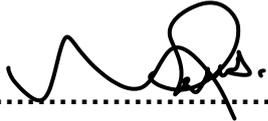




- (iii) Applicants may leave the following question blank if they are not in possession of such: *“if your profession or occupation requires official registration, provide date and particulars of registration.”*
  - (iv) Noting there is limited space provided for Part E, F & G, applicants often indicate “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 **Assistant Director, Deputy Director, Senior Education Specialist (SES), Deputy Chief Education Specialist (DCES), Senior Legal Administration Officer, Circuit Manager 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.



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 and Tema MA at 081 387 2674.
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.



.....  
**Mr. Seshibe MV**  
**Head of Department**

06/02/2026  
.....  
**Date**





- Oversee the management and coordination of special projects which includes National School Nutrition Programme (NSNP), Scholar transport services and Expanded Public Works Programme (EPWP).
- Control and oversee the management resources (financial, human and physical) in the sub – branch.

**Name of Post** : **Director: Learning and Teaching Support Materials (LTSM) & Library Services**  
**Branch** : **District Management & Institutional Governance**  
**Ref No** : **LDOE 03/01/2026**  
**Post Status** : **Permanent**  
**Salary Notch** : **R 1 266 714 per annum (All - inclusive package)**  
**Salary Level** : **13**  
**Centre & Ref No** : **Head Office, Polokwane**

#### **Minimum Requirements**

- An NQF Level 7 qualification in education/management as recognized by SAQA.
- Minimum of five (5) years' experience at a middle/senior managerial level.
- A relevant postgraduate qualification in Library Services or Inventory and related fields and/or experience in managing LTSM will be an added advantage.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- Valid driver's license (except for people with disability).

#### **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.

#### **Knowledge and Skills**

In-depth knowledge of the PFMA, Treasury Regulations, Public Service Regulations and SCM processes. Strong communication skills, planning and organizing. Computer literacy skills,

#### **Key Responsibilities**

- Developing and implementing policies for the effective provision and management of Learning and Teaching Support Materials (LTSM), including textbooks and library materials.
- Manage the development of library materials and provision, and utilization of school libraries.
- Monitor and support library services across all levels of the department.
- Acquisition of textbooks and stationery for schools.
- Manage LTSM/textbooks inventory, including co-ordination of retention and retrieval by schools.
- Monitoring and evaluating the delivery of LTSM to schools.

- Managing the budget, procurement, and contract management for service providers.
- Providing support and guidance to schools on establishing and managing functional school libraries and resource centres.
- Promoting reading for pleasure and information skills development among learners.

**Name of Post** : **Director: Organizational Development, HR Planning & HR Systems**  
**Branch** : **Corporate Management**  
**Ref No** : **LDOE 04/01/2026**  
**Post Status** : **Permanent**  
**Salary Notch** : **R 1 266 714 per annum (All - inclusive package)**  
**Salary Level** : **13**  
**Centre** : **Head Office, Polokwane**

### **Minimum Requirements**

- An NQF Level 7 qualification in HR Management Services (Human Resource Management / Public Management / or (Administration) / Business Management or (Administration) as recognized by SAQA.
- A postgraduate degree in HR Management, Planning, or Organisational Development and experience in HR Planning or OD will be an added advantage.
- Minimum of five (5) years' experience at a middle/senior managerial level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- Valid driver's license (except for people with disability).

### **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.

### **Knowledge and Skills**

Knowledge of regulations, policies, procedures and applicable legislative frameworks. Technical knowledge of Work Study techniques methods. Organisational design, processes and techniques. Job Evaluation processes and techniques White paper on transformation. Presentation, Planning and Organizing Communication Skills. Report Writing skills.

### **Key Responsibilities**

- Conduct organizational structure/redesign and review.
- Coordinate Organizational Functionality Assessment (OFA) and review internal systems and processes.

- Facilitate the alignment of business processes to support improvement in organizational efficiency and effectiveness.
- Coordinate and facilitate the development and implementation of Human Resource Strategy and Plan.
- Coordinate and facilitate the development and implementation of Employment Equity Plan.
- Coordinate the administration and control of the establishment for both Employment of Educators Act and Public Service Act staff.

**Name of Post** : Director: Early Childhood Development (ECD) x 1 Post  
**Branch** : Curriculum Management & Delivery  
**Ref No** : LDOE 05/01/2026  
**Post Status** : Permanent  
**Salary Level** : 13  
**Salary Notch** : R 1 266 714 per annum (All - inclusive package)  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- An NQF Level 7 qualification or equivalent field as recognized by SAQA.
- A management and research background and experience in the Curriculum Management and Delivery field, particularly policy directives in ECD/GET will be an added advantage.
- Minimum of five (5) years' experience at a middle/senior managerial level.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- Valid driver's license (except for people with disability).

### 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.

### Knowledge & Skills

Ability to work under pressure. Computer Literacy. Proven management skills in education management. Extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.

### Key Responsibilities

- Knowledge of the key challenges in ECD and how these can be mediated to improve the quality of learning outcomes in schools and contribute to success in the learner's schooling careers and quality life thereafter.
- In depth knowledge of National Curriculum frameworks and the implementation in Pre-Grade R and Foundation Phase.
- Knowledge and ability to work with relevant stakeholders within the sector to facilitate implementation of programmes in ECD and curriculum delivery in general.

- Ability to ensure that norms and standards contemplated by Section 3 and 8 of National Education policy Act are developed and implemented.
- Implementing the National and Provincial strategies for learner attainment in the relevant ECD grades.
- Provide special interventions and support programmes to Districts, Circuits, Schools and Centres.
- Ensuring the implementation of curriculum monitoring and support in Pre-Grade R and Foundation Phases.
- Developing, implementing, and monitoring all relevant strategies to advance foundations of learning.
- Strengthening intra-inter sectoral collaboration with stakeholders.
- Managing and monitoring capacity building for practitioners/teachers and provide professional support to districts/ECD centres regarding Curriculum implementation.

**Name of Post** : **Director: Policy Implementation, Monitoring Support & Evaluation x 1 Post (Examinations and Assessment)**  
**Branch** : **Curriculum Management & Delivery**  
**Ref No** : **LDOE 06/01/2026**  
**Post Status** : **Permanent**  
**Salary Level** : **13**  
**Salary Notch** : **R 1 266 714 per annum (All - inclusive package)**  
**Centre** : **Head Office, Polokwane**

### Minimum Requirements

- A relevant NQF Level 7 qualification as recognized by SAQA.
- A postgraduate degree in education management will be an added advantage.
- Minimum of five (5) years' experience at a middle/senior managerial level.
- Experience in monitoring, evaluation, planning, research, or policy formulation will be an added advantage.
- SMS Pre-Entry (Nyukela) Certificate upon appointment.
- Valid driver's license (except for people with disability).

### 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.

### Key Responsibilities

- Promote examination and assessment integrity, credibility and provide assessment feedback.
- Monitor examination and assessment policy implementation.
- Manage, monitor and moderate School Based Assessment (SBA).









## Knowledge & Skills

**Knowledge and application of the following prescripts:** 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 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 Responsibilities

- Develop planning and cost norms and standards issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards.
- Maintain planning and cost norms & standards library.
- Monitor that Infrastructure projects implemented by Implementing Agents comply with approved planning and cost norms and standards.
- Update planning and cost norms & standards based on learning generated through post project evaluations and post occupancy evaluations through the provision of quantity surveying inputs.
- Promote the adoption of technical and quality strategies.
- Review cost determinations of projects and estimates submitted.
- Provide inputs from a quantity surveyor perspective to infrastructure policies, procedures, methods and criteria for Capex [capital], Minor capital and maintenance projects.
- Prepare from a Quantity Surveyor perspective inputs to Project Briefing documents.
- 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.
- Provide inputs to the procurement strategy from a Quantity Surveyor perspective.
- Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the
- Department includes interaction with relevant professional development boards/councils.

## RE – ADVERTISEMENT:

**Name of Post** : Town and Regional Planner x 1 Post  
**Chief Directorate** : Physical Resources Management  
**Ref No** : LDOE 11/01/2026  
**Post Status** : Permanent  
**Salary Notch** : R 761,157.00 per annum (All - inclusive package)  
**Salary Level** : Level 11 OSD  
**Centre** : Head Office, Polokwane

## Minimum Requirements

- An NQF level 6 or higher qualification in Urban and Regional Planning and/or equivalent qualification as recognized by SAQA.
- A relevant post-graduate qualification will be an added advantage.
- Registered as Professional Town and Regional Planner with SACPLAN.













**Name of Post** : Deputy Director: Planning  
**Directorate** : Integrated Planning, Research & Reporting  
**Ref No** : LDOE 18/01/2026  
**Post Status** : Permanent  
**Salary Level** : 11  
**Salary Notch** : R896 436 per annum (All - inclusive package)  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- A relevant NQF Level 6 qualification as recognized by SAQA.
- Minimum of five (5) years' experience of which three (3) years must be as Assistant Director within related field.
- valid driver's license (except for people with disability).

### Competencies

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

### Knowledge and Skills

Ability to use the electronic Quarterly Performance Reporting System (eQPR).  
Generic Competencies: Planning and Organising. Knowledge and understanding of: Legislation governing planning and reporting. Analysis and report writing. Research methodology. Functional computer literacy.

### Key Responsibilities

- Develop and maintain strategic planning guidelines.
- Coordinate and facilitate strategic and operational planning processes
- Coordinate and facilitate the development, submission and analysis of departmental Strategic plans, quarterly reports, operational and annual reports and budget vote documents.
- Update and monitor the implementation of departmental Strategic plans, quarterly reports, operational and annual reports including audit and risk action plans.
- Monitor and facilitate reporting on departmental programmes and activities against government's Programme of Action and cluster projects and intergovernmental working groups.
- Analyse organizational performance and provide strategic inputs.
- Update MTDP reports, prepare Annual Reports, Handover Reports, Mid-Term Assessment Reports, and End-Term Assessment Reports.

**Name of Post** : Deputy Director: Reporting  
**Directorate** : Integrated Planning, Research & Reporting  
**Ref No** : LDOE 19/01/2026  
**Post Status** : Permanent  
**Salary Level** : 11  
**Salary Notch** : R896 436 per annum (All - inclusive package)  
**Centre** : Head Office, Polokwane







transformation. 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. Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook

### **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.

### **Key Responsibilities**

- Supervision and management of school principals in curriculum delivery and administration of schools.
- Support school principals, school management teams and school governing bodies in the management and governance of schools.
- Conduct performance reviews and appraisals of principals.
- Monitor and support the implementation of performance management systems in schools.
- Provide support for professional growth of educators in line with the Circuit Improvement Plan (CIP).
- Evaluate the physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of schools.
- Assist the circuit and the district in ensuring that examinations and assessments are implemented according to plan.
- Assist schools in maintaining a fair labour environment.
- Guide the process of school establishment, rationalisation and extension of curriculum in the circuit.
- Develop a profile of all schools allocated to him/her as per the required format.
- Moderate examination schedules.
- Facilitate and coordinate the effective running of examinations.
- Drive the implementation of relevant teaching and learning initiatives in the districts in line with departmental objectives.
- Advise Principals and school management teams on the Departments strategic plans to assist them with the development of school improvement plans in order to achieve the desired objectives.
- Analyse and identify professional, education and resource needs of districts (including physical, human and financial resources).
- Ensure that Principals manage their budgets in line with the South African Schools Act and maintain financial records for audit purposes









- Organize training workshops, subject committees, and professional development programs for educators.
- Oversee School Based Assessment (SBA), analyze data, and monitor school performance to improve learning outcomes.
- Provide leadership in aligning school activities with provincial and national education policies.
- Manage the development and support of Subject Advisors at the Education District.
- Facilitate the multi-disciplinary team approach within the Curriculum component.
- Ensure efficient and effective provisioning of LTSM for all institutions.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : **Chief Education Specialist (CES): Examinations & Assessment (PIPMSE) x 1 Post**  
**Branch** : **Curriculum Management & Delivery**  
**Ref No** : **LDoE 37/01/2026**  
**Post Status** : **Permanent**  
**Salary Level** : **12**  
**Salary Notch** : **R1 106 808.00 per annum (All - inclusive package)**  
**Centre** : **Head Office, Polokwane**

### Minimum Requirements

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- A postgraduate qualification in education or relevant postgraduate degree in management will be an added advantage.
- Minimum of nine (09) years' experience in the educational field.
- Registration with SACE as a professional educator.
- Valid South African driver's license (except for people with disability).

### Job Purpose

To provide strategic and managerial leadership as well as coordinate the implementation of programmes within the area of responsibility. This includes managing the Deputy Chief Education Specialists (DCESs) and Senior Education Specialists (SEs).

### 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. Understanding of Matrix management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. 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. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

### Key Responsibilities

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management in the credible marking of National Senior Certificate and Senior Certificate Examination Scripts
- Establish clear communication channels 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 improving service delivery.
- Manage the effective utilization of finances and other resources.
- Manage the examinations and assessment logistical and auxiliary services.
- Develop Standard Operating Procedures in respect of Marking and Examination Integrity.
- Ensure proper record keeping, control and reporting.
- Manage the development and support of District Examination Coordinators
- Facilitate the multi-disciplinary team approach between Examination and the Curriculum Sections.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : Chief Education Specialist (CES): Inclusive Education x 1 Post  
**Directorate** : Inclusive Education & Special Schools  
**Ref No** : LDoE 38/01/2026  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R1 106 808.00 per annum (All - inclusive package)  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- A postgraduate qualification in education or relevant postgraduate degree in management will be an added advantage.
- Minimum of nine (09) years' experience in the educational field.
- Registration with SACE as a professional educator.
- Valid South African driver's license (except for people with disability).







relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Understanding of Matrix Management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. 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. Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

### Key Responsibilities

- 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 providing support and advice to Districts, circuits and schools including other relevant sections within the education system.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : Deputy Chief Education Specialist (DCES): Examinations, Assessment & Systems x 1 Post  
**Branch** : Curriculum Management & Delivery  
**Ref No** : LDoE 41/01/2026  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R632 205.00 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- Minimum of eight (8) years' experience in the educational field.
- Registration with SACE as a professional educator.
- Valid South African driver's license (except for people with disability).



**Name of Post** : Deputy Chief Education Specialist (DCES): Library Services  
x 01 Post  
**Branch** : Curriculum Management & Delivery  
**Ref No** : LDoE 42/01/2026  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R632 205.00 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- Minimum of eight (8) years' experience in the educational field.
- Registration with SACE as a professional educator.
- Valid South African driver's license (except for people with disability).

### Job Purpose

To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility.

### 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 and Skills

Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Understanding of Matrix Management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. 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. Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

### Key Responsibilities

- Ensuring compliance with national and provincial policies regarding library services, including the provisioning and utilization of printed and electronic media.
- Planning, monitoring, and evaluating the functionality of school and education libraries, including the development of "hotspot" or mobile libraries in rural areas
- Managing the procurement, distribution, and maintenance of learning and teaching support materials (LTSM), including library books and technology.

- Providing professional guidance and support to teacher-librarians and managing school library forums.
- Building relationships with partners (e.g., NGOs, public libraries) to enhance library services in schools.

**Name of Post** : Deputy Chief Education Specialist (DCES): Professional Teacher Development (PTD) x 1 Post  
**Branch** : Curriculum Management & Delivery  
**Ref No** : LDoE 43/01/2026  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R632 205.00 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- Minimum of eight (8) years' experience in the educational field.
- Registration with SACE as a professional educator.
- Valid South African driver's license (except for people with disability).

### Job Purpose

To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility.

### 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 and Skills

Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Understanding of Matrix Management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. 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. Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

### Key Responsibilities

- 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 (PTD) Centre.
- Manage the effective utilization of finances and other resources of the PTD centres.
- Provides leadership and co-ordinate activities for effective delivery of projects and programmes in the (PTD) centres.
- 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 of PTD.
- Undertake research and development with a view to improving service delivery.

**Name of Post** : Deputy Chief Education Specialist (DCES): Multimedia Services (GET) x 1 Post  
**Branch** : Curriculum Management & Delivery  
**Ref No** : LDoE 44/01/2026  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R632 205.00 per annum  
**Centre** : Head Office, Polokwane

### Minimum Requirements

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- Minimum of eight (8) years' experience in the educational field.
- Registration with SACE as a professional educator.
- Valid South African driver's license (except for people with disability).

### Job Purpose

To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility.

### Competencies

Monitoring and evaluation. Performance Management. Decision making and initiating action. Adhering to principles and values. Analysis and interpreting. Writing



## 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 and Skills

Sound knowledge, understanding and experience of CAPS and NCS in FET phase including curriculum transformation. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Understanding of Matrix Management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. 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. Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

## Key Responsibilities

- Ensure that teaching and learning is done through digital content.
- Provision of teacher LTSM which has digital content.
- Provision of support for the integration of digital resources (e-Learning) in teaching and learning, including managing digital platforms and uploading resources.
- Analyze training needs for teachers and subject advisers and conduct workshops.
- Provision of training to teachers on accessing and utilisation of e – Education.

**Name of Post** : Deputy Chief Education Specialist (DCES): Psychological Services x 1 Post  
**Branch** : Curriculum Management & Delivery  
**Ref No** : LDoE 46/01/2026  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R632 205.00 per annum  
**Centre** : Head Office, Polokwane

## Minimum Requirements

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- Minimum of eight (8) years' experience in the educational field.
- Registration with SACE as a professional educator.
- Valid South African driver's license (except for people with disability).

## Job Purpose

To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility.

## 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 and Skills

Sound knowledge, understanding and experience of CAPS and NCS in FET phase including curriculum transformation. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Understanding of Matrix Management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. 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. Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

## Key Responsibilities

- 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 improving service delivery.
- Manage the effective utilisation of finances and other resources.
- 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): Quality Management Systems (QMS) and Education Management Systems (EMS) x 1 Post  
**Branch** : Education Management Systems (EMS)  
**Ref No** : LDoE 47/01/2026  
**Post Status** : Permanent  
**Salary Level** : 10  
**Salary Notch** : R632 205.00 per annum  
**Centre** : Mopani West District

### **Minimum Requirements**

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

### **Job Purpose**

To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility.

### **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 and Skills**

Sound knowledge, understanding and experience of CAPS and NCS in FET phase including curriculum transformation. Knowledge of the constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. Understanding of Matrix Management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. 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. Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Researching. Curriculum developing. Staff developing. Organising. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

### **Key Responsibilities**

- **Monitoring and Evaluation:** Conducting regular site visits to schools to monitor the implementation of QMS and ensure compliance with policies and procedures.
- **Support and Capacity Building:** Providing professional leadership and organizing workshops to strengthen the implementation of educator performance management systems.
- **Data Analysis and Moderation:** Conducting analysis of QMS data to inform and improve educator performance and ensuring the moderation of QMS scores.
- **Reporting:** Ensuring the compilation of quarterly and annual reports on the implementation of QMS and ensuring correct capturing of QMS outcomes.
- **Implementation:** Managing the Performance Management and Development System (PMDS) to improve the performance of office-based staff (e.g., Subject Advisors).

- Performance Reporting: Reviewing and submitting performance agreements, reviews, and appraisals for staff under their supervision.
- Whole School Evaluation (WSE): Monitoring the implementation of WSE to evaluate school effectiveness and increase accountability.
- Reporting and Analysis: Analyzing performance data to inform decision-making, reporting to the Chief Education Specialist (CES), and developing strategies to address gaps.

**Name of Post** : Senior Education Specialist (SES) (Circuits) x 85 Posts  
**Branch** : District Management & Institutional Governance  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R514 563.00 per annum

Centre		Ref No.	Number of Post
Circuit	District		
Bahananwa North Circuit, SES Governance	Capricorn North	LDoE 48/01/2026	1
Bahananwa South Circuit, SES Governance	Capricorn North	LDoE 49/01/2026	1
Bahlaloga Circuit, SES Governance	Capricorn North	LDoE 50/01/2026	1
Bakone Vlak Circuit, SES Governance	Capricorn North	LDoE 51/01/2026	1
Bochum West Circuit, SES Governance	Capricorn North	LDoE 52/01/2026	1
Maleboho Central Circuit, SES Governance	Capricorn North	LDoE 53/01/2026	1
Moloto Circuit, SES Governance	Capricorn North	LDoE 54/01/2026	1
Sekgosese Central Circuit, SES Governance	Capricorn North	LDoE 55/01/2026	1
Sekgosese West Circuit, SES Governance	Capricorn North	LDoE 56/01/2026	1
DIMAMO Circuit, SES Governance	Capricorn South	LDoE 57/01/2026	1
Kgakotlou Circuit, SES Governance	Capricorn South	LDoE 58/01/2026	1
Lebowakgomo Circuit, SES Governance	Capricorn South	LDoE 59/01/2026	1
Lepelle Circuit, SES Governance	Capricorn South	LDoE 60/01/2026	1
Magatle Circuit, SES Governance	Capricorn South	LDoE 61/01/2026	1
Mamabolo Circuit, SES Governance	Capricorn South	LDoE 62/01/2026	1
Mankweng Circuit, SES Governance	Capricorn South	LDoE 63/01/2026	1
Moletlane Circuit, SES Governance	Capricorn South	LDoE 64/01/2026	1
Mphahlele Circuit, SES Governance	Capricorn South	LDoE 65/01/2026	1
Nokotlou Circuit, SES Governance	Capricorn South	LDoE 66/01/2026	1
Sepitsi Circuit, SES Governance	Capricorn South	LDoE 67/01/2026	1
Seshego Circuit, SES Governance	Capricorn South	LDoE 68/01/2026	1
Groot Letaba Circuit, SES Governance	Mopani East	LDoE 69/01/2026	1
Klein Letaba Circuit, SES Governance	Mopani East	LDoE 70/01/2026	1
Lulekani Circuit, SES Governance	Mopani East	LDoE 71/01/2026	1
Mamaila Circuit, SES Governance	Mopani East	LDoE 72/01/2026	1
Man'ombe Circuit, SES Governance	Mopani East	LDoE 73/01/2026	1
Mnamakgala Circuit, SES Governance	Mopani East	LDoE 74/01/2026	1
Nsami Circuit, SES Governance	Mopani East	LDoE 75/01/2026	1
Rakwadu 1 Circuit, SES Governance	Mopani East	LDoE 76/01/2026	1
Sekgosese East 1 Circuit, SES Governance	Mopani East	LDoE 77/01/2026	1
Sekgosese East 2 Circuit, SES Governance	Mopani East	LDoE 78/01/2026	1
Shamavunga Circuit, SES Governance	Mopani East	LDoE 79/01/2026	1
Makhutswe Circuit, SES Governance	Mopani West	LDoE 80/01/2026	1
Thabina Circuit, SES Governance	Mopani West	LDoE 81/01/2026	1
Mafarana Circuit, SES Governance	Mopani West	LDoE 82/01/2026	1

Lepelle Circuit, SES Governance	Mopani West	LDoE 83/01/2026	1
Khujwana Circuit, SES Governance	Mopani West	LDoE 84/01/2026	1
Matlalane Circuit, SES Governance	Mogalakwena	LDoE 85/01/2026	1
Baltimore Circuit, SES Governance	Mogalakwena	LDoE 86/01/2026	1
Mogalakwena Circuit, SES Governance	Mogalakwena	LDoE 87/01/2026	1
Mapela Circuit, SES Governance	Mogalakwena	LDoE 88/01/2026	1
Potgietersrus Circuit, SES Governance	Mogalakwena	LDoE 89/01/2026	1
Tubatse Circuit, SES Governance	Sekhukhune East	LDoE 90/01/2026	1
Driekop Circuit, SES Governance	Sekhukhune East	LDoE 91/01/2026	1
Ngwaabe Circuit, SES Governance	Sekhukhune East	LDoE 92/01/2026	1
Mmashadi Circuit, SES Governance	Sekhukhune East	LDoE 93/01/2026	1
Malokela Circuit, SES Governance	Sekhukhune East	LDoE 94/01/2026	1
Drakensberg Circuit, SES Governance	Sekhukhune East	LDoE 95/01/2026	1
Seotlong Circuit, SES Governance	Sekhukhune East	LDoE 96/01/2026	1
Moroke Circuit, SES Governance	Sekhukhune East	LDoE 97/01/2026	1
Leolo Circuit, SES Governance	Sekhukhune East	LDoE 98/01/2026	1
Schoonoord Circuit, SES Governance	Sekhukhune East	LDoE 99/01/2026	1
Tubatse Circuit, SES Governance	Sekhukhune East	LDoE 100/01/2026	1
Masemola Circuit, SES Governance	Sekhukhune South	LDoE 101/01/2026	1
Moutse Central Circuit, SES Governance	Sekhukhune South	LDoE 102/01/2026	1
Lepelle Circuit, SES Governance	Sekhukhune South	LDoE 103/01/2026	1
Glen Cowie Circuit, SES Governance	Sekhukhune South	LDoE 104/01/2026	1
Tsimanyane Circuit, SES Governance	Sekhukhune South	LDoE 105/01/2026	1
Hlogotlou Circuit, SES Governance	Sekhukhune South	LDoE 106/01/2026	1
Motetema Circuit, SES Governance	Sekhukhune South	LDoE 107/01/2026	1
Rakgwadi Circuit, SES Governance	Sekhukhune South	LDoE 108/01/2026	1
Phokwane Circuit, SES Governance	Sekhukhune South	LDoE 109/01/2026	1
Eensaam Circuit, SES Governance	Sekhukhune South	LDoE 110/01/2026	1
Dzindi Circuit, SES Governance	Vhembe East	LDoE 111/01/2026	1
Niani East Circuit, SES Governance	Vhembe East	LDoE 112/01/2026	1
Niani West Circuit, SES Governance	Vhembe East	LDoE 113/01/2026	1
Malamulele Central Circuit, SES Governance	Vhembe East	LDoE 114/01/2026	1
Malamulele NE Circuit, SES Governance	Vhembe East	LDoE 115/01/2026	1
Malamulele East Circuit, SES Governance	Vhembe East	LDoE 116/01/2026	1
Malamulele South Circuit, SES Governance	Vhembe East	LDoE 117/01/2026	1
Mudaswali Circuit, SES Governance	Vhembe East	LDoE 118/01/2026	1
Vhurong 1 Circuit, SES Governance	Vhembe East	LDoE 119/01/2026	1
Dzondo Circuit, SES Governance	Vhembe West	LDoE 120/01/2026	1
Elim Circuit, SES Governance	Vhembe West	LDoE 121/01/2026	1
Lwamondo Circuit, SES Governance	Vhembe West	LDoE 122/01/2026	1
Hlanganani Central Circuit, SES Governance	Vhembe West	LDoE 123/01/2026	1
Nzhelele Central Circuit, SES Governance	Vhembe West	LDoE 124/01/2026	1
Nzhelele East Circuit, SES Governance	Vhembe West	LDoE 125/01/2026	1
Soutpansberg North Circuit, SES Governance	Vhembe West	LDoE 126/01/2026	1
Soutpansberg West Circuit, SES Governance	Vhembe West	LDoE 127/01/2026	1
Dwaalboom Circuit, SES Governance	Waterberg	LDoE 128/01/2026	1
Naboomspruit Circuit, SES Governance	Waterberg	LDoE 129/01/2026	1
Nylstroom Circuit, SES Governance	Waterberg	LDoE 130/01/2026	1
Warmbaths Circuit, SES Governance	Waterberg	LDoE 131/01/2026	1
Palala North Circuit, SES Governance	Waterberg	LDoE 132/01/2026	1
<b>Total</b>			<b>85</b>



- Intervene in learning disciplinary matters.
- Any other reasonable function assigned by the employer within the job function.

**Name of Post** : Assistant Director: Supply Chain Management x 1 Post  
**Sub - Directorate** : Finance  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R468 459 per annum  
**Centre** : Capricorn South, Ref No: LDoE 134/01/2026

#### Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Qualification/s in Supply Chain Management/ Assets Management and Financial Management will be an added advantage
- Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field.
- Valid vehicle driver's license (except for people with disability).

#### Knowledge and Skills

Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy

#### Competencies

Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

#### Key Responsibilities

- Ensure effective and compliant supply chain management processes in line with PFMA and other regulations.
- Implement and monitor supply chain policies and procedures.
- Manage procurement, contract management, asset management, and inventory control functions.
- Ensure proper record-keeping and reporting as required by the PFMA.

**Name of Post** : Assistant Director: Financial Management & Accounting Services x 3 Posts  
**Sub - Directorate** : Finance  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R468 459 per annum  
**Centre** : Sekhukhune East, Ref No: LDOE 135/01/2026  
: Capricorn South, Ref No: LDoE 136/01/2026  
: Sekhukhune South, Ref No: LDoE 137/01/2026











**Name of Post** : Assistant Director Human Resource Development (HRD) and Performance Management System (PMS) x 3 Posts  
**Sub - Directorate** : Corporate Management  
**Post Status** : Permanent  
**Salary Notch** : R468 459 per annum  
**Salary Level** : 09  
**Centre** : Mopani East, Ref No: LDOE 168/01/2026  
: Mogalakwena, Ref No: LDOE 169/01/2026  
: Sekhukhune East, Ref No: LDoE 170/01/2026

### Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Qualification/s in Human Resources Management/ Development will be an added advantage.
- Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field.
- Valid vehicle driver's license (except for people with disability).

### Knowledge and Skills

Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy

### Competencies

Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

### Key Responsibilities

- Coordinate and monitor the provision of implementation of Performance Management System (PMS).
- Manage the performance assessment and payment of incentives.
- Coordinate and facilitate the implementation of Skills Development.
- Coordinate and facilitate provision of training development processes and programmes.
- Coordinate the provision of learnership and internship programmes.

**Name of Post** : Assistant Director: Labour Relations & Wellness Services  
x 2 Posts  
**Sub - Directorate** : Corporate Management  
**Post Status** : Permanent  
**Salary Notch** : R468 459 per annum  
**Salary Level** : 09  
**Centre** : Mopani West, Ref No: LDOE 171/01/2026  
: Vhembe East, Ref No: LDOE 172/01/2026









**Centre : Head Office, Polokwane, Ref No: LDOE 177/01/2026**

### **Minimum Requirements**

- A relevant NQF level 6 qualification as recognised by SAQA.
- Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field.
- Valid vehicle driver's license (except for people with disability).

### **Knowledge and Skills**

Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy

### **Competencies**

Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

### **Key Responsibilities**

- Coordinate and monitor the implementation of workforce plans (HR and EE Plans).
- Facilitate HR forecasting in line with organisational strategy.
- Develop and maintain HR data bank for analysis, standard and ad-hoc statistical reports.
- Render workforce planning advisory and support services.
- Conduct research and provide recommendations to inform organisational capacity requirements.
- Liaise with various internal and external stakeholders.
- Meet the reporting requirements in respect of workforce planning.
- Prepare reports, minutes, agenda items and documentation for meetings.

**Name of Post : Assistant Director: Human Resource Management, Conditions of Service x 1 Post**  
**Directorate : Human Resource Administration, Sub - Directorate: Conditions of Service**  
**Post Status : Permanent**  
**Salary Level : 09**  
**Salary Notch : R468 459 per annum**  
**Centre : Head Office, Polokwane, Ref No: LDOE 178/01/2026**

### **Minimum Requirements**

- A relevant NQF level 6 qualification as recognised by SAQA.
- Qualification/s in Human Resource Management or Public Administration/ Public Management will be an added advantage.
- Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field.

- Results/Certificate/Proof for introductory PERSAL is compulsory.
- Valid vehicle driver's license (except for people with disability).

### **Knowledge and Skills**

Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy.

### **Competencies**

Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

### **Key Responsibilities**

- Coordinate and facilitate the conditions of service for Employment of Educators Act and Public Service Act staff.
- Supervise and management 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.
- Provide guidance and advice to line managers or employees on HR policies and directives.
- Authorize /Approve transactions on PERSAL according to departmental delegations.

**Name of Post** : **Assistant Director: Conduct Management x 1 Post**  
**Directorate** : **Labour Relations, Sub - Directorate: Conduct Management**  
**Post Status** : **Permanent**  
**Salary Level** : **09**  
**Salary Notch** : **R468 459 per annum**  
**Centre** : **Head Office, Polokwane, Ref No: LDOE 179/01/2026**

### **Minimum Requirements**

- A relevant NQF level 6 qualification as recognised by SAQA.
- Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field.
- Valid vehicle driver's license (except for people with disability).

### **Knowledge and Skills**

Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy

### **Competencies**

Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High

attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

### Key Responsibilities

- Coordinate and facilitate sound conduct management in compliance with disciplinary codes and procedures.
- Facilitate the implementation of misconduct and disciplinary processes in the province.
- Coordinate and facilitate the convening of disciplinary hearings.
- Provide expert advice on disciplinary and misconduct matters.
- Establish, build and maintain partnerships and constantly liaise with internal and external stakeholders on labour related matters on recognized Labour unions.
- Provide guidance with all regulatory requirements.

**Name of Post** : Assistant Director: Knowledge Management x 1 Post  
**Directorate** : Knowledge Management and Information, Sub - Directorate : Information Management  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R468 459 per annum  
**Centre** : Head Office, Polokwane, Ref No: LDOE 180/01/2026

### Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field.
- Valid vehicle driver's license (except for people with disability).

### Knowledge and Skills

Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy

### Competencies

Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

### Key Responsibilities

- Coordinate the development, review, and implementation of Knowledge Management strategies, frameworks, and policies.





















### Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field.
- Valid vehicle driver's license (except for people with disability).

### Knowledge and Skills

Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy

### Competencies

Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

### Key Responsibilities

- Facilitate and monitor the provision of integrated internal control systems.
- Monitor the implementation of delegation on payments, procedure manuals, etc.
- Manage departmental loss control system.

**Name of Post** : Assistant Director: Fleet Management Services x 1 Post  
**Directorate** : Fleet and Assets Management Services, Sub – Directorate:  
Fleet Management Services  
**Post Status** : Permanent  
**Salary Level** : 09  
**Salary Notch** : R468 459 per annum  
**Centre** : Head Office, Polokwane, Ref No: LDOE 193/01/2026

### Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Minimum of five (5) years' experience of which two (3) years must be at lower management or supervisory level of 7/8 within the related field.
- Valid vehicle driver's license (except for people with disability).

### Competencies

Leadership and team management abilities. Excellent communication and interpersonal skills, with the ability to collaborate across departments. High attention to detail and organizational skills. Problem-solving and decision-making aptitude. Ability to manage multiple projects and deadlines effectively.

### Knowledge and Skills

Knowledge and understanding of the Public Service legislative environment, policies, regulations, frameworks and Instructions. Human and Financial management skills. Excellent communication and interpersonal skills. Analytical,





**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>	<b>Mr L Chipa</b> <b>Cell No: 082 647 2268</b>
The District Director Capricorn South Education District Private Bag X 03 <b>Chueniespoort</b> 0745	Old Parliament Complex <b>Lebowakgomo</b>	<b>Ms J Ntsoane</b> <b>Cell No: 082 906 3848</b>
The Acting District Director Sekhukhune South Education District Private Bag X 70 <b>Lebowakgomo</b> 0737	Old Parliament Complex <b>Lebowakgomo</b>	<b>Ms P Mageza</b> <b>Cell No: 082 906 3905</b>
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>Mr MS Phasha</b> <b>Cell No: 082 714 3699</b>
The District Director Mopani East Education District Private Bag X 578 <b>Giyani</b> 0826	Old Parliament Building <b>Giyani</b>	<b>Mr N Sono</b> <b>Cell No: 079 693 0085</b>
The District Director Mopani West Education District Private Bag X 4032 <b>Tzaneen</b> 0850	27 Peace Street Prosperitas Building <b>Tzaneen</b>	<b>Mr MW Raholane</b> <b>Cell No: 082 881 6102</b>
The Acting District Director Vhembe East Education District Private Bag X 2250 <b>Sibasa</b> 0970	Block D Old Parliament Building <b>Thohoyandou</b>	<b>Ms AB Shivabu</b> <b>Cell No: 066 044 2157</b>
The District Director Vhembe West Education District Private Bag X 2250 <b>Sibasa</b> 0970	Old Parliament Building <b>Makwarela</b>	<b>Mr NA Rasila</b> <b>Cell No: 082321 1554</b>
The District Director Mogalakwena Education District Private Bag X 601 <b>Mahwelereng</b> 0626	805 Rufus Seakamela Street <b>Mahwelereng</b>	<b>Ms O Sebyetseba</b> <b>Cell No: 072 623 6644</b>
The Acting District Director Waterberg Education District Private Bag X 1040 <b>Modimolle</b> 0510	84 Limpopo Street NTK Building <b>Modimolle</b>	<b>Ms K Songwane</b> <b>Cell No: 079 495 5898</b>