Enquiries:

T.M Mothusi

Reference no.: OBE/1/2020

14/2020

TO: DEPUTY DIRECTORS-GENERAL

CHIEF FINANCIAL OFFICER

CHIEF DIRECTORS

DIRECTORS

PRINCIPALS OF ALL SCHOOLS / INSTITUTIONS

UNIONS



HUMAN RESOURCES ADMINISTRATION CIRCULAR NO / OF 2020

ADVERTISING OF 96 OFFICE-BASED EDUCATOR POSTS IN THE FREE STATE DEPARTMENT OF EDUCATION: ADVERT 1 OF 2020

Attached, please find an advert of Office-Based Educators posts for your attention and information.

Kindly bring the contents to the attention of all personnel concerned.

SUPERINTENDENT GENERAL: EDUCATION

DEPARTMENT OF EDUCATION

HRA Circular <u>17</u> of 2020: OBE ADVERT 1 OF 2020



ADVERTISING OF OBE VACANCIES IN THE FREE STATE DEPARTMENT OF EDUCATION

Free State Department of the Education is an equal opportunity affirmative action employer. It is its intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates, whose appointment/promotion/transfer will promote representativity, will receive preference. Persons with disabilities are encouraged to apply. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.

Introduction and general measures:

All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.education.fs.gov.za). Applications must be accompanied by original certified (not be copies of certified copies and not older than 3 months) copies of: formal and informal qualifications, SACE Certificate and other professional bodies certificates (where required), valid driving licence and identity document.

NB: as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants.

A detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees.

Separate applications must be submitted for every vacancy with clearly quoting the relevant reference number and forward the applications to the address as indicated in the advertisement. Applicants are requested to complete the Z83 form properly and in full for each post (Only Original completed signed Z83 form will be accepted – copies will be disqualified).

N.B.: Please note that: Incomplete and late applications will not be considered (applications posted, couriered and received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned. Faxed applications will not be accepted. Salary progression on the salary scales is subject to performance assessment. The FSDoE reserves the right not to fill advertised positions and references checks will be conducted. Previous employment will be verified. All appointments are subject to a positive Qualification verification as well as security clearance and vetting.

Applicants in possession of a foreign qualification will be requested to email an evaluation certificate from the South African Qualifications Authority (SAQA) should they be shortlisted.

Non-RSA citizens/Permanent resident permit holders must email a copy of his/her Permanent Resident Permit with his/her application.

Please forward your application, quoting the relevant reference number on your Z83 application as well as on the envelope to: The Director: Human Resource Administration, Department of Education, and 133-143 St Andrew Street Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner charlotte Maxeke and Aliwal Street – Box at Security and or Private Bag X20565, Bloemfontein, 9300).

NOTE: It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education – **No travelling costs or accommodation will be covered**.

Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful. This advertisement will also appear on the website of the Department at www.education.fs.gov.za. Below posts advertised here are:

Districts/Directorate	CES	DCES	SES	Education	Education	Occupational	Education	Total
				Psychologist	Therapist	Therapist	Counsellor	
HEAD OFFICE	3	9	5	0	0	0	0	17
Xhariep	1	3	4	0	0	0	0	8
Motheo	1	9	20	0	1	0	0	31
Lejweleputswa	1	3	4	0	0	0	0	8
Thabo Mofutsanyana	2	7	14	1	0	1	1	26
Fezile Dabi	0	0	6	0	0	0	0	6
Total	8	31	53	1	1	1	1	96

1. CES: Chief Education Specialist

2. DCES: Deputy Chief Education Specialist

3. SES: Senior Education Specialist

4. SL – Salary Level

CLOSING DATE FOR APPLICATIONS: 18 December 2020 @ 16h00 (NO EXCEPTION)



DEPARTMENT OF EDUCATION

OBE ADVERT 1 OF 2020

MANAGEMENT PLAN FOR THE FILLING OF OFFICE BASED EDUCATORS POST WITH A CLOSING DATE OF 18 DECEMBER 2020

NO	TIME FRAME	ACTION	RESPONSIBILITY
1	26/10/2020	Placement of Advert to be signed by SG	HRA
2	18/11/2020	Placement of advert on WEB and HRM Circular	HRA
3	18/12/2020	Closing date of advert	HRA
4	18/11/2020 18/12/2020	Receiving and Sorting of application	HRA
5	18/11/2020 18/12/2020	Sifting and Scheduling	HRA Officials
6	21/12/2020	Meeting with Unions	HRA Officials
7	21/12/2020	Short listing and Approval of Short list by Delegated Authority	HRA/ Relevant Directorate And Panels as approved by Delegation Authority
8	18/01/2021 27/01/2021	Interviews	HRA/ Relevant Directorate And Panels as approved by Delegation Authority
9	27/01/2021	Compiling and approval of submissions of delegated authority	Delegated Authority
10	01/02/2021	Issuing of appointment letters	HRA/Relevant District
11	01/02/2020 or as soon as approval is granted.	Assumption of duty	Appointments of Successful candidate(s)

SUPERINTENDENT GENERAL: EDUCATION

HEA	D OFFI	CE(BLO	EMFONTE	N):CES: ECD	& FOUNDA	ATION PHA	ASE X 1
Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Head Office: ECD & PRIMARY SCHOOL SUPPORT: Mr. SP Dithebe, ES: (051) 404 8247	CES: ECD & Foundation Phase Ref No. OBE:HO1/2020/C1 Centre: Head Office Bloemfontein Basic Salary R909 000 - R1 403 958 (ALL INCLUSIVE PACKAGE	To provide strategic and managerial leadership as well as coordination of the implementation of programmes within the areas of Job responsibility. This includes managing the DCES and SESs.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 9 years in the educational field, including managerial experience in the appropriate curriculum phase. Valid certified copy driver's license is a requirement and must be attached to the application.	Provision of professional leadership through the establishment and implementation of systems and Structures that allow for effective management. Establish clear channels of communication with relevant stake-holders. 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 analyses and implementation. Undertake research and development with a view to improve services delivery, manage the effective utilization of finances and other resources; Ensure proper record keeping, control and reporting; and Any other reasonable function assigned.	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.	Experience of multi-disciplinary teams approach and project management skills. Extensive Knowledge of curriculum especially CAPS and all applicable legislations and policies	Develop and manage the implementation of Pre Grade R curriculum. Monitor the support rendered to ECD practitioners. Address adequate provisioning of quality Pre Grade R education and monitor District support. Co-ordinate the training of Pre Grade R practitioners. Monitor the relevancy of classroom methodology and ensure primary school readiness. Manage the uniform Implementation of appropriate assessment with each grade at foundation phase. Liaise with other stakeholders nationally and provincially to ensure quality programmes are implemented, monitor and provide support to Districts to ensure effective and efficient implementation of policies of numeracy and literacy programmes. Analyze the impact of programmes designed to improve reading, writing and counting skills for learners from Grades 1–3.Manage the implementation of projects/ programmes that focus on ECD and analyze their impact.

HEAD OFFICE(BLOEMFONTEIN): CES: EMIS – Education Management Information System X 1

			3)	/stem x 1			
Directorat	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
е							
&							
Contact							
Details	0501	T	A 11				A 1
Head Office:	CES: EMIS	To provide	Applicants must have an appropriate and	Provision of	Monitoring	Excellent verbal and	Administration and conduct of Education
EMIS	LIVIIO	strategic and	relevant recognized three to four year	professional leadership	and	written communication skills.	Management Information at the Executive Level
SECTION:	Ref No.	managerial leadership as	qualification in the field of the advertised post, which includes professional teacher	through the establishment and	Evaluation, Performance	Development of	in the Department and ensuring alignment with Education Management Information Systems
Mr. MI	OBE:	well as	education and be registered with SACE as	implementation of	Management,	applications, analytical	e.g. EMIS PORTAL, SA-SAMS, and LURITS,
Ramoeletsi	HO1/2020/C2	coordination	professional Educator (Attach SACE	systems and Structures	Decision	and reporting software;	LTSM Provisioning, Covid 19 System , Grading of
(051) 404	HO1/2020/G2	of the	Certificate). The applicant must have at	that allow for effective	making and	Utilization of Free and	Schools and Post Provisioning. Design and
8425	Centre:	implementatio	least 9 years in the educational field,	management. Establish	initiating	Open Source Software	Develop a Departmental On-line Reporting
	Head Office	n of	including managerial experience in the	clear channels of	action.	(FOSS).	System to enable all stakeholders to get
	Bloemfontein	programmes	appropriate curriculum phase. Valid certified	communication with	Adhering to	Sound Knowledge of	information direct from the EMIS Portal. Design
	Basic Salary	within the	copy driver's license is a requirement and	relevant stakeholders.	principles and	the Departmental	and construct management reports using
	R909 000	areas of Job	must be attached to the application.	Manage information by	values,	School Administration	Business Intelligence tools and SQL Servers
	_	responsibility	Advanced skills with high levels of	collecting, analyzing	Analysis and	Systems, SA-SAMS.	Reporting Services; Design and development of
	R1 403 958 (ALL	This includes managing the	experience in administration of MS SQL Server 2008 or later. Proven experience in	and translating data into knowledge for	interpreting, Writing and	EMIS Portal and LURITS. Strong	internal databases. Integration of internal databases. Database management and
	INCLUSIVE	DCES and	systems development life cycle and	planning, decision	reporting,	analytical and	administration Design and maintenance of
	PACKAGE)	SESs.	implementation. Project Management	making and reporting.	creating,	conceptual skills. A	manuals for distribution to schools and other
		0200.	experience. Analysis and business data	Provide management	Conceptualizi	flair for Statistics and	officials. Extraction and preparation of
			reporting experience. Management	and support in line with	ng and	information, Logic and	information for internal managers and external
			experience is essential in statistical and	approved Strategic and	innovating,	Mathematics, Excellent	clients. Development and maintenance of
			operational data environment. Proven	Annual Performance	Organizing	verbal and written	internal software programs. Development and
			extensive knowledge of SA-SAMS, EMIS	Plans. Facilitate policy	and	communication skills.	maintenance of internal web pages. Coordinate
			Portal, LURITS, LTSM Ordering, Post	formulation analyses	executing,	Development of	and facilitate the implementation of
			Provisioning and development of a Covid-	and implementation.	coping with	applications,	E-administration at schools to enhance data
			19 System. Proven ability to maintain and develop the Information Management web-	Undertake research and development with	pressures and	Responsible person, Self- motivated/	quality and increase efficiencies in the system. Develop, implement and maintain FSDoE
			site and data related websites is essential.	a view to improve	setbacks, Time	disciplined, Creative,	knowledge, management and information
			Proven excellent knowledge of Learner Unit	service delivery,	management.	Team player;	system business processes; Co-ordinate the
			Record Information Tracking System.	manage the effective	management.	innovative, a strong	process of turning tactic and explicit knowledge
			Excellent skills to guide top management in	utilization of finances		organizer and ability to	into institutional knowledge; Provide access to
			an advisory capacity and liaise with DBE	and other resources;		multitask	management on education information and
			and all other role players on EMIS matters.	Ensure proper record		<u>Further</u>	knowledge management;, Co-ordinate
			Candidates must have a sound knowledge	keeping, control and		recommendation:	publication and dissemination of institutional
			of software development including different	reporting; and Any		Six years' experience in	knowledge and management information
			programming languages. A valid light motor	other reasonable		Education Management	generated within the education system. School
			vehicle driver's license. Excellent ability in	function assigned.		Information Systems.	and district visits for conducting training,
			report writing. 24 Hours standby for				problem solving and quality control; Oversee,
			emergency cases.				manage and give Leadership to Districts EMIS Officials as well as Head Office officials.
							Officials as well as Head Office officials.

Н	EAD OF	FICE(B	LOEMFO	ONTEIN):CES: \	/ALUES	IN EDUCATION	N X 1
Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Head Office: SYRAC AND VALUES IN EDUCATION Ms. Z Alexander 全: (051) 404 8435	CES: Values in Education Ref No. OBE:H01/2020/C3 Centre: Head Office Bloemfontein Basic Salary R909 000 - R1 403 958 (ALL INCLUSIVE PACKAGE	To provide strategic and managerial leadership as well as coordination of the implementati on of programmes within the areas of Job responsibility . This includes managing the DCES and SESs.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). Valid certified copy driver's license is a requirement and must be attached to the application.	Provision of professional leadership through the establishment and implementation of systems and Structures that allow for effective management. 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 analyses and implementation. Undertake research and development with a view to improve services delivery, manage the effective utilization of finances and other resources; Ensure proper record keeping, control and reporting; and Any other reasonable function assigned.	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.	Experience in Social Cohesion, Constitutional Values, Moral Regeneration Citizenship and Civic Education programmes. Active participation in at least one of the following programmes; Moot Court, Youth Citizen Action Programme, Robben Island Museum Spring Schools, National Heritage Council Education Outreach, Project Citizen and Child Rights. Ability to communicate, organizes, manage and initiate projects or programmes. Knowledge and understanding of applicable legislation and policies. Computer literacy.	Manage and implement values in education programmes. Monitor and evaluate the impact of values in education programmes in schools. Manage the training of teachers in values in education programmes. Organize and manage the celebration of National Days, seminars, competitions, workshops and meetings. Liaise with schools and District Offices. Promote antiracism, antiresexism and discourage gender violence in schools. Coordinate programs in collaboration with District Officials. Represent at the DBE Directorate meetings.

HEA	D OFF	ICE(BL	OEMFO	NTEIN):DO	CES: S	SCHOOL	SAFETY X 1
Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Directorate &	1						
			driver's license is a requirement and must be attached to the application.	of their sections/area of responsibility; and any other reasonable function assigned by the employer within the job function.			hours under pressure without expecting remuneration. Be willing to perform any other adhoc duties as delegated by the supervisors.

HEAD OFFICE(BLOEMFONTEIN):DCES: GR. R MAN & GOV: X 1

Director	Post	Job Purpose	Requirements	Requirements	Required KPA	Competencies	Recommendation	Duties
ate & Contact Details								
Details Head Office: ECD & PRIMARY SCHOOL S Mr. SP Dithebe, ©: (051) 404 8247	DCES: Grade R Management and Governance Ref Number OBE:HO1/2020/05 Centre: Head Office, Bloemfontein Basic Salary R511 752.00 - R992 718.00 (SL 10)	To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: DCES are field workers and are also managers accountable to the CES for their operations).	Applicants must have an appropriate and relevant recognized three to four year qualification in Gr R, which includes professional teacher education, plus 8 years appropriate and relevant experience and be registered with SACE as professional Educator (Attach SACE Certificate). As travelling is required, Valid certified copy driver's license is a requirement and must be attached to the application.	A recognized three or four year qualification, which must include appropriate training as a teacher, plus 8 years appropriate and relevant experience. Further Requirements: Appropriate tertiary qualifications with majors in African Languages including Sesotho as one of the abovementioned subjects. 4 years appropriate, relevant and current managerial experience in African Languages including Sesotho in Grades 4 – 7. Thorough knowledge of the National Curriculum Statement: Grades R to 12(NCS) and the Languages Curriculum and Assessment Policy Statements (CAPS) for Grades 4 – 6 and 7 – 9. Thorough knowledge and insight into Languages legislation and policies relevant to Intermediate and Senior Phases. Sound knowledge and experience in curriculum delivery and professional support in African Languages, and Sesotho being one of them. Proven experience in managing people, projects and finance. Candidates must be willing to work irregular hours and under pressure. Experience in computer literacy (MS-Word, MS-Excel and Power-point), analytical and report writing skills. As travelling is required, a valid driver's licence is essential.	Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site support visits to schools/offices; Represent the provincial Office at National and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilisation of resources and information services; and Work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and any	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.	4 years appropriate, relevant and current managerial experience in Foundation Phase, including Grade R. Thorough knowledge of the National Curriculum Statement: Grades R to 12 (NCS) and the Grades R Curriculum and Assessment Policy Statements (CAPS). Sound knowledge and experience in curriculum delivery and professional support in Foundation Phase. Proven experience in managing people, projects and finance. Experience in computer literacy (MS-Word, MS-Excel and Power-point), analytical and report writing skills. Preference will be given to candidates in management	Candidates must be willing to work irregular hours and under pressure. Give professional support to the Districts in rendering effective support services to schools. Provide direct support to schools and learners. Be responsible for the development of Subject Advisors in relation to effective support to Grade R Management, computer skills and developing and maintaining the database. Be responsible for the quality assurance of all provincial and district Trainings. Present INSET courses and activities as well as assist teachers to optimally utilize teaching and learning material. Participate in the strategies to improve qualifications and conditions of service of Foundation Phase Educators Practitioners. Coordinate and support partnership projects related to the improvement of curriculum implementation and delivery with special focus to Grade R programs
					other reasonable function assigned by the employer within the job function.		positions who are currently serving in the system.	

HEAD OFFICE(BLOEMFONTEIN):DCES: NATURAL SCIENCES & TECHNOLOGY X 1

Directorate	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact Details							
Head Office: ECD & PRIMARY SCHOOLS Mr. SP Dithebe, E: (051) 404 8247	DCES: Natural Sciences & Technology (Gr. 4–7) Ref No OBE:HO1/2020/06 Centre: Head Office, Bloemfontein Basic Salary R511 752.00 - R992 718.00 (SL 10)	To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: DCES are field workers and are also managers accountable to the CES for their operations).	Applicants must have an appropriate and relevant recognized three to four year qualification with a major in Technology and/or Natural Sciences, which includes professional teacher education, plus 8 years appropriate and relevant experience and be registered with SACE as professional Educator (Attach SACE Certificate). As travelling is required, Valid certified copy driver's license is a requirement and must be attached to the application.	Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site support visits to schools/offices; Represent the provincial Office at National and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and any other reasonable function assigned by the employer within the job function.	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.	4 years appropriate, relevant and current managerial experience in Technology and/or Natural Sciences in Grades 4 - 7. Thorough knowledge of the National Curriculum Statement: (NCS) and the Grades 4 - 6 NST and 7 Natural Sciences and Technology Curriculum and Assessment Policy Statements (CAPS). Sound knowledge and experience in curriculum delivery and professional support in Natural Sciences and Technology. Proven experience in managing people, projects and finance. Experience in computer literacy (MS-Word, MS-Excel and Power-point), analytical and report writing skills.	Candidates must be willing to work irregular hours and under pressure. Give professional support to the Districts in rendering effective support services to schools. Provide direct support to schools and learners. Be responsible for the development of Subject Advisors in relation to effective support to teaching and learning, computer skills and setting of quality assessment tasks. Be responsible for the quality assurance of all provincial SBA tasks. Present INSET courses and activities as well as assist teachers to optimally utilize teaching and learning material. Participate in the strategies to improve reading and writing at provincial and national levels and ensures implementation of Reading Across the Curriculum. Coordinate and support partnership projects related to the improvement of curriculum implementation with special focus to Natural Sciences and Technology.

HEAD OFFICE(BLOEMFONTEIN):DCES: SERVICES SUBJECTS X 1

Contact Deals Deals Deals Deals Deals D	Directorate	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Seconal Sales Sancies Sales Sa	Contact Details							
requirement and must be attached to the	FET SECONDARY SCHOOLS Mr. ET Montso E: (051)404	Services Subjects Gr. 10-12 Consumer Studies, Hospitality Studies, Tourism & EMS Grade 8-9 Ref No OBE: HO1/2020/07 Centre: Head Office, Bloemfont ein Basic Salary R511 752.00 — R992 718.00	facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: DCES are field workers and are also managers accountable to the CES for their	an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 8 years in the educational field, including managerial experience in the appropriate curriculum phase. Appropriate knowledge and skills in providing, supporting and supervising teachers on cocurricular activities. experience in two of the following: Consumer Studies, Hospitality Studies, Tourism Grade 10 – 12 in the FET phase and Economic Management Sciences (EMS) Grade 8–9. in the GET Phase. Valid certified copy driver's license is a requirement and must	through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site support visits to schools/offices; Represent the district at provincial and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilization of resources and information services; and work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and any other reasonable function assigned by the employer within the job	and Evaluation, Performance Management, Decision making and initiating action. Adhering to principles and values. Analysis and interpreting, Writing and reporting. Creating, conceptualizi ng and innovating. Organizing and executing, Coping with pressures and setbacks. Time	understanding of the National Curriculum Statement (NCS), Grades 8–12. Knowledge of Consumer Studies and/or Hospitality Studies and/or Tourism Grade 10 – 12 and Economic Management Sciences (EMS) Grade 8 to 9. Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice.	promotion of Services Subjects Gr 10 - 12 and EMS Gr 8 - 9. Give professional support to the districts in rendering effective support services to schools. Guiding and leading the implementation of policy guidelines and the development of subject content in relation to teaching and learning including assessment with regards to NCS, especially with CAPS for Grades 8 - 12. Responsible for the development of subject advisors in relation to effective support to teaching and learning, computer skills and setting of SBA tasks. Responsible for the quality assurance of all provincial SBA tasks. Conducting and facilitating appropriate curriculum maintenance and support. Co-ordinate planning and delivery of professional development workshops in collaboration with subject advisors to address the needs of teachers in relation to the implementation of the CAPS in the mentioned subjects in schools. Ensure alignment of curriculum implementation to national objectives, norms and standards with specific reference to Consumer Studies, Hospitality Studies and Tourism Grade 10 - 12 and Economic Management Sciences (EMS) Grade 8 to 9. Coordinate and support partnership projects related to the improvement of curriculum implementation in Consumer Studies, Hospitality Studies and Tourism Grade 10 - 12 and Economic

HEAD OFFICE(BLOEMFONTEIN):DCES: AFRICAN LANGUAGES X 1

Directorate	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Directorate &	Posi	Job Purpose	Requirements	Required NPA	Competencies	Recommendation	Duties
Contact Details							
Head Office:	DCES:	To monitor.	A recognized	Provide professional leadership	Monitorina	Appropriate tertiary	Be responsible for the management, control and
FET SECONDARY	African	facilitate and	three or four year	through the implementation of	and	qualifications with majors	promotion in one of the African Languages:
SCHOOLS Mr. Montso	Languages Gr. 8 – 12	support	qualification,	systems and structures that	Evaluation,	in at least one of the	Grades 8 - 12. Give professional support to the
22 :	G.1. 0 1.2	teachers on the	which must	allow for effective	Performance	mentioned African	Districts in rendering effective support services to
(051)404	Ref No OBE:	implementation	include	management. These will	Management,	Languages. Thorough	schools. Provide direct support to schools and
8457/8	HO1/2020/08 Centre:	of programmes	appropriate	include the following: Conduct	Decision	knowledge of the National	learners. Guiding and leading the implementation
	Head Office,	in their area of	training as a	regular on-site support visits to	making and	Curriculum Statement and	of policy guidelines and the development of
	Bloemfontein	responsibility.	teacher, plus 8	schools/offices; Represent the	initiating	CAPS Grades	subject content material in relation to teaching and
	Basic Salary	(NB: DCES are	years	district at provincial and other	action.	8 - 12. Thorough	learning including assessment with regards to
	R511 752.00	field workers	appropriate,	relevant forums; Coordinate	Adhering to	knowledge of and insight	NCS. Responsible for the development of Subject
	_	and are also	relevant and	and manage national, provincial	principles and	into Languages policies	Advisors in relation to effective support to teaching
	R992 718.00	managers	current	and districts priorities and	values	from Grades 8 - 12.	and learning, computer skills and setting of SBA
	(SL 10)	accountable to	managerial	projects; Ensure effective and	Analysis and	Sound knowledge and	tasks. Responsible for the quality assurance of all
		the CES for	experience in a	efficient utilization of resources	interpreting,	experience in curriculum	provincial SBA tasks. Ensure alignment of
		their	minimum of one	and information services; and	Writing and	delivery and professional	curriculum implementation to national objectives,
		operations).	of the following	Work collaboratively to improve	reporting.	support in at least one of	norms and standards with specific reference to
			African	learner performance. Establish	Creating,	the mentioned African	Languages. Consolidate the needs analysis of
			Languages from	clear channels of	conceptualizi	Languages. Proven	resources of the province related to Grades 8 - 12.
			Grades 8 - 12 in	communication with schools.	ng and	experience in managing	Do necessary submissions based on the needs
			the FET Phase:	Facilitate correct interpretation	innovating.	people, projects, finance.	analysis to support schools. Co-ordinate and
			Afrikaans;	and ensure effective planning,	Organizing	Candidates must be willing	support partnership projects related to the
			Isixhosa; Isizulu;	implementation, monitoring and	and	to work irregular hours and	improvement of curriculum implementation of
			Sesotho;	evaluation of policies; Conduct	executing,	under pressure. Computer	Languages.
			Setswana. A	analysis of data collected in	Coping with	literacy (experience in MS-	
			Valid certified	order to inform and improve	pressures and	Word, MS-Excel and PowerPoint). analytical	
			copy driver's license is a	teaching and learning; facilitate	setbacks. Time	,,	
			license is a requirement and	and arrange workshops and training sessions on behalf of			
			must be attached	their sections/area of	management.	travelling is required, a valid driver's license is	
			to the	responsibility; and any other		essential.	
			application.	reasonable function assigned		Coochilai.	
			αρριισατιστί.	by the employer within the job			
				function.			
L		1	l	l .	l		

HEAD OFFICE(BLOEMFONTEIN):DCES: LANGAUGES X 1

Directorate	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& 0							
Contact Details Head Office:	DCES:	To monitor,	A recognized three	Provide professional	Monitoring and	Appropriate tertiary	Be responsible for the management,
FET SECONDARY	Languages:	facilitate and	or four year	leadership through the	Evaluation,	qualifications with majors in	control and promotion of the afore
SCHOOLS	Gr. 8 – 12	support teachers	qualification, which	implementation of systems	Performance	at least one of the above-	mentioned Language in Grades 8 - 12.
Mr. Montso ≅ :	Ref No	on the	must include	and structures that allow for	Management,	mentioned subjects.	Give professional support to the Districts in
(051)404	OBE:HO1/2020/09	implementation of	appropriate training	effective management.	Decision making	Thorough knowledge of the	rendering effective support services to
8457/8		programmes in	as a teacher, plus	These will include the	and initiating	National Curriculum	schools. Provide direct support to schools
	Centre: Head Office.	their area of responsibility. (NB:	8 years appropriate.	following: Conduct regular on-site support visits to	action. Adhering to principles and	Statement and CAPS Grades 8 - 12 . Thorough knowledge	and learners. Guiding and leading the implementation of policy guidelines and
	Bloemfontein	DCES are field	relevant and current	schools/offices; Represent	values Analysis	of and insight into	the development of subject content
		workers and are	managerial	the district at provincial and	and interpreting,	Languages policies from	material in relation to teaching and
	Basic Salary R511 752.00	also managers	experience in a	other relevant forums;	Writing and	Grades 8 - 12 . Sound	learning including assessment with regards
	-	accountable to the	minimum of one of	Coordinate and manage	reporting.	knowledge and experience in	to NCS. Responsible for the development
	R992 718.00	CES for their	the following	national, provincial and	Creating,	curriculum delivery and	of Subject Advisors in relation to effective
	(SL 10)	operations).	Languages from Grades 8 - 12 in	districts priorities and projects; Ensure effective	conceptualizing and innovating.	professional support in at least one of the above	support to teaching and learning, computer skills and setting of SBA tasks.
			the FET Phase:	and efficient utilization of	Organizing and	mentioned languages.	Responsible for the quality assurance of
			English, Afrikaans;	resources and information	executing,	Proven experience in	all provincial SBA tasks. Ensure alignment
			Isixhosa; Isizulu;	services; and Work	Coping with	managing people, projects,	of curriculum implementation to national
			Sesotho;	collaboratively to improve	pressures and	finance. Candidates must be	objectives, norms and standards with
			Setswana. Valid certified copy	learner performance. Establish clear channels of	setbacks. Time management.	willing to work irregular hours and under pressure.	specific reference to Languages. Consolidate the needs analysis of
			driver's license is a	communication with schools.	management.	Computer literacy	resources of the province related to
			requirement and	Facilitate correct		(experience in MS-Word,	Grades 8 - 12. Do necessary submissions
			must be attached	interpretation and ensure		MS-Excel and PowerPoint),	based on the needs analysis to support
			to the application.	effective planning,		analytical and report writing	schools. Co-ordinate and support
				implementation, monitoring		skills. As travelling is	partnership projects related to the
				and evaluation of policies; Conduct analysis of data		required, a valid driver's license is essential.	improvement of curriculum implementation of Languages.
				collected in order to inform		Preference will be given to	or Earlyuages.
				and improve teaching and		candidates in management	
				learning; facilitate and		positions who are currently	
				arrange workshops and		serving in the system	
				training sessions on behalf of their sections/area of			
				responsibility; and any other			
				reasonable function assigned			
				by the employer within the			
				job function.			

HEAD OFFICE(BLOEMFONTEIN):DCES: BUSINESS STUDIES X 1

Directorate	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
&		Cob i dipoco	rioquiiomonio	rioquilou ru y t	Composition	Tiesenimenaanen	Bullet
Contact Details							
Head Office:	DCES:	To monitor,	A recognised three	Provide professional	Monitoring and	Appropriate tertiary	Conduct and facilitate appropriate
FET SECONDARY SCHOOLS	Curriculum	facilitate and	or four year post	leadership through the	Evaluation,	qualifications with majors in	curriculum maintenance and support;
Mr. JM Mehlo	Secondary Schools:	support teachers	school qualification	implementation of systems	Performance	at least one of the	
≘ :	Business	on the	preferably a B-	and structures that allow	Management,	mentioned subjects.	Manage/monitor the performance of
(051)404	Studies	implementation of programmes in	degree with Business Studies or	for effective management. These will include the	Decision making and initiating	Thorough knowledge of the National Curriculum	Business Studies and execute all related administrative duties in relation to the
8181		their area of	Business Studies of	following: Conduct regular	action. Adhering to	Statement and CAPS Grades	management of the subject in the
	Gr. 10 – 12:	responsibility. (NB:	Economics or	on-site support visits to	principles and	8 - 12. Thorough knowledge	Province; Co-ordinate planning and
		DCES are field	Business	schools/offices; Represent	values Analysis and	of and insight into	delivery of professional development
	Ref No	workers and are	Management at	the district at provincial	interpreting, Writing	Languages policies from	workshops in collaboration with District
	OBE:HO1/2020/10	also managers	second or third	and other relevant forums;	and reporting.	Grades 8 - 12. Sound	Subject Advisors to address the needs of
	Centre:	accountable to the	year level and must	Coordinate and manage	Creating,	knowledge and experience in	teachers in relation to the implementation
	Head Office,	CES for their	include appropriate	national, provincial and	conceptualizing	curriculum delivery and	of the CAPS in Business Studies in
	Bloemfontein	operations).	training as a teacher;	districts priorities and projects; Ensure effective	and innovating.	professional support in at least one of the mentioned	schools; Network with the department of Basic Education and other relevant
	Bosio Coloni		Eight (8) years	and efficient utilization of	Organizing and executing, Coping	subjects. Proven experience	stakeholders at District, Provincial and
	<u>Basic Salary</u> R511 752.00		teaching	resources and information	with pressures and	in managing people,	National levels; Monitor and support
	-		experience in the	services; and Work	setbacks. Time	projects, finance.	effective curriculum implementation
	R992 718.00		subject, Business	collaboratively to improve	management.	Candidates must be willing	throughout the Province; Identify and
	(SL 10)		Studies/Business	learner performance.		to work irregular hours and	facilitate the development of provincial
			Economics; Five(5)	Establish clear channels of		under pressure. Computer	curriculum support policy guidelines;
			years proven record	communication with		literacy (experience in MS-	Establish a database of all curriculum
			of management	schools. Facilitate correct		Word, MS-Excel and Power-	support needs in relation to Business
			and coordination of the subject; As	interpretation and ensure effective planning.		point), analytical and report writing skills.	Studies; Ensure the establishment and maintenance of appropriate structures.
			the subject; As travelling is	effective planning, implementation.		Withing Skills.	mechanisms, processes, and procedure
			required, Valid	monitoring and evaluation			to facilitate effective curriculum support in
			certified copy	of policies; Conduct			all Districts; Develop Projects Proposals
			driver's license is a	analysis of data collected			and Business Plans, execute all other
			requirement and	in order to inform and			activities and/or responsibilities incidental
			must be attached	improve teaching and			to the post (DCES). Develop management
			to the application.	learning; facilitate and			plans and work towards the
				arrange workshops and			implementation of projects in providing
				training sessions on behalf of their sections/area of			curriculum support.
				responsibility; and any			
				other reasonable function			
				assigned by the employer			
				within the job function.			

HEAD OFFICE(BLOEMFONTEIN):DCES: COORDINATOR X 1 Post Job Purpose Required KPA Directorate Requirements Competencies Recommendation **Duties** & Contact Details DCES: The successful candidate will То monitor, Applicants must be Understanding Managing a group of As project manager, the incumbent will be Head Office: Coordinator the South African responsible for providing strategic leadership in facilitate and in possession of an be expected to have extensive therapist who HIV/AIDS Learners with the management of the provincial conditional support appropriate three or knowledge of and insight into Education largely worked in severe to Support teachers on the four-year education legislation and landscape health and be grant for Learners with Severe to Profound profound Programmes. implementation Bachelor's degree policies. The incumbent will especially inclusive conversant Intellectual Disability. Conditional intellectual Inclusive & disabilities of programmes eauivalent be responsible for the coeducation. therapeutic dialogue includes management amona Special Need in their area of qualification which ordination and financial Thorough government budgeting and procurement Education Ref No OBE: the responsibility. includes management understanding of processes, development of business plans and of HO1/2020/11 (NB: DCES are professional **LSPID** grant frameworks, reporting, monitoring and Ms. B.E conditional grant on Learners the Centre: Qwelane, Grant field workers teacher education. with Severe to Profound conditional performance evaluation. Ensuring submission Head Office, **(051)** Intellectual Disabilities. The and are also At least 8 year's and the context of statutory reports for compliance with Bloemfontein 404 8758 within which it is applicable legislations and frameworks. The managers relevant experience incumbent must be able to Basic Salary accountable to in education and in take initiative with regards to implemented incumbent must be able to take initiative with R511 752.00 CES for the coordination of resolving challenges, be able content knowledge regards to resolving challenges in the effective their support provision to promote inclusive of the arant's management of the grant. As a new R992 718.00 operations). learners with education for effective deliverables conditional grant, the successful candidate is (SL 10) disabilities. Should teaching Managing also expected to provide training and or initiate and learning of the be registered with with training and workshops for personnel and learners severe to provision of SACE support services to providing profound intellectual officials inclusive education. professional disabilities. Ability to work in a of Preparing presentations and reports for the group educator. team and interact with other department. Good Report writing learners outside qualification provincial departments and the schooling Focused and task oriented and prepared to or experience in other relevant stakeholders svstem serve in line with being a public servant. will be added advantages project and financial will management added an advantage. The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced

computer skills

HEAD OFFICE(BLOEMFONTEIN):DCES: SPECIAL NEEDS EDUCATION X 1

Directorate	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact Details			·				
Head Office: HIV/AIDS Support Programmes. Inclusive & Special Need Education Ms. B.E Qwelane, (051) 404 8758	DCES: Special Needs Education Ref No OBE: HO1/2020/12 Centre: Head Office, Bloemfontein Basic Salary R511 752.00 — R992 718.00 (SL 10)	To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: DCES are field workers and are also managers accountable to the CES for their operations).	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post including 8 years experience, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). Valid certified copy driver's license is a requirement and must be attached to the application.	Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on—site support visits to schools/offices; Represent the district at provincial and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and any other reasonable function assigned by the employer within the job function.	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.	Experience of multi- disciplinary teams approach and project management skills. Extensive knowledge of IE related Policies e.g. WP 6 on Special Needs Education, SIAS Policy etc. and all other applicable legislations.	To facilitate and support special schools on the implementation of WP 6 on SNE. Address adequate provision of assistive devices and specialized LTSM. Manage and monitor the functionality of SBSTs in special schools. Conduct advocacy on IE related matters and promote collaboration of different stakeholders in supporting vulnerable learners.

HEAD OFFICE(BLOEMFONTEIN): DCES: INCLUSIVE EDUCATION X 1 Post Required KPA Recommendation Directorate Job Purpose Requirements Competencies **Duties** Contact Details DCES: Inclusive Tο monitor. **Applicants** must Provide professional leadership Monitorina Experience of multi-Knowledge of White Paper 6 on Inclusion in Education **Head Office:** facilitate and have through the implementation of disciplinary teams Public Ordinary Schools. Knowledge of the an and HIV/AIDS systems and structures that Evaluation, approach SIAS policy .To facilitate and support Public support appropriate and project Ref No OBE: and Support HO1/2020/13 Ordinary Schools on the implementation of teachers on the allow for effective management. Performance skills. relevant recognized management Programmes. Centre: implementation three to four year These will include the following: Extensive knowledge white Paper 6 and SIAS Policy as well as to Management, Head Office. Inclusive & of programmes qualification in the Conduct regular on-site support Decision relevant policies Manage , monitor and support the Bloemfontein Special Need in their area of field the visits to schools/offices; auidelines on inclusion in implementation thereof. Collaborate with of makina Education Basic Salary responsibility. the district at Public Ordinary Schools: Curriculum Subject Advisory Services at all advertised post Represent initiating provincial and other relevant Understanding times on the promotion of inclusion. (NB: DCES are includina 8 vears action. Ms. B.F R511 752.00 field workers experience, which forums; Coordinate and manage Adherina related Policies e.g. WP 6 Conduct advocacy on the SIAS policy and Owelane. and are also includes national, provincial and districts principles and Special Needs white paper 6 to the wider community and **(051)** R992 718.00 404 8758 professional priorities and projects; Ensure values Education, SIAS Policy stakeholders including Special Schools and (SL 10) managers accountable to teacher education effective and efficient utilization Analysis and curriculum differentiation. work in partnership with all relevant the CES for and be registered of resources and information interpreting, Accommodations stakeholders, Understand the role and their with SACE services; and Work Writing Concessions etc. and all importance of CSTL in learner support. operations). professional collaboratively to improve learner other applicable Report Writing and Office Computer Skills reporting. Educator (Attach performance. Establish Creating. legislations. Must have SACE Certificate) channels of communication with experience of having conceptualizi Valid certified copy schools. Facilitate correct ng worked in or with matters relating driver's license is a interpretation and to Inclusive ensure innovating requirement effective planning. Organizing Education. must be attached implementation, monitoring and and to the application. evaluation of policies; Conduct executing, analysis of data collected in Coping with order to inform and improve pressures and teaching and learning; facilitate setbacks. and arrange workshops and Time training sessions on behalf of management. sections/area their of responsibility; and any other reasonable function assigned by the employer within the job function.

HEAD OFFICE(BLOEMFONTEIN):SES: SPECIAL NEEDS EDUCATION X 1

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Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Head Office: HIV/AIDS Support Programmes. Inclusive & Special Need Education Ms. B.E Qwelane, (051) 404 8758	SES: Special Needs Education Ref No OBE: HO1/2020/14 Centre: Head Office, Bloemfontein Basic Salary R415 245.00 R935 193.00 (SL 9)	To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: DCES are field workers and are also managers accountable to the CES for their operations).	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post including 5 years experience, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate).	Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site support visits to schools/offices; Represent the district at provincial and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and any other reasonable function assigned by the employer within the job function.	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.	Experience of multi-disciplinary teams approach and project management skills. Extensive knowledge of GEC: TO Policy and IE related Policies e.g. WP 6 on Special Needs Education, SIAS Policy etc. and all other applicable legislations. Must have experience of having worked in School of Skills, trained on GEC: TO and offering any of the prescribed subjects.	To facilitate and support special schools on the implementation of GEC: TO Policy on Skills Subjects. Address adequate provision of equipments on the implementation of GEC: TO Skills Subjects. Manage and monitor the implementation thereof. Collaborate with Curriculum FET Skills Subjects at all times. Conduct advocacy on the Curriculum to the wider community and work in partnership with the businesses, TVET Colleges, Technical Schools to keep abreast with necessary developments.

HEAD OFFICE(BLOEMFONTEIN):SES: SPECIAL NEEDS EDUCATION X 1

Directorate	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact							
Details							
Details	SES:	To monitor,	Applicants must	Provide professional leadership	Monitoring and	Experience in Social	Manage and implement values in
Head Office:	Values	facilitate and	have an	through the implementation of	Evaluation,	Cohesion, Constitutional	education programmes. Monitor and
CVDACAND	In Education	support	appropriate and	systems and structures that	Performance	Values, Moral Regeneration	evaluate the impact of values in
SYRAC AND VALUES IN		teachers on the	relevant recognized	allow for effective management.	Management,	Citizenship and Civic	education programmes in schools.
EDUCATION	Ref No OBE: HO1/2020/15	implementation	three to four year	These will include the following:	Decision	Education programmes.	Manage the training of teachers in
Mr. RJ	1101/2020/10	of programmes	qualification in the	Conduct regular on-site support	making and	Active participation in at	values in education programmes.
Matsaneng,	Centre: Head Office,	in their area of	field of the	visits to schools/offices;	initiating action.	least one of the following	Organise and manage the celebration
Tel: (051)	Bloemfontein	responsibility.	advertised post	Represent the district at	Adhering to	programmes; Moot Court,	of National Days, seminars,
404 8612		(NB: DCES are	including 5 years	provincial and other relevant	principles and	Youth Citizen Action	competitions, workshops and
	Basic Salary	field workers	experience, which	forums; Coordinate and manage	values Analysis	Programme, Robben Island	meetings. Liaise with schools and
	R415 245.00	and are also	includes professional	national, provincial and districts	and	Museum Spring Schools,	District Offices. Promote anti-racism,
	_	managers accountable to	teacher education	priorities and projects; Ensure effective and efficient utilization	interpreting, Writing and	National Heritage Council Education Outreach, Project	anti-sexism and discourage gender violence in schools.
	R935 193.00	the CES for	and be registered	of resources and information	reporting.	Citizen and Child Rights.	Violence in schools.
	(SL 9)	their	with SACE as	services; and Work	Creating,	Ability to communicate,	
		operations).	professional	collaboratively to improve learner	conceptualizing	organizes, manage and	
		, ,	Educator (Attach	performance. Establish clear	and innovating.	initiate projects or	
			SACE Certificate).	channels of communication with	Organizing and	programmes. Knowledge	
			Valid certified copy	schools. Facilitate correct	executing,	and understanding of	
			driver's license is a	interpretation and ensure	Coping with	applicable legislation and	
			requirement and	effective planning,	pressures and	policies. A valid driver's	
			must be attached	implementation, monitoring and	setbacks. Time	license. Computer literacy.	
			to the application.	evaluation of policies, Conduct	management.		
				analysis of data collected in			
				order to inform and improve			
				teaching and learning; facilitate and arrange workshops and			
				training sessions on behalf of			
				their sections/area of			
				responsibility; and any other			
				reasonable function assigned by			
				the employer within the job			
				function.			

HEAD OFFICE(BLOEMFONTEIN):SES: YOUTH RECREATION, ARTS, CULTURE & MUSIC X 1

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Directorate	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties					
&												
Contact Details												
Details	SES:	To clarify,	Applicants must	Provide professional guidance	Monitoring and	A sound knowledge of Choral	Organise, coordinate, develop and					
Head Office:		monitor,	have an	through the implementation of	Evaluation.	Music and choir conducting.	monitor Music, Arts and Culture in					
	Youth Recreation,	implement	appropriate and	systems and structures that	Adhering to	Facilitation skills. Sound	schools. Promote mass participation					
SYRAC AND VALUES IN	Arts, Culture and Music	policies in	relevant recognized	allow for effective	principles and	knowledge of Curriculum in	of learners and educators in music.					
EDUCATION	IVIUSIC	schools and	three to four year	management. These will	values, Analysis	order to train and conduct	arts and culture in schools Monitor					
Mr. RJ	Ref No OBE:	render support	qualification in the	include the following: Conduct	and interpreting,	workshops in Public Speaking	success and evaluate the impact of					
Matsaneng,	HO1/2020/16	and	field of the	regular on-site visits to	Report writing and	and Debate to help improve	training programmes. Liaise with					
Tel: (051)	Centre:	development to	advertised post,	teachers in schools;	submissions,	language skills. Knowledge of	National DBE and the Department of					
404 8612	Head Office, Bloemfontein	educators that	which includes	Represent the district at other	Organizing and	Arts and Culture subjects	Sports, Arts, Culture and Recreation.					
	Biocimoniciii	fall under their	professional	relevant forums; Coordinate	executing. Coping		Conducting and facilitating					
	Basic Salary	area of responsibility.	teacher education and be registered	and manage district priorities and projects; Ensure effective	with pressures and setbacks. Time		prescribed music syllabus. Conduct and facilitate debate and public					
	R415 245.00	NB: SESs are	with SACE as	and efficient utilization of	management.		speaking workshops. Organise					
	-	field workers	professional	resources and information	management.		workshops for Visual and Performing					
	R935 193.00	and are	Educator (Attach	services; and Work			Arts. Organise competitions for					
	(SL 9)	accountable to	SACE Certificate).	collaboratively with schools to			Music, Debate, Public Speaking,					
		the DCES for	The applicant must	improve learner performance.			Visual and Performing Arts.					
		their	have at least 5	Facilitate correct			Management and administration of					
		operations.	years in the	interpretation and ensure			YRAC activities provincial level. Co-					
			educational field,	effective planning; Conduct			ordinate planning and delivery of					
			including .	analysis of data collected in			professional development					
			management	order to inform and improve			workshops in collaboration with					
			experience in the appropriate	teaching and learning. Facilitate workshops and			District officials to address the needs of teachers in relation to the					
			curriculum	training sessions on behalf of			implementation of YRAC					
			phase/Educational	their sections/area of			programmes in schools. Monitoring					
			field. Appropriate	responsibility; Collate and			and supporting effective					
			knowledge and	compile reports based on			implementation of YRAC Activities					
			skills in providing,	visits and provide feedback to			throughout the province to ensure					
			supporting and	learning institutions; Report to			policies are adhered to. Work closely					
			supervising	line managers regarding			with the Curriculum Section to					
			teachers on co-	interventions and progress at			compliment and support the section.					
			curricular activities.	learning schools; and any			Establishing a database of all school					
			Valid certified copy	other reasonable function			taking part in YRAC activities.					
			driver's license is a	assigned by the employer								
			requirement and must be attached	within the job function.								
			to the application									
	l	l	to the application		l							

Н	EAD C	FFICE	(BLOEMF	FONTEIN):	SES: SO	CHOOL SP	ORTS X 1
Directorate &	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
	SES: School Sports & Recreation Ref No OBE: HO1/2020/17 Centre: Head Office, Bloemfontein Basic Salary R415 245.00 (SL 9)	Job Purpose To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities. Valid certified copy driver's license is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance in sport. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. 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 of learning in	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.	A sound knowledge of the Curriculum and Assessment Policy Statement (CAPS), Grades 10–12 Extensive content and subject knowledge is essential. A thorough understanding of principles and teaching methodology underpinning the Curriculum and Assessment Policy Statements. Knowledge of curriculum policy and practice. Computer literate.	Manage, develop and monitor school sport development programmes. Promote active participation of learners and educators in sports programmes, Monitor assess and evaluate the impact of training programmes. Liaise with NDOE and the Department of Sports, Arts, Culture and Recreation. Conducting and facilitating appropriate curriculum maintenance and support. Management and administration within sporting codes at provincial level. Co-ordinate planning and delivery of professional development workshops in collaboration with District Sport and Recreation Officials to address the needs of teachers in relation to the implementation of Sport programmes in schools. Networking with the Department of Basic Education and other relevant stakeholders at both provincial and national levels. Monitoring and supporting effective implementation of sport programmes throughout the province. Identifying and facilitating the development of appropriate provincial school sport policy guidelines. Establishing a database of all schools taking part in school sports. Ensuring the establishment and functionality of school sports codes structures, mechanisms, processes, and procedures to facilitate effective support in all Districts. Developing management plans and working in the implementation of programmes in school sports support.
				schools; and any other reasonable function assigned by the employer within the job function.			

HEAD OFFICE(BLOEMFONTEIN):SES: ICT COORDINATOR X 1

Contact Details Head Office: IDMG, 6-Coordinator 8-Coordinator 9-Coordinator 9-Coordinator 8-Coordinator 9-Coordinator 9-Coordi		Duties	December deties	Compotonois	Deguired KDA	Doguiromonto	Joh Durnoss	Doot	Directorets
Contact Details Head Office: IDMG, e- EDUCATION & ELITS Mr. R J Plenaar (50) 1404 0039/ Head Office, Bloemfontein Basic Salary Head Office, Basic Salary Head Office, Basic Salary Head Office, IDMG, e- EDUCATION & ELITS A ELITS (Monitor) (and experience) and experience in communications To clarify, monitor, monitor, implements: A recognized three or four-year qualification (Degree or Diploma), which must include and training as an educator, plus 5 years and development to educators that fall under their area of responsibility. NB: SESs are field workers To clarify, monitor, monitor, implements: A recognized three or guidance through the judication of systems and structures that allow and structures that allow for effective management. These will include the district at other relevant forms; Coordinate and manage district priorities and projects; Ensure effective and efficient extensive knowledge of and experience in: End user applications for Office and extensive knowledge of and experience in: End user applications for Office use Navigation of both PC and extensive knowledge of and experience in: End user applications for Office use Navigation of both PC and extensive knowledge of and experience in: End user applications for Office use Navigation of both PC and extensive knowledge of and experience in: End user applications for Office use Navigation of both PC and extensive knowledge of and experience in: End user applications for Office use Navigation of both PC and extensive knowledge of and experience in: End user applications for Office use Navigation of both PC and extensive knowledge of and experience in: End user applications for Office use Navigation of both PC and extensive knowledge of and experience in: End user applications for Offic		Duties	Recommendation	Competencies	Required KPA	Requirements	Job Purpose	Post	Directorate &
Head Office: IDMG, e- EDUCATION & ELITS Mr. R J Plenaar (051) 404 0039/ Head Office, Bloemfontein Basic Salary Head Office: IDMG, e- EDUCATION & ELITS Mr. R J Plenaar (15 Bioemfontein Basic Salary) Head Office: IDMG, coordinator e- IDMG, e- EDUCATION & ELITS Mr. R J Plenaar (15 Bioemfontein Basic Salary) Head Office IDMG, e- Coordinator e- IDMG, e-									
Coordinator Febucation Ref No Ref No Pienaar Ref No OBE: Contre: Head Office, Bloemfontein Basic Salary	of: The	Assist with the implementation	Applicants must have	Monitoring and	Provide professional	Minimum Requirements:	To clarify,	SES: ICT	
implement policies in schools and render support and development to educators that fall under their fall under their area of responsibility. Head Office, Bloemfontein Basic Salary Implement policies in policies in schools and render support and development to educators that field workers	apter 9 of	White Paper on E Education, Cha	extensive knowledge of	Evaluation.	guidance through the	A recognized three or	monitor,		· · · · · · · · · · · · · · · · · · ·
Ref No Ref No	lan. The	the National Development Pl	·	Adhering to	implementation of systems		· ·	Coordinator	
Mr. R J Pienaar (051) 404 0039/ HO1/2020/12/18 Centre: Head Office, Bloemfontein Basic Salary Mrich appropriate training as an educator, plus 5 years and fall under thair and management. Basic Salary Mrich must include for effective management. These will include the appropriate training as an educator, plus 5 years following: Conduct regular on—site visits to teachers in schools; Represent the district at other relevant management. These will include the following: Conduct regular on—site visits to teachers in schools; Represent the district at other relevant for management. These will include the following: Conduct regular on—site visits to teachers in schools; Represent the district at other relevant for management. These will include the following: Conduct regular on—site visits to teachers in schools; Represent the district at other relevant for management. These will include the following: Conduct regular on—site visits to teachers in schools; Represent the district at other relevant for management. These will include the following: Conduct regular on—site visits to teachers in schools; Represent the district at other relevant for manage district priorities and projects; Ensure field workers Basic Salary Mriting and reporting, Organizing and district priorities and provincies and provincie		Integrated Strategic Planning F	user applications for Office	principles and		(Degree or Diploma),	'	Ref No	
(051) 404 0039/ Head Office, Bloemfontein Basic Salary HO1/2020/12/18 HO1/2020/12/18 HO1/2020/12/18 And development to development to educator, plus 5 years appropriate and relevant fall under their and propriate and relevant formation Basic Salary HO1/2020/12/18 And development to educator, plus 5 years appropriate and relevant formation Android and Mac OS) ICT integration in teaching and executing. Coping with pressures and set of responsibility. NB: SESs are field workers Android and Mac OS) ICT integration in teaching and executing. Coping with pressures and set of responsibility. NB: SESs are field workers Further Requirements: Relevant training in an Information Feffective and efficient Field workers Following: Conduct regular on–site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient Field workers Following: Conduct regular on–site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and set of communication, setbacks. Time management. Further Requirements: Relevant training in an Information Field workers Formation Formation Field workers Formation Formation Formation Formation Field workers Formation Formation									
(051) 404 0039/ Head Office, Bloemfontein Basic Salary HO1/2020/12/18 development to educators that fall under their area of responsibility. NB: SESs are field workers development to educators that fall under their area of responsibility. NB: SESs are field workers development to educators that fall under their area of responsibility. NB: SESs are field workers development to educators that fall under their appropriate and relevant district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and set wisits to teachers in schools; Represent the district at other relevant forums; Coordinate and set wisits to teachers in schools; Represent the district at other relevant forums; Coordinate and set wisits to teachers in schools; Represent the district at other relevant forums; Coordinate and set wisits to teachers in schools; Represent the district at other relevant forums; Coordinate and set wisits to teachers in schools; Represent the district at other relevant forums; Coordinate and set wisits to teachers in schools; Represent the district at other relevant forums; Coordinate and set wisits to teachers in schools; Represent the district at other relevant forums; Coordinate and set with pressures and set with projects, finances and the district offices and provincing and executing. NB: SESs are field workers field w	•	•						OBE:	
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Head Office, Bloemfontein Basic Salary Fulther Requirements: Further Requirements: All under their area Office, Bloemfontein Further Requirements: All under their area Office, Bloemfontein Further Requirements: All under their area Office, Bloemfontein Further Requirements: Further Requiremen			/				· ·	HU1/2020/12/16	
Head Office, Bloemfontein Basic Salary Head Office, Bloemfontein Basic Salary Head Office, Bloemfontein Basic Salary Head Office, Bloemfontein Further Requirements: Relevant training in an Information Manage, coordinate and with pressures and setbacks. Time management. Further Requirements: Relevant training in an Information Further Requirements: Further Requirements: Further Requirements: Relevant training in an Information Further Requirements: Further Requirements: Further Requirements: Further Requirements: Further R		_	=		· ·	experience.		Centre:	
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Bioemfontein NB: SESs are Information and projects; Ensure management. skills Managing people, Learning related activities at some projects, finances and the district offices and provincing projects, finances and the district offices and provincing projects.				· ·				1	
Basic Salary field workers Communications effective and efficient projects, finances and the district offices and province		Learning related activities at sch				9	, ,	Bloemfontein	
	al office.	district offices and provincia		-	effective and efficient	Communications	field workers	Basic Salary	
and are Technology (ICT) field, Lutilization of resources and Lutility to plan strategically Provide support and guidance	o officials	Provide support and guidance to	ability to plan strategically		utilization of resources and	Technology (ICT) field,	and are	<u>Baolo Galary</u>	
R415 245.00 accountable to including an ICDL (or information services; and Analytical and report and schools in relation	to the		Analytical and report			including an ICDL (or		R415 245.00	
DOCE 400 00		implementation of e-Education.	writing					- -	
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sessions on behalf of their education content to enh	ance the	education content to enha			sessions on behalf of their				
sections/area of implementation of e-Learning	Strategy.	implementation of e-Learning			sections/area of				
		Perform any ad hoc duties dele							
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	•	coordinate the distribution			<u> </u>				
		education resources to schools posts and article on social m			,				
progress of learning in blogsite	icula allu	•			_ =				
schools; and any other		Diogotto			' =				
reasonable function					,				
assigned by the employer									
within the job function.				1					1

XHARIEP DISTRICT: CES: INSTITUTIONAL MANAGEMENT, GOVERNANCE AND SUPPORT X 1

GOVERNANCE AND SUFFORT X I											
Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties				
Magwa Mar Gov (051) 404 4735 Sc	nstitutional anagement, overnance & Support: Secondary Schools Ref No. KH1/2020/01 Centre: Short term overnance in term overnance and term rompsburg	To provide strategic and managerial leadership as well as coordination of the implementati on of programmes within the areas of Job responsibility This includes managing the DCES and SESs.	Applicants must have an appropriate and relevant recognised three to four year qualification in the field of the advertised post including 9 years experience, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 9 years in the educational field, including management experience in the appropriate curriculum phase. Valid certified copy driver's licence is a requirement and must be attached to the application.	Provision of professional leadership through the establishment and implementation of systems and Structures that allow for effective management. 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 analyses and implementation. Undertake research and development with a view to improve services delivery, manage the effective utilisation of finances and other resources; Ensure proper record keeping, control and reporting; and Any other reasonable function assigned.	Monitoring and Evaluation, Performance Management, Decision making and initiating action. Adhering to principles and values, Analysis and interpreting, Writing and reporting, creating, Conceptualisi ng and innovating, Organising and executing, coping with pressures and setbacks, Time management.	Knowledge of and insight into relevant policies, legislation and financial management. Knowledge of research and administration management. Self-confidence and the ability to work independently. The ability to provide leadership.	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 PDMS). 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.				

XHARIEP DISTRICT: DCES: CIRCUIT MANAGER X 1

District	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommenda	Duties
						tion	
&							
Contact							
Details	0: "14		A 11 .				
Xhariep Mr. VSP	Circuit Manager	To ensure the	Applicants must	Supervision and management of school	Monitor &	Experience of	Collect and analyses school, circuit and district data
Magwa	(Circuit 2)	effective	have an	principals in curriculum delivery and	Evaluation,	multi-	to inform planning. Guide and assist schools to
wagwa 2	(Circuit 2)	supervision,	appropriate and	administration of schools; Support school	Performance	disciplinary	conduct self-evaluation and help them with the
(051) 404	Ref No.	management	relevant recognized	principals, school management teams and	Management,	team	compilation of school improvement and development
4735	OBE: XH1/2020/02	functionality	three to four year	schools governing bodies in the management	Decision	approach and	plans. Integrate the school improvement plans into
	OBE: XH1/2020/02	and	qualification in the	and governance of schools. Conduct	making and	project	circuit and district plans. Provide an enabling
	Centre:	performance	field of the	performance reviews and appraisals of	initiating	management	environment and targeted support for education
	Ochile:	of schools; in	advertised post,	principals; Monitor and support the	action.	skills.	institutions within the circuit to do their work in line
	Kopanong	relation to	which includes	implementation of performance management	Adhering to	Extensive	with education law and policy. Assist school
	, topameng	administration	professional	systems in schools. Provide support for	principles and	knowledge of	principals and educators to improve the quality of
	Xhariep District	, governance	teacher education	professional growth of educators in line with the	values,	curriculum	teaching and learning in their institution through
	•	and	and be registered	Circuit Improvement Plan (CIP; evaluate the	Analysis and	especially	school visits, consultations, cluster meetings, suitable
	Basic Salary	curriculum	with SACE as	physical infrastructure of schools and	interpreting,	CAPS and all	feedback reports and stakeholder engagement.
	R511 752.00	delivery	professional	communicate to the relevant section of the	Writing and	applicable	Provide monitoring support and guidance to schools
	-	through	Educator (Attached	Department in terms of the needs of school;	reporting.	legislations	on curriculum coverage, in school monitoring,
	R992 718.00	professional	SACE Certificate).	Assist the circuit and the district in ensuring that	Creating,	and policies.	analysis of performance, management meeting,
	(SL 10)	and	The applicant must	examinations and assessment are implemented	conceptualizi	Appropriate	correct timetables and equitable distribution of staff.
		educational	have at least 8	according to plan; Assist schools in maintain a	ng and	qualification	Serve as information node for education institutions
		leadership,	years in the	fair labour environment; Manage selection	innovating.	in	within the circuit on education law, policy &
		guidance and	educational field,	processes especially the appointment of	Organizing	management	administration. Provide an enabling environment and
		development.	including	principals in schools. Guide the process of	and	and	organize provision and support for the professional
		development.	management	schools establishment, rationalization and	executing.	governance.	development of managers, educators and
				,		governance.	,
			experience in the	extension of curriculum in the circuit. Develop a	Coping with		administrative staff members within the Circuit.
			appropriate field.	profile of all schools allocated to him,/her as	pressures and		Facilitate training for SGB's. Hold principals of
			The job involves	per the required format; Moderate examination	setbacks.		education institution within the circuit accountable for
			travelling and	schedules; Facilitate and coordinate the	Time		the performance of their schools. Account to the
			therefore Valid	effective running of examinations; Drive the	management.		District and PED for the performance of education
			certified copy	implementation of relevant teaching and			institutions within the circuit. Inform & consult with the
			driver's license is a	learning initiatives in the district in line with			public and school community within the circuit in an
			requirement and	departmental objective. Advise Principals and			open and transparent manner. Uphold Batho Pele
1			must be attached	school management team on the Departments			principles in all dealings by consulting, setting and
1			to the application	strategic plans so as to assist them with the			observing service standards, increasing access to
1				development of school improvement plans in			service, ensure courteous behaviour, provide the
1				order to achieve the desired objectives; Analyze			required information, acting openly & transparently,
				and identify professional, education resource			redress sub-standard performance, and ensure value
				needs of district (including physical human and			for money. Provide curriculum support to grade R
1				financial resources); and Ensure that principals			practitioners, primary and secondary school
				manage their budget in line with the South			educators. Facilitate visit of specialist district support
				African Schools Act and maintain financial			teams to schools within the circuit. Report to the
				records for audit purpose.			District.
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XHARIEP DISTRICT: DCES: NSNP & LEARNER'S TRANSPORT X 1

Dietriet	Post	Joh Purpose	Paguiromente	Required KPA	Competencies	Pagammandation	Duties
District &	Post	Job Purpose	Requirements	Hequired KPA	Competencies	Recommendation	Duties
Contact Details							
Xhariep	DCES: NSNP & Learners'	To clarify, monitor,	Applicants must	Provide professional	Monitoring and	Computer literacy is	To oversee the implementation and
Mr. VSP	Transport	implement policies	have an	guidance through the	Evaluation.	of utmost	smooth running of the Learner
Magwa		in schools and	appropriate and	implementation of systems	Adhering to	importance. Good	Support Programmes in the District
(054) 404 4705	Ref No.	render support and	relevant recognised	and structures that allow	principles and	communication	by: Ensuring that the provision of
(051) 404 4735	OBE: XH1/2020/03	development to	three to four year	for effective management.	values, Analysis	skills and excellent	meals in the National School
		educators that fall	qualification in the	These will include the	and interpreting,	organizational	Nutrition Programme happens as per
		under their area of	field of the	following: Conduct regular	Writing and	skills. Self-	the Conditional Grant Mandate.
	Centre: Short term Bloemfontein	responsibility.	advertised post,	on-site visits to teachers in	reporting,	motivated person	Ensuring the promotion of Nutrition
	Short term bloenhontern	NB: DCES s are	which includes	schools; Represent the	Organising and	and must be able	Education and food production
	Long term Trompsburg	field workers and	professional	district at other relevant	executing. Coping	to handle crisis	initiatives in schools by encouraging
		are accountable to	teacher education	forums; Coordinate and	with pressures and	situations.	inter-sectorial collaboration between
		the CES for their	and be registered	manage district priorities	setbacks. Time	Knowledge of	Education and Police Roads and
	Basic Salary	operations	with SACE as	and projects; Ensure	management.	research methods	Transport in the provision of learner
	R511 752.00		professional	effective and efficient		and tools.	transport to farm school learners.
	-		Educator (Attach	utilisation of resources and		Coordination,	Keeping the Learner Support Team
	R992 718.00		SACE Certificate).	information services; and		facilitation,	together and motivated to deliver on
	(SL 10)		The applicant must	Work collaboratively with		analytical and	the above by leading, monitoring
		-	have at least 8	schools to improve learner		creative skills.	and controlling the team. To
			years in the	performance. Facilitate		Report writing,	compile an individual monitoring
			educational field,	correct interpretation and		communication	plan and visits also draft allocations
			including	ensure effective planning;		(verbal and	of schools per Monitor Consolidate
			management	Conduct analysis of data		written).	the District Monitoring Plan and MRR
			experience.	collected in order to inform		Interpersonal skills.	individual report. Compile monthly
				and improve teaching and		Experience in	narrative report and KPI's Compile
				learning. Facilitate		Nutrition	school quarterly expenditure and
				workshops and training		Programmes will be	consolidate Financial Year End
				sessions on behalf of their sections/area of		an added	expenditure report facilitate the
				responsibility; Collate and		advantage.	procurement of equipment and consolidate a district report for
				compile reports based on			schools Monitor the deworming
				visits and provide feedback			programme and consolidate a
				to learning institutions;			district report. Ensure the 19
				Report to line managers			School hygienic advocacy and
				regarding interventions and			monitoring. Conduct training
				progress at learning			workshops related to Learner
				schools; and any other			Support and NSNP. Identify schools
				reasonable function			for district NSNP nutrition week.
				assigned by the employer			Handle and compile Audit Reports
				within the job function.			Leave and PMDS Management Staff
							development.

XHARIEP DISTRICT: DCES: INCLUSIVE EDUCATION X 1

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District	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact Details							
Xhariep	DCES:	To clarify, monitor,	Applicants must	Provide professional	Monitoring and	Computer literacy is	Take full responsibility in the
Mr. VSP Magwa		implement policies	have an	guidance through the	Evaluation.	of utmost	professional management and co-
(0E1) 404 470E	Inclusive Education	in schools and	appropriate and	implementation of systems	Adhering to	importance. Good	ordination of Learning Support
(051) 404 4735		render support and	relevant recognised	and structures that allow	principles and	communication	Advisors on the implementation of
	Ref No.	development to	three to four year	for effective management.	values, Analysis	skills and excellent	Inclusive Policies. Understand the
	OBE: XH1/2020/04	educators that fall	qualification in the	These will include the	and interpreting,	organizational	managerial matrix, report to the
		under their area of	field of the	following: Conduct regular	Writing and	skills. Self-	CES: Inclusive Education Provincial
	Centre:	responsibility.	advertised post,	on-site visits to teachers in	reporting,	motivated person	Office. Provide guidance and
	Short term Bloemfontein	NB: DCES s are	which includes	schools; Represent the	Organising and	and must be able	support to Learning Support
	1	field workers and	professional	district at other relevant	executing. Coping	to handle crisis	Advisors on the implementation of
	Long term Trompsburg	are accountable to	teacher education	forums; Coordinate and	with pressures and	situations.	Inclusive Education in public
		the CES for their	and be registered	manage district priorities	setbacks. Time	Knowledge of	ordinary schools (Grade R - 12).
	Basic Salary	operations	with SACE as	and projects; Ensure	management.	research methods	Monitor the implementation of
			professional Educator (Attach	effective and efficient utilisation of resources and		and tools. Coordination,	SIAS in public ordinary schools. Conduct training, seminars.
	R511 752.00		SACE Certificate).	information services; and		facilitation,	workshops for learning support on
	- R992 718.00		The applicant must	Work collaboratively with		analytical and	all Inclusive Education related
	(SL 10)		have at least 8	schools to improve learner		creative skills.	issues. Control of administrative
	(02.10)		years in the	performance. Facilitate		Report writing,	activities related to the post.
]	educational field,	correct interpretation and		communication	
			including	ensure effective planning;		(verbal and	
			management	Conduct analysis of data		written).	
			experience. Valid	collected in order to inform		Interpersonal skills.	
			certified copy	and improve teaching and		Experience in	
			driver's license is a	learning. Facilitate		Nutrition	
			requirement and	workshops and training		Programmes will be	
			must be attached	sessions on behalf of their		an added	
			to the application	sections/area of		advantage.	
				responsibility; Collate and		İ	
				compile reports based on		İ	
				visits and provide feedback to learning institutions;			
				Report to line managers		İ	
				regarding interventions and		İ	
				progress at learning		İ	
				schools; and any other		İ	
				reasonable function			
				assigned by the employer		İ	
				within the job function.		İ	
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District &	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Contact Details							
Xhariep Mr. VSP Magwa (28) (051) 404 4735	SES History Gr. 10–12 Ref No OBE: XH1/2020/05 Centre: Bloemfontein &Long term Trompsburg Basic Salary R415 245.00 — R935 193.00 (SL 9) SES Human & Social Sciences Gr. 4–7 Ref No OBE: XH1/2020/06 Centre: Bloemfontein & Long term Trompsburg SES SA: Life Orientation /Life Skills Gr. 4 To 7 Ref No OBE: XH1/2020/07 Centre: Bloemfontein & Long term Trompsburg	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognised three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities. Valid certified copy driver's license is a requirement and must be attached to the application	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site 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; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills.	Monitor and support the implementation of the curriculum in the relevant subject; Ensure that educators have all the requisite Curriculum and assessment documents for the subjects. Guide and support educators in effectively delivering the curriculum in the classroom; Support teachers in strengthening their content knowledge and organizing relevant/related co-curricular activities; Moderate school based assessment; Keep, analyze and interpret examination results (assessment of learners' and educators' progress) and draw up intervention strategies to provide professional guidance to educators/learners; Have a thorough knowledge of understanding of the relevant Subject/Phase Curriculum Assessment Policy Statements (CAPs); and Build CAPs knowledge and understanding with recent and relevant subject policy documents and ensure that educators in schools have the same.
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XHARIEP DISTRICT:SES: VALUES IN EDUCATION X 1 District Post Job Purpose Requirements Required KPA Competencies Recommendation **Duties** & Contact Details SES Xhariep Tο Provide professional guidance clarify. Applicants must have Monitorina Sound knowledge and Manage, monitor and promote issues Mr. VSP Values in monitor. appropriate through the implementation of and understanding of the transformation, moral regeneration, social cohesion, and Magwa Education implement relevant recognised systems and structures that Evaluation. National Curriculum and nation building. Provide appropriate support to Gr. 10-12 Statement (NCS) for policies in three to four vear for effective Adherina to district officials, teachers and learners with regards (051)schools and qualification in the field management. These will principles and the required grades, to the above mentioned. Give support in the 404 4735 Ref No of the advertised post, render support include the following: Conduct values, Knowledge of the management and implementation of programmes in OBE: XH1/2020/08 and which includes on-site visits Analysis and mentioned Subjects, the five districts and schools. Facilitate the development to professional teacher teachers in schools; Represent interpreting, Exposure to the latest distribution of support material / training material Centre: and educators that education be the district at other relevant Writing and education theory and and conduct workshops to address the needs of Bloemfontein fall under their registered with SACE forums; Coordinate reporting, practice. A thorough teachers in relation to the implementation of social &Long term of professional manage district priorities and Organising understanding of the cohesion programmes. Organise, manage and area Trompsburg responsibility. Educator (Attach SACE projects; Ensure effective and and principles and teaching coordinate programmes such as iNkosi Albert Luthuli NB: SESs are Certificate). efficient utilisation of resources executing. methodologies Oral History Research programme, Schools Moot Basic Salary the field workers applicant must have at and information services; and Coping with underpinning Court etc. Develop strategies to promote values in R415 245.00 Work Curriculum and least 5 years in the collaboratively education. Develop strategies to improve racial with pressures and and accountable to educational field. schools to improve learner setbacks. Assessment Policy integration in schools. Organise and manage the R935 193.00 the DCES for including management performance. Facilitate correct Time Statements celebration of Days of National Significance. (SL 9) their (CAPS). Knowledge of Conduct training programmes that promote the experience of interpretation and ensure management. advertised post. Valid effective planning; Conduct curriculum policy and understanding of the Bill of Rights amongst learners operations. certified copy driver's analysis of data collected in practice. Computer and educators. Ascertain through district offices that license is a requirement order to inform and improve literacy. Experience in all schools register to take part in that all schools and must be attached teaching and learning. managing people. register to take part in social cohesion and nation to the application Facilitate workshops projects and finances building programmes. Organizing and conduct and training sessions on behalf of ability sectional meetings as part of monitoring the their sections/area in strategic implementation and reviewing of programmes and of engage responsibility; Collate and planning. computer giving support to district officials. Ensure adherence compile reports based on visits literacy, analytical and to legislative and regulatory requirements that are in provide feedback report writing skills. accordance with the PFMA Prescripts. Report learning institutions; Report to Knowledge of and Progress on learner participation to both Provincial managers regarding insight into relevant and National Education Departments. Communicate interventions and progress at policies and legislation. and work together with other directorates in the Self-confidence Department and sister Departments. Attend schools; and the ability to work reasonable function meetings, conferences and workshops on relevant issues on Sports and Recreation. Support the CES assigned by the employer independently. Good within the job function. managerial. in developing the Sub- Directorate Budget, execute administrative or implement and prepare reports on expenditure organizational skills. trends. Be prepared to perform any other ad hoc duties as delegated by the supervisors

	MOT	THEO D	ISTRIC [*]	T: CES: PI	RIMARY	SCHOOL	LS X 1
Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Motheo District Mr. DS Moloi, (051) 404 4622/6	CES: Institutional Management, Governance & Support: Primary Schools Ref No. OBE:MOT1/2020/01 Centre: Thab Nchu / Bloemfontein Basic Salary R909 000 R1 403 958 (ALL INCLUSIVE PACKAGE)	To provide strategic and managerial leadership as well as coordination of the implementation of programmes within the areas of Job responsibility. This includes managing the DCES and SESs.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 9 years in the educational field, including management experience in the appropriate curriculum phase. Valid certified copy driver's license is a requirement and must be attached to the application.	Provision of professional leadership through the establishment and implementation of systems and Structures that allow for effective management. 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 analyses and implementation. Undertake research and development with a view to improve services delivery, manage the effective utilization of finances and other resources; Ensure proper record keeping, control and reporting; and Any other reasonable function assigned.	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, Fime management.	Experience of multi- disciplinary teams approach and project management skills. Extensive Knowledge of curriculum especially CAPS and all applicable legislations and policies	Manage and co-ordinate the implementation of Pre Grade R (0 - 3 & Grade RR), Grade R and Foundation phase programmes. Manage and co-ordinate Intermediate phase programmes for Languages. Manage and co-ordinate Intermediate phase programmes for Humanities & EMS. Manage and co-ordinate Intermediate phase programmes for Maths, Science and Technology. Manage and co-ordinate the implementation of multigrade programmes across all primary school phases. Liaise with Inclusive education to manage adaptation of curriculum and assessment in an inclusive environment.

MOTHEO DISTRICT: DCES: CIRCUIT MANAGERS X 5 District & Post Job Purpose Requirements Required KPA Competencies Recommenda tion Contact Details Motheo Circuit Manager (Circuit 1) Applicants Monitor Collect and analyses school, circuit and district To ensure the Supervision and management of school Experience of must District effective have an principals in curriculum deliverv Evaluation. multidata to inform planning. Guide and assist schools Mr. DS Ref No. supervision. appropriate administration of schools; Support school Performance disciplinary to conduct self-evaluation and help them with the and Moloi, OBE:MOT1/2020/02 principals, school management teams and Management. school improvement management relevant team schools governing bodies in the management Decision (051) functionality recognized three approach and development plans. Integrate the school Centre: 404 4622/6 and to four year and governance of schools. Conduct making and project improvement plans into circuit and district plans. initiating performance qualification performance reviews and appraisals of management Provide an enabling environment and targeted Bloemfontein of schools; in the field of the principals; Monitor and support action. skills. support for education institutions within the circuit to relation to advertised post. implementation of performance management Adhering Extensive do their work in line with education law and policy. **Basic Salary** administration which includes systems in schools. Provide support for principles and knowledge of Assist school principals and educators to improve R511 752.00 Governance professional professional growth of educators in line with values. curriculum the quality of teaching and learning in their R992 718.00 and teacher education the Circuit Improvement Plan (CIP; evaluate institution through school visits, consultations, Analysis and especially (SL 10) curriculum and be registered the physical infrastructure of schools and CAPS and all cluster meetings, suitable feedback reports and interpreting. Motheo Circuit Manager (Circuit 4) with SACE as delivery communicate to the relevant section of the Writing and applicable stakeholder engagement. Provide monitoring District through professional Department in terms of the needs of school; reporting. legislations support and guidance to schools on curriculum Mr. DS Ref No. **Fducator** professional Assist the circuit and the district in ensuring Creating. and policies. coverage, in school monitoring, analysis of Moloi. OBE:MOT1/2020/03 and (Attached SACF that examinations and assessment are conceptualizi Appropriate performance, management meeting, (051) educational Certificate). The implemented according to plan; Assist ng and qualification timetables and equitable distribution of staff. Serve Centre: 404 4622/6 leadership. applicant schools in maintain a fair labour environment; innovating. as information node for education institutions within must **Bloemfontein** quidance and have at least 8 Manage selection processes especially the Organizing management the circuit on education law. development. vears in appointment of principals in schools. Guide administration. Provide an enabling environment Circuit Manager (Circuit 8) educational field. the process of schools establishment. Governance. and organize provision and support for the executina. including rationalization and extension of curriculum in Coping with professional development of managers, educators Ref No. the circuit. Develop a profile of all schools and administrative staff members within the Circuit. management pressures and OBE:MOT1/2020/04 experience in the allocated to him /her as per the required setbacks. Facilitate training for SGB's. Hold principals of appropriate field. format; Moderate examination schedules; Time education institution within the circuit accountable Centre: Thaba Nchu Facilitate and coordinate the effective running for the performance of their schools. Account to the The iob involves management. Circuit Manager travellina of examinations; Drive the implementation of District and PED for the performance of education therefore Valid relevant teaching and learning initiatives in the institutions within the circuit. Inform & consult with (Circuit 6) certified copy district in line with departmental objective. the public and school community within the circuit driver's license is Advise Principals and school management in an open and transparent manner. Uphold Batho Ref No. Pele principles in all dealings by consulting, setting requirement team on the Departments strategic plans so OBE:MOT1/2020/05 as to assist them with the development of and observing service standards, increasing access and must attached to the school improvement plans in order to achieve to service, ensure courteous behaviour, provide the Centre: Botshabelo the desired objectives; Analyze and identify required information, acting openly & transparently. application Circuit Manager (Circuit 11) professional, education resource needs of redress sub-standard performance, and ensure district (including physical human value for money. Provide curriculum support to Ref No. financial resources); and Ensure grade R practitioners, primary and secondary OBE:MOT1/2020/06 principals manage their budget in line with the school educators. Facilitate visit of specialist South African Schools Act and maintain district support teams to schools within the circuit. Centre:Ladvbrand financial records for audit purpose. Report to the District.

MOTHEO DISTRICT: DCES: NSNP & LEARNER'S TRANSPORT X 1

District Post Job Purpos & Contact Details Motheo District DCES: NSNP & To clarify, mo	se Requirements	Required KPA	Competencies	Recommendation	Duties
Motheo District DCES: NSNP & To clarify, mo					
Mr. DS Moloi,	onitor, Applicants must have an appropriate and relevant recognised three to four year qualification in the field of the advertised post, which includes and professional teacher education	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on–site 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; Conduct analysis of data collected in order to inform and improve teaching and learning. 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	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.	Recommendation Computer literacy is of utmost importance. Good communication skills and excellent organizational skills. Self-motivated person and must be able to handle crisis situations. Knowledge of research methods and tools. Coordination, facilitation, analytical and creative skills. Report writing, communication (verbal and written). Interpersonal skills. Experience in Nutrition Programmes will be an added advantage.	To oversee the implementation and smooth running of the Learner Support Programmes in the District by: Ensuring that the provision of meals in the National School Nutrition Programme happens as per the Conditional Grant Mandate. Ensuring the promotion of Nutrition Education and food production initiatives in schools by encouraging inter—sectorial collaboration between Education and Police Roads and Transport in the provision of learner transport to farm school learners. Keeping the Learner Support Team together and motivated to deliver on the above by leading, monitoring and controlling the team. To compile an individual monitoring plan and visits also draft allocations of schools per Monitor Consolidate the District Monitoring Plan and MRR individual report. Compile monthly narrative report and KPI's Compile school quarterly expenditure and consolidate Financial Year End expenditure report facilitate the procurement of equipment and consolidate a district report for schools Monitor the deworming programme and consolidate a district report. Ensure the 19 School hygienic advocacy and

MOTHEO DISTRICT: DCES: SCHOOL SAFETY X 1 District **Post** Job Purpose Requirements Required KPA Competencies Recommendation **Duties** & Contact Details Motheo DCES: School SA-SAMS To monitor, facilitate Provide professional leadership Monitorina Sound Knowledge of levels of Applicants must have Analvze learners' District Safety through the implementation of Evaluation, misconduct and develop integrated safety and support teachers an appropriate and transformational Mr. DS Moloi. relevant the recognized systems and structures that Performance issues in education, programs. Implement, advocate and monitor **2** (051) Ref No. implementation of three to four allow effective Management. experience in the protocol between the SAPS and DBE, vear 404 4622/6 OBE:MOT1/2020/08 Decision making programmes in their qualification in the field management. These managing people. inside and outside stakeholders. Monitor the initiating establishment of School Safety and Hostel area of responsibility. of the advertised post, include the following: Conduct and projects and finances (NB: DCES are field which includes regular on-site support visits to action. Adhering and the ability to Committees and ensure functionality thereof. Centre: workers and are also teacher schools/offices; Represent the to principles and engage in strategic Advise the department, schools and other professional Thaba Nchu/ Bloemfontein managers education and be district at provincial and other values Analysis planning. computer stakeholders on the effective implementation accountable to the registered with SACE relevant forums; Coordinate and interpreting. literacy. analytical of relevant Acts and polices related to safety Basic Salary CES for professional Writing and report writing of learners and educators. Develop a school their and manage national. Educator (Attach SACE skills. Knowledge of operations). provincial and districts reporting. safety and hostel system wide operational R511 752.00 Certificate). The priorities and projects; Ensure Creating. and insight into plan, implement and generate evidence based applicant must have at effective and efficient conceptualizing relevant policies and reports for all the levels of the system. R992 718.00 least 8 years in the utilization of resources and and innovating. legislation. Self-Capacity building of stakeholders in line with (SL 10) information services; and Work confidence and the the training and development plan which educational field. Organizing including management collaboratively to ability to seeks to address needs identified. Ensure improve executing, work experience in the learner performance. Establish Copina with independently. Good implementation of programs and linking of all appropriate curriculum clear channels pressures managerial, schools and hostels in the province. Ensure of and phase. Appropriate communication with schools. setbacks. Time administrative safety of all learners and teachers in both knowledge and skills in Facilitate correct interpretation organizational skills. public and independent schools and hostels in management. providing, supporting and ensure effective planning, the province. Represent the department and and supervising implementation, monitoring chair meetings where needed to safety Social teachers on and evaluation of policies; Safety structures provincially and nationally. curricular activities Conduct analysis of data Prepare and present Provincial reports to collected in order to inform different structures outside and inside the department. Support the CES in developing, and improve teaching and learning; facilitate and arrange executing or implementing budget and workshops and training prepare reports on expenditure trends. sessions on behalf of their Implement the Rural Education Strategy which sections/area of responsibility; is promulgated in the guidelines for other reasonable Rationalization and closure of non-viable function assigned by the schools, which leads to accommodating or employer within the job transporting learners to schools where they function. are placed to access quality education. Be prepared to work long extensive hours under pressure without expecting remuneration. Be willing to perform any other ad-hoc duties as delegated by the supervisors.

MOTHEO DISTRICT: DCES: WHOLE SCHOOL EVALUATION X 2 District Job Purpose Requirements Required KPA Competencies Recommendation & Contact Details DCES: Motheo clarify, monitor, Applicants must have an Provide Monitorina Knowledge of and Provide strategic vision and operational leadership To professional and District WHOLE implement policies in insight into relevant in whole-school evaluation (WSE) including school appropriate and relevant quidance through the Evaluation. Mr. DS Moloi. SCHOOL schools and render recognised three to four implementation of systems Adhering to policies self-evaluation (SSE) and school improvement 含(051) **EVALUATION** support and year qualification in the and structures that allow principles and legislation. planning (SIP) with a focus on planning, 404 4622/6 X 2 development to field of the advertised for effective management. values, Analysis Knowledge management and co-ordination, Manage the development of operational provincial plans to educators that fall post, which includes These will include the and interpreting. research Ref No. under their area of professional following: Conduct regular Writing project provide for ongoing monitoring and support and teacher and OBE: education on-site visits to teachers in management. training and development opportunities for School responsibility. and reporting, MOT1/2020/09 NB: DCES s are field registered with SACE as schools; Represent the Organising and Self-confidence Principals and Circuit Managers with a view to the & 10 and professional Educator district at other relevant Copina and the ability to effective implementation of SSE and SIPs. Manage workers executing. accountable to the CES (Attach SACE forums; Coordinate and with pressures and work the establishment and maintenance of appropriate for their operations Certificate). The manage district priorities setbacks. Time independently. The reporting and monitoring mechanisms, processes, Centre: applicant must have at and projects; Ensure management. ability to facilitate and procedures to ensure the availability of credible Thaba Nchu/ least 8 years in the effective and efficient on-site support in and reliable information and data on WSE including Bloemfontein educational field, utilisation of resources and relation to school SSE and SIPs, Manage and facilitate collaboration management information services; and improvement with other departmental line-function managers including Basic Salary in the Work collaboratively with planning. including district offices, inter-provincial structures experience appropriate advertised schools to improve learner ability to provide under the auspices of the Department of Basic R511 752.00 post.. Valid certified performance. Facilitate leadership Education (DBE) and other stakeholders in the and R992 718.00 copy driver's license is a correct interpretation and inspire confidence. province to promote the smooth implementation of (SL 10) ensure effective planning; WSE policy, Manage and facilitate the development requirement and must be attached to the Conduct analysis of data of feasible work plans according to the objectives application collected in order to inform of the performance management system for officeand improve teaching and based educators. Provide support and guidance to learning. Facilitate district officials and schools in relation to workshops and training management plans including timelines for SSE and sessions on behalf of their SIP, Communication of WSE matters including SSE and SIP to schools, districts and the Department of sections/area responsibility; Collate and Basic Education (DBE), Managing of human compile reports based on resources, performance management, assets and visits and provide feedback finances within the sub-directorate. To co-ordinate to learning institutions; Whole School Evaluation (WSF) process that Report to line managers includes the following: Manage and support the regarding interventions and WSE team in the execution of its functions; To progress at learning quality assure reports that go to schools and collate schools; and any other these to compile provincial reports to the HOD; and reasonable function To communicate gaps identified in evaluated assigned by the employer schools to the relevant specialists for support within the job function. services.

MOTHEO DISTRICT: SES: CURRICULUM X 14 District Post Job Requirements Required KPA Recommendation **Duties** Competencies Purpose ጼ Contact Details Motheo District SES: Technical: FET To clarify Applicants must have an Provide professional guidance Monitoring and Sound knowledge and Monitor support the Mr. DS Moloi, Gr. 8-12 monitor, understanding the implementation of the curriculum appropriate and relevant through the implementation of Evaluation. of **☎**(051) implement recognized three Adherina National Curriculum the relevant to four systems and structures that to 404 4622/6 Ref No. Statement (NCS) Subjects/Phase/Grades; policies in qualification in the allow for effective management. principles and for the Ensure OBE:MOT1/2020/11 the These will include the following: grades/subjects that educators the schools field of advertised values, required have all Centre: and render post. which includes Conduct regular on-site visits to Analysis Knowledge of the mentioned requisite Curriculum and and Thaba Nchu/ Bloemfontein Subjects/Phase/Grades, support professional teacher teachers in schools; Represent interpreting. assessment documents for the Basic Salary and Writing education and be the district at other relevant and Exposure to the latest subjects/Grades. Guide and R415 245.00 developme registered with SACF as forums; Coordinate and manage support educators in effectively reporting. education theory and R935 193 00 district priorities and projects; thorough nt to professional Educator Organizing and practice Α delivering the curriculum in the (SL 9) (Attach SACE Certificate). Ensure effective and efficient classroom; Support teachers in educators executing. understanding of the SES:EMS Motheo District that fall The applicant must have at utilization of and teaching resources Coping with principles strenathenina their content Mr. DS Moloi. **GET Schools Curriculum** information services; and Work under their least 5 years in the pressures and methodologies underpinning knowledge and organizing **☎**(051) Gr. 4-7 404 4622/6 setbacks. Time the Curriculum relevant/related area of educational field, including collaboratively with schools to and co-curricular Ref No. responsibil management experience in learner performance. Policy activities; Moderate school based improve management. Assessment OBE:MOT1/2020/12 ity. (CAPS) the appropriate curriculum Facilitate correct interpretation Statements assessment; Keep, analyses and phase/Educational field. and ensure effective planning; of Knowledge curriculum interpret examination results Centre: NB: SESs Appropriate knowledge and Conduct analysis of and practice. learners' policy (assessment of and Thaba Nchu/ Bloemfontein are field skills literacy providing. collected in order to inform and Computer educators' progress) and drawn workers supporting and supervising improve teaching and learning. Experience in managing intervention strategies to provide SES: NST (Gr 4-6) & and Motheo District are teachers on co-curricular Facilitate workshops and training people. projects professional auidance to Mr. DS Moloi. Technology (Gr 7) accountab activities. Valid certified sessions on behalf of their finances and the ability to educators/learners; Have а **元**(051) GET Primary Schools le to the copy of driver's licence is a sections/area of responsibility; engage in strategic planning. thorough knowledae of 404 4622/6 Curriculum DCES for requirement and must be Collate and compile reports analytical and report writing understanding of the relevant Gr. 4-7 their attached to the visits and provide Knowledge of and Subjects/Phase/Grades. based on Ref No. operations application. feedback to learning institutions; insight into relevant policies Curriculum Assessment Policy OBE:MOT1/2020/13 Report line managers leaislation. Self-Statements (CAPs); and Build regarding interventions and confidence and the ability to CAPs knowledge and Centre: progress at learning schools; work independently. Good understanding with recent Thaba Nchu/ Bloemfontein other reasonable managerial. administrative relevant subject policy documents function assigned bv the and organizational skills. and ensure that educators in employer within the job function. schools have the same

MOTHEO DISTRICT: SES: CURRICULUM X 14 Post Required KPA Competencies District Job Purpose Requirements Recommendation **Duties** & Contact Details SES: Afrikaans X 2 Motheo District Τo the clarify, Applicants must have Provide professional guidance Monitoring and Sound knowledge and Monitor and support Mr. DS Moloi, monitor, Evaluation. the implementation of the curriculum appropriate and through the implementation of understanding of **☎**(051) (HL. FAL & SAL) implement Curriculum relevant recognized and structures that Adhering to National the relevant 404 4622/6 **FET Schools** Gr. 8-12 and Statement (NCS) for the Subjects/Phase/Grades; Ensure policies three to four year allow for effective management. principles qualification in the field These will include the following: grades/subjects that educators the schools and values. required have (HL, FAL & SAL) render of the advertised post. Conduct regular on-site visits to Analysis Knowledge of the mentioned requisite Curriculum and **GET Schools** Gr. 4-7 which teachers in schools; Represent Subjects/Phase/Grades, support and includes interpreting. assessment documents for the professional teacher the district at other relevant Writing Exposure to the subjects/Grades. Guide Ref No. development latest and OBE:MOT1/2020/14 & 15 educators education and be forums, Coordinate and manage reporting. education theory and support educators in effectively that fall under registered with SACE as Α priorities and projects; Organizing and practice. thorough delivering the curriculum in the Centre: their area of professional Educator effective and efficient understanding classroom; Support executina. of the teachers in Thaba Nchu/ Bloemfontein SACF responsibility. (Attach utilization of resources Coping principles and teaching strengthening content Basic Salary R415 245.00 Certificate). The methodologies underpinning information services; and Work pressures and knowledge and organizing NB: SESs are applicant must have at collaboratively with schools to setbacks. Time Curriculum relevant/related and co-curricular R935 193.00 field workers least 5 years in the improve learner performance. management. Assessment Policy activities; Moderate school based (SL 9) and educational Statements (CAPS) field. Facilitate correct interpretation assessment; Keep, analyses and SES: Economics accountable Gr. 8-12 including management and ensure effective planning; curriculum Knowledge of interpret examination results to the DCES experience in the Conduct analysis policy practice. (assessment of learners' for their appropriate curriculum collected in order to inform and Computer literacy educators' progress) and drawn Ref No. operations. phase/Educational improve teaching and learning. Experience in managing intervention strategies to provide OBE:MOT1/2020/16 field. Facilitate workshops and training Appropriate people. projects professional quidance to Centre: knowledge and skills in sessions on behalf of their finances and the ability to educators/learners; Have а Thaba Nchu/ Bloemfontein providina. supporting sections/area of responsibility; engage in strategic planning. thorough knowledge of and supervisina and compile reports analytical and report writing understanding of the relevant SES: Physical Science teachers on COon visits and provide skills. Knowledge of and Subjects/Phase/Grades. FET: Gr. 8-12 curricular activities. feedback to learning institutions; insight into relevant policies Curriculum Assessment Policy Ref No: OBE: Valid certified copy of Report to line managers leaislation. Self-Statements (CAPs); and Build MOT1/2020/17 driver's licence is regarding interventions confidence and the ability to CAPs knowledae and requirement and must progress at learning schools; work independently. Good understanding with recent Centre: be attached to the other reasonable managerial. administrative relevant subject policy documents

assigned

employer within the job function.

bv

and organizational skills.

and ensure that educators in

schools have the same.

Bloemfontein/Thaba Nchu

application.

MOTHEO DISTRICT: SES: CURRICULUM X 16

District	Post	Job	Requirements	Required KPA	Competencies	Recommendation	Duties
District	rost	Purpose	riequirements	Nequired N A	Competencies	Necommendation	Dulles
&		l albooo					
Contact Details							
Motheo District	SES: CAT	To clarify,	Applicants must have an	Provide professional guidance	Monitoring and	Sound knowledge and	Monitor and support the
Mr. DS Moloi,	Gr. 8–12	monitor,	appropriate and relevant	through the implementation of	Evaluation.	understanding of the	implementation of the
≅ (051) 404 4622/6		implement	recognized three to four	systems and structures that	Adhering to	National Curriculum	curriculum in the relevant
404 4022/0	Ref No.	policies in	year qualification in the	allow for effective management.	principles and	Statement (NCS) for the	Subjects/Phase/Grades;
	OBE:MOT1/2020/18	schools	field of the advertised	These will include the following:	values, Analysis	required grades/subjects,	Ensure that educators have all
	Centre:	and render	post, which includes	Conduct regular on-site visits to	and interpreting,	Knowledge of the mentioned	the requisite Curriculum and
	Thaba Nchu/ Bloemfontein	support	professional teacher	teachers in schools; Represent	Writing and	Subjects/Phase/Grades,	assessment documents for the
	Basic Salary	and	education and be	the district at other relevant	reporting,	Exposure to the latest	subjects/Grades. Guide and
	R415 245.00	developme	registered with SACE as	forums; Coordinate and manage	Organizing and	education theory and	support educators in effectively
	R935 193.00	nt to	professional Educator	district priorities and projects;	executing.	practice. A thorough	delivering the curriculum in the
	(SL 9)	educators	(Attach SACE Certificate).	Ensure effective and efficient	Coping with	understanding of the	classroom; Support teachers in
Motheo District	SES: Life Sciences	that fall	The applicant must have at	utilization of resources and	pressures and	principles and teaching	strengthening their content
Mr. DS Moloi, 2 8 (051)	Gr. 8-12	under their	least 5 years in the	information services; and Work	setbacks. Time	methodologies underpinning	knowledge and organizing
404 4622/6	GI. 0 12	area of	educational field, including	collaboratively with schools to	management.	the Curriculum and	relevant/related co-curricular
	Ref No.	responsibil	management experience in	improve learner performance.		Assessment Policy	activities; Moderate school
	OBE:MOT1/2020/19	ity.	the appropriate curriculum	Facilitate correct interpretation		Statements (CAPS).	based assessment; Keep,
			phase/Educational field.	and ensure effective planning;		Knowledge of curriculum	analyses and interpret
	Centre: Thaba Nchu/ Bloemfontein	NB: SESs	Appropriate knowledge and	Conduct analysis of data		policy and practice.	examination results
	Thaba Nonu/ bioenhontein	are field	skills in providing,	collected in order to inform and		Computer literacy.	(assessment of learners' and
		workers	supporting and supervising	improve teaching and learning.		Experience in managing	educators' progress) and
Motheo District	SES: Mathematics	and are	teachers on co-curricular	Facilitate workshops and training		people, projects and	drawn intervention strategies to
Mr. DS Moloi,	Gr. 8−12	accountab	activities. Valid certified	sessions on behalf of their		finances and the ability to	provide professional guidance
☎ (051) 404 4622/6		le to the	copy of driver's licence is a	sections/area of responsibility;		engage in strategic planning,	to educators/learners; Have a
404 4022/0	Ref No.	DCES for	requirement and must be	Collate and compile reports		analytical and report writing	thorough knowledge of
	OBE:MOT1/2020/20	their	attached to the	based on visits and provide		skills. Knowledge of and	understanding of the relevant
	_	operations	application.	feedback to learning institutions;		insight into relevant policies	Subjects/Phase/Grades.
	Centre: Thaba Nchu/ Bloemfontein			Report to line managers		and legislation. Self-	Curriculum Assessment Policy
	mada Nchu/ Bioemiontein			regarding interventions and		confidence and the ability to	Statements (CAPs); and Build
				progress at learning schools;		work independently. Good	CAPs knowledge and
				and any other reasonable		managerial, administrative	understanding with recent and
				function assigned by the		and organizational skills.	relevant subject policy
				employer within the job function.			documents and ensure that
							educators in schools have the
							same.

District	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact Details							
Motheo District Mr. DS Moloi, (051) 404 4622/6 Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) (26) Motheo District Mr. DS Moloi, (26) Motheo District Mr. D	SES: English (HL) GET Primary Schools Curriculum Gr. 4-7 Ref No: OBE: MOT1/2020/21 Centre: Thaba Nchu/ Bloemfontein Basic Salary R415 245.00 R935 193.00 (SL 9) SES: Setswana GET Primary Schools CURRICULUM Gr. 4-7 Ref No: OBE: MOT1/2020/22 Centre: Thaba Nchu/ Bloemfontein SES: ECD & Foundation Phase x 1 Ref No: OBE: MOT1/2020/23 Centre: Thaba Nchu/ Bloemfontein SES: Life Orientation FET: Gr. 8-12 Ref No: OBE: MOT1/2020/24 Centre: Thaba Nchu/ Bloemfontein	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities. Valid certified copy of driver's licence is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades/subjects, Knowledge of the mentioned Subjects/Phase/Grades, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Selfconfidence and the ability to work independently. Good managerial, administrative	Monitor and support the implementation of the curriculum in the relevant Subjects/Phase/Grades; Ensure that educators have all the requisite Curriculum and assessment documents for the subjects/Grades. Guide and support educators in effectively delivering the curriculum in the classroom; Support teachers in strengthening their content knowledge and organizing relevant/related co-curricular activities; Moderate school based assessment; Keep, analyses and interpret examination results (assessment of learners' and educators' progress) and drawn intervention strategies to provide professional guidance to educators/learners; Have a thorough knowledge of understanding of the relevant Subjects/Language/Phase/Grades. Curriculum Assessment Policy Statements (CAPs); and Build CAPs knowledge and understanding with recent and relevant subject policy documents and ensure that
						organizational skills	educators in schools have the same.

		MOTHE	O DISTRIC	T: SES: ME	DIA AD	/ISOR X 1	
District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Motheo District Mr. DS Moloi, 128 (051) 404 4622/6	SES: Media Advisor Re-advert Ref No: OBE: MOT1/2020/26 Centre: Thaba Nchu/ Bloemfontein Basic Salary R415 245.00 - R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognised three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities. Valid certified copy driver's license is a requirement and must be attached to the application	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site 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; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.	Competency in library skills (cataloguing and classification), resource based learning, delivery of INSET programmes, subject advisory services, learning facilitation, management and administration of libraries, information skills, online information services, project management, Outcome Based Education, strategic thinking, planning and budgeting. Problem solving and ability to work long hours and under pressure will serve as recommendations. Knowledge and understanding of using ICT in learning and teaching.	The successful candidate will support all the activities regarding school library / multi-media resource centers in the district which include amongst others the following: Deliver INSET programmes on information skills and the use of multi-media resources (including ICT) resources to support based learning and teaching. Support the use of electronic resources (computers, TV/Videos, etc) as learning resources to support curriculum delivery and achieve E-Education objectives. Coordinate the projects and research programmes related to Education Library and Technological Services. Train educators on reading skills and facilitate the establishment of a reading culture in schools. Conduct needs analysis in schools and establishes structures to provide access to information. Establish a district-based system which provides equal access to multi-media resources (existing and (future). Budgeting for schools according to needs and priorities of the Department. Ensure the implementation of E-Education objectives. Identify problems with regard to implementation of the draft National and Provincial School Library Policies and library materials and how to set up libraries in the district

	MOT	HEO DIS	STRICT: SE	S: RESOUR	CE COC	RDINATOR	R X 1
District & Contact Details	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Motheo District Mr. DS Moloi, 198 (051) 404 4622/6	SES: Resource Coordinator Re-advert Ref No: OBE: MOT1/2020/27 Centre: Thaba Nchu/ Bloemfontein Basic Salary R415 245.00 - R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognised three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities. Valid certified copy driver's license is a requirement and must be attached to the application	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site 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; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills	The successful candidate will support all the activities regarding Mobile libraries, Educational resources and establish functional center library. Other duties include amongst the following: Deliver INSET programmes on information skills and the use of multi-media resources (including ICT) to support based learning and teaching. Support the use of electronic resources (computers, TV/Videos, etc) as learning resources to support curriculum delivery and achieve E-Education objectives. Coordinate the projects and research programmes related to Education Library and Technological Services. Train educators on reading skills, use of Educational Resources and facilitate the establishment of a reading culture in schools. Conduct needs analysis in schools and establishes structures to provide access to information. Establish a district based system which provides equal access to multi-media resources (existing and future). Budgeting for schools according to needs and priorities of the Department. Ensure the implementation of E-Education objectives. Identify problems with regard to implementation of the draft National and Provincial School Library Policies and library materials and how to set up libraries where Mobile Buses render services.

MOTHEO DISTRICT: EDUCATION THERAPIST SPECIALIST: SPEECH AND/OR AUDIOLOGIST: GRADE 1 X 1

	AUDIOLOGIST: GRADE 1 X 1											
District &	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties					
0												
Contact Details												
Motheo	Education Therapist Specialist:	To clarify,	Minimum	Provide professional guidance	Monitoring	Experience of multi-	Provide quality and sustainable					
District	Speech And/or Audiologist:	monitor,	Requirements: A	through the implementation of	and	disciplinary teams and	Speech and Hearing Therapy					
Mr. DS Moloi, 2 (051)	GRADE1: 1 POST:	implement	recognized four-year	systems and structures that	Evaluation.	project management.	services according to the					
404 4622/6	Ref No	policies in	degree in Speech	allow for effective management.	Adhering to	Good interpersonal and	standards laid down by the Health					
	OBE: MOT1/2020/28	schools and render	and/or audiology, plus at least 3 years'	These will include the following: Conduct regular on-site visits to	principles and values.	management skills. Willingness to work	Professionals Council of South Africa and the policies prescribed					
		support and	relevant experience, as	teachers in schools; Represent	Analysis and	irregular hours and to	by the Department of Education.					
	Centre: Thaba Nchu/	development	well as registered with	the district at other relevant	interpreting,	travel extensively.	Work independently and also as					
	Bloemfontein	to educators	the Health	forums; Coordinate and manage	Writing and	Knowledge of one of the	part of a multidisciplinary team.					
		that fall under their area of	Professionals Council of South Africa (attach	district priorities and projects; Ensure effective and efficient	reporting, Organising	African languages of the region. A qualification in	Conduct speech and hearing therapy assessments of learners.					
	Basic Salary	responsibility.	registration certificate).	utilisation of resources and	and	education and	Apply speech and hearing therapy					
	R517 326 – 574 158	NB: SESs are	As travelling is	information services; and Work	executing.	Registration with SACE	as required. Offer training					
	The following all-inclusive	field workers	required, a valid	collaboratively with schools to	Coping with	will be an added	programmes to assist learners and					
	remuneration package per	and are	driver's licence is	improve learner performance.	pressures and	advantage.	educators. Develop, in					
	annum to be restructured	accountable to the DCES	essential.	Facilitate correct interpretation and ensure effective planning;	setbacks. Time		conjunction with the District Based Support Team (DBST), a language					
	according to the individual's	for their	KNOWLEDGE AND	Conduct analysis of data	management.		development strategy for learners					
	personal needs and according to the years' experience as a	operations.	SKILLS:	collected in order to inform and	management.		in all schools. Accurate record					
	Speech therapist and/or		Computer literacy.	improve teaching and learning.			keeping and data collection.					
	audiologist: Grade 1: R -		Excellent English verbal	Facilitate workshops and training			Collaborate with outside service					
	Less than 8 years' experience;		and writing skills. Good	sessions on behalf of their			providers, e.g. NGO's and					
	Grade 2: R - 8 to 16 years'		interpersonal and management skills.	sections/area of responsibility; Collate and compile reports			organisations for persons with disabilities to provide					
	experience and Grade 3: R - more than 16 years'		Knowledge of the	based on visits and provide			comprehensive holistic care.					
	experience		National Curriculum	feedback to learning institutions;			Assist in planning, facilitating and					
		1	Statement and White	Report to line managers			monitoring quality improvement					
			Paper 6. In-depth	regarding interventions and			programmes as required for the					
			knowledge of policies governing education in	progress at learning schools; and any other reasonable			Department. Assist in ensuring delivery of a quality service based					
			general and inclusive	function assigned by the			on Batho Pele Principles and					
			education specifically.	employer within the job function.			Human Rights Ethics with due					
			Valid certified copy				consideration for all learners.					
			driver's license is a				Assist the DCES: Inclusive					
			requirement and must be attached to the				Education and CES: Inclusive Education as required.					
			application				Eddodion as required.					

	M	OTHEO D	DISTRICT:	SES: SCHO	OL SA	FETY X	1
District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
	SES: School Safety Ref No. OBE:MOT1/2020/29 Centre: Thaba Nchu/ Bloemfontein Basic Salary R511 752.00 R992 718.00 (SL 10)	To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: SES are field workers and are also managers accountable to the DCES for their operations).	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 8 years in the educational field, including management experience in the appropriate curriculum phase. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities.	Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site support visits to schools/offices; Represent the district at provincial and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and any other reasonable function assigned by the employer within the job function.	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.	Sound Knowledge of transformational issues in education, experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills.	Analyze SA-SAMS levels of learners' misconduct and develop integrated safety programs. Implement, advocate and monitor the protocol between the SAPS and DBE, inside and outside stakeholders. Monitor the establishment of School Safety and Hostel Committees and ensure functionality thereof. Advise the department, schools and other stakeholders on the effective implementation of relevant Acts and polices related to safety of learners and educators. Develop a school safety and hostel system wide operational plan, implement and generate evidence based reports for all the levels of the system. Capacity building of stakeholders in line with the training and development plan which seeks to address needs identified. Ensure implementation of programs and linking of all schools and hostels in the province. Ensure safety of all learners and teachers in both public and independent schools and hostels in the province. Represent the department and chair meetings where needed to safety Social Safety structures provincially and nationally. Prepare and present Provincial reports to different structures outside and inside the department. Support the CES in developing, executing or implementing budget and prepare reports on expenditure trends. Implement the Rural Education Strategy which is promulgated in the guidelines for Rationalization and closure of non-viable schools, which leads to accommodating or transporting learners to schools where they are placed to access quality education. Be prepared to work long extensive hours under pressure without expecting remuneration. Be willing to perform any other ad-hoc duties as
							delegated by the supervisors.

	MOTHE	DISTR	CT: SES: CA	REER	GUIDANO	E X 1
District Post & Contact Details	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Motheo District Mr. DS Moloi, 198 (051) 404 4622/6 Model	in schools and	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher qualification and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field. Appropriate knowledge and skills in supporting teachers on cocurricular activities. Valid certified copy of driver's license is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Monitoring and evaluation; Adherence to principles and values; Analysing and interpreting Writing and reporting; Organising and executing; Coping with pressures and setbacks; Time management	Knowledge of the constitution, National Curriculum Statement (NCS), Collective Agreements as well as other relevant Acts and Policies. Knowledge and understanding of ICT in Education, as it relates to teaching and learning. Interpret, analyse and apply current legislation and departmental policies. Organisational and interpersonal skills. Written and verbal skills. Attention to detail and high level of accuracy. Computer literacy— MS Word, Ms Excel, MS Power Point and MS Outlook. A certificate in any of the following areas will be an added advantage; A certificate in Career Guidance or Counselling will be an added advantage.	Manage and develop innovative and effective career guidance systems and programmes in the district to assist leaner's in making and implementing informed educational and occupational choices. Capacitate teachers about equipping learners with the necessary knowledge, skills and values to make informed decisions at each key education stage for successful transition from school to further education or work, and hence to manage their career pathways and lifelong learning throughout their lives. Interact and liaise with teachers, Subject Advisors, counselling specialists to establish teachers' and learners' needs related to career guidance and implement joint programmes (relevant interventions) that will address the informed needs. Develop and maintain links with all appropriate stakeholders – NSFAS, NYDA, tertiary institutions, NGOs, places of employment and all relevant stakeholders. Coordinate and implement district priorities, programs and interventions related to career guidance activities including exhibitions, roads shows and provide information to schools concerning financial aid, loans, grants, sponsorship programmes, scholarships etc. Establish and maintain a current and up to date career resource centre which will be a focus for career guidance to deliver programmes in support of the Life Orientation curriculum to enhance the teaching and learning programmes in place. Support teachers to respond to learners' emerging interests, strengths and aspirations, and to support them to make informed decisions about their subject choices and pathways. Report to line managers regarding interventions and progress at schools in respect of all programmes responsible for. Assist in ensuring delivery of a quality service based on Batho Pele Principles and adhere to Human Rights Ethics with due consideration of all learners.

		MOTHEO	DISTRICT: SES	: SPOR	TS X 1	
District Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact Details						
Motheo District Mr. DS Moloi, (2051) 404 4622/6 MoBE: MOT1/2020 Centre: Thaba Nchu/ Bloemfontein Basic Salary R415 245.00 — R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. Further Requirements: A proven track record as a sports teacher As travelling is required, a valid driving licence is essential.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site 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; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills. Ability to work irregular hours during holidays and over weekends.	Be able to assess and identify the training needs of schools in respect of sporting codes. Promote excellent standards at school through regular and effective control. Plan and control of administrative development for sport codes in the District. Plan and coordinate the implementation of School Sport Training Programmes within the District. Hold regular meetings with relevant stakeholders in the District. Conduct Workshops, Planning, Sport Programming, Coaching Clinics, minutes taking, Reporting, Notes Taking and Sport officiating. Render organizational and managerial support services towards School and School Sport Structures. Be responsible for the control and management of budget with regards to sport programming in the district. Plan and coordinate regular progress of leagues in the District in order to align to relevant needs.

	MOTHEO DISTRICT: SES: VALUES IN EDUCATION X 1										
District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencie s	Recommendation	Duties				
Motheo District Mr. DS Moloi,	SES: Values in Education Ref No OBE: MOT1/2020/32 Centre: Thaba Nchu/ Bloemfontein Basic Salary R415 245.00 - R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. Further Requirements: A proven track record as a sports teacher As travelling is required, Valid certified copy driver's license is a requirement and must be attached to the application	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site 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; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills. Ability to work irregular hours during holidays and over weekends.	Manage, monitor and promote issues of transformation, moral regeneration, social cohesion, and nation building. Provide appropriate support to district officials, teachers and learners with regards to the above mentioned. Give support in the management and implementation of programmes in the five districts and schools. Facilitate the distribution of support material / training material and conduct workshops to address the needs of teachers in relation to the implementation of social cohesion programmes. Organise, manage and coordinate programmes such as iNkosi Albert Luthuli Oral History Research programme, Schools Moot Court etc. Develop strategies to promote values in education. Develop strategies to improve racial integration in schools. Organise and manage the celebration of Days of National Significance. Conduct training programmes that promote the understanding of the Bill of Rights amongst learners and educators. Ascertain through district offices that all schools register to take part in that all schools register to take part in social cohesion and nation building programmes. Organizing and conduct sectional meetings as part of monitoring implementation and reviewing of programmes and giving support to district officials. Ensure adherence to legislative and regulatory requirements that are in accordance with the PFMA Prescripts. Report Progress on learner participation to both Provincial and National Education Departments. Communicate and work together with other directorates in the Department and sister Departments. Attend meetings, conferences and workshops on relevant issues on Sports and Recreation. Support the CES in developing the Sub- Directorate Budget, execute or implement and prepare reports on expenditure trends. Be prepared to perform any other ad hoc duties as delegated by the supervisors.				

LEJ	WELE	EPUTSV	VA DIST	TRICT: CES	: PRIMA	RY SCHOO	DLS X 1
Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Lejweleputswa District Ms. Zonke, ES (057) 391 7203	CES: Institutional Management, Governance & Support: Primary Schools OBE: LJL1/2020/01 Centre: Welkom Basic Salary R909 000 - R1 403 958 (All Inclusive Package Per Annum)	To provide strategic and managerial leadership as well as coordination of the implementation of programmes within the areas of Job responsibility. This includes managing the DCES and SESs.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 9 years in the educational field, including management experience in the appropriate curriculum phase. Valid certified copy driver's license is a requirement and must be attached to the application.	Provision of professional leadership through the establishment and implementation of systems and Structures that allow for effective management. 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 analyses and implementation. Undertake research and development with a view to improve services delivery, manage the effective utilization of finances and other resources; Ensure proper record keeping, control and reporting; and Any other reasonable function assigned.	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.	Experience of multidisciplinary teams approach and project management skills. Extensive Knowledge of curriculum especially CAPS and all applicable legislations and policies	Manage and co-ordinate the implementation of Pre Grade R (0 - 3 & Grade RR), Grade R and Foundation phase programmes. Manage and co-ordinate Intermediate phase programmes for Languages. Manage and co-ordinate Intermediate phase programmes for Humanities & EMS Manage and co-ordinate Intermediate phase programmes for Maths, Science and Technology. Manage and co-ordinate the implementation of multigrade programmes across all primary school phases. Liaise with Inclusive education to manage adaptation of curriculum and assessment in an inclusive environment.

LEJWELEPUTSWA DISTRICT: DCES: CIRCUIT MANAGERS X 2

Directorate	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommenda	Duties
& Contact Details						tion	
Lejweleputswa District Ms. Zonke, (057) 391 7203	Circuit Manager (Circuit 6) Ref No. OBE:MOT1/2020/02 Centre:	To ensure the effective supervision, management functionality and performance	Applicants must have an appropriate and relevant recognized three to four year	Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and schools governing bodies in the management and governance of schools. Conduct performance reviews and appraisals of	Monitor & Evaluation, Performance Management, Decision making and initiating	Experience of multi- disciplinary team approach and project management	Collect and analyses school, circuit and district data to inform planning. Guide and assist schools to conduct self-evaluation and help them with the compilation of school improvement and development plans. Integrate the school improvement plans into circuit and district plans. Provide an enabling environment and targeted support for education
	Boshof	of schools; in relation to administration	qualification in the field of the advertised post,	principals; Monitor and support the implementation of performance management systems in schools. Provide support for	action. Adhering to principles and	skills. Extensive knowledge of	institutions within the circuit to do their work in line with education law and policy. Assist school principals and educators to improve the quality of
	Circuit Manager (Circuit 1)	governance & curriculum	which includes professional	professional growth of educators in line with the Circuit Improvement Plan (CIP; evaluate the	values, Analysis and	curriculum especially	teaching and learning in their institution through school visits, consultations, cluster meetings, suitable
	Ref No. OBE:MOT1/2020/03	delivery through professional	teacher education and be registered	physical infrastructure of schools and communicate to the relevant section of the Department in terms of the needs of school;	interpreting, Writing and reporting.	CAPS and all applicable legislations	feedback reports and stakeholder engagement. Provide monitoring support and guidance to schools on curriculum coverage, in school monitoring,
Lejweleputswa District	Centre: Welkom	and educational	with SACE as professional	Assist the circuit and the district in ensuring that examinations and assessment are implemented	Creating, conceptualizi	and policies. Appropriate	analysis of performance, management meeting, correct timetables and equitable distribution of staff.
Ms. Zonke,	Basic Salary R511 752.00	leadership, guidance and development.	Educator (Attached SACE	according to plan; Assist schools in maintain a fair labour environment; Manage selection processes especially the appointment of	ng and innovating. Organizing	qualification in management	Serve as information node for education institutions within the circuit on education law, policy & administration. Provide an enabling environment and
391 7203	R992 718.00 (SL 10)		Certificate). The applicant must have at least 8 years in the educational field, including management experience in the appropriate field. The job involves travelling and therefore Valid certified copy driver's license is a requirement and must be attached to the application	principals in schools. Guide the process of schools establishment, rationalization 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 district in line with departmental objective. Advise Principals and school management team on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives; Analyze and identify professional, education resource needs of district (including physical human and financial resources); and Ensure that principals manage their budget in line with the South African Schools Act and maintain financial records for audit purpose.	and executing. Coping with pressures and setbacks. Time management.	and governance.	organize provision and support for the professional development of managers, educators and administrative staff members within the Circuit. Facilitate training for SGB's. Hold principals of education institution within the circuit accountable for the performance of their schools. Account to the District and PED for the performance of education institutions within the circuit. Inform & consult with the public and school community within the circuit in an open and transparent manner. Uphold Batho Pele principles in all dealings by consulting, setting and observing service standards, increasing access to service, ensure courteous behaviour, provide the required information, acting openly & transparently, redress sub-standard performance, and ensure value for money. Provide curriculum support to grade R practitioners, primary and secondary school educators. Facilitate visit of specialist district support teams to schools within the circuit. Report to the District.

		LEJW	ELEPUT	SWA DISTRIC	T: DCE	S: YRAC	X 1
District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Lejweleputswa District Ms. Zonke,	DCES: YRAC	To clarify, monitor, implement	Applicants must have an appropriate and	Provide professional guidance through the implementation of systems and structures that allow	Monitoring and Evaluation. Adhering to	Sound knowledge and understanding of the National Curriculum	The successful candidate will be responsible to support the CES: DTDC to: Manage and develop innovative and effective teacher development
(057) 391 7203	Ref No OBE:	policies in schools and render	relevant recognized three to four year qualification in the	for effective management. These will include the following: Conduct regular on-site visits to teachers	principles and values, Analysis and	Statement (NCS) for the required grades, Knowledge of the	systems and programmes in the district. Coordinate all teacher development programmes for the district, in collaboration with all relevant sections. Develop
	LJL1/2020/04 Centre:	support and development	field of the advertised post,	in schools; Represent the district at other relevant forums;	interpreting, Writing and	mentioned Subjects, Exposure to the latest	annual district teacher development calendar/plan. Utilize research-standards for professional learning
	Welkom Basic Salary	to educators that fall under their area of	which includes professional teacher education	Coordinate and manage district priorities and projects; Ensure effective and efficient utilization	reporting, Organizing and executing.	education theory and practice. A thorough understanding of the	to facilitate and support planning Develop an annual professional development plan aligned with the District Improvement Plan and District strategic
	R511 752.00	responsibility. NB: DCESs	and be registered with SACE as professional	of resources and information services; and Work collaboratively with schools to improve learner	Coping with pressures and setbacks. Time	principles and teaching methodologies underpinning the	priorities and initiatives. Collate and complete reports based on school visit and provide feedback; conduct analysis of data collected in order to inform
	R992 718.00 (SL 10)	are field workers and are	Educator (Attach SACE Certificate). The applicant must	performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of	management.	Curriculum and Assessment Policy Statements	and improve teaching and learning. Coordinate and implement district programs that promote educator growth and recognition (i.e. Induction Programs,
		accountable to the CES for their	have at least 8 years in the educational field.	data collected in order to inform and improve teaching and learning. Facilitate workshops		(CAPS).Knowledge of curriculum policy and practice. Computer	Teacher Appreciation and Support Programmes (TASP) – National Teacher Awards (NTA) and World Teachers Day (WTD) and other district programmes.
		operations.	including management experience on the	and training sessions on behalf of their sections/area of		literacy. Experience in managing people,	Participate as a member of the Skills team and other relevant work groups to exchange information, coordinate activities, develop teacher support
			advertised field.	compile reports based on visits and provide feedback to learning		projects and finances and the ability to engage in strategic	resources, and resolve issues or concerns. Coordinate and report on the roll out of the SACE
				institutions; Report to line managers regarding interventions and progress at learning schools;		planning, computer literacy, analytical and report writing skills.	Continuing Professional Teacher Development (CPTD). Assist and coordinate diagnostic teacher self-assessments for all subjects, grades and
				and any other reasonable function assigned by the employer within the job function.		Knowledge of and insight into relevant policies and legislation.	phases. Coordinate and report on the Teacher Union Collaboration (TUC) projects. Provide support and guidance to professional associations and
						Self-confidence and the ability to work independently. Good	Professional Learning Communities (PLCs)
						managerial, administrative and organizational skills.	

LEJWELEPUTSWA DISTRICT: SES: MEDIA RESOURCE COORDINATOR X 1

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District &	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Contact Details							
Leiweleputswa District	SES:	To clarify,	Applicants must have	Provide professional guidance	Monitoring and	Sound knowledge and	Monitor and support the implementation
Ms. Zonke,	Madia Dassess	monitor,	an appropriate and	through the implementation of	Evaluation.	understanding of the	of the curriculum in the relevant
(057)	Media Resource Coordinator	implement	relevant recognized	systems and structures that	Adhering to	National Curriculum	Subjects/Phase/Grades; Ensure that
391 7203	Coordinator	policies in	three to four year	allow for effective management.	principles and	Statement (NCS) for the	educators have all the requisite Curriculum
	Ref No	schools and	qualification in the field	These will include the following:	values, Analysis	required grades/subjects,	and assessment documents for the
		render	of the advertised post,	Conduct regular on-site visits to	and	Knowledge of the	subjects/Grades. Guide and support
	OBE:LJL1/2020/05	support and	which includes	teachers in schools; Represent	interpreting,	mentioned	educators in effectively delivering the
	Centre:Welkom	development	professional teacher	the district at other relevant	Writing and	Subjects/Phase/Grades,	curriculum in the classroom; Support
	3011110	to educators	education and be	forums; Coordinate and manage	reporting,	Exposure to the latest	teachers in strengthening their content
	Basic Salary	that fall under	registered with SACE	district priorities and projects;	Organizing and	education theory and	knowledge and organizing relevant/related
	R415 245.00	their area of	as professional	Ensure effective and efficient	executing.	practice. A thorough	co-curricular activities; Moderate school
	H410 240.00 -	responsibility.	Educator (Attach SACE	utilization of resources and	Coping with	understanding of the	based assessment; Keep, analyses and
	R935 193.00	NB: SESs are	Certificate). The	information services; and Work	pressures and	principles and teaching	interpret examination results (assessment
	(SL 9)	field workers	applicant must have at	collaboratively with schools to	setbacks. Time	methodologies	of learners' and educators' progress) and
		and are	least 5 years in the educational field,	improve learner performance. Facilitate correct interpretation	management.	underpinning the Curriculum and	drawn intervention strategies to provide professional guidance to
		accountable	including management	and ensure effective planning;		Curriculum and Assessment Policy	professional guidance to educators/learners; Have a thorough
		to the DCES	experience in the	Conduct analysis of data		Statements (CAPS).	knowledge of understanding of the
		for their	appropriate curriculum	collected in order to inform and		Knowledge of curriculum	relevant Subjects/Phase/Grades.
		operations.	phase/Educational	improve teaching and learning.		policy and practice.	Curriculum Assessment Policy Statements
			field. Appropriate	Facilitate workshops and training		Computer literacy.	(CAPs); and Build CAPs knowledge and
			knowledge and skills in	sessions on behalf of their		Experience in managing	understanding with recent and relevant
			providing, supporting	sections/area of responsibility;		people, projects and	subject policy documents and ensure that
			and supervising	Collate and compile reports		finances and the ability	educators in schools have the same.
			teachers on co-	based on visits and provide		to engage in strategic	
			curricular activities.	feedback to learning institutions;		planning, analytical and	
			Valid certified copy of	Report to line managers		report writing skills.	
			driver's licence is a	regarding interventions and		Knowledge of and insight	
			requirement and must	progress at learning schools;		into relevant policies and	
			be attached to the	and any other reasonable		legislation. Self-	
			application.	function assigned by the		confidence and the	
				employer within the job function.		ability to work	
						independently. Good	
						managerial,	
						administrative and	
						organizational skills.	
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	LEJWELEPUTSWA DISTRICT: SES: SYRAC X 1										
District & Contact Details	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties				
Lejweleputswa District Ms. Zonke, (057) 391 7203	SES: SYRAC Ref No OBE: LJL1/2020/06 Centre: Welkom Basic Salary R415 245.00 - R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations	Minimum Requirements: A recognized three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. Further Requirements: A proven track record as a sport teacher or an administrator (SYRAC) or as Music, Art and Culture convenor (YRAC) in the school will be an added advantage. Computer literacy. As travelling is required, Valid certified copy driver's license is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management. Priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills. Ability to work irregular hours during holidays and over weekends.	Be able to assess and identify the training needs of schools in respect of sporting codes. Promote excellent standards at school through regular and effective control. Plan and control of administrative development for sport codes in the District. Plan and coordinate the implementation of School Sport Training Programmes within the District. Hold regular meetings with relevant stakeholders in the District. Conduct Workshops, Planning, Sport Programming, Coaching Clinics, minutes taking, Reporting, Notes Taking and Sport officiating. Render organizational and managerial support services towards School and School Sport Structures. Be responsible for the control and management of budget with regards to sport programming in the district. Plan and coordinate regular progress of leagues in the District in order to align to relevant needs.				

		LEJ	WELEPUT	SWA DISTR	ICT: SES:	YRAC X 1	
District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Lejweleputswa District Ms. Zonke, (057) 391 7203	SES: YRAC Ref No OBE: LJL1/2020/07 Centre: Welkom Basic Salary R415 245.00 R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations	Minimum Requirements: A recognized three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. Further Requirements: A proven track record as a sport teacher or an administrator (SYRAC) or as Music, Art and Culture convenor (YRAC) in the school will be an added advantage. Computer literacy. As travelling is required, Valid certified copy driver's license is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills. Ability to work irregular hours during holidays and over weekend	To organize and conduct public speaking, debate, hip hop music, instrumental music, choral music, indigenous games, performing and visual arts, workshops and events. Be able to assess and identify the training needs of schools in respect of music, Art and Culture and Youth leadership activities. Promoting excellent standards at school through regular and effective control. Planning and control of administrative development of YRAC activities in the District. Plan and coordinate the implementation of YRAC Programmes within the District. Hold regular meetings with relevant stakeholders in the District. Conduct Workshops, Planning, Coaching Clinics, minutes taking, Reporting, Notes Taking and Adjudicating. Establish and participate in SASCE music competitions at circuit, district, provincial and national levels

LEJWELEPUTSWA DISTRICT: SES: CURRICULUM X 1

						MOOLOM X	•
District	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact Details							
Contact	SES: Physical Sciences Grade 10–12 Ref No OBE:LJL1/2020/08 Centre:Welkom Basic Salary R415 245.00 R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities. Valid certified copy driver's license is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. 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	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades/subjects, Knowledge of the mentioned Subjects/Phase/Grades, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to	Monitor and support the implementation of the curriculum in the relevant Subjects/Phase/Grades; Ensure that educators have all the requisite Curriculum and assessment documents for the subjects/Grades. Guide and support educators in effectively delivering the curriculum in the classroom; Support teachers in strengthening their content knowledge and organizing relevant/related co-curricular activities; Moderate school based assessment; Keep, analyses and interpret examination results (assessment of learners' and educators' progress) and drawn intervention strategies to provide professional guidance to educators/learners; Have a thorough knowledge of understanding of the relevant Subjects/Phase/Grades. Curriculum Assessment Policy Statements (CAPs); and Build CAPs knowledge and
				progress at learning schools; and any other reasonable function assigned by the employer within the job function.		work independently. Good managerial, administrative and organizational skills.	understanding with recent and relevant subject policy documents and ensure that educators in schools have the same.

THABO MOFUTSANYANA DISTRICT: CES: CURR SUPPORT & DELIVERY X 1

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DIRECTORATE&	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommenda	Duties
Contact Details						tion	
20111431 2014113							
THABO	CES:	To provide	Applicants must have	Provision of professional	Monitoring and	Experience of	Collect and analyses school, circuit and district data to inform
MOFUTSANYANA MS. L. MABASO,	Curriculum	strategic and	an appropriate and	leadership through the	Evaluation,	multi-	planning. Guide and assist schools to conduct self-evaluation
**	Support and	managerial	relevant recognized	establishment an	Performance	disciplinary	and help them with the compilation of school improvement and
(058)	Delivery:	leadership as	three to four year	implementation of	Management,	teams and	development plans. Integrate the school improvement plans
713 0423	Secondary	well as	qualification in the	systems and structures	Decision making	project	into circuit and district plans. Provide an enabling environment
	Schools	coordination of	field of the advertised	that allow for effective	and initiating	management	and targeted support for education institutions within the circuit
	ODE:	the	post, which includes	management. Establish	action. Adhering	skills.	to do their work in line with education law and policy. Assist
	OBE: TMD 1/2020/01	implementation	professional teacher	clear channels of	to principles and	Knowledge of	school principals and educators to improve the quality of
	11110 1/2020/01	of programmes	education and be	communication with	values Analysis	White Paper	teaching and learning in their institution through school visits,
	Centre:	within the areas	registered with SACE	relevant stakeholders.	and interpreting,	6. Knowledge	consultations, cluster meetings, suitable feedback reports and
	Phuthaditjhaba	of Job	as professional	Manage information by	Writing and	of one of the	stakeholder engagement. Provide monitoring support and
	-	responsibility.	Educator (Attach	collecting, analyzing and	reporting.	African	guidance to schools on curriculum coverage, in school
	Basic Salary	This includes	SACE Certificate).	translating data into	Creating,	languages of	monitoring, analysis of performance, management meeting,
		managing the	The applicant must	knowledge for planning,	Conceptualizing	the region.	correct timetables and equitable distribution of staff. Serve as
	R909 000	DCES and	have at least 9 years	decision making and	and innovating.		information node for education institutions within the circuit on
		SESs.	in the educational	reporting. Provide	Organizing and		education law, policy & administration. Provide an enabling
	-		field, including	management and support in line with	executing, Coping with		environment and organize provision and support for the professional development of managers, educators and
	R1 403 958		management experience in the	approved Strategic and	pressures and		administrative staff members within the Circuit. Facilitate
	KI 403 936		appropriate	Annual Performance	setbacks. Time		training for SGB's. Hold principals of education institution
	(All Inclusive		curriculum phase.	plans. Facilitate policy	management.		within the circuit accountable for the performance of their
	Package)		Valid certified copy of	formulation analyses and	management.		schools. Account to the District and PED for the performance
			driver's license is a	implementation.			of education institutions within the circuit. Inform & consult with
			requirement and	Undertake research and			the public and school community within the circuit in an open
			must be attached to	development with a view			and transparent manner. Uphold Batho Pele principles in all
			the application.	to improve service			dealings by consulting, setting and observing service
				delivery, manage the			standards, increasing access to service, ensure courteous
				effective utilization of			behaviour, provide the required information, acting openly &
				finances and other			transparently, redress sub-standard performance, and ensure
				resources; Ensure proper			value for money. Provide curriculum support to grade R
				record keeping, control			practitioners, primary and secondary school educators.
				and reporting; and Any			Facilitate visit of specialist district support teams to schools
				other reasonable			within the circuit. Report to the District.
				functions assigned.			

THABO MOFUTSANYANA DISTRICT: CES: PRIMARY SCHOOLS X 1

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Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423	CES: Curriculum Support and Delivery Primary Schools Ref No OBE: TMD 1/2020/02 Centre: Phuthaditjhaba Basic Salary R909 000 - R1 403 958 (All Inclusive Package)	To provide strategic and managerial leadership as well as coordination of the implementation of programmes within the areas of Job responsibility. This includes managing the DCES and SESs.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 9 years in the educational field, including management experience in the appropriate curriculum phase. Valid certified copy driver's license is a requirement and must be attached to the application.	Provision of professional leadership through the establishment and implementation of systems and Structures that allow for effective management. 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 analyses and implementation. Undertake research and development with a view to improve services delivery, manage the effective utilization of finances and other resources; Ensure proper record keeping, control and	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.	Experience of multi-disciplinary teams approach and project management skills. Extensive Knowledge of curriculum especially CAPS and all applicable legislations and policies	Manage and co-ordinate the implementation of Pre Grade R(0 - 3&Grade RR), Grade R and Foundation phase programmes. Manage and co-ordinate Intermediate phase programmes for Languages. Manage and co-ordinate Intermediate phase programmes for Humanities & EMS, Manage and co-ordinate Intermediate phase programmes for Maths, Science and Technology. Manage and co-ordinate the implementation of multigradeprogrammes across all primary school phases. Liaise with Inclusive education to manage adaptation of curriculum and assessment in an inclusive environment.
				reporting; and Any other reasonable function assigned.			

THABO MOFUTSANYANA DISTRICT: DCES: SPORT, MUSIC, VIE & EDUCATION X 1

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Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
THABO MOFUTSANYAN A MS. L. MABASO, (058) 713 0423	SPORT, MUSIC, VALUES IN EDUCATION & HIV/AIDS Ref No OBE: TMD1/2020/0 3 Centre: Phuthaditjha ba Basic Salary R511 752.00 - R992 718.00 (SL 10)	To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: DCES are field workers and are also managers accountable to the CES for their operations).	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 8 years in the educational field, including management experience in the appropriate curriculum phase. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities. Valid certified copy of driver's licence is a requirement and must be attached to the application. Further Requirements: Relevant experience in School Sports, Music Values in Education Programmes and HIV/AIDS management. Ability to carry out surveys and research on co-curricular programmes and their impact on teaching and learning.	Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on—site support visits to schools/offices; Represent the district at provincial and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; Facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and Perform any other reasonable function assigned by the employer within the job function.	Monitoring and evaluation; Performance management; Decision making and initiating action; Adherence 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 of the constitution, National Curriculum Statement (NCS), Collective Agreements as well as other relevant Acts and Policies. Experience in research on the latest developments related to education transformation. A good understanding of Matrix Management. Knowledge and understanding of ICT in Education, as it relates to teaching and learning. Interpret, analyse and apply current legislation and departmental policies. Supervisory, organizational and interpersonal skills. Proven written and verbal skills. Attention to detail and high level of accuracy, effective public relations and public speaking skills. Computer literacy— MS Word, Ms Excel, MS Power Point and MS Outlook. A certificate in any of the following areas will be an added advantage; Sports, Music, Values in Education or HIV/AIDS. The candidate must be prepared to work irregular hours and under pressure when a need arise.	Monitor and support performance and development of officials in the area of responsibility. Facilitate and sustain implementation of all programmes in the area of responsibility across the district. Collaborate with all sections in the district to promote quality learning and teaching. Promote and advance the goals of the Care and Support for teaching and learning programme (CSTL) in the district. Co-ordinate the following programmes:Site Based clinics in all codes, Implement Bill of responsibilities as set at Provincial and National level. Ensure that schools register and participate in co-curricular enrichment programmes including Mass Participation programmes (MPP) to foster social cohesion amongst other objectives of the department. Establish good rapport and collaboration with all stakeholders: parents, other government Departments, Non-Governmental Organizations (NGOs) and Community Based Organizations (CBOs) including federations to support learner performance. Assist in ensuring delivery of a quality service based on Batho Pele Principles and adhere to Human Rights Ethics with due consideration of all learners.

THABO MOFUTSANYANA DISTRICT: DCES: CIRCUIT MANAGERS X 2

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommenda tion	Duties
& Contact	DCES: Circuit Manager (Circuit 4) Ref No OBE: TMD1/2020/04 Centre: FICKSBURG DCES: Circuit Manager (Circuit 8) Ref No OBE: TMD1/2020/05 Centre: Harrismith Basic Salary R511 752.00 — R992 718.00 (SL 10)	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.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attached SACE Certificate). The applicant must have at least 8 years in the educational field, including management experience in the appropriate field. The job involves travelling and therefore a valid driver's license is a requirement—please attach a	Supervision and management of school principals in curriculum delivery and administration of schools; Support school principals, school management teams and schools 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 school; Assist the circuit and the district in ensuring that examinations and assessment are implemented according to plan; Assist schools in maintain a fair labour environment; Manage selection processes especially the appointment of principals in schools. Guide the process of schools establishment, rationalization 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 district in line with departmental objective. Advise Principals and school management team on the Departments strategic plans so as to assist them with the development of school improvement plans in order to achieve the desired objectives;	Monitor & 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.		Collect and analyses school, circuit and district data to inform planning. Guide and assist schools to conduct self-evaluation and help them with the compilation of school improvement and development plans. Integrate the school improvement plans into circuit and district plans. Provide an enabling environment and targeted support for education institutions within the circuit to do their work in line with education law and policy. Assist school principals and educators to improve the quality of teaching and learning in their institution through school visits, consultations, cluster meetings, suitable feedback reports and stakeholder engagement. Provide monitoring support and guidance to schools on curriculum coverage, in school monitoring, analysis of performance, management meeting, correct timetables and equitable distribution of staff. Serve as information node for education institutions within the circuit on education law, policy & administration. Provide an enabling environment and organize provision and support for the professional development of managers, educators and administrative staff members within the Circuit. Facilitate training for SGB's. Hold principals of education institution within the circuit accountable for the performance of their schools. Account to the District and PED for the performance of education institutions within the circuit. Inform & consult with the public and school community within the circuit in an open and transparent manner. Uphold Batho Pele principles in all dealings by consulting, setting and observing service standards, increasing access to service, ensure courteous behaviour, provide the required information, acting openly & transparently, redress substandard performance, and ensure value for money.
			copy of a valid driver's license.	Analyze and identify professional, education resource needs of district (including physical human and financial resources); and Ensure that principals manage their budget in line with the South African Schools Act and maintain financial records for audit purpose.			Provide curriculum support to grade R practitioners, primary and secondary school educators. Facilitate visit of specialist district support teams to schools within the circuit. Report to the District.

	THABO MOFUTSANYANA DISTRICT: EDUCATION PSYCHOLOGIST X 1										
District & Contact Details	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommenda tion	Duties				
THABO MOFUTSANYAN A MS. L. MABASO, (058) 713 0423	DCES: Education Psychologist (Education Counselling): Re-Advert Ref No OBE: TMD1/2020/06 Centre: Phuthaditjhaba Basic Salary R713 361 - R784 278 (All Inclusive Package)	To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: DCES are field workers and are also managers accountable to the CES for their operations).	Master's degree in clinical, counseling or educational psychology plus at least 3 years relevant experience as an Educational Psychologist. Registration with the Health Professions Council of South Africa (HPCSA) as a Psychologist (attach registration certificate). Registration with the South African Council for Educators, (SACE), further requirements: The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Ability to carry out surveys and research on the behaviour and thought processes of learners. Be willing to work extended hours and travel extensively when need arise. As travelling is required, a valid driver's license is essential. Computer Literacy—MS Word, MS Excel and MS Power—Point.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Knowledge of the constitution, White Paper 6, Screening, Identification, Assessment and Support (SIAS), National Curriculum Statement (NCS) as well as other relevant Acts and Policies. Excellent English verbal and writing skills. Good interpersonal and management skills. Experience in research on the latest development related to inclusive education support. Proficiency in report writing and good problem solving skills. Ability to effectively communicate with youngsters, empathic quality, observational and problem—solving skills. Consulting, teaching and general psychology skills. Personal qualities; tolerance, empathy towards clients, selfmotivation, and effective communication. Literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self—confidence and the ability to work independently. Good managerial, administrative and organizational skills.	Sound Knowledge of transformatio nal issues in education, experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self— confidence and the ability to work independently . Good managerial, administrative and organizational skills.	Provide professional leadership and managerial support/duties to HIV/AIDS, Inclusive and Special Needs Education officials in the district. Manage the implementation of the following support programmes; Inclusive Education, Therapeutic Psychological Services and co-curricular programmes. Facilitate the development and implementation of appropriate interventions/programmes for the management of various emotional and behavioural problems in learners. Facilitate the implementation of the following support programmes in LSEN and main stream school; Inclusive Education, Therapeutic, Psychological and HIV & AIDS. Establish clear and effective channels of communication with stakeholders and ensure effective information management systems. Manage the effective utilization of finances, human resources and other resources in the area of responsibility according to the relevant acts, laws, policies and collective agreements. Facilitate and arrange effective workshops/training sessions on behalf of the unit/component to ensure that teachers constantly improve their skills and become more proficient at their jobs. Conduct analysis of data collected in order to inform and improve teaching and learning. Manage coordination of district priorities, programs and interventions related to enhancement of learner performance. Establish good rapport and collaboration with all stakeholders: parents, other government Departments, Non–Governmental Organizations (NGOs) and Community Based Organizations (CBOs) to support learner performance. Engage in research and studies on new psychological methods to come up with solutions relevant to the promotion of academic and social learning. Assist in ensuring delivery of a quality service based on Batho Pele Principles and adhere to Human Rights Ethics with due consideration of all learners.				

THABO MOFUTSANYANA DISTRICT: OCCUPATIONAL THERAPIST X 1

MOFUTSANY NAW MS. L. MABASO, 1065 713 0423 National part Note Name		IIADC			DISTRICT. OC	COFA		MATIST A I
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ANA MS. L. MBASO. 2 (058) 713 0423 713 0423 713 0423 713 0424 715 05		-	To monitor,	A Bachelor's degree in	Provide professional guidance	Monitoring	Knowledge of the constitution,	Conduct physical and psychological
L MABASO, Dec. (Ose) 173 0423 Net Note: Phuthadidheba Resio Salary R617 326 R674 158 R674 158 R674 158 R676 OBE: (Ose) Note: Phuthadidheba R677 15 0423 R677 15 0423		Therapist	facilitate and	occupational therapy.	through the implementation of	and	White Paper 6, Screening,	assessments of clients and developing
Dec. (Markov.) Trigoria (1968)		Ref No	support	Counsellor after registration	systems and structures that allow	evaluation;	· · · · · · · · · · · · · · · · · · ·	and following a treatment plan.
TMD1/2020/07 Centre: Phuthaditjhaba Basic Salary R517 326 R674 158 TMD1/2020/07 Time area of centre: Phuthaditjhaba Basic Salary R6517 326 R674 158 Tmb1/2020/07 R674 158 Tmb1/2020/07 Tmb1/2020/07 Time area of centre: Phuthaditjhaba Docupational Treapists are field workers and are also managers. R674 158 Tmb1/2020/07 Time approach of programmes in their area of centre in their area of interpreting: Analysis and interpreting	L. MABASO,				for effective management. These	Adherence to	1 ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' ' '	Evaluate disabled children's abilities,
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Centre: Phuthaditjhaba Basic Salary R8517 326 R8574 158 R8574 158 R8574 158 R8574 158 R8574 158 R8574 158 R8574 158 R8574 158 R8574 158 R8574 158 R8575 326 R8574 158 R8575 326 R8575 32		TMD1/2020/07	of programmes	(HPCSA) as Counsellor.	regular on-site visits to teachers in	*	Collective Agreements as well	
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reasonable function assigned by adherence to professional service based on Batho Pele P								Assist in ensuring delivery of a quality
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					,		· '	and adhere to Human Rights Ethics
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THABO MOFUTSANYANA DISTRICT: DCES: EXAM & CURRICULUM X 2

District	Doet .	Joh Dumass	Dogwiyam anta	Degratized KDA	Competencies	Decemmendation	Duties
District &	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Contact Details							
THABO	DCES:	To monitor, facilitate	Applicants must have	Provide professional	Monitoring and	Sound Knowledge	Provide and manage strategic direction
MOFUTSANYANA MS. L. MABASO.	Examination	and support teachers	an appropriate and	leadership through the	Evaluation,	of transformational	of examination and assessment
2	Lamination	on the implementation of programmes in their	relevant recognized	implementation of systems and structures that allow	Performance Management,	issues in education.	practices in alignment with the relevant policies. Manage effective and credible
(058) 713 0423	Ref No	area of responsibility.	three to four year	for effective management.	Decision making and	education, experience in	marking processes. Refine systems to
710 0420	OBE: TMD1/2020/08	(NB: DCES are field	qualification in the field of the advertised	These will include the	initiating action.	managing people,	facilitate coordination and control of the
	11001/2020/00	workers and are also	post, which includes	following: Conduct regular	Adhering to principles	projects and	distribution, collection and safekeeping
	Centre:	managers accountable	professional teacher	on-site support visits to	and values Analysis	finances and the	of examinations and assessment
	Phuthaditjhaba	to the CES for their operations).	education and be	schools/offices; Represent the district at provincial	and interpreting, Writing and reporting.	ability to engage in	material. Manage and administer all processes pertaining to the fair
THABO	D050:	operations).	registered with SACE	and other relevant forums;	Creating,	strategic planning, computer literacy,	processes pertaining to the fair assessment of all learners, including
MOFUTSANYANA MS. L. MABASO,	DCES:		as professional	Coordinate and manage	conceptualizing and	analytical and	those experiencing barriers to learning.
22	Curriculum support		Educator (Attach	national, provincial and	innovating.	report writing skills.	Mediate and ensure common
(058) 713 0423	and Delivery: Intermediate Phase		SACE Certificate).	districts priorities and	Organizing and	Knowledge of and	interpretation and implementation of all
710 0420	intermediate mase		The applicant must	projects; Ensure effective and efficient utilization of	executing, Coping with pressures and	insight into relevant policies and	relevant departmental policies and regulations. Develop strategies to
	Ref No OBE:		have at least 8 years in the educational	resources and information	setbacks. Time	legislation. Self-	prevent and resolve irregularities
	TMD1/2020/09		field. including	services; and Work	management.	confidence and the	identified in the examinations and
			management	collaboratively to improve		ability to work	assessment process. Participate in the
	Centre:		experience in the	learner performance.		independently.	finalization of the Directorate's budget
	PHUTHADITJHABA		appropriate	Establish clear channels of communication with		Good managerial,	and execute all responsibilities of the
			curriculum phase.	communication with schools. Facilitate correct		administrative and organizational	component within the budgetary limitations. Manage the effective
	Basic Salary R511 752.00		Appropriate	interpretation and ensure		skills.	monitoring of all examinations and
	-		knowledge and skills	effective planning,			assessment processes to ensure
	R992 718.00		in providing,	implementation,			credibility. Represent the Department on
	(SL 10)		supporting and supervising teachers	monitoring and evaluation of policies; Conduct			provincial and inter-provincial and
			on co-curricular	of policies; Conduct analysis of data collected			assessment structures. Manage, control, evaluate and develop staff in
			activities. Valid	in order to inform and			the component. Ensure suitability of
			certified copy of	improve teaching and			accommodation exam seating and
			driver's licence is a	learning; facilitate and			oversees registration of candidates in
			requirement and	arrange workshops and			the District. Coordinate distribution of
			must be attached to	training sessions on behalf of their sections/area of			Grade 9 and 12 certificates. Control as well as other external examination
			the application.	responsibility; and any			centres. Assist at marking application
				other reasonable function			forms for markers for grade 12 Senior
				assigned by the employer			Certificate.
				within the job function.			

THABO MOFUTSANYANA DISTRICT: DCES: MANAGEMENT X 1

DIRECTORATE Post & Contact Details	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423 Ref No Centre: Phuthaditjhab Basic Salan R511 752.00 (SL 10)	support teachers on the implementation of programmes in their area of responsibility.(NB: DCES are field workers and are also managers	three to four year qualification in the field	Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on—site support visits to schools/offices; Represent the district at provincial and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and any other reasonable function assigned by the employer within the job function. Reasonable function assigned by the employer within the job function.	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.	Sound Knowledge of transformational issues in education, experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Selfconfidence and the ability to work independently. Good managerial, administrative and organizational skills.	Monitor effective management, administration and governance of schools; Facilitate curriculum delivery through support in various ways; Facilitate performance management of schools principals; To support eeducation and administrative support to institutions; and Conduct focused school monitoring visits to facilitate compliance with nationals/ provincial policies. Also supervise EMIS and Property section in the District.

THABO MOFUTSANYANA DISTRICT: DCES: OFFICE MANAGER X 1

DIRECTORATE & Contact Details	Post DCES: Office	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
THABO MOFUTSANYANA MS. L. MABASO, ES (058) 713 0423	DCES: Office Manager in the Director's Office Ref NO OBE: TMD1/2020/ 11 Centre: Phuthaditjhaba Basic Salary R511 752.00 - R992 718.00 (SL 10)	To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: DCES are field workers and are also managers accountable to the CES for their operations).	Applicants must have an appropriate and relevant recognised three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 8 years in the educational field, including management experience on the advertised post. Appropriate knowledge and skills in providing, support and advice to the Director. Valid certified copy of driver's license is a requirement and must be attached to the application.	Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on–site support visits to schools/offices; Represent the district at provincial and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and any other reasonable function assigned by the employer within the job function.	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.	Sound Knowledge of transformational issues in education, experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills.	Monitor effective management, administration and governance of schools; Facilitate curriculum delivery through support in various ways; Facilitate performance management of school principals To support e-education and administrative support to institutions; and conduct focused school monitoring visits to facilitate compliance with national / provincial policies.

THABO MOFUTSANYANA DISTRICT: SES: PROGRAMME COORDINATOR: DTDC X 1 District Post Job Purpose Requirements Required KPA Competencies Recommendation Duties & **Contact Details** THABO SES: Tο Applicants Provide The successful candidate will be responsible to clarify. must professional Monitorina and Knowledge of MOFUTSANYANA monitor. have auidance through the evaluation; Adherence to constitution. National support the DCES: District Teacher Development an MS. L. MABASO. Programme implement appropriate and implementation of systems principles and values; Curriculum Statement Centre (DTDC) to: Manage and develop innovative Coordinator: policies in relevant and structures that allow Analysis and interpreting; (NCS). Collective and effective teacher development systems and (058)DTDC schools and recognized three for effective management. Analysis and interpreting Agreements as well as programmes in the district as outlined in the 713 0423 render four These will include the Writing and reporting; other relevant Acts and Integrated Strategic Planning Framework for year Ref No qualification following: Conduct regular Organising Policies. Knowledge Teacher Education and Development in South support and and OBE: Africa (ISPFTFD):2011- 2025. Coordinate all TMD1/2020/12 development the field of the on-site visits to teachers in executina; and understanding of schools; Represent the ICT in Education, as it teachers advertised post. Coping with pressures teacher development programmes for the district, in Centre: which includes district at other relevant and setbacks; relates to teaching and collaboration with all relevant sections. Collate all that fall under Phuthaditihaba their area of professional forums; Coordinate and Time management learning. Interpret. teacher development programmes in the district. responsibility. teacher manage district priorities analyse and apply Develop annual district teacher development Basic Salary NB: SESs are qualification and projects; Ensure current legislation and calendar/plan. Utilise research-standards for and workers be registered with departmental policies. field effective and efficient professional learning to facilitate and support R415 245.00 SACE and utilization of resources and Organisational Develop an annual professional are and accountable professional information services; and interpersonal skills. development plan aligned with the District R935 193.00 (SL 9) to the DCFS Educator (Attach Work collaboratively with Written and verbal Improvement Plan and District strategic priorities SACE schools to improve learner Attention to and initiatives. Coordinate and implement district their skills. Certificate). The performance. Facilitate detail and high level of programs that promote educator growth and operations. correct interpretation and Computer recognition (i.e. Induction Programs, Teacher applicant must accuracy. have at least 5 ensure effective planning; literacy- MS Word, Ms Appreciation and Support Programmes (TASP) such years in the Conduct analysis of data Excel. MS Power Point as National Teacher Awards (NTA) and World educational field, collected in order to inform and MS Outlook. A Teachers Day (WTD) and other including and improve teaching and certificate in Project or programmes. Participate as a member of the Skills management learning. Facilitate Event Management will Committee and other relevant working groups to experience. workshops and training be exchange information, coordinate activities. an added sessions on behalf of their Appropriate advantage; develop teacher support resources, and resolve knowledge sections/area issues or concerns. Coordinate and report on the and skills responsibility; Collate and roll out of the SACE Continuing Professional The candidate must be supporting compile reports based on prepared to work Development (CPTD). Assist teachers. Valid visits and provide feedback irregular hours coordinate diagnostic teacher self-assessments for and certified copy of to learning institutions; under pressure when a all subjects, grades and phases. Provide support and guidance to professional associations and driver's license is Report to line managers need arise. requirement regarding interventions and Professional Learning Communities (PLCs). Assist and must at in ensuring delivery of a quality service based on be progress learning attached to the schools; and any other Batho Pele Principles and adhere to Human Rights Ethics with due consideration of all learners reasonable function application. assigned by the employer within the job function.

THABO MOFUTSANYANA DISTRICT: SES: SYRAC X 1

District	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
&							
Contact Details							
Contact Details							
THABO MOFUTSANYANA MS. L. MABASO, 28 (058) 713 0423	SES: SYRAC (Sports Youth Recreation Arts and Culture) Ref No OBE: TMD1/2020/13 Centre: Phuthaditjhaba Basic Salary R415 245.00 R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations	Minimum Requirements: A recognized three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. Further Requirements: A proven track record as a sport teacher or an administrator (SYRAC) or as Music, Art and Culture convener (YRAC) in the school will be an added advantage. Computer literacy. As travelling is required, Valid certified copy of driver's license is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management. Priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS).Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills Ability to work irregular hours during holidays and over weekends.	To organize and conduct public speaking, debate, hip hop music, instrumental music, choral music, indigenous games, performing and visual arts, workshops and events. Be able to assess and identify the training needs of schools in respect of music, Art and Culture and Youth leadership activities Promoting excellent standards at school through regular and effective control. Planning and control of administrative development of SYRAC activities in the District. Plan and coordinate the implementation of SYRAC Programmes within the District. Hold regular meetings with relevant stakeholders in the District. Conduct Workshops, Planning, Coaching Clinics, minutes taking, Reporting, Notes Taking and Adjudicating. Establish and participate in SASCE music competitions at circuit, district, provincial and national levels. Render organizational and managerial support services towards School and SYRAC Structures. Responsible for the control and management of budget with regards to SYRAC programmes in the district. Plan and coordinate regular progress of leagues/ committees in the District in order to align to relevant needs.

THABO MOFUTSANYANA DISTRICT: SES: SPORTS, MUSIC, EISTEDDFOD & ARTS X 3

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District	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact Dataila							
Contact Details THABO	SES:Sports,	To clarify,	Applicants must	Provide professional guidance	Monitoring and	Knowledge of the	Facilitate effective workshops/training
MOFUTSANYANA	Music, Eisteddfod	monitor,	Applicants must have an	through the implementation of	Monitoring and evaluation;	constitution, National	sessions in public speaking, debate, hip hop
MS. L. MABASO,	& Arts X 3	implement	appropriate and	systems and structures that	Adherence to	Curriculum Statement	music, instrumental music, choral music,
(058)		policies in	relevant recognized	allow for effective management.	principles and	(NCS), Collective	indigenous games, performing and visual arts
713 0423	<u>Ref No</u> OBE:	schools and	three to four year	These will include the following:	values; Analysis	Agreements as well as	including values in education programmes to
	TMD1/2020/	render support	qualification in the	Conduct regular on-site visits to	and interpreting;	other relevant Acts and	ensure that teachers constantly improve their
	14, 15 & 16	and	field of the	teachers in schools; Represent	Analysis and	Policies. Knowledge and	skills and become more proficient at their
	Centre:	development to	advertised post,	the district at other relevant	interpreting Writing	understanding of ICT in	jobs. Plan and create access to mass
	Phuthaditjhaba	teachers that	which includes	forums; Coordinate and manage	and reporting;	Education, as it relates	participation in Music, Eisteddfod, Arts and
		fall under their	professional	district priorities and projects;	Organising and	to teaching and learning.	Values in Education programmes to promote
THABO		area of	teacher	Ensure effective and efficient	executing; Coping	Interpret, analyse and	patriotism and social cohesion in LSEN and
MOFUTSANYANA	SES: School	responsibility.	qualification and	utilization of resources and	with pressures and	apply current legislation	main stream schools. Establish good rapport
MS.	Sports&		be registered with	information services; and Work	setbacks;	and departmental	and collaboration with all stakeholders:
L. MABASO,	Recreation	NB: SESs are	SACE as	collaboratively with schools to		policies. Organisational	parents, other government Departments,
(058)	Ref No	field workers	professional	improve learner performance.	Time management	and interpersonal skills.	Non-Governmental Organizations (NGOs) and
713 0423	OBE:	and are	Educator (Attach	Facilitate correct interpretation		Written and verbal skills.	Community Based Organizations (CBOs) to
	TMD1/2020/17	accountable to	SACE Certificate).	and ensure effective planning;		Attention to detail and	support learner performance. Support
	Centre:	the DCES for	The applicant must	Conduct analysis of data		high level of accuracy.	teachers with interpretation of value of music
	Phuthaditjhaba	their operations.	have at least 5	collected in order to inform and		Computer literacy- MS	and Values in Education to provide the
	•		years in the	improve teaching and learning.		Word, Ms Excel, MS	foundation necessary for the holistic
	Basic Salary		educational field.	Facilitate workshops and training		Power Point and MS	development of the learner in support of the
	R415 245.00		Appropriate	sessions on behalf of their		Outlook. A certificate in	academic performance. Provide access to
	-		knowledge and	sections/area of responsibility;		any of the following	relevant information (literature, videos and
	R935 193.00		skills in supporting	Collate and compile reports		areas will be an added	internet) on the latest trends in music and
	(SL 9)		teachers on co-	based on visits and provide		advantage; School	other related topics. Serve as a resource by
			curricular activities.	feedback to learning institutions;		Music, Eisteddfod and	providing accurate and current information
			Valid certified copy	Report to line managers		Arts. The candidate must	regarding intra and extra mural rules, policies,
			of driver's license	regarding interventions and		be prepared to work	and procedures. Report to line managers
			is a requirement and must be	progress at learning schools; and any other reasonable		irregular hours and under pressure when a need	regarding interventions and progress s at
			attached to the	and any other reasonable function assigned by the		arise	schools in respect of all programmes responsible for. Assist in ensuring delivery of
			application	employer within the job function.		anse	a quality service based on Batho Pele
			αρριισατιστι	Chiployer within the Job fullction.			Principles and adhere to Human Rights Ethics
							with due consideration of all learners.
							add definition of all features.
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THABO MOFUTSANYANA DISTRICT: SES: CURRICULUM X 12

DIRECTORATE &	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Contact Details							
THABO	SES: Technology:	To clarify,	Applicants must have	Provide professional guidance	Monitoring and	Sound knowledge and	Monitor and support the
MOFUTSANYANA	Grade 7-9	monitor,	an appropriate and	through the implementation of	Evaluation.	understanding of the National	implementation of the
MS. L. MABASO,	Ref No	implement	relevant recognized	systems and structures that allow	Adhering to	Curriculum Statement (NCS) for	curriculum in the relevant
(058)	OBE:	policies in	three to four year	for effective management. These	principles and	the required grades/subjects,	Subjects/Phase/Grades;
713 6959	TMD1/2020/18	schools and	qualification in the field	will include the following: Conduct	values, Analysis	Knowledge of the mentioned	Ensure that educators have all
	Centre: Phuthaditjhaba	render support	of the advertised post,	regular on-site visits to teachers in	and interpreting,	Subjects/Phase/Grades,	the requisite Curriculum and
	,	and development	which includes	schools; Represent the district at	Writing and	Exposure to the latest education	assessment documents for the
	Basic Salary	to educators that	professional teacher	other relevant forums; Coordinate	reporting,	theory and practice. A thorough	subjects/Grades. Guide and
	R415 245.00 -	fall under their	education and be	and manage district priorities and	Organizing and	understanding of the principles	support educators in effectively
	R935 193.00	area of	registered with SACE	projects; Ensure effective and	executing.	and teaching methodologies	delivering the curriculum in the
	(SL 9)	responsibility.	as professional Educator (Attach SACE	efficient utilization of resources	Coping with	underpinning the Curriculum and	classroom; Support teachers in
THABO MOFUTSANYANA	SES: TOURISM: GRADE 10-12	NB: SESs are	Certificate). The	and information services; and Work collaboratively with schools	pressures and setbacks. Time	Assessment Policy Statements (CAPS).Knowledge of curriculum	strengthening their content knowledge and organizing
MS. L. MABASO,		field workers and	applicant must have at	to improve learner performance.	management.	policy and practice. Computer	relevant/related co-curricular
(058)	Ref No:	are accountable	least 5 years in the	Facilitate correct interpretation and	a.iagoiiioiiii	literacy. Experience in managing	activities; Moderate school
713 0423	TMD/1/2020/19	to the DCES for	educational field,	ensure effective planning; Conduct		people, projects and finances	based assessment; Keep,
	Centre:	their operations.	including management	analysis of data collected in order		and the ability to engage in	analyses and interpret
	Phuthaditjhaba		experience in the	to inform and improve teaching		strategic planning, analytical and	examination results
	Basic Salary		appropriate curriculum	and learning. Facilitate workshops		report writing skills. Knowledge	(assessment of learners' and
	R415 245.00		phase/Educational	and training sessions on behalf of		of and insight into relevant	educators' progress) and
	- R935 193.00		field. Appropriate	their sections/area of		policies and legislation. Self-	drawn intervention strategies to
	(SL 9)		knowledge and skills in	responsibility; Collate and compile		confidence and the ability to	provide professional guidance
	SES: Creative		providing, supporting	reports based on visits and provide		work independently. Good	to educators/learners; Have a
	Arts: GR. 7-9		and supervising	feedback to learning institutions;		managerial, administrative and	thorough knowledge of
	Ref No		teachers on co-	Report to line managers regarding		organizational skills.	understanding of the relevant Subjects/Phase/Grades.
	OBE:		curricular activities. Valid certified copy of	interventions and progress at learning schools; and any other			Curriculum Assessment Policy
	TMD1/2020/20		driver's licence is a	reasonable function assigned by			Statements (CAPs); and Build
			requirement and must	the employer within the job			CAPs knowledge and
	Centre: Phuthaditihaba		be attached to the	function.			understanding with recent and
	r пишачијнара		application.				relevant subject policy
	Basic Salary						documents and ensure that
	R415 245.00						educators in schools have the
	R935 193.00						same.
	(SL 9)						

DIRECTORATE & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
THABO MOFUTSANYAN A MS. L. MABASO, (058) 713 0423 THABO MOFUTSANYAN A MS. L. MABASO, (058) 713 0423	SES: Life Orientation GRADE 8-12 Ref No: TMD/1/2020/21 Centre: Phuthaditjhaba Basic Salary R415 245.00 R935 193.00 (SL 9) SES: Natural Science and Technology: Grade 4-7 Ref No: TMD/1/2020/22 Centre: Phuthaditjhaba Basic Salary R415 245.00 R935 193.00 (SL 9) SES: Foundation Phase: Gr. R-3	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. Facilitate workshops and training	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.	Recommendation Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades/subjects, Knowledge of the mentioned Subjects/Phase/Grades, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, analytical and report writing skills. Knowledge of and insight into relevant policies	Monitor and support the implementation of the curriculum in the relevant Subjects/Phase/Grades; Ensure that educators have all the requisite Curriculum and assessment documents for the subjects/Grades. Guide and support educators in effectively delivering the curriculum in the classroom; Support teachers in strengthening their content knowledge and organizing relevant/related co-curricular activities; Moderate school based assessment; Keep, analyses and interpret examination results (assessment of learners' and educators' progress) and drawn intervention strategies to provide professional guidance to educators/learners; Have a thorough knowledge of understanding of the relevant Subjects/Phase/Grades. Curriculum Assessment Policy Statements (CAPs); and Build CAPs knowledge and understanding with recent and relevant subject policy documents and ensure that educators
A MS. L. MABASO, 28 (058) 713 0423	Ref No: TMD/1/2020/23 Centre: Phuthaditihaba Basic Salary R415 245.00 R935 193.00		Valid certified copy of driver's licence is a requirement and must be attached to the application.	sessions on behalf of their sections/area of responsibility; Collate and compile reports based on visits and provide feedback to learning institutions;		and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills.	in schools have the same.
	(SL 9) SES:Economics; GR 10–12 Ref No: TMD/1/2020/24 Centre: Phuthaditihaba			Report to line managers regarding interventions and progress at learning schools; and any other reasonable function assigned by the			
	Basic Salary R415 245.00 - R935 193.00 (SL 9)			employer within the job function.			

District	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact Details							
THABO	SES: Geography:	To clarify,	Applicants must have	Provide professional guidance	Monitoring and	Sound knowledge and	Monitor and support the
MOFUTSANYANA	GR. 10-12	monitor,	an appropriate and	through the implementation of	Evaluation.	understanding of the	implementation of the curriculum in
MS. L. MABASO,	Ref No	implement	relevant recognized	systems and structures that	Adhering to	National Curriculum	the relevant Subjects/Phase/Grades;
(058)	OBE:	policies in	three to four year	allow for effective	principles and	Statement (NCS) for the	Ensure that educators have all the
713 0423	TMD1/2020/25	schools and	qualification in the field	management. These will	values, Analysis	required grades/subjects,	requisite Curriculum and assessment
	Centre: Phuthaditjhaba	render	of the advertised post,	include the following: Conduct	and	Knowledge of the mentioned	documents for the subjects/Grades.
	Basic Salary	support and	which includes	regular on-site visits to	interpreting,	Subjects/Phase/Grades,	Guide and support educators in
	R415 245.00	development	professional teacher	teachers in schools; Represent	Writing and	Exposure to the latest	effectively delivering the curriculum
	-	to educators	education and be	the district at other relevant	reporting,	education theory and	in the classroom; Support teachers
	R935 193.00 (SL 9)	that fall under	registered with SACE	forums; Coordinate and	Organizing and	practice. A thorough	in strengthening their content
THABO	SES: Agricultural	their area of	as professional	manage district priorities and	executing.	understanding of the	knowledge and organizing
MOFUTSANYANA	Science:	responsibility.	Educator (Attach SACE	projects; Ensure effective and	Coping with	principles and teaching	relevant/related co-curricular
MS. L. MABASO,	GR 10-12	NB: SESs are	Certificate). The	efficient utilization of resources	pressures and	methodologies underpinning	activities; Moderate school based
(058)	Ref No	field workers	applicant must have at	and information services; and	setbacks. Time	the Curriculum and	assessment; Keep, analyses and
713 0423	OBE:	and are	least 5 years in the	Work collaboratively with	management.	Assessment Policy	interpret examination results
	TMD1/2020/26	accountable	educational field,	schools to improve learner		Statements	(assessment of learners' and
	Centre: Phuthaditihaba	to the DCES	including management	performance. Facilitate correct		(CAPS).Knowledge of	educators' progress) and drawn
	Centre: Friutriaditjinaba	for their	experience in the appropriate curriculum	interpretation and ensure effective planning; Conduct		curriculum policy and practice. Computer literacy.	intervention strategies to provide professional guidance to
	Basic Salary	operations.	phase/Educational	effective planning; Conduct analysis of data collected in		Experience in managing	professional guidance to educators/learners; Have a thorough
	R415 245.00		field. Appropriate	order to inform and improve		people, projects and	knowledge of understanding of the
	R935 193.00		knowledge and skills in	teaching and learning.		finances and the ability to	relevant Subjects/Phase/Grades.
	(SL 9)		providing, supporting	Facilitate workshops and		engage in strategic planning.	Curriculum Assessment Policy
THABO	SES: Mathematics:		and supervising	training sessions on behalf of		analytical and report writing	Statements (CAPs); and Build CAPs
MOFUTSANYANA MS. L. MABASO,	GR. 4–7		teachers on co-	their sections/area of		skills. Knowledge of and	knowledge and understanding with
WIG. L. WIADAGO,	Ref No		curricular activities.	responsibility; Collate and		insight into relevant policies	recent and relevant subject policy
(058)	OBE:		Valid certified copy of	compile reports based on visits		and legislation. Self-	documents and ensure that
713 0423	TMD1/2020/27		driver's licence is a	and provide feedback to		confidence and the ability to	educators in schools have the same.
	Centre:		requirement and must	learning institutions; Report to		work independently. Good	
	Phuthaditjhaba		be attached to the	line managers regarding		managerial, administrative	
	Poolo Calani		application.	interventions and progress at		and organizational skills.	
	<u>Basic Salary</u> R415 245.00			learning schools; and any			
	-			other reasonable function			
	R935 193.00			assigned by the employer			
	(SL 9)			within the job function.			
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DIRECTORATE & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencie s	Recommendation	Duties
THABO MOFUTSANYANA MS. L. MABASO, 图 (058) 713 0423 THABO MOFUTSANYANA MS. L. MABASO, 图 (058) 713 0423	SES: Sesotho GR. 8–12 Ref No: TMD/1/2020/28 Centre: Phuthaditjhaba Basic Salary R415 245.00 R935 193.00 (SL 9) SES: Social Sciences: GR 7–9 Ref No: TMD/1/2020/29 Centre: Phuthaditjhaba Basic Salary R415 245.00 R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognized three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on cocurricular activities. Valid certified copy of driver's licence is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site visits to teachers in schools; Represent the district at other relevant forums; Coordinate and manage district priorities and projects; Ensure effective and efficient utilization of resources and information services; and Work collaboratively with schools to improve learner performance. Facilitate correct interpretation and ensure effective planning; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Selfconfidence and the ability to work independently. Good managerial, administrative and organizational skills.	Monitor and support the implementation of the curriculum in the relevant subject; Ensure that educators have all the requisite Curriculum and assessment documents for the subjects. Guide and support educators in effectively delivering the curriculum in the classroom; Support teachers in strengthening their content knowledge and organizing relevant/related co-curricular activities; Moderate school based assessment; Keep, analyses and interpret examination results (assessment of learners' and educators' progress) and drawn intervention strategies to provide professional guidance to educators/learners; Have a thorough knowledge of understanding of the relevant Subject/Phase Curriculum Assessment Policy Statements (CAPs); and Build CAPs knowledge and understanding with recent and relevant subject policy documents and ensure that educators in schools have the same.

District	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
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THABO	SES: Career	To clarify,	Applicants must have	Provide professional guidance	Monitoring	Knowledge of the	Manage and develop innovative and effective career
MOFUTSANYANA MS. L. MABASO.	Guidance Coordinator	monitor,	an appropriate and	through the implementation of	and	constitution, National	guidance systems and programmes in the district to
™	oooramator	implement	relevant recognized	systems and structures that	evaluation;	Curriculum Statement	assist leaners in making and implementing informed
(058)	Ref No	policies in	three to four year	allow for effective	Adherence to	(NCS), Collective	educational and occupational choices. Capacitate
713 0423		schools and	qualification in the	management. These will	principles and	Agreements as well as	teachers about equipping learners with the necessary
	OBE:	render	field of the advertised	include the following: Conduct	values;	other relevant Acts and	knowledge, skills and values to make informed
	TMD1/2020/30	support and	post, which includes	regular on-site visits to	Analysing and	Policies. Knowledge	decisions at each key education stage for successful
	11415172020700	development	professional teacher	teachers in schools; Represent	interpreting	and understanding of	transition from school to further education or work, and
	Centre:	to teachers	qualification and be	the district at other relevant	Writing and	ICT in Education, as it	hence to manage their career pathways and lifelong
	Phuthaditjhaba	that fall under	registered with SACE	forums; Coordinate and	reporting;	relates to teaching and	learning throughout their lives. Interact and liaise with
	Basic Salary	their area of	as professional	manage district priorities and	Organising	learning. Interpret,	teachers, Subject Advisors, counselling specialists to
	R415 245.00	responsibility.	Educator (Attach	projects; Ensure effective and	and	analyse and apply	establish teachers' and learners' needs related to
		NB: SESs are	SACE Certificate). The applicant must	efficient utilization of resources	executing;	current legislation and	career guidance and implement joint programmes
	R935 193.00 (SL 9)	field workers		and information services; and Work collaboratively with	Coping with	departmental policies. Organisational and	(relevant interventions) that will address the informed
	(GL 9)	and are	have at least 5 years in the educational	Work collaboratively with schools to improve learner	pressures and	Organisational and interpersonal skills.	needs. Develop and maintain links with all appropriate stakeholders - NSFAS, NYDA, tertiary institutions.
		accountable	field. Appropriate	performance. Facilitate correct	setbacks;	Written and verbal	NGOs, places of employment and all relevant
		to the DCES	knowledge and skills	interpretation and ensure		skills. Attention to	stakeholders. Coordinate and implement district
		for their	in supporting	effective planning; Conduct	Time	detail and high level of	priorities, programs and interventions related to career
		operations.	teachers on co-	analysis of data collected in	management	accuracy. Computer	guidance activities including exhibitions, roads shows
			curricular activities.	order to inform and improve		literacy- MS Word, Ms	and provide information to schools concerning financial
			Valid certified copy of	teaching and learning.		Excel, MS Power Point	aid, loans, grants, sponsorship programmes,
			driver's license is a	Facilitate workshops and		and MS Outlook. A	scholarships etc. Establish and maintain a current and
			requirement and	training sessions on behalf of		certificate in any of the	up to date career resource centre which will be a focus
			must be attached to	their sections/area of		following areas will be	for career guidance to deliver programmes in support
			the application.	responsibility; Collate and		an added advantage; A	of the Life Orientation curriculum to enhance the
				compile reports based on visits		certificate in Career	teaching and learning programmes in place. Support
				and provide feedback to		Guidance or	teachers to respond to learners' emerging interests,
				learning institutions; Report to		Counselling will be an	strengths and aspirations, and to support them to
				line managers regarding		added advantage.	make informed decisions about their subject choices
				interventions and progress at			and pathways. Report to line managers regarding
				learning schools; and any			interventions and progress at schools in respect of all
				other reasonable function			programmes responsible for. Assist in ensuring delivery
				assigned by the employer			of a quality service based on Batho Pele Principles and
				within the job function.			adhere to Human Rights Ethics with due consideration
							of all learners

DISTRICT	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
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THABO MOFUTSANYANA	SES:	To clarify,	Applicants must have an	Provide professional	Monitoring and	Knowledge of the	Ensure that QLTC structures are established in
MS. L. MABASO,	QLTC Coordinator	monitor, implement	appropriate and relevant recognized three to four	guidance through the implementation of systems	evaluation; Adherence to	constitution, National Curriculum Statement	Circuits and schools. Capacitate the stakeholders on their roles and
(058)		policies in	year qualification in the	and structures that allow	principles and	(NCS), Collective	responsibilities. Monitor and support schools
713 0423	Ref No OBE:	schools and	field of the advertised	for effective management.	values; Analysis	Agreements as well as	to ensure implementation of the Non
	TMD1/2020/6/31	render	post, which includes	These will include the	and interpreting;	other relevant Acts and	Negotiable. Conduct advocacy and
	Centre: Phuthaditihaba	support and development	professional teacher qualification and be	following: Conduct regular on-site visits to teachers in	Analysis and interpreting Writing	Policies. Knowledge and understanding of	information sessions to stakeholders. Provide rapid response to educational community
	Phumadignaba	to educators	registered with SACE as	schools; Represent the	and reporting;	ICT in Education, as it	issues. Ensure that the different role players
	Basic Salary	that fall under	professional Educator	district at other relevant	Organising and	relates to teaching and	sign the QLTC pledge relevant to their position
	R415 245.00 -	their area of responsibility.	(Attach SACE Certificate). The	forums; Coordinate and manage district priorities	executing;	learning. Interpret,	i.e. learners, parents, teachers, the principal and officials. Consolidate circuits/school
	R935 193.00	NB: SESs are	applicant must have at	and projects; Ensure	Coping with pressures and	analyse and apply current legislation and	reports. Make recommendations with regards
	(SL 9)	field workers	least 5 years in the	effective and efficient	setbacks;	departmental policies.	to the findings of the reports. Participate in
		and are	educational field.	utilization of resources and	Time management	Organisational and	district programs that promote
		accountable to the DCES	Appropriate knowledge and skills in supporting	information services; and Work collaboratively with		interpersonal skills. Written and verbal	acknowledgment of teachers such as Teacher Appreciation and Support Programmes
		for their	teachers on co-curricular	schools to improve learner		skills. Attention to	(TASP) which includes National Teacher
		operations.	activities. Valid certified	performance. Facilitate		detail and high level of	Awards (NTA) and World Teachers Day (WTD)
			copy of driver's license is	correct interpretation and		accuracy. Computer	and other district programmes. Establish
			a requirement and must be attached to the	ensure effective planning; Conduct analysis of data		literacy- MS Word, Ms Excel, MS Power Point	good rapport and collaboration with all stakeholders: parents, other government
			application.	collected in order to inform		and MS Outlook.	Departments, Non-Governmental
				and improve teaching and		The candidate must be	Organizations (NGOs) and Community Based
				learning. Facilitate		prepared to work	Organizations (CBOs) and federations to
				workshops and training sessions on behalf of their		irregular hours and under pressure when a	support learner performance. Assist in ensuring delivery of a quality service based on
				sections/area of		need arise.	Batho Pele Principles and adhere to Human
				responsibility; Collate and			Rights Ethics with due consideration of all
				compile reports based on			learners
				visits and provide feedback to learning institutions;			
				Report to line managers			
				regarding interventions and			
				progress at learning			
				schools; and any other reasonable function			
				assigned by the employer			
				within the job function.			

FEZILE DABI DISTRICT: SES: CURRICULUM X 5

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the same.								

District	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
& Contact Details							
Dr. V Chuta	S: Mathematics GET Primary hools Curriculum Gr. 4-7 Ref No: OBE: FEZ1/2020/03 entre: Sasolburg Basic Salary R415 245.00 R935 193.00 (SL 9) SES atural Sciences GET Primary hools Curriculum Gr. 4-7 Ref No: OBE: FEZ1/2020/04 entre: Sasolburg Basic Salary R415 245.00 R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognised three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities. Valid certified copy of driver's license is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on—site 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; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function.	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Selfconfidence and the ability to work independently. Good managerial, administrative and organizational skills.	Monitor and support the implementation of the curriculum in the relevant subject; Ensure that educators have all the requisite Curriculum and assessment documents for the subjects. Guide and support educators in effectively delivering the curriculum in the classroom; Support teachers in strengthening their content knowledge and organising relevant/related co-curricular activities; Moderate school based assessment; Keep, analyse and interpret examination results (assessment of learners' and educators' progress) and draw un intervention strategies to provide professional guidance to educators/learners; Have a thorough knowledge of understanding of the relevant Subject/Phase Curriculum Assessment Policy Statements (CAPs); and Build CAPs knowledge and understanding with recent and relevant subject policy documents and ensure that educators in schools have the same.

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Fezile Dabi District Dr. V Chuta (016) 973 9118	SES English FAL, HAL GET Secondary Schools Curriculum: Gr. 4 - 7 Ref No OBE: FEZ1/2020/05 Centre: Sasolburg Basic Salary R415 245.00 - R935 193.00 (SL 9)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have an appropriate and relevant recognised three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 5 years in the educational field, including management experience in the appropriate curriculum phase/Educational field. Appropriate knowledge and skills in providing, supporting and supervising teachers on cocurricular activities. Valid certified copy of driver's license is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site 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; Conduct analysis of data collected in order to inform and improve teaching and learning. 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; and any other reasonable function assigned by the employer within the job function	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.	Sound knowledge and understanding of the National Curriculum Statement (NCS) for the required grades, Knowledge of the mentioned Subjects, Exposure to the latest education theory and practice. A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statements (CAPS). Knowledge of curriculum policy and practice. Computer literacy. Experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills.	Monitor and support the implementation of the curriculum in the relevant subject; Ensure that educators have all the requisite Curriculum and assessment documents for the subjects. Guide and support educators in effectively delivering the curriculum in the classroom; Support teachers in strengthening their content knowledge and organising relevant/related co-curricular activities; Moderate school based assessment; Keep, analyse and interpret examination results (assessment of learners' and educators' progress) and draw un intervention strategies to provide professional guidance to educators/learners; Have a thorough knowledge of understanding of the relevant Subject/Phase Curriculum Assessment Policy Statements (CAPs); and Build CAPs knowledge and understanding with recent and relevant subject policy documents and ensure that educators in schools have the same.

FEZILE DABI DISTRICT: SES: OCCUPATIONAL THERAPIST GRADE 1 X 1

District	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
&							
Contact							
Details							
Contact Details Fezile Dabi District Dr. V Chuta 98 (016) 973 9118	Occupational Therapist Grade 1 Ref No OBE: FEZ1/2020/06 Centre: Sasolburg Basic Salary R517 326 R574 158	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.	Applicants must have a recognized four-year degree in Occupational Therapy, plus at least 3 years relevant experience, as well as registered with the Heatlh Professionals Council of South Africa(attach registration certificate). As travelling is required Valid certified copy of driver's license is a requirement and must be attached to the application.	Provide professional guidance through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on–site 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; Conduct analysis of data collected in order to inform and improve teaching and learning. 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	Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.	Experience of multi-disciplinary teams and project management. Good interpersonal and management skills. Willingness to work irregular hours and to travel extensively. A qualification in education and Registration with SACE will be an added advantage.	Provide quality and sustainable Occupational Therapy services according to the standards laid down by the Health Professionals Council of South Africa (HPCSA) and the policies prescribed by the Department of Education. Work independently and also as part of a multi disciplinary team. Conduct occupational therapy assessments of learners. Apply occupational therapy as required. Offer training programmes to assist learners and educators. Coordinate training and development in Pre – school and school readiness programme. Training of Grade R teachers on school readiness programmes. Develop support programmes for learners experiencing barriers in Mathematics and Literacy. Develop, in conjunction with the District Based Support Team (DBST), a language development strategy for learners in all schools. Accurate record keeping and data collection. Collaborate with outside service providers, e.g. NGO's and organisations for persons with disabilities to provide comprehensive holistic care. Assist in planning, facilitating and monitoring quality improvement programmes as required for the
				interventions and progress at learning schools; and any other reasonable function assigned by the employer within the job function.			improvement programmes as required for the Department. Assist in ensuring delivery of a quality service based on Batho Pele Principles and Human Rights Ethics with due consideration for all learners. Assist the DCES: Inclusive Education and CES: Inclusive Education as required.