCM Policies and Standard Operation Procedure.
- Develop strategic sourcing for effective and efficient service delivery.
- Ensure compliance with quality requirements.
- Determine whether specifications should contain any special condition.
- Coordinate the Development of the Annual Procurement Plan.
- Collection information from the relevant role players.
- Check (engage) and analyse the information.
- Confirm availability of Budget.
- Check alignment against strategic and other objectives.
- Consolidate the procurement plan and submit for approval by the Head of Department (HOD). Coordinate the Compilation of Tender/Quotation Specification.
- Determine whether a specification for the relevant commodity exists.
- Facilitate Bid Specification Committee sittings.

- Conduct working sessions with end users.
- Present to the Bid Specification Committee.
- Draft minutes of the Bid Specification Committee.
- Compile a document file for the acquisition process.
- Conduct briefing sessions as and when required.
- Ensure compilation of accurate monthly and quarterly reports and submit thereof timeously.
- Monitor Procurement Plan and report thereof. If not oversee the collection and collation of information and the compilation of specification/terms of reference.
- Compile request for proposal as required if applicable.

**Name of Post** : **Assistant Director: Contract Management**  
**Sub - Directorate** : **Procurement Management**  
**Ref No** : **LDOE 32/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036 per annum**  
**Centre** : **Head Office, Polokwane**

### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Contract Law/ Commercial Law/B Com Law/Law of Purchasing/B Com in Supply Chain Management/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 drivers' license (with exception of people with disability).

### **Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

### **Knowledge and Skills**

- Knowledge of Constitution Act 108 of 1996, Supply Chain Management procedures, Government Procurement Policies, General conditions of contract, Closed Corporation Act of 1984, South African legal system Department's strategic plan, Internal policies.
- Verbal and written communication skills.
- Supervisory, Negotiation skills.
- Interpersonal relations skills.
- Decision-making skills.
- Analytical and Problem - solving skills.
- Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

### **Key Performance Areas**

- Monitor, analyse and determine actions to ensure effective contract administration.
- Maintain the register of transversal contracts.
- Coordinate the development of Service Level Agreements and filling all signed contracts.
- Monitor and evaluate contract performance in line with the SLA.
- Monitor Compliance and control in contract management, coordinate improved service delivery.
- Manage resources of the Division.



**Name of Post** : Assistant Director: Fleet Management  
**Directorate** : Assets & Fleet Management  
**Ref No** : LDOE 33/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Fleet/ Transport Management/ Fleet / Transport Economics and Logistics Management /Public Management /Administration/ or Financial Management/ Travel Management / Tourism 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 drivers' license (with exception of people with disability).

#### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

#### Knowledge and Skills

- Knowledge of Public Service Financial Management, Departmental Policy and Procedures, Labour Relations Act, Basic Conditions of Employment Act, PFMA, Public Service Regulations.
- Leadership and Facilitation skills.
- Research skills.
- Investigation skills.
- Computer literacy
- Presentation skills.
- Analytical and Problem – solving skills.
- Verbal and written communication skills.
- Functional Computer literacy in (MS Word, MS Excel, MS Power Point and MS Outlook).

#### Key Performance Areas

- Monitor accounts and bookings support services in the Department in line with the relevant prescripts.
- Provide fleet monitoring and inspection in the Department.
- Monitor implementation of accident processes and procedures in the Department.
- Monitor maintenance of all vehicles in the Department.

**Name of Post** : Assistant Director: Publications & Events, Graphic Designer  
**Sub - Directorate** : Communication  
**Ref No** : LDOE 34/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036.00 per annum  
**Centre** : Head Office, Polokwane

### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Communication, Journalism and Graphics Design/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 drivers' license (with exception of people with disability).

### **Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

### **Knowledge and Skills**

- Adobe creative suite (InDesign, Photoshop, Illustrator, Premier Pro) in the production of communication products, Digital media, Photography.
- Knowledge of the relevant legislation/ policies/ prescripts, guidelines, standards, procedures and best practices.
- Knowledge of global, regional and local political, economic and social affairs impacting on the South Africa Police Services.
- Events management.
- Functional Computer literacy (MS Word, Excel, Outlook, PowerPoint and emails).
- Communication skills (Written and Verbal), facilitation skills and report writing skills.
- Planning and organizing skills.
- Problem solving and decision making.
- Interpersonal relations, sound organizing skills, and project management skills.
- Communication and Information management, customer focus and responsiveness and ability to work long hours.
- Confidentiality and high-level reliability, confident and independent.
- Integrity and honesty.
- Ability to work under pressure.

### **Key Performance Areas**

- Facilitate and enhance communication services.
- Do Design products for awareness campaigns,
- Develop and implement communication campaigns and products,
- Design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, imbizos and facilities).
- Render graphic design, photographic and video services.
- Design promotional displays, marketing brochures, packing products, animations, layout method, logos for products and services.
- Plan, analyze and design a visual answer to a communication problem,
- Review and check the design to avoid errors before the final printing, take photos and videos for department, edit photos and videos for publications, manage the departmental digital library (pictures and videos).
- Facilitate departmental media events and functions.
- Oversea departmental social media accounts (Facebook, twitter, you-tube, Instagram), implement social media strategy in align with the departmental cooperate identity manual, conduct research on current social media standard trends and audience preferences.
- Edit, publish and share engaging content, monitor the department social media platforms and respond accordingly, stay up to date with the current technologies and trends in social media, design tools and system.
- Enhance department identity and brand.

- Develop branding initiatives, establish and maintain the image of the department, implement new features to develop brand awareness, promote departmental programmes in line with the CSPS calendar and write news diary of events.

**Name of Post** : **Assistant Director: Integrated Monitoring & Evaluation**  
**Directorate** : **Integrated Monitoring & Evaluation**  
**Ref No** : **LDOE 35/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036 per annum**  
**Centre** : **Head Office**

#### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Monitoring and Evaluation will be 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 people with disability).

#### **Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

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

#### **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: Integrated Planning, Research & Policy Co-ordination x 2 Posts**  
**Directorate** : **Integrated Planning, Research & Reporting**  
**Ref No** : **LDOE 36/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036.00 per annum**  
**Centre** : **Head Office, Polokwane**

#### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.

- Valid drivers' license (with exception of people with disability).

### **Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

### **Knowledge and Skills**

- Report writing skills.
- Communication skills.
- Project Planning.
- Interpersonal relations.
- Problem – solving skills.
- Presentation skills.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

### **Key Performance Areas for Research**

- Coordinate research activities.
- Initiate research projects and draft research proposals.
- Develop Budgets for research projects and timeframes.
- Collect and analyse research data.
- Draft Research Reports.

### **Key Performance Areas for Policy Coordination**

- Coordinate policy development, implementation and evaluation.
- Facilitate the review of policies.
- Compile Policy Review Reports.
- Maintain Departmental Policy repository.

**Name of Post** : **Assistant Director: Norms & Standards for School Funding**  
**Directorate** : **Norms & Standards for School Funding**  
**Ref No** : **LDOE 37/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036.00 per annum**  
**Centre** : **Head Office, Polokwane**

### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized 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 drivers' license (with exception of people with disability).

### **Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

### **Knowledge and Skills**

- Sound and in depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g Public Service Act, Labour Relations Act, PFMA, etc.
- Knowledge of the relevant policies/prescripts and procedures, etc.

- Communication skills.
- 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** : Assistant Director: Donor Funding and IGR  
**Sub - Directorate** : Intergovernmental Relations, Donor Funding And Education Trust  
**Ref No** : LDOE 38/01/2025  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R444 036.00 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- Valid drivers' license (with exception of people with disability).

### Core & Process Competencies

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

### Knowledge and Skills

- Report writing skills.
- Communication skills.
- Project Planning skills.
- Interpersonal relations skills.
- Problem – solving skills.
- Presentation skills.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

### Key Performance Areas

- Manage Intergovernmental Relations and Donor funding functions.
- Participate in other intergovernmental and inter – departmental forums and sessions.

- Establish partnerships with National, Provincial and Local levels of government.
- Manage implementation of MoUs with SADC and Foreign Countries.

**Name of Post** : **Assistant Director: Infrastructure Finance**  
**Sub - Directorate** : **Infrastructure Delivery Management**  
**Ref No** : **LDOE 39/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R444 036.00 per annum**  
**Centre** : **Head Office, Polokwane**

#### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Commerce/Economics/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 drivers' license (with exception of people with disability).

#### **Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

#### **Knowledge and Skills**

- Expert Knowledge: The Public Sector and its Regulatory framework, Departmental processes, procedures, initiatives, goals and strategic objectives, Public Finance Management Act, Treasury & DoRA Regulations and SCM Regulations
- Be able to understand and advice on legal and administrative framework of the sector.
- Excellent report writing skills.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

#### **Key Performance Areas**

- Extract, analyse and validate financial information for infrastructure projects/programmes.
- Provide financial administration services for all infrastructure Programmes and Projects.
- Prepare financial reports.
- Provide budget administration services.
- Update and maintain a document management system for all financial documentation.

**Name of Post** : **Senior State Accountant: Budget**  
**Sub - Directorate** : **Finance**  
**Ref No** : **LDOE 40/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **08**  
**Salary Notch** : **R376 413 per annum**  
**Centre** : **Head Office, Polokwane**

#### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Accounting/Business Administration will be an added advantage.
- Three (3) years relevant experience.
- Valid drivers' 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 and skills**

- Generic competencies: Finance, problem solving and client orientation and customer focus, good verbal/ and written communications skills,
- Decision making skills.
- Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, guidelines and directives, Reconciliation processes, Understanding of Government financial delegations, Management of government departments standard chart of accounts, Government Budget systems, principles and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL System.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

## **Key Performance Areas**

- Consolidate and check budget planning, monitoring and reporting, check and verify strategic budget documents required for the strategic and annual performance planning processes,
- Check and verify the relevant financial information required in the evaluation and development of business and project plans,
- Consolidate the supporting information for various financial planning processes. Supervise the budget preparation process: -
- Consolidate budget information for the completion of the Medium-Term Expenditure Framework (MTEF),
- Adjusted Estimates of National/Provincial Expenditure (AENE) and
- Estimates of National/Provincial Expenditure (ENE) in compliance with National Treasury guidelines.
- Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure.
- Prepare, consult and implement the adjustment estimate process.
- Monitor the recording of adjustment on the accounting system and review the record of supporting documentation.
- Capture adjustment on the accounting system.
- Assess where rollovers are required by reviewing expenditure against budget.
- Assess whether the approved rollovers are updated on the accounting system. Coordinate the standardized management accounting reporting activities: -
- Check and monitor the capturing of management accounting information on the monthly reporting templates, consolidate, check, and verify the information in the in-year monitoring management reports for the department, collate financial and non-financial performance information to be included in the annual report.
- Collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting. Prepare presentations for meetings with internal governance structure and oversight bodies,
- Attend to audit queries.
- Gather and submit information requested by auditors within required.

**Name of Post** : Corporate Investigator x 02 Posts  
**Sub - Directorate** : Risk - Integrity Management  
**Ref No** : LDOE 41/01/2025  
**Post Status** : Permanent  
**Salary Level** : 07  
**Salary Notch** : R308 154 per annum  
**Centre** : Head Office, Polokwane

#### **Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Accounting /Auditing/ Law/Internal Auditing/Criminal Justice/Forensic Investigations will be an added advantage.
- 03 - 05 years' relevant experience in a Forensic Investigations/ Commercial Crime environment.
- Valid drivers' license (with exception of person with disability).

#### **Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Change Management, Client Orientation & Customer focus, Communication.

#### **Knowledge & Skills**

- Problem solving and analysis skills.
- Knowledge, application and interpretation of the Constitution of the Republic of SA Act, Public Finance Management Act, Promotion of Access to Information Act, Annual Division of Revenue Act, Provincial Appropriation Act, Preference Procurement Policy Framework Act, Government Immovable Asset Management Act, Public Audit Act, Provincial Tax Regulation Process Act, Criminal Procedures Act, Public Service Act, Organised Crime Act, Financial Intelligence Centre Act, Prevention and Combating of Corrupt Activities Act.
- Lateral and innovative thinking.
- Investigative skills.
- Organizational relationships.
- Report writing.
- Interpersonal relations skills.
- Analytical and quantitative method tools.
- Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

#### **Key Performance Areas**

- Develop and review of initial planning of investigation.
- Execution of investigations.
- Drafting of investigation report and review reports compiled by SCI's or CI's.
- Report fraud related risks to Risk and Advisory Services Unit.
- Assist in providing consolidated reports to the relevant stakeholders.
- Management of resources and staff development.
- Implement the risk management framework in the organisation.
- Participate in the development of the risk management framework.
- Implement the risk management plan.
- Advocate and promote risk management in the organisation (awareness activities).
- Capacity building (training and development).
- Develop and maintain stakeholder and client relationships.
- Continuous monitoring the risk environment.
- Collect statistical information on indicators of risks.
- Detect changes in the risk environment (internal and external context).



**Name of Post** : Artisan Foreman(Mechanical)  
**Sub - Directorate** : Fleet Management  
**Ref No** : LDOE 42/01/2025  
**Post Status** : Permanent  
**Salary Level** : 07  
**Salary Notch** : R294 321.00 per annum  
**Centre** : Head Office, Polokwane

**Minimum Requirements:**

- Grade 10 and N3 Certificate
- Motor Mechanic Trade Test Certificate in terms of section 28 of the manpower Training act of 1981 will be an added advantage.
- Minimum of 05 years working experience as a motor mechanic.
- A valid driver's licence except for people with disability

**Competencies, Knowledge & Skills:**

- Display competency in relation to core function of the post.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).

**Key Performance Areas:**

- Perform quality and cost-effective repairs and maintenance of GG Cars
- Ensure a clean and safe working environment
- Diagnose, strip and determine the parts required for service and repairs
- Ensure safe keeping of tools and equipment's

**Name of Post** : Deputy Director: Cost Planner  
**Sub - Directorate** : Infrastructure Planning Management  
**Ref No** : LDOE 43/01/2025  
**Post Status** : Permanent  
**Salary Level** : 11  
**Salary Notch** : R849 702.00 per annum  
**Centre** : Head Office, Polokwane

**Minimum Requirements**

- An undergraduate qualification (NQF level 6) as recognized by SAQA.
- Qualification/s in Quantity Surveying will be an added advantage.
- 03 – 05 years' relevant experience at lower management level as an assistant Director in the related field.
- Registration with SACQSP as a professional Quantity Surveyor.
- Valid drivers' license (with exception of people with disability).

**Core & Process Competencies**

Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication.

**Knowledge and Skills**

- Knowledge of South African Schools Act of 1996, Regulations and Guidelines, Construction Industry Development Board Act of 2000 and Regulations, National Building Standards Act of 1977 and Regulations, Quantity Surveying Professions Act of 2000, PFMA, Treasury Regulations, Treasury Practice Notes and Circulars, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations.

### Key Performance Areas

- Development, interpretation and customisation of quantity surveying planning and cost norms and standards.
- Contribute to Project Briefing documents, costing models and operational narratives.
- Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project list, the budgets and Infrastructure Programme Management Plan.
- Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/council.

**Name of Post** : Chief Education Specialist (CES): Curriculum x 2 Posts  
**Sub - Directorate** : Curriculum  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R 1 049 106.00 per annum (All – inclusive package)  
**Centre** : Mopani East Ref No: LDOE 44/01/2025  
: Mopani West Ref No: LDOE 45/01/2025

### Minimum Requirements

- A recognised three- or four-year qualification, which includes professional teacher education.
- A relevant post graduate qualification will be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 9 years' experience in the educational field.
- A valid driver's license(with the exception of people with disabilities)

### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks, Time management.

### Knowledge

- 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 programs in districts and schools.
- Knowledge and understanding and implementation of the following policies: Assessment, Language in Education, Education White paper 6, and e Learning.
- Proven experience in managing people, projects and finances and the ability to plan strategically.

### Skills

- 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, MS Power Point and MS Outlook) and AI programs.

### 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 curriculum and assessment framework for GET and FET bands including E-Learning.
- Manage the human and physical and financial resources to provide efficient and effective curriculum support to districts and schools.
- Enhance the capacity of district and circuits officials to ensure effective and efficient service delivery.
- Establish, maintain and support curriculum structures at district and circuit level.
- Ensure participation of district curriculum officials in National and provincial structures.
- Engage and interact with all stakeholders to ensure policy compliance and enhance learner performance.
- Prepare and report on all program activities to the District Director and relevant chief directorates at Head Office.
- 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.
- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management.

**Name of Post** : Chief Education Specialist (CES): Institutional Governance  
**Sub - Directorate** : Institutional Governance  
**Ref No** : LDOE 46/01/2025  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R 1 049 106.00 per annum (All – inclusive package)  
**Centre** : Sekhukhune East

### Minimum Requirements

- A recognised three- or four-year qualification, which includes professional teacher education.
- A relevant post graduate qualification will be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 9 years' experience in the educational field.
- A valid driver's license (with the exception of people with disabilities)

### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks, Time management.

### Knowledge & Skills

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer Literacy in (MS Word, Ms Excel, MS Power Point and MS Outlook.)
- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance;
  - Effective utilisation of human resources; and
  - Monitoring and oversight.
- Establish clear channels of communication with relevant stakeholders.
- Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting.
- Provide management and support in line with approved Strategic and Annual Performance Plans.
- Facilitate policy formulation, analysis and implementation.
- Undertake research and development with a view to improve service delivery.
- Manage the effective utilisation of finances and other resource.
- Ensure proper record keeping, control and reporting.
- Any other reasonable function assigned by the employer within the job function.
- Provide support to circuit managers as well as education management and governance development (EMGD) teams.
- Ensure the implementation of school safety measures at institutions.
- Support, Supervise, monitor and guide the effective and efficient implementation of Performance Management Systems (e.g. IQMS and PMDS).
- Support the undertaking of School Self Evaluation (SSE) processes and subsequent development and implementation of School Improvement Plans (SIPs).
- Support the use of Information and Communications Technology (ICT) where necessary.

**Name of Post** : **Chief Education Specialist (CES): Exams and Assessment x 2 Posts**  
**Directorate** : **Examinations and Assessment Administration**  
**Post Status** : **Permanent**  
**Salary Level** : **12**  
**Salary Notch** : **R 1 049 106.00 per annum (All – inclusive package)**  
**Centre** : **Vhembe West: Ref No: LDOE 47/01/2025**  
: **Mopani East: Ref No: LDOE 48/01/2025**

### **Minimum Requirements**

- A recognised three- or four-year qualification, which includes professional teacher education.
- A relevant post graduate qualification will be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 9 years' experience in the educational field.
- A valid driver's license(with the exception of people with disabilities).

### **Core & Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks, Time management.

### **Knowledge & Skills**

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).

### **Key Performance Areas**

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance;
  - Effective utilisation of human resources; and
  - Monitoring and oversight.
- Establish clear channels of communication with relevant stakeholders.
- Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting.
- Provide management and support in line with approved Strategic and Annual Performance Plans.
- Facilitate policy formulation, analysis and implementation.
- Undertake research and development with a view to improve service delivery.
- Manage the effective utilisation of finances and other resource.
- Ensure proper record keeping, control and reporting.
- Any other reasonable function assigned by the employer within the job function.
- Manage the development and support of Subject Advisors.
- Facilitate the multi-disciplinary team approach within the Curriculum component.

**Name of Post** : Chief Education Specialist (CES): Commercial Subjects  
**Directorate** : Humanities, Languages & Commerce (FET Schools)  
**Ref No** : LDOE 49/01/2025  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R 1 049 106.00 per annum (All – inclusive package)  
**Centre** : Head Office, Polokwane

#### **Minimum Requirements:**

- A recognized three or four year qualification with any of the Commerce subjects (Accounting, Or Economics Or Business Economics/Studies) as a major subject/s which includes professional teacher education.
- A relevant post graduate qualification will be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 9 years' experience in the educational field.
- A valid driver's license (with the exception of people with disabilities)

#### **Core and Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management.

#### **Knowledge**

- Proven management and leadership skills.
- A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum in the commerce subjects.
- 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 programs in commerce subjects.
- Knowledge and understanding and implementation of the following policies: Assessment, Language in Education, Education White paper 6, and e Learning. Proven experience in managing people, projects and finances and the ability to plan strategically.

#### **Skills**

- 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, MS Power Point and 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 curriculum and assessment framework for GET and FET bands.
- Manage the human and physical and financial resources to provide efficient and effective curriculum support to districts and schools.
- Enhance the capacity of province and district officials to ensure effective and efficient service delivery.
- Establish, maintain and support curriculum structures in commerce at district and circuit level.
- Ensure participation of provincial and district curriculum officials in National and provincial 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 and relevant line function.
- 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.
- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management.

**Name of Post** : **Chief Education Specialist (CES): Mathematics, Science and Technology FET**  
**Directorate** : **MST: Mathematics**  
**Ref No** : **LDOE 50/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **12**  
**Salary Notch** : **R 1 049 106.00 per annum (All – inclusive package)**  
**Centre** : **Head Office, Polokwane**

**Minimum Requirements:**

- A recognized three or four year qualification with any of the Mathematics subjects (Mathematics Or Mathematical Literacy Or Technical Mathematics) as a major subject/s which includes professional teacher education.
- A relevant post graduate qualification will be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 9 years' experience in the educational field.
- A valid driver's license(with the exception of people with disabilities)

**Core and Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management.

**Knowledge**

- Proven management and leadership skills.
- A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum in the Mathematics (Mathematics, Mathematical Literacy and Technical Mathematics) subjects.
- 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 programs in Mathematics subjects.
- Knowledge and understanding and implementation of the following policies: Assessment, Language in Education, Education White paper 6, and e Learning.
- Proven experience in managing people, projects and finances and the ability to plan strategically.

### Skills

- 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, MS Power Point and 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 curriculum and assessment framework for GET and FET bands.
- Manage the human and physical and financial resources to provide efficient and effective curriculum support to districts and schools.
- Enhance the capacity of province and district officials to ensure effective and efficient service delivery.
- Establish, maintain and support curriculum structures in Mathematics at district and circuit level.
- Ensure participation of provincial and district curriculum officials in National and provincial 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 and relevant line functions.
- 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.
- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management.

**Name of Post** : Chief Education Specialist (CES): Technology Field Subjects  
**Sub - Directorate** : MST: Technologies  
**Ref No** : LDOE 51/01/2025  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R 1 049 106.00 per annum (All – inclusive package)  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- A recognized three or four year qualification with any of the Technology subjects (Mechanical Or Electrical Or Civil Or Engineering Graphic and Design) as a major subject/s which includes professional teacher education.
- Valid registration with SACE as a professional educator



- A relevant post graduate qualification will be an added advantage.
- A minimum of 9 years' experience in the educational field.
- A valid driver's license(with the exception of people with disabilities)

### **Core and Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management.

### **Knowledge**

- Proven management and leadership skills.
- A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum in the Technology (Mechanical,Electrical, Civil,EGD,CAT and IT) subjects.
- 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 programs in the Technology subjects.
- Knowledge and understanding and implementation of the following policies: Assessment, Language in Education, Education White paper 6, and e Learning. Proven experience in managing people, projects and finances and the ability to plan strategically.

### **Skills**

- 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, MS Power Point and 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 curriculum and assessment framework for GET and FET bands.
- Manage the human and physical and financial resources to provide efficient and effective curriculum support to districts and schools.
- Enhance the capacity of province and district officials to ensure effective and efficient service delivery.
- Establish, maintain and support curriculum structures in Mathematics at district and circuit level.
- Ensure participation of provincial and district curriculum officials in National and provincial 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 and relevant line functions.

- 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.
- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management.

**Name of Post** : **Chief Education Specialist (CES): Examinations & Assessment**  
**Directorate** : **Examinations and Assessment**  
**Ref No** : **LDOE 52/01/2025**  
**Post Status** : **Permanent**  
**Salary Level** : **12**  
**Salary Notch** : **R 1 049 106.00 per annum (All – inclusive package)**  
**Centre** : **Head Office, Polokwane**

#### **Minimum Requirements**

- A recognised three- or four-year qualification, which includes professional teacher education.
- A relevant post graduate qualification will be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 9 years' experience in the educational field.
- A valid driver's license(with the exception of people with disability)

#### **Core & Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management.

#### **Knowledge & Skills**

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer literacy(MS Word, MS Excel, MS Power Point and MS Outlook).

#### **Key Performance Areas**

- Provide professional leadership through the establishment and implementation of systems, processes and procedures for the conduct, administration and management of credible Marking of National Senior Certificate and Senior Certificate Examination Scripts.
- Manage the examinations and assessment logistical and auxiliary services.
- Develop Standard Operating Procedures in respect of Marking and Examination Integrity.
- Provide management and support in line with approved Strategic and Annual Performance Plans.
- Facilitate policy formulation, analysis and implementation.
- Manage the effective utilisation of finances and other resource.

- Ensure proper record keeping, control and reporting.
- Any other reasonable function assigned by the employer within the job function.
- Manage the development and support of District Examination Coordinators
- Facilitate the multi-disciplinary team approach between Examination and the Curriculum Sections.

**Name of Post** : Chief Education Specialist (CES): Pre – Grade R  
**Directorate** : Early Childhood Development (ECD)  
**Ref No** : LDOE 53/01/2025  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R 1 049 106.00 per annum (All – inclusive package)  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- A recognized three- or four-year qualification, which includes professional teacher education.
- A relevant post graduate qualification will be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license(with the exception of people with disabilities)

#### Core and Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management.

#### Knowledge

- Have a comprehensive knowledge and understanding of the National Curriculum Framework (Birth to four).
- Be familiar with the stake-holders operation in the ECD Space (birth to four).
- Have the ability to coordinate the training, implementation and monitoring of the NCF in Districts.
- Be able to lead the development of ECD Birth to four strategies, tools and interventions towards the implementation of the NCF.
- Must have a qualification in Foundation Phase or ECD.
- Have a comprehensive knowledge of the inter-phase between Pre- Grade R and Foundation Phase.
- Proven management and leadership skills.
- A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum in the ECD education.
- 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 General Education and Training (GET) and another related legislative framework.
- Evidence of experience in managing curriculum support and intervention programs in the ECD programs.
- Knowledge and understanding and implementation of the following policies: Assessment, Language in Education, Education White paper 6, and e Learning. Proven experience in managing people, projects and finances and the ability to plan strategically.

### Skills

- 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, MS Power Point and MS Outlook).

### Key Performance Areas

- Management and co-ordination of the implementation and compliance of the NCF in districts and sites in the province.
- Oversee the implementation of the NCF and assessment framework for ECD.
- Manage the human and physical and financial resources to provide efficient and effective curriculum support to districts and sites.
- Enhance the capacity of province and district officials to ensure effective and efficient service delivery.
- Establish, maintain and support curriculum structures in the districts and circuit levels.
- Ensure participation of provincial and district curriculum officials in National and provincial 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 and relevant line functions.
- 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.
- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management.

**Name of Post Development** : Chief Education Specialist (CES): Professional Teacher  
**Directorate** : Professional Teacher Development (PTD)  
**Ref No** : LDOE 54/01/2025  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R 1 049 106.00 per annum (All – inclusive package)  
**Centre** : Head Office, Polokwane

### Minimum Requirements:

- A recognized three- or four-year qualification, which includes professional teacher education.
- A relevant post graduate qualification will be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 9 years' experience in the educational field.
- A valid driver's license (with the exception of people with disabilities)

### Core and Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualizing and innovating, Organizing and executing, Coping with pressures and setbacks, Time management.

### Knowledge

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies
- Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.

### Skills

- 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.

### Key Performance Areas

- Establish clear channels of communication with relevant stakeholders.
- Manage information by collecting, analyzing and translating data into knowledge for planning, decision making and reporting.
- Coordinate and report on implementation of the SACE Continuing Professional Teacher development (CPTD) System.
- Coordinate the development of a provincial teacher development annual Callender.
- Coordinate the development of continuing teacher professional development programs that are pedagogically sound and content rich.
- Provide management and support in line with approved Strategic and Annual Performance Plans.
- Coordinate establishment and maintenance of educators' Professional Learning communities (PLCs) across the system.
- Facilitate policy formulation, analysis and implementation.
- Undertake research and development with a view to improve service delivery. Manage the effective utilization of finances and other resources.
- Ensure proper record keeping, control and reporting.
- Develop and maintain a provincial teacher development data base.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : Deputy Chief Education Specialist (DCES): Mathematics  
**Sub - Directorate** : MST: Mathematics  
**Ref No** : LDOE 55/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- A recognized three or four year qualification with any of the Mathematics subjects (Mathematics Or Mathematical Literacy Or Technical Mathematics) as a major subject/s which includes professional teacher education.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- Valid driver's licence(with exception of people with disability).

### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

### Knowledge & Skills

- Facilitation and training skills.
- Research and evaluation skills.
- Policy development and analysis skills.
- Materials design and development skills.
- People management skills.
- Communication and report writing skills.
- Possess digital and Functional Computer Literacy (MS- Word, MS Excel, MS PowerPoint and MS Outlook) skills.
- Sound knowledge of all major relevant education legislative and policies particularly those underpinning Mathematics subjects.
- Sound knowledge, understanding and experience of CAPS and NCS in FET phase including curriculum transformation.

### Key Performance Areas

- Manage and coordinate training and development of Mathematics field educators in the Province.
- Conduct research on training and development needs of Mathematics field educators in the province in the GET and FET phase bands.
- Development/ review educator Development programmes in the Mathematics fields in line with established needs and ensure implementation.
- Establish and manage structures to monitor the design, planning and implementation of the educator development programmes in Mathematics subjects.
- Provide adequate support to establishment and maintenance of Professional Learning communities (PLCs) in Mathematics subjects.
- Developing curriculum intervention documents and assessment to support policy implementation.
- Monitoring, evaluating and coordinating implementation of strategies and provide support and advice to Districts, circuits and schools including other relevant sections within the education system.

**Name of Post** : Deputy Chief Education Specialist (DCES): Continuous Professional Teacher Development (CPTD) Centre x 3 Posts  
**Directorate** : Professional Teacher Development (PTD)  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Mokopane CPTD : LDOE 56/01/2025  
: Tivhumbeni CPTD : LDOE 57/01/2025  
: Makhado CPTD : LDOE 58/01/2025

### **Minimum Requirements**

- A recognised three- or four-year qualification, which includes professional teacher education.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disability).

### **Core & Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

### **Knowledge & Skills**

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Grounded knowledge in Financial Management including PFMA and related Regulations
- Skilled in Planning and organizing, project management, Event Management Communication,
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer Literacy - MS Word, Ms Excel, MS Power Point and MS Outlook.

### **Key Performance Areas:**

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance;
  - Effective utilization of human resources; and
  - Monitoring and oversight.
- Establish clear channels of communication with relevant stakeholders and clients.
- Manage the general operations of the Professional Teacher Development Centre.
- Manage the effective utilization of finances and other resource of the centre.
- Provides leadership and co-ordinate activities for effective delivery of projects and programmes in the centre.
- Manage information by collecting, analyzing and translating data into knowledge for planning, decision making and reporting.
- Provide management and support in line with approved Strategic and Annual Performance Plans.
- Facilitate policy formulation, analysis and implementation.
- Undertake research and development with a view to improve service delivery.
- Ensure proper record keeping, control and reporting.
- Manage the development and support of staff in the centre.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : Deputy Chief Education Specialist (DCES): Examinations & Assessment  
**Directorate** : Examination & Assessment Administration  
**Ref No** : LDOE 59/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- A recognised three- or four-year qualification, which includes professional teacher education.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disability).

#### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

#### Knowledge & Skills

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

#### Key Performance Areas

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance;
  - Monitoring and oversight.
- Coordinate and promote Examination and Assessment Ethics and integrity.
- Provide secretariat services to the Provincial Examination Irregularities Committee.
- Coordinate and implement Standard Operating Procedures in respect of management of irregularities at all stages of the external examinations.
- Ensure proper record keeping, control and reporting of NSC and SC Examination irregularities.
- Coordinate the development and support of District Examination Coordinators.
- Facilitate the multi-disciplinary team approach between the examination and Curriculum sections.
- Any other reasonable function assigned by the employer within the job function.



**Name of Post** :Deputy Chief Education Specialist (DCES): System Administration, Certification and Data Processing  
**Directorate** : Systems Administration  
**Ref No** : LDOE 60/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- A recognised three- or four-year qualification, which includes professional teacher education.
- Registration with SACE as professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disability).

#### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

#### Knowledge & Skills

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer Literacy - MS Word, MS Excel, MS Power Point, MS Outlook and MS Access.

#### Key Performance Areas

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance;
- Administer registration, resulting and certification of National Senior Certificate and Senior Certificate and other NQF Level 1 qualifications.
- Coordinate the registration and access of users to the examination systems.
- Coordinate the certification of candidates for external examinations.
- Coordinate the collection, analysis and provisioning of candidate registration and performance data
- Establish clear channels of communication with relevant stakeholders.
- Manage the effective utilisation of finances and other resource.
- Ensure proper record keeping, and reporting of NSC and SC Examination irregularities in the examination system.
- Coordinate the development and support of District Examination Coordinators.

- Facilitate the multi-disciplinary team approach between the examination and Curriculum sections.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : Deputy Chief Education Specialist (DCES): Economic Management Sciences (EMS)  
**Directorate** : Research and Programmes  
**Ref No** : LDOE 61/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane – Makhado Satellite

**Minimum Requirements:**

- A recognized three or four year qualification with Economics, Accounting or Business Studies as a major subject which includes professional teacher education.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- Valid driver's licence(with exception of people with disability).

**Core & Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

**Knowledge & Skills**

- Facilitation and training skills.
- Research and evaluation skills.
- Policy development and analysis skills.
- Materials design and development skills.
- People management skills.
- Communication and report writing skills.
- Possess digital and Functional Computer Literacy (MS- Word, MS Excel, MS PowerPoint and MS Outlook) skills.
- Sound knowledge of all major relevant education legislative and policies particularly those underpinning EMS.
- Sound knowledge, understanding and experience of CAPS and NCS in Senior phase including curriculum transformation.

**Key Performance Areas**

- Manage and coordinate training and development of EMS educators in the districts.
- Conduct research on training and development needs of EMS educators in the district in the GET and FET bands.
- Development/ review educator Development programmes in the EMS in line with established needs and ensure implementation.
- Establish and manage structures to monitor the design, planning and implementation of the educator development programmes in EMS.
- Provide adequate support to establishment and maintenance of Professional Learning communities (PLCs) in EMS.
- Developing curriculum intervention documents and assessment to support policy implementation.

- Monitoring, evaluating and coordinating implementation of strategies and provide support and advice to Districts, circuits and schools including other relevant sections within the education system.

**Name of Post** : Deputy Chief Education Specialist (DCES): Pre -Grade R  
**Directorate** : Early Child Development (ECD)  
**Ref No** : LDOE 62/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- A recognised three- or four-year qualification, which includes professional teacher education.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disabilities).

#### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

#### Knowledge & Skills

- Assessment and moderation skills.
- Facilitation and training skills.
- Research and evaluation skills.
- Policy development and analysis skills.
- Materials design and development skills. Negotiation skills.
- Language skills and ability to communicate well with people at different levels and from different backgrounds.
- People management skills.
- Sound organizational skills.
- Possess digital and Functional Computer Literacy (MS- Word, MS Excel, MS PowerPoint and MS Outlook) skills.
- Sound and in - depth knowledge of the foundation phase subjects and relevant policy prescripts.

#### Key Performance Areas

- Understand the NCF Birth to Four and to have worked in that space in terms of conducting workshops
- Be able to develop tools, strategies and interventions for the implementation of the NCF Birth to four
- Understand the inter-phase from Pre-Grade R towards Foundation Phase
- Be able to work with relevant Stakeholders in ECD Birth to four
- Provide professional leadership in order to assist practitioners/educators to identify, assess and meet the needs of learners.
- Coordination of all Teacher Development activities pertaining to the teaching of all programs in the ECD space.
- Coordination of monitoring and support of Languages, curriculum implementation in the Pre-Grade R in all sites in the district.

- Trains Subject Advisors and practitioners/teachers on Pre-Grade R Curriculum matters including policy dictum pertinent to Pre-Grade R activities.
- Extensive knowledge on the development of young children; Knowledge of the key challenges in ECD and how these can be mediated to improve child outcomes, school readiness, as well as to contribute to children's subsequent success in life;
- Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of Early Childhood Development programs;
- Ability to provide leadership to the ECD sector in line with the ECD Service Delivery Model

**Name of Post** : Deputy Chief Education Specialist (DCES): Inclusive Education  
**Directorate** : Inclusive Education & Special Schools  
**Ref No** : LDOE 63/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- A recognized three- or four-year qualification, which includes professional teacher education.
- A qualification in inclusive education/ learner support/remedial education will be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disability).

#### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

#### Knowledge & Skills

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

#### Key Performance Areas

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance;
  - Establish clear channels of communication with relevant stakeholders.

- Providing policy guidance on the implementation of inclusive education in the province.
- Coordinate qualitative improvement, designation and conversion of special schools into functional resource centers.
- Strengthening the implementation of the Policy on Screening, Identification, Assessment and support in all schools; early childhood development centres and special care centers.
- Developing provincial frameworks for coordinating access to specialist services, including access to assistive devices; implementing the relevant policy guidelines that the DBE has developed.
- Collaborating with Examinations and Assessments to ensure effective implementation of accommodations and concessions in all schools.
- Monitoring and support implementation of inclusive education and support curriculum differentiation and modifications
- Mobilization, admission, and placement of out-of-school children with barriers to learning and development and youth of school-going age.
- Support provision of education to learners with severe to profound intellectual disability.
- Establishment and support school, circuit, and district-based support teams to provide a coordinated professional support service.
- Managing advocacy and capacity building programmes around the implementation of inclusive education consistent with Education White Paper 6, the National Curriculum Statement, and all other relevant policies.

**Name of Post** : Deputy Chief Education Specialist (DCES): Special Schools(Sign Language)  
**Directorate** : Inclusive Education & Special Schools  
**Ref No** : LDOE 64/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- A recognized three- or four-year qualification, which includes professional teacher education.
- A South African Sign Language home language qualification will be an added advantage.
- A qualification in inclusive education/ learner support/remedial education will also be an added advantage.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disability).

#### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

#### Knowledge & Skills

- Conversant with the national curriculum policy and assessment related to languages and expertise in sign language.
- Capacity building process in the education sector and expand participation in sign language as a subject.

- Coordinate all curriculum, assessment, and skills development support initiatives relevant to Sign Language
- Sound knowledge of the Three stream model
- Sound Knowledge of Accommodations & Concessions as well as Curriculum Differentiation
- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- experience in the inclusive education environment,
- A good understanding of Matrix management.
- Knowledge and understanding of inclusive education ICT assistive devices , as it relates to teaching and learning in the classroom.
- A sound understanding of SIAS policy and curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

#### **Key Performance Areas**

- Strengthen and support functionality of all Inclusive Education Support Structures in schools as outlined by EWP6 of 2001.
- Coordinating the provision of appropriate and accessible teaching and learning materials as well as assistive devices and technologies.
- Intensive training of Curriculum Advisors on how to support learners with barriers to learning through Curriculum Differentiation, Accommodation and Concessions, Modification and Adaptation.
- Digitization of SIAS support forms in collaboration with EMIS.
- Monitor and support all schools in the implementation of SIAS policy effectively.
- Strengthen educators' support in Special Schools on specialized areas of Inclusion (Braille, SASL, AAC, etc)
- Strengthen Parents Support Groups through training of SGBs on SIAS Policy.
- Strengthen stakeholders' collaboration and partnerships in ensuring holistic support to learners (DSD, Dept of Health, Autism SA, DEAFSA, SANCB, etc)

**Name of Post** : Deputy Chief Education Specialist (DCES): Systemic & Evaluation  
**Sub - Directorate** : Systemic Evaluation  
**Ref No** : LDOE 65/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane

#### **Minimum Requirements**

- A recognised three- or four-year qualification, which includes professional teacher education.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disabilities).

### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

### Knowledge & Skills

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

### Key Performance Areas

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance;
  - Effective utilisation of human resources; and
  - Monitoring and oversight.
- Establish clear channels of communication with relevant stakeholders.
- Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting.
- Provide management and support in line with approved Strategic and Annual Performance Plans.
- Facilitate policy formulation, analysis and implementation.
- Undertake research and development with a view to improve service delivery.
- Manage the effective utilisation of finances and other resource.
- Ensure proper record keeping, control and reporting.
- Manage the development and support of Subject Advisors.
- Facilitate the multi-disciplinary team approach within the Curriculum component.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : Deputy Chief Education Specialist (DCES): In-Schools Sports, Arts & Culture x 2 Posts  
**Chief Directorate** : Learner Social & Support Services  
**Ref No** : LDOE 66/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- A recognised three- or four-year qualification, which includes professional teacher education.
- Valid registration with SACE as a professional educator.

- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disability).

### **Core & Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

### **Knowledge & Skills**

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

### **Key Performance Areas**

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance;
  - Effective utilisation of human resources; and
  - Monitoring and oversight.
- Establish clear channels of communication with relevant stakeholders.
- Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting.
- Provide management and support in line with approved Strategic and Annual Performance Plans.
- Facilitate policy formulation, analysis and implementation.
- Undertake research and development with a view to improve service delivery.
- Manage the effective utilisation of finances and other resource.
- Ensure proper record keeping, control and reporting.
- Manage the development and support of Subject Advisors.
- Facilitate the multi-disciplinary team approach within the Curriculum component.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : Deputy Chief Education Specialist (DCES): Psychological and Guidance Services x 2 Posts

**Chief Directorate** : Learner Social & Support Services

**Ref No** : LDOE 67/01/2025

**Post Status** : Permanent

**Salary Level** : 10

**Salary Notch** : R 599 247.00 per annum

**Centre** : Head Office, Polokwane



### **Minimum Requirements**

- A recognised three- or four-year qualification, which includes professional teacher education.
- Valid registration with SACE as a professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disabilities).

### **Core & Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

### **Knowledge & Skills**

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
- Interpret, analyse and apply current legislation and departmental policies e) Supervisory, organizational and interpersonal skills.
- Proven written and verbal skills.
- Attention to details and a high level of accuracy, effective public relations and public speaking skills.
- Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

### **Key Performance Areas**

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance;
  - Effective utilisation of human resources; and
  - Monitoring and oversight.
- Establish clear channels of communication with relevant stakeholders.
- Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting.
- Provide management and support in line with approved Strategic and Annual Performance Plans.
- Facilitate policy formulation, analysis and implementation.
- Undertake research and development with a view to improve service delivery.
- Manage the effective utilisation of finances and other resource.
- Ensure proper record keeping, control and reporting.
- Manage the development and support of Subject Advisors.
- Facilitate the multi-disciplinary team approach within the Curriculum component.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : Deputy Chief Education Specialist (DCES): EPWP  
**Chief Directorate** : Learner Social & Support Services  
**Ref No** : LDOE 68/01/2025  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R 599 247.00 per annum  
**Centre** : Head Office, Polokwane

#### Minimum Requirements

- A recognised three- or four-year qualification, which includes professional teacher education.
- Registration with SACE as professional educator.
- A minimum of 8 years' experience in the educational field.
- A valid driver's license (with the exception of people with disabilities).

#### Core & Process Competencies

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

#### Knowledge & Skills

- Knowledge of the Constitution as well as other relevant Acts and Policies.
- Experience in research on the latest developments related to curriculum transformation.
- A good understanding of Matrix management.
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom.
- A sound understanding of curriculum transformation issues and capacity building processes in education.
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- Manage the effective utilisation of finances and other resource.
- Ensure proper record keeping, control and reporting.
- Manage the development and support of Subject Advisors.
- Facilitate the multi-disciplinary team approach within the Curriculum component.

- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : **Education Psychologist: Learners with severe to profound intellectual disabilities(LSPID) x 2 Posts**  
**Directorate** : **Inclusive Education & Special Schools**  
**Post Status** : **Permanent**  
**Salary Level** : **OSD**  
**Salary Notch** : **R827 211.00 per annum(All-inclusive package)**  
**Centre** : **General Piet Joubert School, Capricorn South,**  
**Ref No: LDOE 77/01/2025**  
: **Tshilidzini Special School, Vhembe East,**  
**Ref No: LDOE 78/01/2025**

#### **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.
- A minimum three(03) 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 people living with disability).

#### **Core & Process Competencies**

Monitoring and evaluation, Performance Management, Decision making and initiating action, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Creating, conceptualising and innovating, Organising and executing, Coping with pressures and setbacks and Time management.

#### **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.
- Managing processes.
- Administration which includes data management and record keeping.
- Working with minimum supervision.
- Supervision and mentoring skills.
- Training skills
- Report writing skills.
- Research and innovation skills.
- Functional Computer Literacy (MS Word, MS Excel and MS Powerpoint & 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.
- Using official data management system and tools to manage special schools' data, track and capture services that are being rendered.
- Managing of the on-boarding and off-boarding of special schools, so as to ensure learners remain supported.

- Supporting special schools in developing and effectively managing administration system so as to enhance accountability of services provided to schools.
- Managing and supervising curriculum delivery and reporting in special schools.
- Managing therapeutic intervention in special schools.
- 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** : **Senior Education Specialist (SES): Learners with severe to profound intellectual disabilities (LSPID)**

**Directorate** : **Inclusive Education & Special Schools**

**Ref No** : **LDOE 79/01/2025**

**Post Status** : **Permanent**

**Salary Level** : **09**

**Salary Notch** : **R 487 737.00 per annum**

**Centre** : **Head Office, Polokwane**

### **Minimum Requirements**

- A recognised three- or four-year qualification, which includes professional teacher education.
- Qualifications in Professional Teacher qualification will be an added advantage.
- A minimum of 5 years' experience in the educational field.
- Registration with the South African Council of Educators (SACE) as professional educator.
- Driver's License (exception of people living with disability).

### **Core & Process Competencies**

Monitoring and evaluation, Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing, Coping with pressures and setbacks and Time management

### **Knowledge and Skills**

- Promote inclusive education which includes promoting access to quality public funded education for learners with disability.
- Have experience in working as part of a team and collaborating with stakeholders.
- Take initiatives, work under pressure and problem - solve if and when necessary.
- Experience in co - ordinating education and other support for learners with disabilities will be an added advantage.
- Function as part of the District-based Support Team with the specific responsibility of providing transversal outreach services to care centres and special schools that include learners with severe to profound intellectual disability (LSPID).
- Have in-depth knowledge and understanding of education legislation and policies.
- Functional Computer Literacy (MS Word, MS Excel and MS Powerpoint & MS Outlook).

### **Key Performance Areas**

- Collaborate with team members in the provision of education support to designated schools and care centres on an itinerant basis;
- Support to be provided will include:
  - Assessment of LSPID enrolled in the schools/ care centres;
  - Provision of relevant support to learners and families;
  - Monitoring and reporting on these learners' progress;
  - Training caregivers on the learning programme for LSPID;

- Monitoring and reporting caregivers' implementation of the learning programme for LSPID;
  - Training and supporting teachers on learning programme for LSPID;
  - Monitoring and reporting on the implementation of the learning programme in designated schools and care centres;
  - Advocating for access to quality public funded education for LSPID and carrying out administrative functions related to the support provided.
- Provide support to other learners in the community as and when needed.
  - Ability to use SA – SAMS.
  - Implement Learning Programme for LSPID and SIAS Policy; and
  - Ability to report according to Evidence Based Reporting and Standard Operating Procedure for LSPID.

**ANNEXURE B**

<b>Postal Address</b>	<b>Physical Address</b>	<b>General Enquiries</b>
The District Director Capricorn North Education District Private Bag X 9711 <b>Polokwane</b> 0700	Cnr Blaauwberg & Yster Street <b>Ladanna, Polokwane</b>	Mr L Chipa Tel : 015 285 7345
The District Director Capricorn South Education District Private Bag X 03 <b>Chueniespoort</b> 0745	Old Parliament Complex <b>Lebowakgomo</b>	Ms J Ntsoane Tel : 015 633 9500
The District Director Sekhukhune South Education District Private Bag X 70 <b>Lebowakgomo</b> 0737	Old Parliament Complex <b>Lebowakgomo</b>	Ms P Mageza Tel : 015 633 2800
The Acting District Director Sekhukhune East Education District Private Bag X 9041 <b>Burgersfort</b> 1150	83 Aloe Street Stand No 2314 Ext 4 Aloeridge West <b>Burgersfort</b> <b>1150</b>	Mr MS Phasha Tel : 013 231 0100
The District Director Mopani East Education District Private Bag X 578 <b>Giyani</b> 0826	Old Parliament Building <b>Giyani</b>	Mr N Sono Tel : 015 812 2495
The District Director Mopani West Education District Private Bag X 4032 <b>Tzaneen</b> 0850	27 Peace Street Prosperitas Building <b>Tzaneen</b> 0850	Mr MW Raholane Tel : 015 306 6800
The Acting District Director Vhembe East Education District Private Bag X 2250 <b>Sibasa</b> 0970	Block D Old Parliament Building <b>Thohoyandou</b>	Ms AB Shivabu Tel : 015 962 5715
The District Director Vhembe West Education District Private Bag X 2250 <b>Sibasa</b> 0970	Makwarela Old Parliament Building	Ms MV Makhari Tel : 015 962 5715
The District Director Mogalakwena Education District Private Bag X 601 <b>Mahwelereng</b> 0626	805 Rufus Seakamela Street <b>Mahwelereng</b> <b>0626</b>	Ms O Sebyetseba Tel : 015 483 7500
The Acting District Director Waterberg Education District Private Bag X 1040 <b>Modimolle</b> 0510	84 Limpopo Street NTK Building <b>Modimolle</b> <b>0510</b>	Ms K Songwane Tel : 014 718 1500