

**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 Provincial/National Departments

**DEPARTMENTAL CIRCULAR NO 195 OF 2024**

**ADVERTISEMENT OF POSTS ON THE ESTABLISHMENT OF THE LIMPOPO  
DEPARTMENT OF EDUCATION**

1. Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts, which exists in the Limpopo Department of Education. The details of the post are outlined on the attached **Annexure A of this Circular**.
2. Applications must be submitted on the new Z83 form obtainable from all Government Departments/ Institutions or can be downloaded from [www.dpsa.gov.za/](http://www.dpsa.gov.za/) [www.labour.gov.za](http://www.labour.gov.za).
3. The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants:
  - 3.1. All the fields in **Part A, Part C and Part D** should be completed. In Part B all fields should be completed in full except the following:
    - (i) South African applicants need not provide passport numbers.
    - (ii) If an applicant responds “No” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State? If Yes (provide details), then it is acceptable for an applicant to indicate not applicable or leave a blank to the question. *“In the event that you are employed in the Public Service, will you immediately relinquish such business interests?”*
    - (iii) Applicants may leave the following question blank if they are not in possession of such: *“if your profession or occupation requires official registration, provide date and particulars of registration.”*

- (iv) Noting there is limited space provided for Part E, F & G, applicants often indicate "refer to Curriculum Vitae (CV) or see attached", this is acceptable as long as the CV has been attached and provides the required information. If the information is not provided in the CV, the applicant may be disqualified.
  - (v) It must be noted that a CV is an extension of the application of employment on Z83, and applicants are accountable for the information that is provided therein.
  - (vi) The questions related to conditions that prevent re - appointment under Part F must be answered.
- 3.2. A specific reference number indicated on the post applied for must be quoted in the column "Reference Number" on the Z83 application form.
4. **For Public Service Act posts:** Certified copies of educational qualifications, academic records, identity documents and a valid driver's license (where required) are only required to be presented on the day of the interviews.
  5. **For Employment of Educators' Act posts:** Candidates must submit certified copies of educational qualifications and other relevant documents with applications as prescribed by the relevant Collective Agreement/s.
  6. 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.
  7. Another requirement for appointment at SMS level will be the successful completion of the Senior Management Service Pre – Entry Programme as endorsed by the National School of Government with effect from 01 April 2020. This is a Public Service specific training programme which will be applicable for appointments at SMS post. The link is as follows: [www.thensg.gov.za/training-course/sms-pre-entry-programme](http://www.thensg.gov.za/training-course/sms-pre-entry-programme)
- A compulsory pre – entry into the Senior Management Service (SMS) certificate from National School of Government (NSG) will be required before the assumption of duty.
8. All shortlisted candidates will undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements. The stipulations of ethical conduct, as outlined in Regulations 13, 57 and 91 of the Public Service Regulations, 2016 as amended will be mandatory criteria for recruitment and selection procedures for all levels of appointments. Oral examinations, computer-based assessments or written evaluations will determine a candidate's grasp of the ethical principles, ethical decision-making abilities, and ethical standards relevant to public service.

Candidates for advertised **SMS** posts will be subjected to a Technical Exercise Test that intends to test relevant technical elements of the job, the logistics of which will be communicated by the Department.

9. Following the interview and the technical exercise, the selection committee will recommend SMS candidates to attend a generic managerial competency assessment (in compliance with the DPSA directive on the implementation of competency – based assessment). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools.
10. 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.
11. Candidates will be required to disclose his/her financial interests in accordance with the applicable prescripts.
12. **The closing date for submission of applications is Friday, 30<sup>th</sup> August 2024 at 14H00**. Late applications for the advertised posts will not be considered. Failure to comply with the above requirements will result in the disqualification of the application.

**13. Re- advertisement:** Candidates who applied previously **MUST** re – apply.

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

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

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

**OR**

Hand delivered at the following address:

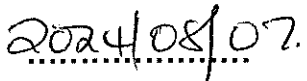
The Acting Head of Department, Limpopo Department of Education,  
Private Bag X 9489, Polokwane, 0700 or handed in at 113 Biccard Street,  
Polokwane at Records Management Directorate – Office No. H03  
[REGISTRY]

Only **one method** of application should be used by applicants.

- 14.2. **Applications for the Cleaner posts for Districts and Circuit Clusters must be submitted at the Education District Offices on Annexure B.**

15. Correspondence will be limited to shortlisted candidates only, due to large numbers of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, seek reasons for the above administrative action in terms of section 5, sub-section 1 and 2 of the Promotion of Access to Information Act 3 of 2000. Applications which are forwarded/submitted to the wrong address will not be considered.
16. Enquiries should be directed to: Messrs. Likheli TV at 081 535 3675 and Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664, Tema MA at 081 387 2674 and Maupi MJ at 081 530 8921.
17. The Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets.
18. Note: The contents of the advertised vacant posts will also be posted on the following website [www.limpopo.gov.za](http://www.limpopo.gov.za) [www.limpopo.edu.limpopo.gov.za](http://www.limpopo.edu.limpopo.gov.za) [www.dpsa.gov.za](http://www.dpsa.gov.za) and Provincial Department social media.

  
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**MASHABA KM**  
**ACTING HEAD OF DEPARTMENT**

  
.....  
**DATE**



# LIMPOPO

PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

## DEPARTMENT OF EDUCATION

ANNEXURE A

### ADVERTISEMENT OF POSTS

#### RE - ADVERTISEMENT:

Name of Post : Deputy Director – General: Institutional Governance,  
Coordination & Support x 1 Post  
Ref. No : LDoE 01/08/2024  
Post Status : Permanent  
Salary Notch : R1 741 770 .00 (All - inclusive package)  
Salary Level : 15  
Centre : Head Office: Polokwane

#### **Minimum Requirements:**

- An undergraduate qualification NQF 8 level as recognized by SAQA.
- Eight (8) years' experience at senior managerial level.
- Managerial experience within the education sector will be an added advantage.
- Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment.
- A valid driver's license (with the exception of people with disability).

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

Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery, Innovation; Problem Solving and Analysis, Client Orientation and Customer Focus, Communication, Public Service Knowledge, Negotiation, Policy formulation and Analytic thinking, Ability to work under pressure, Functional computer literacy.

#### **Key Performance Areas**

The successful candidate will be responsible for the following:

- Manage the development of education institutions and ensure quality service delivery within education districts.
- Manage the provision of quality and standards for learning and teaching.
- Manage and facilitate the provisioning of learner social support programmes.
- Manage district operations, coordinate and support the delivery of programmes and activities.

- Manage the development, maintenance and implementation of appropriate Policies and Frameworks for School Governance.
- Manage school affairs.
- Build capacity to ensure quality leadership and management.
- Manage and coordinate norms and standards for school funding.
- Be effective communicator with the ability to develop policies and programmes to ensure quality service delivery within education districts, provide institutional management and governance policy direction, support, monitor and evaluate the provisioning of quality standards for teaching and learning.
- Extensive professional and practical experience in the field of education/curriculum is essential.

### **RE - ADVERTISEMENT:**

**Name of Post** : Chief Director: Supply Chain Management x 1 Post  
**Branch** : Financial Management  
**Ref No.** : LDOE 02/08/2024  
**Post Status** : Permanent  
**Salary Level** : 14  
**Salary Notch** : R1 436 022.00 per annum (All-inclusive package)  
**Centre** : Head Office: Polokwane

### **REQUIREMENTS:**

- An undergraduate qualification NQF level 7 in Finance / Supply Chain Management or equivalent qualification as recognized by SAQA.
- 5 years of experience at a senior managerial level.
- A valid driver's license (with the exception of people with disability).
- Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment.

### **CORE & PROCESS COMPETENCES:**

- Strategic capability & Leadership
- People Management and Empowerment
- Programme & Project Management
- Financial Management
- Change Management
- Knowledge Management
- Service Delivery Innovation (SDI)
- Problem Solving & AnalysisCommunication

### **KNOWLEDGE AND SKILLS:**

- The PPPFA, the PFMA and Treasury Regulations.
- Motivated and output driven.
- Extensive knowledge and experience in Asset Management.
- In – depth knowledge of Finance, SCM and Asset Management procedures and practices.
- Knowledge of the GIAMA and SCM Practice Notes.
- LOGIS knowledge and experience as well as an Accounting and Provisioning Administration background.
- Knowledge and qualities on the following –

- Proven innovative and creative abilities
- Financial management skills
- Honesty and integrity
- Problem solving and analysis skills

**KEY PERFORMANCE AREAS:**

- Manage performance of SCM activities (demand, procurement, stores, contracts, assets and transport) in compliance with the relevant legal prescripts.
- Ensure that the departmental strategic objectives support the principles and legislation governing SCM.
- Manage assessment of procurement plan to ensure that spending and empowerment targets are achieved.
- Manage compliance with requirements for specifications/terms of reference and communicate recommendations to relevant authorities.
- Manage functioning of the bid specification committee, bid compilation, advertising and distribution processes as well as bid evaluation and adjudication processes.
- Manage the creation of application forms and criteria for suppliers/service providers to be listed on database.
- Manage the approval processes and approve requisition forms where required.
- Exercise control over all functions and personnel.
- Manage the establishment and maintenance of mechanisms for monitoring supplier performance.
- Management of performance and risks relating to contracts.

**RE - ADVERTISEMENT:**

**Name of Post** : Chief Engineer: Electrical Grade A x 1 Post  
**Directorate** : Infrastructure Planning Management  
**Ref No.** : LDOE 03/08/2024  
**Post Status** : Permanent  
**Salary Level** : OSD  
**Salary Notch** : R1 200 426.00 per annum (All – inclusive salary package)  
**Centre** : Head Office: Polokwane

**Minimum Requirements**

- An engineering qualification (B Engineering / BSc in Engineering) (NQF level 7) as recognized by SAQA.
- A Government Certificate of Competency in Electrical Engineering as a Professional Engineer will serve as an added advantage.
- Six 6 years' relevant experience post qualification.
- Valid Registration as a professional Engineer with Engineering Council of South Africa (ECSA).
- A valid driver's license (with the exception of people with disability).

**Core & Process Competencies:**

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

**Knowledge & Skills**

- A good understanding of all relevant legislation and construction industry contract is needed.
- Maintenance skills and knowledge.

- Thorough knowledge and experience related to electrical services to buildings, streets and area lighting as well as HT and LT reticulation systems.
- Knowledge of and experience in the implementation of the OHS Act is highly recommended.

**Key Performance Areas:**

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

**RE - ADVERTISEMENT:**

**Name of Post** : Deputy Director: Infrastructure (Civil /Mechanical) x 1 Post  
**Directorate** : Infrastructure Delivery  
**Ref No** : LDOE 04/08/2024  
**Post Status** : Permanent  
**Salary Level** :11  
**Salary Notch** : R 849 702 per annum (All-inclusive package)  
**Centre** : Head Office: Polokwane

**Minimum Requirements:**

- An undergraduate qualification NQF level 7 in Civil / Mechanical Engineering or equivalent qualification as recognised by SAQA
- Five (5) years' experience within the environment, of which three (3) must be Assistant Director in the field.
- A valid driver's license (with the exception of people with disability).

**Core & Process Competencies:**

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

**Knowledge & Skills:**

- Extensive knowledge of all mechanical engineering aspects in the built environment.
- Understanding of relevant legislative frameworks, namely, Public Finance Management Act, Occupational Health and Safety Act; Supply Chain Management, etc.
- Understanding of different types of contracts used in the built environment and implementation thereof.
- Applied knowledge of all relevant built environment legislative/regulatory requirements of National and International standards (ISO/SANS).
- Ability to undertake critical review/analysis and apply engineering skills in projects.
- Ability to maintain integrity of confidential information.
- Knowledge of financial administration.
- Advanced technical report writing,



- Planning and Organising skills.
- Knowledge of Engineering computer aided software.
- Motivational skills.
- Conflict resolution.

**Key Performance Areas:**

- Implementation and updating of mechanical engineering related policies, manuals, guidelines, standards, and specifications.
- Ensure that all policies, guidelines and standards implemented are aligned to the Department's strategic objectives.
- Develop and maintain professional best practice parameters and quality control measures, Technical evaluation of professional service providers and contractor's bids.
- Review and acceptance of the professional service provider's concept and detailed designs.
- Assist in compilation of tender documentation.
- Conduct technical inspections, and integrity surveys on various electrical engineering assets and provide reports on request.
- Conduct quality control over the work of the consultant and the contractor during the project.
- Assist project managers in all mechanical engineering related matters at all stages of the project.
- Review and audit final professional mechanical engineering accounts and construction contract final accounts.
- Undertake detail design, documentation and implementation of projects.
- Ensuring the completion of as built drawings is completed as per engineering best practices.
- Provide mentorship and supervision to candidate engineers, technologists and technicians.

**RE - ADVERTISEMENT:**

**Name of Post** : Deputy Director: Architect x 1 Post  
**Directorate** : Infrastructure Delivery  
**Ref No.** : LDOE 05/08/2024  
**Post Status** : Permanent  
**Salary Level** : 11  
**Salary Notch** : R 849 702 per annum (all-inclusive package)  
**Centre** : Head Office: Polokwane

**Minimum Requirements:**

- An undergraduate qualification NQF level 7 in Architecture or equivalent qualification as recognised by SAQA.
- Five (5) years' experience within the environment, of which three (3) must be Assistant Director in Infrastructure Delivery.
- A valid driver's license (with the exception of people with disability).

**Core And Process Competencies:**

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

**Knowledge & Skills:**

- Architectural design process from project inception to close out.
- Ability to implement the Provincial Infrastructure Delivery Management System [IDMP].
- Understanding of the Education service delivery platform, indicators and service delivery plan and how that links with infrastructure.
- Ability to undertake risk analysis and undertake risk mitigation strategies.
- Ability to interpret existing and develop/ customize new Functional and Technical Norms and Standards.
- Proven skills of preparing budgets, extracts and interpret information from related information systems.
- Communication and information management.
- Customer focus and responsive.
- Proven report writing and presentation skills.
- Proven computer literacy.

**Key Performance Areas:**

- Create guidelines, norms, and standards for the design of building projects in cooperation with Demand and Policy Management: Facilities.
- Assist with evaluation of technical detail of bid documents and suitable tenderers.
- Manage architectural projects.
- Execute master planning, feasibility studies and architectural planning (including specifications) of all accommodation within the department.
- Render advice in respect of the determination of accommodation needed, selection of sites, and architectural aspects of all minor and major works.
- Give technical and expert inputs with regard to the compilation of documentation (including details, finishes, schedules and other specifications).
- Conduct research and development with regard to architectural services.
- Manage and utilize all resources allocated to the immediate post environment in accordance with relevant directives and policies.

**RE - ADVERTISEMENT:**

**Name of Post** : Deputy Director: Infrastructure Finance x 1 Post  
**Directorate** : Infrastructure Delivery  
**Ref No.** : LDOE 06/08/2024  
**Post Status** : Permanent  
**Salary Level** : 11  
**Salary Notch** : R 849 702 per annum (all-inclusive package)  
**Centre** : Head Office: Polokwane

**Minimum Requirements:**

- An undergraduate qualification NQF level 7 in Finance, Economics, Accounting or Commence as recognized by SAQA.
- Five (5) years' experience within the environment, of which three (3) must be Assistant Director in Infrastructure Delivery.
- A valid driver's license (with the exception of people with disability).

**Core & Process Competencies:**

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

**Knowledge & Skills:**

- Expert knowledge: The Public Sector and its Regulatory framework, The Departments' processes, procedures, initiatives, goals and strategic objectives, Public Financial Management, Treasury & DORA Regulations • Supply Chain Management Regulations and Preferential Procurement Act.
- Be able to understand and advice on legal and administrative framework of the sector.
- Core management competencies:
- Excellent report writing skills
- Proven computer literacy (including advanced MS Word, Excel, PowerPoint and Teams).

**Key Performance Areas:**

- Provide for unplanned minor maintenance to institutions and offices of the department.
- Manage and facilitate the implementation of Capital Projects.
- Monitor management of projects fund (Capital Projects and Maintenance Projects).

**RE - ADVERTISEMENT:**

**Name of Post** : Chief Architect Grade A x 1 Post  
**Directorate** : Infrastructure Delivery  
**Ref No** : LDOE 07/08/2024  
**Post Status** : Permanent  
**Salary Level** : OSD  
**Salary Notch** : R1 042 170.00 per annum  
**Centre** : Head Office: Polokwane

**Minimum Requirements:**

- An undergraduate qualification NQF level 7 in Architecture (or relevant qualification) as recognized by SAQA.
- 6 years post qualification architectural experience.
- Compulsory registration with South African Council for Architectural Profession (SACAP) as a Professional Architect.
- A valid driver's license (with the exception of people with disability).

**Core & Process Competencies:**

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

**Knowledge & Skills:**

Architectural legal and operational compliance; Architectural operational communication; Maintenance skills and knowledge; Process knowledge and skills; Architectural principles; Research and development; Computer-aided engineering applications; Creating high performance culture; Technical consulting; Professional judgement; Proven computer literacy; Good analytical and interpersonal skills; Good communication (written and verbal) skills.

**Key Performance Areas:**

- Perform final review and approvals or audits on architectural designs according to design principles or theory.
- Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.

- Manage the execution of architectural strategy through the provision of appropriate structures, systems and resources.
- Set architectural standards, specifications and service levels according to organizational objectives to ensure optimum operational availability.
- Monitor and maintain efficiencies according to organizational goals to direct or redirect architectural services for the attainment of organizational objectives.
- Ensure the availability and management of funds to meet the budgeted MTEF objectives within the architectural environment/services.
- Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives.
- Manage the commercial value add of the discipline-related programmes and projects.
- Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles.
- Allocate, monitor, control expenditure according to budget to ensure efficient cash flow management.
- Governance will entail the following:
  - Allocate, monitor and control resources; Compile risk logs and manage significant risk according to sound risk management practice and organizational requirements.
  - Provide technical consulting services for the operation of architectural related matters to minimize possible architectural 113 risks.
  - Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment;
  - Continuously monitor the exchange and protection of information between operations and individuals.
  - Manage the development motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of architectural services according to organizational needs and requirements.
  - Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct the deviations to achieve departmental objectives.

**RE - ADVERTISEMENT:**

**Name of Post** : Chief Engineer Grade A x 1 Post  
**Directorate** : Infrastructure Delivery  
**Ref No.** : LDOE 08/08/2024  
**Post Status** : Permanent  
**Salary Level** : OSD  
**Salary Notch** : R 1 200 426.00 per annum  
**Centre** : Head Office: Polokwane

**Minimum Requirements**

- An engineering qualification (B Engineering / BSc in Engineering) (NQF level 7) as recognised by SAQA.
- 6 years' experience post qualification.
- Valid Registration as a professional Engineer with Engineering Council of South Africa (ECSA).
- A valid driver's license (with the exception of people with disability).

### **Core & Process Competencies**

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

### **Knowledge & skills**

- Computer skills.
- Planning, organizing and execution skills

### **Key Performance Areas**

- Perform final review and approvals or audits on new engineering designs according to design principles or theory.
- Co-ordinate design efforts and integration across disciplines to ensure seamless integration with current technology.
- Pioneering of new engineering services and management methods.
- Maintain engineering operational effectiveness.
- Set engineering maintenance standards, specifications and service levels according to organizational objectives to ensure optimum operational availability.
- Monitor maintenance efficiencies according to organizational goals to direct or redirect engineering services for the attainment of organizational objectives (c) Governance (i) Allocate, control, monitor and report on all resources.
- Compile risk logs and manages significant risk according to sound risk management practice and organizational requirements.
- Provide technical consulting services for the operation on engineering related matters to minimize possible engineering risks.
- Manage and implement knowledge sharing initiatives e.g. short-term assignments and secondments within and across operations, in support of individual development plans, operational requirements and return on investment.
- Continuously monitor the exchange and protection of information between operations and individuals to ensure effective knowledge management according to departmental objectives.
- Ensure the availability and management of funds to meet the MTEF objectives within the engineering environment/services.
- Manage the operational capital project portfolio for the operation to ensure effective resourcing according to organizational needs and objectives.
- Manage the commercial value add of the discipline-related programmes and projects.
- Facilitate the compilation of innovation proposals to ensure validity and adherence to organizational principles.
- Allocate, control and monitor expenditure according to budget to ensure efficient cash flow management.
- Manage the development, motivation and utilization of human resources for the discipline to ensure competent knowledge base for the continued success of engineering services according to organizational needs and requirements.
- Manage subordinates' key performance areas by setting and monitoring performance standards and taking actions to correct deviations to achieve departmental objectives.

**RE - ADVERTISEMENT:**

**Name of Post** : Assistant Director: Programmer x 1 Post  
**Directorate** : IT Services  
**Ref No** : LDoE 09/08/2024  
**Post Status** : Permanent  
**Salary Notch** : R444 036.00 per annum  
**Salary Level** : 09  
**Centre** : Head Office: Polokwane

**Minimum Requirements**

- An undergraduate qualification NQF level 6 in Information Technology / Computer Science as recognised by SAQA.
- Five (5) years' experience in systems development and database administration of which three (3) years must be at Programmer level 7/8 within related field.
- At least one programming language certification like Javascript, Python, C# C++, Microsoft SharePoint, etc. Additional certification will be an added advantage.
- Database Management experience in SQL server, Oracle or any relational database system.
- Proficiency working in Windows and Linux Operation Systems.
- A valid driver's license (with the exception of people with disability).

**Core & Process Competencies**

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

**Knowledge & Skills**

- Sound and in-depth knowledge of applicable legislative frameworks in the Public Service,
- Experience in project leading and management,
- Knowledge of Software Development Life Cycle (SDLC) and other Systems Development Methodologies,
- Business process analysis and modelling,
- Knowledge of system development and database administration,
- Negotiation skills,
- Presentation skills,
- People management skills,
- Time management,
- Communication (verbal and writing)
- Interpersonal skills,
- Professionalism,
- Accuracy,
- Flexibility,
- Supportive,
- Self motivation and willingness to work under pressure,
- Client oriented,
  - Strategic focused,
  - Basic knowledge on financial administration,
  - Ability to do research and analyze documents and systems.

### Key Performance Areas

- Identify processes to be converted into electronic systems.
- Source and document user requirements.
- Design, develop, test and maintain systems.
- Design, fine-tune and maintain databases.
- Develop and maintain departmental portals, websites and facilitate creation and updating of content.
- Analyse and enhance existing systems.
- Establish user forums of all the systems.
- Review and update systems documentation.
- Test functionality of the systems and databases.
- Develop training manuals and train system users.
- Troubleshoot and upgrade the corrupted systems and databases.
- Install and test systems and databases.
- Update the scripts and identify the fault.
- Resolve database and systems problems.
- Assign and revoke application systems access rights and roles.
- Monitor and assess the existing systems.
- Installation and upgrading of systems.
- Support transversal systems.
- Liaise with other teams within the ICT directorates in resolving systems challenges.

### **RE - ADVERTISEMENT:**

**Name of Post** : Assistant Director: Organisational Development x 1 Post  
**Directorate** : HRP, OD & HR Systems  
**Ref No.** : LDoE 10/08/2024  
**Post Status** : Permanent  
**Salary Notch** : R444 036.00  
**Salary Level** : 09  
**Centre** : Head Office: Polokwane

### **Minimum Requirements:**

- An undergraduate qualification NQF level 6 in Organisation & Work Study Management Service/ Operations Management/ Production Management as recognised by SAQA.
- Certificate in Job Evaluation Analysis will also be an added advantage.
- Proof of PERSAL training – Persal Certificate.
- Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field.
- A valid driver's license (with the exception of people with disability).

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

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

### **Knowledge & Skills:**

- Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), relevant DPSA prescripts on organizational development and job evaluation, Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks.
- Knowledge and Understanding of Amended 2015 directive to changes to organizational structures by department.

- Knowledge and understanding of 2024 determination and directive on the automated job evaluation and job grading system for the public service.
- Management skills.
- Negotiating skills.
- Decision making, leadership and team building skills.
- Policy development, planning and organising skills.
- Ability to work long hours when required.
- Willingness to travel.
- Computer literacy in MS Office (Word, Excel, Power Point, Org plus, Equate or Evaluate).

**Key Performance Areas:**

- Assist with the coordination and implementation of departmental organizational structures and job evaluation.
- Conduct work study investigations within the department.
- Assist with Organisational, Review and redesign processes.
- Facilitate the development of Job Description for all job categories.
- conducting Job Evaluation for mandatory and non-mandatory posts
- Facilitate Business Process Management Services.
- Assist with the coordination and implementation of Organisational Functionality Assessment directive (OFA).
- Assist with the coordination and implementation of Operations Management Framework (OMF) building blocks.

**Name of Post : Circuit Manager x 17 Posts**

**Chief Directorate : District Management & Support**

Post Status : Permanent

Salary Level : 12

Salary Notch : R1 049 106.00 per annum

Centre/s :

Koloti Circuit, Capricorn North	: Ref No.: LDoE 11/08/2024
Maraba Circuit, Capricorn South	: Ref No.: LDoE 12/08/2024
Lebopo Circuit, Capricorn South	: Ref No.: LDoE 13/08/2024
DIMAMO Circuit, Capricorn South	: Ref No.: LDoE 14/08/2024
Lepelle Circuit, Capricorn South	: Ref No.: LDoE 15/08/2024
Kgakotlou Circuit, Capricorn South	: Ref No.: LDoE 16/08/2024
Nkowankowa Circuit, Mopani West	: Ref No.: LDoE 17/08/2024
Lepellane Circuit, Sekhukhune East	: Ref No.: LDoE 18/08/2024
Malegale Circuit, Sekhukhune East	: Ref No.: LDoE 19/08/2024
Mabulane Circuit, Sekhukhune East	: Ref No.: LDoE 20/08/2024
Mmashadi Circuit, Sekhukhune East	: Ref No.: LDoE 21/08/2024
Tsimanyane Circuit, Sekhukhune South	: Ref No.: LDoE 22/08/2024
Saambandou Circuit, Vhembe East	: Ref No.: LDoE 23/08/2024
Mvudi Circuit, Vhembe East	: Ref No.: LDoE 24/08/2024
Soutpansberg West Circuit, Vhembe West	: Ref No.: LDoE 25/08/2024
Sekgosese North Circuit, Vhembe West	: Ref No.: LDoE 26/08/2024
Palala North Circuit, Waterberg	: Ref No.: LDoE 27/08/2024



### **Minimum Requirements:**

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- A post graduate qualification in education will be an added advantage.
- Nine (09) years' experience in the educational field.
- Valid registration with SACE as a professional educator.
- A valid driver's license (with the exception of 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.

### **Key Performance Areas:**

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

### **Competencies:**

- a) Monitoring and evaluation
- b) Performance Management
- c) Decision making and initiating action
- d) Adhering to principles and values
- e) Analysis and interpreting
- f) Writing and reporting
- g) Creating, conceptualising and innovating
- h) Organising and executing
- i) Coping with pressures and setbacks
- j) 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.
- 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.

**Name of Post** : Chief Education Specialist, Examinations & Assessment x 2 Post  
**Chief Directorate** : Examinations & Assessment  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R1 049 106.00 per annum  
**Centre/s** :  
**Capricorn North** : Ref No.: LDOE 28/08/2024  
**Capricorn South** : Ref No.: LDOE 29/08/2024

### Minimum Requirements:

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

### Core & Process Competencies:

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

### Knowledge & Skills:

- Knowledge of the consultation as well as other relevant Acts and Policies;
- Experience in research on the latest developments related to curriculum transformation;
- A good understanding of Matrix management;
- Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom;
- A sound understanding of curriculum transformation issues and capacity building processes in education;

- Interpret, analyse and apply current legislation and departmental policies;
- Supervisory, organisational and interpersonal skills;
- Proven written and verbal skills;
- Attention to details and a high level of accuracy, effective public relations and public speaking skills;
- Sound knowledge of curriculum issues inclusive of thorough knowledge of the National Policy on the conduct, administration and management of the National Senior Certificate, and related regulations on examinations and assessments;
- Sound knowledge of examination processes, relating to registration of candidates and examination centres, and resulting and certification of candidates;
- Knowledge of financial management, risk management, people management, information security and management, as well as project management; and
- Computer Literacy – MS Word, MS Excel, MS Powerpoint and MS Outlook.

### **Key Performance Areas**

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These includes the following :
  - Mechanisms for quality assurance;
  - Effective utilization of human resources; and
  - Monitoring and oversight.
- Establish clear channels of communication with relevant stakeholders;
- Manage information by collecting, analyzing and translating data into knowledge for planning, decision making and reporting;
- Provide management and support in line with approved Strategic and Annual Performance Plans;
- Facilitate policy formulation, analysis and implementation;
- Undertake research and development with a view to improve service delivery;
- Manage the effective utilization of finances and other resources;
- Ensure proper record keeping, control and reporting; and
- Any other reasonable function assigned by the employer within the job function;
  - Manage the administration of all examinations systems in relation to registration of users, access to functions by users, as well as the integration of the examination systems with other education management systems;
  - Manage the administration of all examinations and assessment processes, relating to registration of candidates and examination centres, provision of examination materials, writing of the examinations and assessments, marking, capturing of marks;
  - Manage the administration of certification of candidates, relating to first issues, processing of re-issues and combination of results;
  - Work collaboratively with other directorates, district and circuit offices with regards to the provision of ongoing and sustained support in respect to registration of candidates;
  - Represent the Province in the national meetings and collaboration of provinces, in the development and maintenance of examination systems; and
  - Provide technical support in the processes leading the training of officials in districts, circuits and schools regarding the conduct, administration and management of examinations and assessment and related activities.

**Name of Post** : Chief Education Specialist: Institutional Governance, Management & Support x 3 Post  
**Chief Directorate** : District Management & Support  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R1 049 100 00 per annum  
**Centre/s**  
Sekhukhune South : Ref No.. LDOE 30/08/2024  
Vhembe West : Ref No.: LDOE 31/08/2024  
Waterberg : Ref No.: LDOE 32/08/2024

**Minimum Requirements:**

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

**Job Purpose:**

Provide strategic and managerial leadership as well as coordinate the implementation of programmes within the area of responsibility. This includes managing the DCEs and SESs.

**Key Performance Areas:**

- a) Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
- Mechanisms for quality assurance.
  - Effective utilisation of human resources; and
  - Monitoring and oversight.
    - Establish clear channels of communication with relevant stakeholders;
    - Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting;
    - Provide management and support in line with approved Strategic and Annual Performance Plans;
    - Facilitate policy formulation, analysis and implementation;
    - Undertake research and development with a view to improve service delivery;
    - Manage the effective utilisation of finances and other resources;
    - Ensure proper record keeping, control and reporting; and
    - Any other reasonable function assigned by the employer within the job function.
    - Provide support to circuit managers as well as education management and governance development (EMGD) teams. Ensure the implementation of school safety measures at institutions.

- Support, Supervise, monitor and guide the effective and efficient implementation of Performance Management Systems (e.g. IQMS and PMDS).
- Support the undertaking of School Self Evaluation (SSE) processes and subsequent development and implementation of School Improvement Plans (SIPs).
- Support the use of Information and Communications Technology (ICT) where necessary.

**Competencies:**

a) Monitoring and evaluation b) Performance Management c) Decision making and initiating action, d) Adhering to principles and values e) Analysis and interpreting f) Writing and reporting g) Creating, conceptualising and innovating h) Organising and executing i) Coping with pressures and setbacks j) Time management

**Knowledge & Skills:**

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

**Name of Post** : Deputy Director: Financial Management x 3 Posts  
**Chief Directorate** : District Management & Support  
**Post Status** : Permanent  
**Salary Notch** : R849 702.00 per annum (All inclusive package)  
**Salary Level** : 11  
**Centre/s** :  
**Mopani East** : Ref No. LDoE 33/08/2024  
**Sekhukhune East** : Ref No. LDoE 34/08/2024  
**Waterberg** : Ref No. LDoE 35/08/2024

**Minimum Requirements:**

- An undergraduate qualification NQF level 7 in Accounting/Financial Management or equivalent qualification as recognized by SAQA.
- Five (5) years' experience within Financial Management, of which three (3) years must be at Assistant Director level.
- Valid driver's license (with an exception of people with disability).

**Core & Process Competencies:**

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

**Knowledge & Skills:**

- Planning, organizing & co – ordination skills.
- Problem solving and decision-making skills.
- Project management skills.
- People management and empowerment skills.

- Client orientation and customer focus.
- Team leadership.
- Diversity management skills.
- Communication (verbal and written) skills.
- Knowledge and understanding of: Public Finance Management Act (PFMA). Treasury Regulations. Modified Cash Standard (MCS). Extensive knowledge of Basic Accounting System (BAS).
- General ledger reconciliation and analysis.
- Salary and employee tax administration.
- Debtor control and creditor payments.
- All other financial administration duties.
- An understanding of the Constitutional Values and Principles (CVPs) in section 195 of the Constitution and how these CVPs contribute towards effective public service delivery.

**Key Performance Areas:**

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

**Name of Post** : Deputy Director - Corporate Services x 1 Post  
**Chief Directorate** : District Management & Support  
**Ref No.** : LDOE 36/08/2024  
**Post Status** : Permanent  
**Salary Notch** : R849 702.00 per annum (All - inclusive package)  
**Salary Level** : 11  
**Centre** : Mogalakwena District

**Minimum Requirements:**

- An undergraduate NQF level 6 qualification in Human Resources Management / Development / Personnel Management / Labour Relations / Public Management / Public Administration as recognized by SAQA.
- Five (5) years' experience within Corporate Services / HRM, of which three (3) years must be at Assistant Director level.
- PERSAL Certificate / Results (MUST be attached)
- Valid driver's license (with an exception of people with disability).

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

Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, 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.
- Personnel and Salaries Administration System (PERSAL) Personnel Certificate.
- PERSAL Leave Administration Certificate.
- Knowledge and experience in pension administration.

### **Key Performance Areas:**

- Manage and monitor human resource management services.
- Oversee and manage the capturing of appointments on PERSAL.
- Oversee and manage the administration of allowances.
- Oversee and manage compensation of service benefits and conditions.
- Oversee and manage the administration of leave.
- Oversee and monitor the processing of employee mobility (e.g. translation in rank, secondments, re-assignments, counter-officers).
- Manage termination of service.
- Provide advice on human resource management services.
- Manage employee relations.
- Oversee and manage the submission of performance agreements.
- Oversee and manage the mid-term review assessments.
- Oversee and manage annual assessments process.
- Coordinate and facilitate the assessments of staff.
- Provide statistics on compliance.
- Oversee and manage the capturing of EPMDS documents on PERSAL.
- Oversee and manage the capturing of performance incentives.
- Manage recruitment and selection. Oversee and manage recruitment and selection processes.
- Monitor the updating of Employment Equity targets.
- Monitor security clearances for selected candidates.
- Oversee and manage submissions for appointment.
- Provide statistics with regards to filling of posts.
- Manage and oversee the activities of Employment Equity Forum.
- Ensure provision of statistics with regard to Recruitment and Selection.

**Name of Post** : CES, In Schools, Sports, Arts & Culture x 1 Post  
**Chief Directorate** : Learner Social Support Programmes  
**Ref No.** : LDOE 37/08/2024  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R1 049 106.00 per annum (All - inclusive package)  
**Centre** : Head Office: Polokwane

**Minimum Requirements:**

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

**Job Purpose:**

Provide strategic and managerial leadership as well as coordinate the implementation of programmes within the area of responsibility. This includes managing the DCEs and SESs.

**Key Performance Areas:**

- Manage and facilitate the provision of in-school sport and recreation programmes.
- Manage and facilitate arts, culture and values in education programmes.
- Manage and facilitate the implementation of school leagues across different sporting codes.
- Provide management and support to various stakeholders associated with the sports, arts and culture fraternity.
- Manage and facilitate the provision of training of teachers in different sporting codes in collaboration with other relevant stakeholders, such as department of sport, arts & culture.
- Consolidate monthly, quarterly and annual reports for the programmes.
- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management. These will include the following:
  - Mechanisms for quality assurance.
  - Effective utilisation of human resources; and
  - Monitoring and oversight.
  -
- Establish clear channels of communication with relevant stakeholders.
- Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting.
- Provide management and support in line with approved Strategic and Annual Performance Plans;
- Facilitate policy formulation, analysis and implementation.
- Undertake research and development with a view to improve service delivery;
- Manage the effective utilisation of finances and other resources.
- Ensure proper record keeping, control and reporting; and
- Any other reasonable function assigned by the employer within the job function.

**Competencies:**

a) Monitoring and evaluation b) Performance Management c) Decision making and initiating action, d) Adhering to principles and values e) Analysis and interpreting f) Writing and reporting g) Creating, conceptualising and innovating h) Organising and executing i) Coping with pressures and setbacks j) Time management



**Knowledge & Skills:**

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

**Name of Post** : CES, Norms & Standards x 1 Post  
**Directorate** : Norms & Standards for School Funding  
**Ref No.** : LDOE 38/08/2024  
**Post Status** : Permanent  
**Salary Level** : 12  
**Salary Notch** : R1 049 106.00 per annum(All - inclusive package)  
**Centre** : Head Office: Polokwane

**Minimum Requirements:**

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

**Job Purpose:**

Provide strategic and managerial leadership as well as coordinate the implementation of programmes within the area of responsibility. This includes managing the DCEs and SESs.

**Key Performance Areas:**

- Provide professional leadership through the establishment and implementation of systems and structures that allow for effective management.
- These will include the following:
  - Mechanisms for quality assurance.
  - Effective utilisation of human resources; and
  - Monitoring and oversight.
- Establish clear channels of communication with relevant stakeholders.
- Manage information by collecting, analysing and translating data into knowledge for planning, decision making and reporting;
- Provide management and support in line with approved Strategic and Annual Performance Plans;
- Facilitate policy formulation, analysis and implementation;
- Undertake research and development with a view to improve service delivery;
- Manage the effective utilisation of finances and other resources;

- Ensure proper record keeping, control and reporting; and
- Any other reasonable function assigned by the employer within the job function.

**Competencies:**

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

**Knowledge & Skills:**

Knowledge of the Constitution as well as other relevant Acts and Policies. Experience in research on the latest developments related to curriculum transformation. A good understanding of Matrix management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning in the classroom. A sound understanding of curriculum transformation issues and capacity building processes in education. Interpret, analyse and apply current legislation and departmental policies 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.

**Name of Post** : Director, INTERSEN x 1 Post  
**Chief Directorate** : Early Childhood Development & General Education & Training  
**Ref No.** : LDOE 39/08/2024  
**Post Status** : Permanent  
**Salary Level** : 13  
**Salary Notch** : R 1 216 824.00 per annum (All - inclusive package)  
**Centre** : Head Office: Polokwane

**Minimum Requirements:**

- An undergraduate qualification NQF level 7 as recognised by South African Qualifications Authority (SAQA)
- Any relevant postgraduate qualification NQF level 8 and above, will be an advantage.
- 5 years' relevant experience at middle/senior managerial level.
- Valid driver's license (with an exception of people with disability).
- Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment.

**Core & Process Competencies:**

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

**Knowledge & Skills:**

In depth knowledge of the National Curriculum statement and its implementation in GET sector. knowledge of the National Qualification framework and curriculum development processes. knowledge of and ability to strengthen curriculum implementation at the relevant phase of the above directorate. knowledge of other related education policies and laws e.g National Policy Act (NEPA), South African Schools ACT(SASA), Curriculum Policy Statement(CAPS),National Policy Pertaining to the Programme and Promotion requirements

of the National Curriculum Statement Grades R - 12(NPPPPR) etc. The ability to provide the strategic leadership in the Intermediate and Senior Phase. Good General Management skills. A thorough understanding of and experience in all Processes involved in Project management. The ability to co-ordinate and manage the finances of the directorate in line with PFMA and Procurement processes. Good and functional knowledge of governments' prescripts, knowledge of monitoring, evaluation and reporting systems and processes and projects management. Planning and Organising skills. Knowledge and understanding of the unfolding assessment models in GET. Strong leadership, advanced computer skills. Good interpersonal skills and ability to handle pressure.

#### **Key Performance Areas:**

- The management and the administration of the directorate.
- The development/review of learner attainment strategies at the intermediate and senior phase.
- Function meaningfully in relevant National/Provincial Policy Structures/Committees when invited to do so.
- Initiate special interventions and support programmes to Districts, Circuits and Schools.
- Provide professional support to Districts, Circuits and Schools.
- Manage and coordinate the development and implementation of policies, programmes and systems for Humanities.
- Manage and coordinate the development and implementation of policies, programmes and systems for languages.
- Manage and coordinate the development and implementation of policies, programmes and systems for commercial subjects and any other programmes to be added per organizational structure/components.

**Name of Post** : Director, Inclusive Education & Special Schools x 1 Post  
**Branch** : Curriculum Management & Delivery  
**Ref No.** : LDOE 40/08/2024  
**Post Status** : Permanent  
**Salary Level** : 13  
**Salary Notch** : R 1 216 824.00 per annum (All - inclusive package)  
**Centre** : Head Office: Polokwane

#### **Minimum Requirements:**

- An undergraduate qualification NQF level 7 as recognised by SAQA.
- Any relevant postgraduate qualification NQF level 8 and above, will be an advantage.
- 5 years' relevant experience at middle/senior managerial level.
- Valid driver's license (with an exception of people with disability).
- Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment.

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

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

#### **Knowledge & Skills:**

Knowledge of relevant legislation and policies, including the Public Finance Management Act, Public Service Act, Education White Paper 6 and other relevant

prescripts, Treaties, Declarations and Conventions relating to Inclusive Education; Ability to take initiative, work under pressure and problem-solving skills; Experience in coordinating Inclusive Education programmes; Coordination and management of support for learners, especially those with Barriers to learning and Disabilities; Implementation and management of Conditional or Donor Grants. Presentation skills, analytical thinking, research and report writing skills; Policy formulation and implementation; Project management; Computer literacy.

**Key Performance Areas:**

- Manage and provide strategic leadership on implementation of Inclusive Education programmes;
- Special Schools and specialized training.
- In depth understanding and implementation of Inclusive Education and capacitated educators.
- Provide strategic leadership, manage and co-ordinate the establishment and maintenance of all the Education White Paper 6 support structures.
- Network of structures to manage the delivery of Inclusive Interventions and Programmes.
- Manage and Co-Ordinate implementation of the SIAS Programmes, utilization of the SNA forms, and development of the ISP's for vulnerable learners.
- The incumbent will: Collaborate with other directorates, government departments, Disability Sector and Non-Governmental Organisations, Legislature, Department of Education and Private Sector;
- Take responsibility for the management and administration of the Directorate: Inclusive Education and Public Special Schools;
- Ensure that there are strategic links between the work of the Directorate, other sections of the LDOE;
- Coordinate and manage the human and financial (i.e. line budget and conditional grants) resources and assets of the Directorate in line with the Public Finance Management Act (PFMA), treasury regulations, guidelines and circulars;
- Facilitate collaboration between Directorate: Inclusive Education & Public Special Schools and Curriculum to strengthen curriculum delivery and support for teachers and learners in special schools;
- Ensure and management of the implementation of Inclusive Education Programmes, including the Policy on the Screening, Identification, Assessment and Support (SIAS), Learning Programme for Children/Learners with Severe to Profound Intellectual Disability (C/LSPID), Accommodations and Concessions, and other interventions;
- Participate in and support collaborative interventions, such as the placement of learners with disabilities in schools;
- Establish mechanisms for regular consultation and communication with key stakeholders to ensure the effective implementation of inclusive education across the curriculum;
- Monitor and evaluate the effectiveness of Inclusive Education Programmes;
- Participate in the development and implementation of the strategic and operational plans for the Directorate and Curriculum Branch.
- Participate in National Structures and Forums regarding the implementation of Inclusive Education (e.g. Interprovincial Meeting on Inclusive Education);

- Lead advocacy campaigns and activities to raise awareness and understanding of Inclusive Education and instil a mindset that believes that all learners can learn and have a right to Basic Education;
- Ensure that all queries relating to the work of the Directorate are properly responded to.

**Name of Post** : Director, Psychological and Guidance Services x 1 Post  
**Chief Directorate** : Learner Social Support Programmes  
**Ref No.** : LDOE 41/08/2024  
**Post Status** : Permanent  
**Salary Level** : 13  
**Salary Notch** : R 1 216 824.00 per annum (All - inclusive package)  
**Centre** : Head Office: Polokwane

**Minimum Requirements:**

- An undergraduate qualification NQF level 7 as recognised by SAQA.
- Any relevant postgraduate qualification NQF level 8 and above will be an advantage.
- 5 years' relevant experience at middle/senior managerial level.
- Valid driver's license (with an exception of people with disability).
- Proof of completion of SMS Pre-Entry Programme **MUST** be submitted before appointment.

**Core & Process Competencies:**

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

**Knowledge & Skills:**

- The Public Sector and its regulatory and legislative framework
- Educational psychological principles, methodologies and procedures
- The Public Sector management reporting requirements
- Experience in training and counselling

**Key Performance Areas:**

- Manage and monitor the provisioning of psychological and learner support services
- Manage and monitor the implementation of integrated school health programmes
- Coordination and linking of schools to their local clinics and hospitals within the districts
- Manage and facilitate the provisioning of HIV and AIDS Life Skills empowerment programmes
- Manage and facilitate the provisioning of career guidance and expo services in schools

**Name of Post** : Director, Norms & Standards x 1 Post  
**Chief Directorate** : Budgeting and Norms & Standards for School Funding  
**Ref No.** : LDOE 42/08/2024  
**Post Status** : Permanent  
**Salary Level** : 13  
**Salary Notch** : R 1 216 824.00 per annum (All - inclusive package)  
**Centre** : Head Office: Polokwane

**Minimum Requirements:**

- An undergraduate qualification NQF level 7 as recognised by SAQA.

- Any relevant postgraduate qualification NQF level 8 and above, will be an advantage.
- 5 years' relevant experience at middle/senior managerial level.
- Valid driver's license (with an exception of people with disability).
- Proof of completion of SMS Pre - Entry Programme **MUST** be submitted before appointment.

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

Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication, Functional computer literacy.

### **Knowledge & Skills:**

- The PFMA and South African School Act (SASA)
- Knowledge in budgeting and procurement.
- Extensive knowledge in reconciliation
- BAS knowledge and experience.
- Knowledge in advance excel
- Experience in providing support to internal stakeholder
- Implementation of intergovernmental mandates.

### **Key Performance Areas:**

- Manage administration of school funding.
- Manage the compliance with National Norms and Standard.
- Analyse monitor transfer of norms and standard.
- Manage the allocation and expenditure control of Norms and Standard funding for educational institutions.
- Ensure that the departmental strategic objectives support the principles and legislation governing the Norms and Standard School funding.
- Manage the creation of application forms and criteria for suppliers/service providers to be listed on database.
- Manage the performance of the sub-directorate.

**Name of Post** : **District Director x 3 Posts**  
**Chief Directorate** : **District Management & Support**  
Post Status : Permanent  
Salary Level : 13  
Salary Notch : R 1 216 824.00 per annum (All - inclusive package)  
Centre/s :  
Vhembe East : Ref No.: LDOE 43/08/2024  
Waterberg : Ref No.: LDOE 44/08/2024  
Sekhukhune East : Ref No.: LDOE 45/08/2024

### **Minimum Requirements:**

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

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

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

### **Knowledge & Skills**

- The Public Sector and its regulatory and legislative framework
- Education and school management regulatory and legislative framework
- Education management principles, methodologies and procedures
- The Public Sector management reporting requirements

### **Key Performance Areas**

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

**Name of Post** : Deputy Director, Integrated Planning x 1 Post  
**Chief Directorate** : Strategic Planning Services  
**Ref No.** : LDOE 46/08/2024  
**Post Status** : Permanent  
**Salary Level** : 11  
**Salary Notch** : R849 702.00 per annum (All - inclusive package)  
**Centre** : Head Office: Polokwane

### **Minimum Requirements:**

- NQF level 6 qualification / National Diploma or equivalent qualification as recognized by SAQA.
- Five (5) years' experience within the environment of which three (3) years must be at Assistant Director level.
- Valid driver's license (with an exception of people with disability).

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

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

### **Knowledge & Skills:**

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

### **Key Performance Areas:**

- Manage and coordinate Strategic Planning Processes of the department
- Manage the compilation of reports for the department and submit to oversight bodies timeously
- Review Departmental Performance and produce reports thereafter
- Manage the provision of auditable performance information to AG
- Maintain an electronic management system for planning and reporting

**Name of Post : Deputy Director, Assets Management Services x 1 Post**

**Chief Directorate : Supply Chain Management**

Ref No. : LDOE 47/08/2024

Post Status : Permanent

Salary Level : 11

Salary Notch : R849 702.00 per annum (All - inclusive package)

Centre : Head Office: Polokwane

### **Minimum Requirements:**

- NQF level 6 qualifications in Supply Chain Management / Assets Management / National Diploma or relevant qualification as recognized by SAQA.
- Five (5) years' experience within Supply Chain of which three (3) years must be at Assistant Director level.
- Valid driver's license (with an exception of people with disability).

### **Core & Process Competencies**

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

### **Knowledge & Skills**

Report writing skills, Computer literacy (Excel, Word, Power Point, email & internet).  
Communication skills, Project planning, financial management, Inter - Personal relationship, Problem solving skills, Report writing skills, Presentation skills.



## Key Performance Areas

- Manage the Sub Directorate: Physical Asset Management,
- Design and develop asset management systems, policies, perform strategic and annual physical asset management planning, establish the asset management capability of the department.
- Monitor and review the capturing of all physical (moveable and immovable) assets in the physical asset management registers.
- Monitor and review the allocation of assets to asset holders.
- Oversee and review the monitoring of assets in accordance with the relevant policy and procedures.
- Inform guide and advice departmental employees on asset management matters to promote correct implementation of sound asset management practices.
- Manage the Sub Directorate: Physical Asset Management
- Maintenance of discipline
- Management of performance and development
- Undertake Human Resource and other related administrative Functions
- Establish implement and maintain efficient and effective.
- communication arrangements.
- Develop and manage the operational plan of the sub-directorate and report on progress as required.
- Develop implement and maintain processes to ensure proper control. of work.
- Compile and submit all required administrative reports.
- Serve on transverse task teams as required.
- Procurement and asset management for the sub directorate.
- Planning and allocate work.
- Quality control of work delivered by employees.
- Functional technical advice and guidance.

**Name of Post** : Deputy Director, Purchases x 1 Post  
**Chief Directorate** : Supply Chain Management  
**Ref No.** : LDOE 48/08/2024  
**Post Status** : Permanent  
**Salary Level** : 11  
**Salary Notch** : R849 702.00 per annum (All - inclusive package)  
**Centre** : Head Office: Polokwane

### Minimum Requirements:

- NQF level 6 qualifications in Supply Chain Management / National Diploma or relevant qualification as recognized by SAQA.
- Five (5) years' experience within Supply Chain of which three (3) years must be at Assistant Director level
- Valid driver's license (with an exception of people with disability).

### Core & Process Competencies

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

### **Knowledge & Skills**

Writing reports skills, Computer literacy (Excel, Word, Power Point, email & internet).  
Communication skills, Project planning, Financial management, Inter-personal relation,  
Problem solving skills, Report writing skills, Presentation skills.

### **Key Performance Areas**

- Manage the Procurement Policy and Procedures
- Manage Supply and acquisition of goods and services.
- Manage, develop, and maintain contracts with suppliers/ service providers
- Manage the resources within the section
- Manage inventory and store services.
- Manage purchases and provisioning administration

**Name of Post** : Deputy Director, Donor Funding and IGR, Limpopo Education  
**Development Trust x 1 Post**  
**Directorate** : HoD Office  
**Ref No.** : LDOE 49/08/2024  
**Post Status** : Permanent  
**Salary Level** : 11  
**Salary Notch** : R849 702.00 per annum (All - inclusive package)  
**Centre** : Head Office: Polokwane

### **Minimum Requirements**

- NQF level 6 Qualification / National Diploma or equivalent qualification as recognized by SAQA.
- Five (5) years' experience within the environment of which three (3) years must be at Assistant Director level
- Valid driver's license (with an exception of people with disability).

### **Core & Process Competencies**

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

### **Knowledge & Skills**

Writing reports skills, Computer literacy (Excel, Word, Power Point, email & internet).  
Communication skills, Project planning, Financial management, Inter-personal relation,  
Problem solving skills, Report writing skills, Presentation skills.

### **Key Performance Areas**

- Manage Intergovernmental Relations and Donor Funding functions
- Participate in other Intergovernmental and inter- departmental forums and sessions
- Establish partnerships with National, Provincial and Local levels of government
- Monitor and support Donor Funded Programmes
- Manage implementation of MOUs with SADC and Foreign Countries

**Name of Post** : Cleaners x 65 Posts  
**Directorate** : Auxiliary Services  
**Post Status** : Permanent  
**Salary Level** : 2  
**Salary Notch** : R131 265.00 per annum

Centre	Ref Number	Number
Head office	LDoE 50/08/2024	7
Capricorn North	LDoE 51/08/2024	2
Capricorn South	LDoE 52/08/2024	2
Mogalakwena	LDoE 53/08/2024	2
Mopani West	LDoE 54/08/2024	2
Mopani East	LDoE 55/08/2024	2
Sekhukhune South	LDoE 56/08/2024	2
Sekhukhune East	LDoE 57/08/2024	2
Vhembe West	LDoE 58/08/2024	2
Vhembe East	LDoE 59/08/2024	2
Waterberg	LDoE 60/08/2024	2
Capricorn North, Bochum Cluster	LDoE 61/08/2024	2
Capricorn North, Konekwena Cluster	LDoE 62/08/2024	1
Capricorn South, Polokwane Cluster	LDoE 63/08/2024	3
Capricorn South, Mankweng	LDoE 65/08/2024	3
Capricorn South, Mogodumo	LDoE 66/08/2024	1
Capricorn South, Zebediela	LDoE 67/08/2024	1
Mogalakwena, Bakenberg Cluster	LDoE 68/08/2024	1
Mogalakwena, Baltimore Cluster	LDoE 69/08/2024	1
Mogalakwena, Mahwelereng Cluster	LDoE 70/08/2024	1
Mopani East, Bolobedu Cluster	LDoE 72/08/2024	1
Mopani East, Sekgosese Cluster	LDoE 73/08/2024	1
Mopani West, Ritavi Cluster	LDoE 74/08/2024	1
Mopani West, Thabina	LDoE 75/08/2024	2
Mopani West, Bolobedu Cluster	LDoE 76/08/2024	2
Sekhukhune East, Bohlabela Cluster	LDoE 77/08/2024	1
Sekhukhune East, Magakala Cluster	LDoE 78/08/2024	1
Sekhukhune South, Dennilton Cluster	LDoE 79/08/2024	1
Sekhukhune South, Nebo Cluster	LDoE 80/08/2024	2
Sekhukhune East/South, Apel Cluster	LDoE 81/08/2024	1
Sekhukhune East/South, Sekhukhune Cluster	LDoE 82/08/2024	1
Vhembe East, Malamulele Cluster	LDoE 83/08/2024	1
Vhembe East, Mutale Cluster	LDoE 84/08/2024	2
Vhembe East, Thohoyandou	LDoE 85/08/2024	1
Vhembe East, Vuwani	LDoE 86/08/2024	1
Vhembe West, Hlanganani Cluster	LDoE 87/08/2024	1
Vhembe West, Soutpansberg Cluster	LDoE 88/08/2024	2
Waterberg, Palala Cluster	LDoE 89/08/2024	1
Waterberg, Warmbaths Cluster	LDoE 90/08/2024	1

**Minimum Requirements:**

- ABET Qualification or Grade 10.
- Provision of cleaning service/housekeeping.
- Certificate in cleaning will be an added advantage.
- Person with disabilities will be considered.

**Core And Process Competencies:**

- Sound and in-depth knowledge of providing housekeeping.
- Skills: Ability to operate cleaning equipment.
- Teamwork. Good interpersonal relations.
- Able to work under pressure.

**Duties: Key Performance Areas:**

- Ensure the effective and efficient housekeeping in the department.
- Perform cleaning services of a routine nature.
- Perform cleaning tasks e.g sweeping, scrubbing and mopping of floors.
- Cleaning of offices, passages / corridors and windows.
- Cleaning, dusting and polishing of furniture in offices.
- Cleaning of carpets in offices, passages / corridors and boardrooms.
- Cleaning of the building exteriors/ surroundings (i.e. cleaning parking bays and related external areas).
- Checking and emptying of filled dustbins into offices, corridors and other related areas within the departmental complexes.
- Refilling of water bottles (i.e. aqua coolers) placed in various areas within departmental complexes.
- Cleaning of equipment.

**ANNEXURE B**

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