



LIMPOPO
PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF
EDUCATION

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

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

DEPARTMENTAL CIRCULAR NO. 23 OF 2026

**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 exist in the Limpopo Department of Education. The details of the post are outlined in 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 / 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 **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.

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, 27th February 2026 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:

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.

- (a) Or handed delivered at the following addresses:

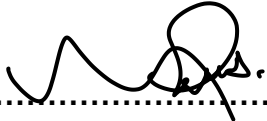
The Head of Department, Limpopo Department of Education,
Private Bag X 9489, Polokwane, 0700

- (b) Or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 [REGISTRY]

- (c) 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 receiving 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 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, www.limpopo.edu.limpopo.gov.za and www.dpsa.gov.za and Provincial Department social media.



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Mr. Seshibe MV
Head of Department

06/02/2026
.....
Date



LIMPOPO

PROVINCIAL GOVERNMENT
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF EDUCATION

ANNEXURE A

RE – ADVERTISEMENT:

Name of Post : Chief Director: Continuous Professional and Teacher Development
Branch : Curriculum Management & Delivery
Ref No : LDoE 01/01/2026
Post Status : Permanent
Salary Notch : R1 1 494 900.00 per annum (All - inclusive package)
Salary Level : 14
Centre : Head Office, Polokwane

Minimum Requirements

- An NQF level 7 qualification in Education as recognized by SAQA.
- A postgraduate qualification in Education/Management and/or experience in skills development will be an added advantage.
- Minimum of five (5) years' experience at a 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. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.

Key Responsibilities

- Lead and manage the development and implementation of strategies to utilise a network of educator development institutions to massify quality educator recruitment and development.
- Manage the induction of newly appointed educators into the world of work.

- Lead and manage Conduct research to inform targeted educators training and development programmes.
- Manage continuous professional development of all teachers.
- Manage and coordinate the continuous professional and teacher development point system.
- Manage and coordinate the provision of QMS (Quality Management System) in the schooling system.

Name of Post : Chief Director: Learner Social Support Programmes x 1 Post
Branch : District Management & Institutional Governance
Ref No : LDoE 02/01/2026
Post Status : Permanent
Salary Notch : R1 1 494 900.00 per annum (All - inclusive package)
Salary Level : 14
Centre : Head Office, Polokwane

Minimum requirements

- An NQF level 7 qualification as recognized by SAQA.
- A relevant postgraduate qualification and experience in management of special programmes will be an added advantage.
- Minimum of five (5) years' experience at a 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. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.

Key Responsibilities

- Ensure the development and implementation of learner social support services, policies, guidelines, strategies and procedure manuals.
- Oversee the management and provision of in-school sports, arts and culture.
- Oversee the management and coordination of education psychological and learner guidance services.

- 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).

- Manage and ensure compliance with centre and learner registration requirements and concessions.
- Manage continual research projects and provide assessment feedback.
- Quality assure and verify learning schedules and report cards in GET and FET Phases.

Name of Post : Director Sekhukhune South District x 1 Post
Branch : District Management & Institutional Governance
Ref No : LDOE 07/01/2026
Post Status : Permanent
Salary Level : 13
Salary Notch : R 1 266 714 per annum (All - inclusive package)
Centre : Head Office

Minimum Requirements

- An NQF level 7 qualification as recognized by SAQA.
- A relevant postgraduate qualification in education/management will be an 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

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 Responsibilities

- Manage and coordinate the provision of integrated Basic Education services in the district.
- Facilitate and coordinate the provision of curriculum management and delivery services, and learner support.
- Facilitate and coordinate the provision of examination and assessment in all school phases.
- Facilitate and coordinate the provision of institutional management governance and support services.
- Manage and facilitate the provision of corporate and financial management services to the District and Circuits.
- Facilitate effective and efficient interface between the District and Circuits.

- Facilitate effective and efficient interface between the District and Circuits.
- Ensure that District, Circuits, schools improvement plans and subject improvement plans are linked and coherent to the National and Provincial departmental plans.
- Ensure stakeholder management and cooperation in the district.

RE – ADVERTISEMENT:

Name of Post : Deputy Director: Infrastructure (Civil/Mechanical) x 1 Post
Chief Directorate : Physical Resources Management
Ref No : LDOE 09/01/2026
Post Status : Permanent
Salary Notch : R879,342.00 per annum (All - inclusive package)
Salary Level : Level 11
Centre : Head Office, Polokwane

Minimum Requirements

- An NQF level 6 or higher qualification in Engineering and/or equivalent qualification as recognized by SAQA.
- A postgraduate qualification in the above-mentioned discipline would be an added advantage.
- Registered as a Professional Engineer with ECSA.
- Minimum of five (5) years' experience of which three (3) years must be as Assistant Director or equivalent within related field.
- Valid driver's license (except for people with disability).

Competencies

People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

Knowledge & Skills

Knowledge and application of the following prescripts: Construction Industry Development Board Act of 2000 and Regulations, PFMA/Division of Revenue Act /Treasury Regulations/Practice Notes/ Instructions/Circulars/Construction Procurement System, Provincial/Departmental Supply Chain Management Policies, Promotion of Access to Information Act of 2000, Promotion of Administrative Justice Act of 2000, Expanded Public Works Programme, Broad Based Black Empowerment Act of 2003, Preferential Procurement Act of 2000 and Regulations, Engineering Profession Act of 2000, National Building Standards Act of 1977 and Regulations, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act and Regulations of 1993, Project and Construction Management Professions Act of 2000, South African Schools Act of 1996, Regulations and Guidelines, National Environmental Management Act of 1998, ISO standards and all different types and forms of construction contracts.

Key Responsibilities

- Manage and coordinate all aspects of facility projects and facility maintenance.
- Be responsible for project and maintenance planning, implementation monitoring, reporting and evaluation in line with project management methodology.
- Prepare the Procurement Strategy, Infrastructure Programme Management Plan (IPMP) and updating the plan.
- Monitor the implementation of Programmes and Projects by the Implementing Agents (IA) and the adherence to the Service Delivery Agreements.
- Manage project implementation of projects that are not allocated to an Implementing Agent (IA).
- Review and sign-off on the Infrastructure Programme Implementation Plan (IPIP) as prepared by the Implementing Agent (IA).
- Assess departmental projects that qualify for departmental funding assessed.
- Review infrastructure projects and programmes in line with the built environment norms, standards and legislative requirements.
- Manage the preparation of the project by closing out reports.
- 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/councils etc.

RE – ADVERTISEMENT:

Name of Post : Deputy Director (Cost Planner) x 1 Post
Chief Directorate : Physical Resources Management
Ref No : LDOE 10/01/2026
Post Status : Permanent
Salary Notch : R896 436 per annum (All - inclusive package)
Salary Level : Level 11
Centre : Head Office, Polokwane

Minimum Requirements

- An NQF level 6 or higher qualification in Quantity Surveying and/or equivalent qualification as recognized by SAQA.
- A post-graduate qualification of the above-mentioned discipline would be an added advantage.
- Registered as Professional Quantity Surveyor with SACQSP.
- Minimum of five (5) years' experience of which three (3) years must be as Assistant Director or equivalent within related field.
- Valid driver's license (except for people with disability).

Competencies

People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

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.

- Minimum of three (3) years' experience in Town or Regional planning.
- Valid driver's license (except for people with disability).

Competencies

People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

Knowledge & Skills

Knowledge and application of the following prescripts: South African Schools Act of 1996, Regulations and Proclamations, Guidelines issued by DBE in terms of functional and technical Norms and Standards, Construction Industry Development Board Act of 2000 and Regulations, Spatial planning systems and norms of Government, National Building Standards Act of 1977 and Regulations, Town and Regional Planner Act of 1994, PFMA, Treasury Regulations, Treasury Practice Notes and Circulars, Government Immovable Asset Management Act of 2007, Occupational Health and Safety Act of 1993 and Regulations, National Environmental Management Act of 1998 and Relevant Provincial Land Administration Legislation

Key Responsibilities

- Assist in aligning town planning infrastructure modelling to the Departmental Service Plan.
- Assist in preparing inputs to the Directorate Infrastructure Delivery Management in terms of the implementation of Project Briefs and related requests on town planning specific information.
- Assist in preparing inputs to the Directorate Infrastructure Delivery Management for the procurement strategy and the Infrastructure Programme Management Plan (IPMP).
- Assist in preparing inputs to Directorate Infrastructure Delivery Management for the Medium, Annual and Adjustment Budgets.
- Develop a ranking list/criteria starting with the neediest as part of the process to eliminate backlogs aligned to the spatial plan for infrastructure delivery aligned to Integrated Development Plans (IDPs) of Local Government.
- Determine town planning service level infrastructure standards, spatial norms, service level norms and undertake comprehensive spatial planning for education infrastructure planning.
- Validate land suitability and where Public Works do not fulfill its obligations as Custodian, validate the availability of land.
- Review the utilization of Schools, undertake cost benefit analysis, and plan for land/leases/accommodation schedules as inputs towards the drafting of the User Asset Management Plan (U-AMP).
- Development, interpretation and customize the functional and technical norms and standards

RE – ADVERTISEMENT:

Name of Post : Electrical Engineer Grade A x 1 Post
Chief Directorate : Physical Resources Management
Ref No : LDOE 12/01/2026
Post Status : Permanent
Salary Notch : R879 342.00 per annum (All - inclusive package)
Salary Level : Level 11 OSD
Centre : Head Office, Polokwane

Minimum Requirements

- (NQF level 6) or higher qualification in Engineering and/or equivalent qualification as recognized by SAQA.
- A post-graduate qualification of the above-mentioned discipline would be an added advantage.
- Registered as Professional Engineer with ECSA.
- Minimum of 3 years' experience in the field.
- Valid driver's license (except for people with disability).

Competencies

People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

Knowledge & Skills

- PFMA/Treasury Regulations/Practice Notes/ Instructions/Circulars.
- Provincial/Departmental Supply Chain Management Policies.
- National Building Standards Act of 1977 and Regulations.
- Occupational Health and Safety Act of 1993 and Regulations.
- Government Immovable Asset Management Act of 2007.
- South African Schools Act of 1996, Regulations and Guidelines.

Key Responsibilities

- Provide inputs to technical and functional norms and standards from an engineering perspective to be issued in terms of the Provincial Education Facilities Guidelines and National Education norms & standards.
- Monitor that infrastructure projects implemented by Implementing Agent(s) comply with approved engineering functional and technical norms and standards and that the planning and design are according to sound engineering principles and code of practice.
- Prepare reports stating the advisability, desirability, impact and legality of proposals for innovative service delivery mechanisms.
- Compile briefing documentation and specifications from an engineering perspective.
- Investigate electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary.
- Provide electrical engineering inputs to implement projects successfully.
- Provide electrical engineering professional and technical advice in the form of verbal and written advice, reports, calculations, specifications and drawings.

- Provide inputs to infrastructure assessments from an electrical engineering perspective.
- Provide engineering inputs to maintenance projects from an electrical engineering 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.

Name of Post : Deputy Director: Learning and Teaching Support
Materials (LTSM)
Sub - Directorate : Institutional Governance
Ref No : LDOE 13/01/2026
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

People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

Knowledge and skills

- In-depth knowledge of the PFMA, Treasury Regulations, Public Service Regulations, SCM processes and inventory management, Interpersonal and Communication skills, Analytical, Planning, Organizing, Problem-solving, and Computer literacy skills are essential.

Key Responsibilities

- Manage acquisition of textbooks and stationery for the department.
- Manage textbooks inventory for the department.
- Coordinate and manage the distribution of LTSM to districts and schools.
- Coordinate the management of retention and retrieval of textbooks and LTSM by schools through the districts.

Name of Post : Deputy Director: Business Process Management
Sub - Directorate : Business Process Management
Ref No : LDOE 14/01/2026
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

People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

Knowledge and skills

Functional computer literacy

Key Responsibilities

- Document and facilitate the alignment of business processes to support improvement in organizational efficiency and effectiveness.
- Facilitate and guide the development and review of Standard Operating Procedures(SoPs)
- Facilitate the implementation and review of productivity enhancement techniques.
- Facilitate the development and review of the Service Delivery Model for the department.

Name of Post : Deputy Director: HR Provisioning
Directorate : HR Administration Services
Ref No : LDOE 15/01/2026
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.
- Certificate in Persal is compulsory.
- Valid driver's license (except for people with disability).

Competencies

People Management and Empowerment, Programme & Project Management, Financial Management, Change Management, Knowledge Management, Client orientation & Customer focus, Problem Solving & Analysis, Communication.

Knowledge and Skills

- Extensive knowledge of HR policy frameworks, education legislation and policies and public service legislation and policies pertain to HR Provisioning.
- Knowledge and experience related to the costing and preparation of inputs for Compensation budgeting processes. Functional computer literacy

Key Responsibilities

- Manage provisioning of Employment of Educators Act and Public Service Act staff.
- Provide support to the Post Provisioning of educator process.
- Manage the recruitment and selection process.
- Maintain personnel statistics.
- Manage transfers and secondments.
- Provide costing and inputs for Compensation budgeting processes.
- Co-ordinate, monitor and advise on all HR provisioning related matters (procedural and policy).
- Ensure compliance, implementation and maintenance of national and provincial policy frameworks in the field of HR.

Name of Post : Deputy Director: Corporate Services x 1 Post
Sub - Directorate : Corporate Services
Ref No : LDOE 16/01/2026
Post Status : Permanent
Salary Level : 11
Salary Notch : R896 436 per annum (All - inclusive package)
Centre : Vhembe West District

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.
- Certificate in Persal will be an added advantage.
- Valid driver's license (except for people with disability).

Competencies

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

Knowledge & Skills

Knowledge and application of the legal frameworks in the Public Service, Job-related skills - Computer skills, Report writing skills, Communication skills and Interpersonal skills.

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

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). Planning and Organising. Knowledge and understanding of legislation governing planning and reporting. Analysis and report writing. Research methodology. Functional computer literacy.

Key Responsibilities

- Manage Departmental performance Information.
- Compile quarterly performance reports and Annual reports
- Update the quarterly performance reporting system and prepare quarterly performance reports presentations.
- Review Business Units' monthly and quarterly performance reports and performance evidence against the department's approved annual performance plan and technical indicator descriptions and produce evidence based quarterly performance information reports.
- Update and upload quarterly performance report on the EQPRS system.

Name of Post : Deputy Director: Research
Directorate : Integrated Planning, Research & Reporting
Ref No : LDOE 20/01/2026
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.
- A postgraduate qualification at master's level will be an added advantage.
- 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.

Key Responsibilities

- Develop and maintain protocols for external and internal research.
- Plan, facilitate, and integrate research activities in the department.
- Initiate and develop research projects and their implementation thereof.
- Compile Research Reports
- Establish and strengthen research partnerships.
- Participate in quarterly provincial research forum meetings and annual conferences.
- Maintain a repository of research products and facilitate the dissemination of research results.
- Ability to use the electronic Quarterly Performance Reporting System (eQPR).

Name of Post : Senior Legal Administration Officer x 1 Post
Directorate : Legal Services
Ref No : LDOE 21/01/2026
Post Status : Permanent
Salary Level : OSD
Salary Notch : R932 904.00 per annum (All - inclusive package)
Centre : Head Office, Polokwane

Minimum Requirements

- A relevant NQF Level 7 qualification in Law as recognized by SAQA.
- Five (5) years' experience of which three (3) years must be as Assistant Director or equivalent within related field.
- A relevant postgraduate qualification will be an added advantage.
- 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 & Skills

Knowledge of legislation, policies and procedures. Knowledge of Civil Procedure - High court and magistrate court rules. Knowledge of Contracts.
Good verbal and communication skills. Functional computer literacy.

Key Responsibilities

- Conducting research on applicable policy, legislation and legal principles with legal opinions and formulating questions to be answered on legal opinions.
- Studying and citing relevant cases on aspects related to legal opinions.
- Providing recommendations and conclusions within permissible legal prescripts.
- Ascertaining whether legislation is in accordance with principle of drafting and interpretation of statute.
- Ascertaining that the intentions of the department and its entities are reflected in proposed or amended bills.
- Consulting with relevant line functions.

- Providing evidence regarding possible settlement and negotiating settlements with opponents.
- Preparing instructions for State Attorneys and making recommendations for appointment of suitable Advocates where necessary.
- Monitoring court cases from inception to finalization.
- Exploring alternative dispute resolution options for each court case.
- Ensuring that briefings are prepared and court orders are implemented effectively.
- Drafting, verifying, certifying and ensuring compliance with contracts.
- Conducting research on applicable policy, legislation or regulations to be followed.
- Liaising with all stakeholders involved in the contract and negotiating on final control measures.
- Compilation and submission of monthly and quarterly reports.

Name of Post : **Circuit Manager x 12 Posts**
Branch : **District Management & Institutional Governance**
Post Status : **Permanent**
Salary Level : **12**
Salary Notch : **R1 106 808.00 per annum (All - inclusive package)**
Centre & Ref No : **Moletlane Circuit, Capricorn South, LDoE 22/01/2026**
: **Nokotlou Circuit, Capricorn South, LDoE 23/01/2026**
: **Lebowakgomo Circuit, Capricorn South, LDoE 24/01/2026**
: **Bahananwa North Circuit, Capricorn North, LDoE 25/01/2026**
: **Sekgose West Circuit, Capricorn North, LDoE 26/01/2026**
: **Sekgose Central Circuit, Capricorn North, LDoE 27/01/2026**
: **Matlalanane Circuit, Mogalakwena, LDoE 28/01/2026**
: **Mohlaletse Circuit, Sekhukhune East, LDoE 29/01/2026**
: **Moutse East Circuit, Sekhukhune South, LDoE 30/01/2026**
: **Lepelle Circuit, Sekhukhune South, LDoE 31/01/2026**
: **Dwaalboom Circuit, Waterberg, LDoE 32/01/2026**
: **Nylstroom Circuit, Waterberg, LDoE 33/01/2026**

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.
- Valid registration with SACE as a professional educator.
- Valid South African driver's license (except for people with disability).

Job Purpose

To ensure the effective supervision, management functionality and performance of schools, in relation to administration, governance and curriculum delivery through professional and educational leadership, guidance and development.

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. 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

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

Name of Post : Chief Education Specialist (CES): ECD Grade R - 3 x 1 Post
Branch : Curriculum Management & Delivery
Ref No : LDoE 35/01/2026
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.
- Valid 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 and Skills

Knowledge and understanding of the National Curriculum Framework (Birth to four). Stakeholders operation in the ECD field (birth to four). Ability to coordinate the training, implementation and monitoring of the NCF in Districts. Lead the development of ECD Birth to four strategies, tools and interventions towards the implementation of the NCF. Knowledge of the inter-phase between Pre- Grade R

and Foundation Phase. Proven management and leadership skills. Knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum in the ECD education. Understanding of curriculum transformation issues and capacity building processes in education. 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. Understanding of Matrix Management. Communication skills (written & verbal). 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 Responsibilities

- 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 Key Responsibilities.
- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management.
- 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): Science x 1 Post
Branch : Curriculum Management & Delivery
Ref No : LDoE 36/01/2026
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 in Physical Sciences, Life Sciences, and Technology, 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.
- Valid 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 (SESs).

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. 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

- Manage the implementation of science curricula, including Physical Sciences, Life Sciences, and Technology, for FET (Further Education and Training) phases.

- 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).

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

Name of Post : Deputy Chief Education Specialist (DCES): INTERSEN(Creative Arts) x 1 Post
Branch : Curriculum Management & Delivery
Ref No : LDoE 39/01/2026
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, conceptualising and innovating. Organising 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

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).

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 & 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.
 - 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): 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

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

- Manage the development, maintenance and implementation of policies and guidelines in respect of Multimedia services
- Develop, curate, and quality-assure digital teaching and learning support materials (LTSM)
- Facilitate teacher development training on the use of multimedia tools, e-learning resources, and digital assessment strategies.
- Manage projects aimed at improving curriculum delivery through technology.

Name of Post : Deputy Chief Education Specialist (DCES): E – Education Services x 1 Post
Branch : Curriculum Management & Delivery
Ref No : LDoE 45/01/2026
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

- 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
Total			85

Minimum Requirements

- A recognised three - or four - year qualification, which includes professional teacher education.
- 5 years' experience in the educational field.
- Experience in institutional/school governance support will be an added advantage.
- Valid registration with SACE as professional educator
- Valid driver's license (except for people with disability).

Job Purpose

To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.

Knowledge and Skills

Knowledge of the constitution as well as other relevant Acts and Policies. Interpret, analyse and apply current legislation and departmental policies. Organizational and interpersonal skills. Written and verbal skills. Attention to details and a high level of accuracy. Functional Computer Literacy - MS Word, MS Excel, MS Power Point and MS Outlook.

Competencies

Leadership. Communication. Financial planning and management. Strategic planning and transformation. Policy development. Staff development. Organising

Key Responsibilities

- Provide professional guidance through the implementation of systems and structures that allow for effective management.
- These will include the following:
 - Conduct regular on-site support visits to teachers in schools.
 - Represent the district at other relevant forums.
 - Coordinate and manage district priorities and projects.
 - Ensure effective and efficient utilisation of resources and information services; and
 - Work collaboratively with schools to improve learner performance.
- Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies.
- Facilitate workshops and training sessions on behalf of their sections/area of responsibility.
- Collate and compile reports based on visits and provide feedback to learning institutions.
- Report to line managers regarding interventions and progress at learning schools.
- Provide guidance to school principals, School Management Teams (SMTs) Governing Bodies (SGB).
- Facilitate the implementation of school safety measures and other policies in institutions.
- Support and guide the effective and efficient implementation of Performance Management Systems.
- Support School Self Evaluation (SSE) processes and subsequent development and implementation of School Improvement Plans (SIPs).

- 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

Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Qualification/s in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing 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 compliance with the Public Finance Management Act (PFMA), Treasury Regulations, and related financial policies and procedures.
- Implement financial administration and accounting policies and processes
- Manage financial information and accounting services.
- Verify documents and process documents.
- Manage financial deductions

Name of Post : Assistant Director: Financial Management & Reporting Services
x 1 Post
Sub - Directorate : Finance
Post Status : Permanent
Salary Level : 09
Salary Notch : R468 459 per annum
Centre : Mopani West, Ref No: LDOE 138/01/2026

Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Qualification/s in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing 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 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 input 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 analyzing and interpreting monthly management reports.

Name of Post	: Assistant Director: Education Management Information System (EMIS) x 5 Posts	
Sub - Directorate	: Institutional Management, Governance & Support	
Post Status	: Permanent	
Salary Level	: 09	
Salary Notch	: R468 459 per annum	
Centre	: Capricorn South,	Ref No: LDoE 139/01/2026
	: Mopani West,	Ref No: LDoE 140/01/2026
	: Sekhukhune South,	Ref No: LDoE 141/01/2026
	: Vhembe East,	Ref No: LDoE 142/01/2026
	: Vhembe West,	Ref No: LDoE 143/01/2026

Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Qualification/s in Information Technology 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 facilitate the Education Management Information System services.
- Coordinate the provision of data to management for decision – making.
- Ensuring the accuracy of data in SA-SAMS (South African School Administration and Management System).
- Acting as an information node for schools on education law, policy, and administration.

Name of Post	: Assistant Director: National School Nutrition Programmes (NSNP) x 7 Posts	
Division	: Learner Social Support Programmes: Special Projects	
Post Status	: Permanent	
Salary Level	: 09	
Salary Notch	: R468 459 per annum	
Centre	: Capricorn South,	Ref No: LDoE 144/01/2026
	: Sekhukhune East,	Ref No: LDoE 145/01/2026
	: Sekhukhune South,	Ref No: LDoE 146/01/2026
	: Waterberg,	Ref No: LDoE 147/01/2026
	: Mopani East,	Ref No: LDoE 148/01/2026
	: Mopani West,	Ref No: LDoE 149/01/2026
	: Mogalakwena,	Ref No: LDoE150/01/2026

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 the provision of NSNP.
- Coordinate and facilitate the provision of scholar transport.
- Coordinate and facilitate the provision of Expanded Public Works Programmes.

Name of Post : Assistant Director: Learning & Teaching Support Materials (LTSM) & Library Services x 6 Posts
Sub - Directorate : Institutional Management, Governance & Support, Division: Learning & Teaching Support Materials
Post Status : Permanent
Salary Level : 09
Salary Notch : R468 459 per annum
Centre : Capricorn South, Ref No: LDoE 151/01/2026
: Mopani West, Ref No: LDoE 152/01/2026
: Sekhukhune South, Ref No: LDoE 153/01/2026
: Vhembe East, Ref No: LDoE 154/01/2026
: Mogalakwena, Ref No: LDoE 155/01/2026
: Head Office, Polokwane, Ref No: LDoE 156/01/2026

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

- Manage and quality assure requisitions of LTSM from schools.
- Manage the capturing of requisitions for LTSM from schools.
- Coordinate the retrieval and retention of LTSM by schools.
- Coordinate and monitor the delivery and inventory processes of textbooks and learning materials.
- Coordinate and facilitate the provision of education library services.
- Manage financial accounting processes to ensure strict compliance with relevant financial prescripts, including the Public Finance Management Act (PFMA) and National Treasury Regulations.

Name of Post	: Assistant Director: Examination and Assessment x 11 Posts	
Sub - Directorate	: District Examination and Assessment	
Post Status	: Permanent	
Salary Level	: 09	
Salary Notch	: R468 459 per annum	
Centre	: Capricorn South,	Ref No: LDoE 157/01/2026
	: Mopani East,	Ref No: LDoE 158/01/2026
	: Sekhukhune East,	Ref No: LDoE 159/01/2026
	: Sekhukhune South,	Ref No: LDoE 160/01/2026
	: Vhembe East,	Ref No: LDoE 161/01/2026
	: Vhembe West,	Ref No: LDoE 162/01/2026
	: Waterberg,	Ref No: LDoE 163/01/2026
	: Mopani West,	Ref No: LDoE 164/01/2026
	: Capricorn North,	Ref No: LDoE 165/01/2026
	: Mogalakwena,	Ref No: LDoE 166/01/2026
	: Head Office,	Ref No: LDoE 167/01/2026

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 provision of examinations and assessment services for GETC and FETC.
- Coordinate and facilitate provision of examinations information and certification services for FETC.
- Coordinate the provision of examination administration support services.
- Coordinate the implementation of assessment policies and services.
- Coordinate and facilitate provision of Annual National Assessments (ANA).

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**

Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Qualification/s in EAP/Labour Relations will be added as an 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

- 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 training on grievances and disputes.
- Responsible for developing and implement EAP programmes.
- Manage all resources of the section (physical, human and financial).
- Develop partnership and network with stakeholders.
- Manage and analyse data and other wellness information for reporting purposes and produce reports thereof.
- Co-ordinates events related to EAP in line with the departmental strategic objectives.

Name of Post : Assistant Director: Human Resources, Provisioning x 1 Post
Sub - Directorate : District: Corporate Management
Post Status : Permanent
Salary Notch : R468 459 per annum
Salary Level : 09
Centre : Sekhukhune South, Ref No: LDOE 173/01/2026

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

- Manage provisioning of Employment of Educators Act and Public Service Act staff.
- Coordinate and manage recruitment of staff.
- Facilitate the maintenance of statistical information.
- Supervise the transfers of Public Service and Employment of Educators' Acts staff.
- Supervise the secondment of Public Service and Employment of Educators' Acts staff.
- Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation.
- 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: Scholar Transport x 1 Post
Directorate : Special Projects, Sub – Directorate: Scholar Transport
Post Status : Permanent
Salary Level : 09
Salary Notch : R468 459 per annum
Centre : Head Office, Polokwane, Ref No: LDOE 174/01/2026

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

- Manage and coordinate scholar transport
- Coordinate the implementation and review of scholar transport policy in line with policy.
- Coordinate and manage the budgetary process for scholar transport.
- Monitor and support Districts, Circuits and Schools to comply with policy on scholar transport.

Name of Post : Assistant Director: Business Process Management x 2 Posts
Directorate : OD, HRP & HR Systems, Sub – Directorate: Business Process Management
Post Status : Permanent
Salary Level : 09
Salary Notch : R468 459 per annum
Centre : Head Office, Polokwane, Ref No: LDoE 175/01/2026

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

- Analyzing and improving business processes.
- Developing Standard Operating Procedures (SOPs).
- Implementing quality management strategies.

- Coordinate the implementation of productivity enhancement techniques.
- Developing service delivery models.

Name of Post : **Assistant Director: Organizational Design and Job Evaluation x 2 Posts**
Directorate : **OD, HRP & HR Systems, Sub – Directorate: Organizational Design and Job Evaluation**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**
Centre : **Head Office, Polokwane,** **Ref No: LDOE 176/01/2026**

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

- Design and maintain the organizational structures and facilitate their reviews.
- Facilitate and coordinate the development and redesign of job descriptions/profile.
- Facilitate job analysis and job evaluation.
- Coordinate workload analysis and determine Post Provisioning Norms.
- Coordinate the alignment of office accommodation with the organizational structure.
- Coordinate Organizational Functionality Assessments (OFA)

Name of Post : **Assistant Director: Human Resource Planning x 1 Post**
Directorate : **OD, HRP & HR Systems, Sub – Directorate: Human Resource Planning**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**

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.

- Coordinate the establishment and maintenance of knowledge databases, repositories, and information systems (Knowledge Management Portal) to store and enhance sharing.
- Facilitate Knowledge Management Maturity Assessments and audits to identify gaps in knowledge capture and dissemination.
- Coordinate with internal and external stakeholders to promote knowledge sharing, communities of practice, and user needs assessments.
- Monitor, evaluate, and produce quarterly reports on Knowledge Management performance and compliance for management or governing bodies.

Name of Post : Assistant Director: Human Resource Records x 1 Post
Directorate : Records Management, Sub - Directorate: HR Records
Post Status : Permanent
Salary Level : 09
Salary Notch : R468 459 per annum
Centre : Head Office, Polokwane, Ref No: LDOE 181/01/2026

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 the creation of records.
- Coordinate and facilitate the maintenance of records.
- Coordinate and facilitate the usage and disposal of records.
- Provide registry services.

Name of Post : Assistant Director: Information Security x 1 Post
Directorate : Security and facilities Management Services, Sub –
Directorate: Vetting, Physical and Information Security
Post Status : Permanent
Salary Level : 09
Salary Notch : R468 459 per annum
Centre : Head Office, Polokwane, Ref No: LDOE 183/01/2026

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

- Monitor communication and information security.
- Monitor document security.
- Coordinate information security awareness.
- Coordinate the implementation of information technology policies.

Name of Post : Assistant Director: Facilities Management x 1 Post
Directorate : Security and facilities Management Services, Sub –
Directorate: Facilities Management
Post Status : Permanent
Salary Level : 09
Salary Notch : R468 459 per annum
Centre : Head Office, Polokwane, Ref No: LDOE 184/01/2026

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

- Manage maintenance services.
- Coordinate and manage cleaning services in the department.
- Oversee daily facility operations, including building maintenance, cleaning services, and space management.
- Facilitate the utilization of facilities and to do accommodation planning for staff.

Name of Post : **Assistant Director Research x 1 Post**
Directorate : **Integrated Planning and Research and Reporting, Sub – Directorate**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**
Centre : **Head Office, Polokwane,** **Ref No: LDOE 185/01/2026**

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.

Name of Post : **Assistant Director: Systems Control x 1 Post**
Directorate : **Finance Administration & Accounting, Sub – Directorate: Systems Control**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**
Centre : **Head Office, Polokwane,** Ref No: LDOE 187/01/2026

Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Qualification/s in Cost & Management Accounting/Financial Accounting 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

- Provide support for LOGIS users.
- Manage training for LOGIS/BAS users
- Manage internal systems Audit

Name of Post : **Assistant Director: Salaries & Wages x 2 Post**
Directorate : **Salaries & Expenditure Management, Sub – Directorate: Salaries & Wages**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**
Centre : **Head Office, Polokwane,** Ref No: LDoE 188/01/2026

Minimum Requirements

- A relevant NQF level 6 qualification as recognised by SAQA.
- Qualification/s in Cost & Management Accounting/Financial Accounting 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

- 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 x 1 Post
Directorate : Salaries & Expenditure Management, Sub –
Directorate: Salaries & Wages
Post Status : Permanent
Salary Level : 09
Salary Notch : R468 459 per annum
Centre : Head Office, Polokwane, Ref No: LDoE 189/01/2026

Minimum Requirements

- A relevant NQF level 6 qualification 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.
- 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, PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS, Financial Administration and SCOA. 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

- Provide assistance in the coordination and the revision of policies, internal controls, and improved processes.
- Review efficiency and effectiveness of internal controls at Head office and at the district offices to improve the integrity of financial information.
- Monitor compliance with financial prescripts (Head office and district offices).
- Settle all payments due to creditors within 30 days from receipt of valid invoice in the case of civil claims, from the date of court judgment.
- Prepare a creditors reconciliation. Check adjustment for misallocation identified on the financial system. Check documentation for sundry and order payments.
- Provide support and guidance to clients.
- Assist in the preparation of the disbursement run for submission to Treasury for the release of the payments captured.
- Prepare credit transfers for the transactions above a million.
- Analyse and investigate long outstanding invoices and do follow-up.
- Provide inputs on the preparation of the financial statements.

- Provide creditor's month-end reports (30 days reports, payables, accruals, fruitless and wasteful expenditure).
- Maintain and safeguarding of batch payments. Validate that all invoices are stamped paid.
- Help in the preparation of monthly and quarterly reports for submission to Provincial Treasury.
- Manage performance and development of subordinates.

Name of Post : **Assistant Director: System Audit x 1 Post**
Directorate : **Internal Control & Compliance, Sub – Directorate: System Audit**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**
Centre : **Head Office, Polokwane, Ref No: LDOE 190/01/2026**

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 control over departmental systems.
- Coordinate and facilitate IT audit for AGSA and Internal audits.
- Coordinate Audit action plans.
- Coordinate and facilitate controls over authorization of system transactions/activities.
- Coordinate and support the department on compliance of legislative frameworks.

Name of Post : **Assistant Director: Facilitation of Assurance Services
x 1 Post**
Directorate : **Internal Control & Compliance, Sub – Directorate:
Facilitation of Assurance**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**
Centre : **Head Office, Polokwane, Ref No: LDoE 191/01/2026**

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

- Facilitate and monitor the provision of facilitation services for both internal and external audits, Provincial Treasury and any other oversight bodies.
- Facilitate and monitor the provision of facilitation services of audits of management requests.
- Facilitate and monitor the provision of facilitation services for Control Self - Assessment (CSA).
- Facilitate and monitor the provision of facilitation services of the Audit Action Plans.
- Coordinate compliance with laws and regulations on audits.

Name of Post : **Assistant Director: Governance x 1 Post**
Directorate : **Internal Control & Compliance, Sub – Directorate :
Governance**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**
Centre : **Head Office, Polokwane, Ref No: LDOE 192/01/2026**

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

- 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,

planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy.

Key Responsibilities

- Facilitate the management of government fleet.
- Facilitate the management of subsidized vehicles.

Name of Post : **Assistant Director: Assets Management Services x 2 Posts**
Directorate : **Fleet and Assets Management Services, Sub – Directorate: Assets Management Services**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**
Centre : **Head Office, Polokwane, Ref No: LDOE 194/01/2026**

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, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy

Key Responsibilities

- Facilitate and monitor the implementation of moveable asset management strategy and maintenance plan.
- Facilitate and monitor physical verification of assets.
- Facilitate and monitor the assets register.
- Monitor the disposal of assets.

Name of Post : **Assistant Director, Integrity Management x 1 Post**
Directorate : **Risk and Integrity Management, Sub – Directorate: Integrity Management**
Post Status : **Permanent**
Salary Level : **09**
Salary Notch : **R468 459 per annum**
Centre : **Head Office, Polokwane, Ref No: LDOE 195/01/2026**

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, planning, and organisational skills. Presentation skills. Ability to lead and manage teams effectively. Functional Computer Literacy

Key Responsibilities

- Monitor the implementation of anti – corruption strategies and programmes.
- Facilitate the provision of a link between the department and external security agencies.
- Monitor the financial and gift disclosures of departmental staff,
- Monitor the implementation of the Remunerative Work Outside the Public Service (RWOPS).

ANNEXURE B

Postal Address	Physical Address	General Enquiries
The District Director Capricorn North Education District Private Bag X 9711 Polokwane 0700	Cnr Blaauwberg & Yster Street Ladanna, Polokwane	Mr L Chipa Cell No: 082 647 2268
The District Director Capricorn South Education District Private Bag X 03 Chueniespoort 0745	Old Parliament Complex Lebowakgomo	Ms J Ntsoane Cell No: 082 906 3848
The Acting District Director Sekhukhune South Education District Private Bag X 70 Lebowakgomo 0737	Old Parliament Complex Lebowakgomo	Ms P Mageza Cell No: 082 906 3905
The Acting District Director Sekhukhune East Education District Private Bag X 9041 Burgersfort 1150	83 Aloe Street Stand No 2314 Ext 4 Aloeridge West Burgersfort	Mr MS Phasha Cell No: 082 714 3699
The District Director Mopani East Education District Private Bag X 578 Giyani 0826	Old Parliament Building Giyani	Mr N Sono Cell No: 079 693 0085
The District Director Mopani West Education District Private Bag X 4032 Tzaneen 0850	27 Peace Street Prosperitas Building Tzaneen	Mr MW Raholane Cell No: 082 881 6102
The Acting District Director Vhembe East Education District Private Bag X 2250 Sibasa 0970	Block D Old Parliament Building Thohoyandou	Ms AB Shivabu Cell No: 066 044 2157
The District Director Vhembe West Education District Private Bag X 2250 Sibasa 0970	Old Parliament Building Makwarela	Mr NA Rasila Cell No: 082321 1554
The District Director Mogalakwena Education District Private Bag X 601 Mahwelereng 0626	805 Rufus Seakamela Street Mahwelereng	Ms O Sebyetseba Cell No: 072 623 6644
The Acting District Director Waterberg Education District Private Bag X 1040 Modimolle 0510	84 Limpopo Street NTK Building Modimolle	Ms K Songwane Cell No: 079 495 5898