

Enquiries: T.M Mothusi

Reference no.: OBE/1/2020

MG: 14/2020

TO: DEPUTY DIRECTORS-GENERAL  
CHIEF FINANCIAL OFFICER  
CHIEF DIRECTORS  
DIRECTORS  
PRINCIPALS OF ALL SCHOOLS / INSTITUTIONS  
UNIONS



education

Department of  
Education  
FREE STATE PROVINCE

HUMAN RESOURCES ADMINISTRATION CIRCULAR NO 17 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

DATE: 16/11/2020

**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](http://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](http://www.education.fs.gov.za). **Below posts advertised here are:**

Districts/Directorate	CES	DCES	SES	Education Psychologist	Education Therapist	Occupational Therapist	Education Counsellor	Total
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
<b>Total</b>	<b>8</b>	<b>31</b>	<b>53</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>96</b>

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	Receiving and Sorting of application	HRA
5	18/12/2020 18/11/2020 - 18/12/2020	Sifting and Scheduling	HRA Officials
6	21/12/2020	Meeting with Unions	HRA Officials
7	21/12/2020 - 14/01/2021	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 - 29/01/2021	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  
DATE: 16/11/2020

# HEAD OFFICE(BLOEMFONTEIN):CES: ECD & FOUNDATION PHASE X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: ECD &amp; PRIMARY SCHOOL SUPPORT: Mr. SP Dithebe, ☎: (051) 404 8247</p>	<p>CES: ECD &amp; Foundation Phase</p> <p>Ref No. OBE:HO1/2020/C1</p> <p>Centre: Head Office Bloemfontein</p> <p><u>Basic Salary</u> R909 000 – R1 403 958 (ALL INCLUSIVE PACKAGE</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation, Performance Management, Decision making and initiating action. Adhering to principles and values, Analysis and interpreting, Writing and reporting, <u>creating</u>, Conceptualizing and innovating, Organizing and executing, coping with pressures and setbacks, Time management.</p>	<p>Experience of multi-disciplinary teams approach and project management skills. Extensive Knowledge of curriculum especially CAPS and all applicable legislations and policies</p>	<p>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.</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: EMIS SECTION: Mr. MI Ramoetsi ☎: (051) 404 8425</p>	<p>CES: EMIS</p> <p>Ref No. OBE: HO1/2020/C2</p> <p>Centre: Head Office Bloemfontein</p> <p>Basic Salary R909 000 – R1 403 958 (ALL INCLUSIVE PACKAGE)</p>	<p>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.</p>	<p>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. Advanced skills with high levels of experience in administration of MS SQL Server 2008 or later. Proven experience in systems development life cycle and implementation. Project Management experience. Analysis and business data reporting experience. Management experience is essential in statistical and operational data environment. Proven extensive knowledge of SA-SAMS, EMIS Portal, LURITS, LTSM Ordering, Post Provisioning and development of a Covid-19 System. Proven ability to maintain and develop the Information Management web-site and data related websites is essential. Proven excellent knowledge of Learner Unit Record Information Tracking System. Excellent skills to guide top management in an advisory capacity and liaise with DBE and all other role players on EMIS matters. Candidates must have a sound knowledge of software development including different programming languages. A valid light motor vehicle driver's license. Excellent ability in report writing. 24 Hours standby for emergency cases.</p>	<p>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 service delivery, manage the effective utilization of finances and other resources; Ensure proper record keeping, control and reporting; and Any other reasonable function assigned.</p>	<p>Monitoring and Evaluation, Performance Management, Decision making and initiating action. Adhering to principles and values, Analysis and interpreting, Writing and reporting, <u>creating</u>, Conceptualizing and innovating, Organizing and executing, coping with pressures and setbacks, Time management.</p>	<p>Excellent verbal and written communication skills. Development of applications, analytical and reporting software; Utilization of Free and Open Source Software (FOSS). Sound Knowledge of the Departmental School Administration Systems, SA-SAMS. EMIS Portal and LURITS. Strong analytical and conceptual skills. A flair for Statistics and information, Logic and Mathematics, Excellent verbal and written communication skills. Development of applications, Responsible person, Self-motivated/disciplined, Creative, Team player; innovative, a strong organizer and ability to multitask</p> <p><b>Further recommendation:</b> Six years' experience in Education Management Information Systems.</p>	<p>Administration and conduct of Education Management Information at the Executive Level in the Department and ensuring alignment with Education Management Information Systems e.g. EMIS PORTAL, SA-SAMS, and LURITS, LTSM Provisioning, <b>Covid 19 System</b>, Grading of Schools and Post Provisioning. Design and Develop a Departmental On-line Reporting System to enable all stakeholders to get information direct from the EMIS Portal. Design and construct management reports using Business Intelligence tools and SQL Servers Reporting Services; Design and development of internal databases. Integration of internal databases. Database management and administration Design and maintenance of manuals for distribution to schools and other officials. Extraction and preparation of information for internal managers and external clients. Development and maintenance of internal software programs. Development and maintenance of internal web pages. Coordinate and facilitate the implementation of E-administration at schools to enhance data quality and increase efficiencies in the system. Develop, implement and maintain <b>FSDoE</b> knowledge, management and information system business processes; Co-ordinate the process of turning tacit and explicit knowledge into institutional knowledge; Provide access to management on education information and knowledge management; Co-ordinate publication and dissemination of institutional knowledge and management information generated within the education system. School and district visits for conducting training, problem solving and quality control; Oversee, manage and give Leadership to Districts EMIS Officials as well as Head Office officials.</p>

# HEAD OFFICE(BLOEMFONTEIN):CES: VALUES IN EDUCATION X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: <b>SYRAC AND VALUES IN EDUCATION</b> Ms. Z Alexander ☎: (051) 404 8435</p>	<p style="text-align: center;"><b>CES: Values in Education</b></p> <p style="text-align: center;"><u>Ref No.</u> OBE:HO1/2020/C3</p> <p style="text-align: center;"><u>Centre:</u> Head Office Bloemfontein</p> <p style="text-align: center;"><u>Basic Salary</u> R909 000 – R1 403 958 (ALL INCLUSIVE PACKAGE)</p>	<p>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 SESSs.</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation, Performance Management, Decision making and initiating action. Adhering to principles and values, Analysis and interpreting, Writing and reporting, <u>creating</u>, Conceptualizing and innovating, Organizing and executing, coping with pressures and setbacks, Time management.</p>	<p>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.</p>	<p>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 anti-racism, anti-sexism and discourage gender violence in schools. Coordinate programs in collaboration with District Officials. Represent at the DBE Directorate meetings.</p>

# HEAD OFFICE(BLOEMFONTEIN):DCES: SCHOOL SAFETY X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: IDMG, e-EDUCATION &amp; ELITS Me. Z Gxwati ☎: (051) 404 8457</p>	<p>DCES: School Safety</p> <p>Ref No OBE:HO1/2020/04</p> <p>Centre: Head Office, Bloemfontein</p> <p>Basic Salary R511 752.00 - R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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 driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>



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

Directorate & Contact Details	Post	Job Purpose	Requirements	Requirements	Required KPA	Competencies	Recommendation	Duties
<p><b>Head Office:</b></p> <p>ECD &amp; PRIMARY SCHOOLS</p> <p>Mr. SP Ditsebe,</p> <p>(051) 404 8247</p>	<p>DCES: Grade R Management and Governance</p> <p><u>Ref Number</u> OBE:HO1/2020/05</p> <p><u>Centre:</u> Head Office, Bloemfontein</p> <p><u>Basic Salary</u> R511 752.00 - R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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.</p>	<p>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 above-mentioned 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.</p>	<p>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 other reasonable function assigned by the employer within the job function.</p>	<p>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.</p>	<p>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 positions who are currently serving in the system.</p>	<p>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</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office:</p> <p>ECD &amp; PRIMARY SCHOOLS</p> <p>Mr. SP Dithebe, ☎: (051) 404 8247</p>	<p>DCES: Natural Sciences &amp; Technology (Gr. 4-7)</p> <p>Ref No OBE:HO1/2020/06</p> <p>Centre: Head Office, Bloemfontein</p> <p>Basic Salary R511 752.00 - R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: FET SECONDARY SCHOOLS Mr. ET Montso ☎: (051)404 8457/8</p>	<p>DCES: Services Subjects Gr. 10-12 Consumer Studies, Hospitality Studies, Tourism &amp; EMS Grade 8-9</p> <p>Ref No OBE:  HO1/2020/07</p> <p>Centre: Head Office, Bloemfont ein</p> <p><u>Basic Salary</u> R511 752.00 - R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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 managerial experience in the appropriate curriculum phase. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular 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 be attached to the application.</p>	<p>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.</p>	<p>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.</p>	<p>Sound knowledge and 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. Computer literacy.</p>	<p>Be responsible for the management, control and 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 Management Sciences (EMS) Grade 8 to 9.</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: FET SECONDARY SCHOOLS Mr. Montso ☎: (051)404 8457/8</p>	<p>DCES: African Languages Gr. 8 – 12</p> <p>Ref No OBE: HO1/2020/08</p> <p>Centre: Head Office, Bloemfontein</p> <p><u>Basic Salary</u> R511 752.00 – R992 718.00 (SL 10)</p>	<p>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).</p>	<p>A recognized three or four year qualification, which must include appropriate training as a teacher, plus 8 years appropriate, relevant and current managerial experience in a minimum of one of the following African Languages from Grades 8 – 12 in the FET Phase: Afrikaans; Isixhosa; Isizulu; Sesotho; Setswana. A Valid certified copy driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>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.</p>	<p>Appropriate tertiary qualifications with majors in at least one of the mentioned African Languages. Thorough knowledge of the National Curriculum Statement and CAPS Grades 8 – 12. Thorough knowledge of and insight into Languages policies from Grades 8 – 12. Sound knowledge and experience in curriculum delivery and professional support in at least one of the mentioned African Languages. Proven experience in managing people, projects, finance. Candidates must be willing to work irregular hours and under pressure. Computer literacy (experience in MS-Word, MS-Excel and PowerPoint), analytical report writing skills. As travelling is required, a valid driver's license is essential.</p>	<p>Be responsible for the management, control and promotion in one of the African Languages: Grades 8 – 12. Give professional support to the Districts in rendering effective support services to schools. Provide direct support to schools and learners. Guiding and leading the implementation of policy guidelines and the development of subject content material in relation to teaching and learning including assessment with regards to NCS. 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. Ensure alignment of curriculum implementation to national objectives, norms and standards with specific reference to Languages. Consolidate the needs analysis of resources of the province related to Grades 8 – 12. Do necessary submissions based on the needs analysis to support schools. Co-ordinate and support partnership projects related to the improvement of curriculum implementation of Languages.</p>

# HEAD OFFICE(BLOEMFONTEIN):DCES: LANGAUGES X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: FET SECONDARY SCHOOLS Mr. Montso ☎: (051)404 8457/8</p>	<p>DCES: Languages: Gr. 8 – 12</p> <p><u>Ref No</u> OBE:HO1/2020/09</p> <p><u>Centre:</u> Head Office, Bloemfontein</p> <p><u>Basic Salary</u> R511 752.00 – R992 718.00 (SL 10)</p>	<p>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).</p>	<p>A recognized three or four year qualification, which must include appropriate training as a teacher, plus 8 years appropriate, relevant and current managerial experience in a minimum of one of the following Languages from Grades 8 – 12 in the FET Phase: English, Afrikaans; Isixhosa; Isizulu; Sesotho; Setswana. Valid certified copy driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>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.</p>	<p>Appropriate tertiary qualifications with majors in at least one of the above-mentioned subjects. Thorough knowledge of the National Curriculum Statement and CAPS Grades 8 – 12 . Thorough knowledge of and insight into Languages policies from Grades 8 – 12 . Sound knowledge and experience in curriculum delivery and professional support in at least one of the above mentioned languages. Proven experience in managing people, projects, finance. Candidates must be willing to work irregular hours and under pressure. Computer literacy (experience in MS-Word, MS-Excel and PowerPoint), analytical and report writing skills. As travelling is required, a valid driver's license is essential. Preference will be given to candidates in management positions who are currently serving in the system..</p>	<p>Be responsible for the management, control and promotion of the aforementioned Language in Grades 8 – 12 . Give professional support to the Districts in rendering effective support services to schools. Provide direct support to schools and learners. Guiding and leading the implementation of policy guidelines and the development of subject content material in relation to teaching and learning including assessment with regards to NCS. 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. Ensure alignment of curriculum implementation to national objectives, norms and standards with specific reference to Languages. Consolidate the needs analysis of resources of the province related to Grades 8 – 12. Do necessary submissions based on the needs analysis to support schools. Co-ordinate and support partnership projects related to the improvement of curriculum implementation of Languages.</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: FET SECONDARY SCHOOLS Mr. JM Mehlo ☎: (051)404 8181</p>	<p>DCES: Curriculum Secondary Schools: Business Studies</p> <p>Gr. 10 – 12:</p> <p>Ref No OBE:HO1/2020/10</p> <p>Centre: Head Office, Bloemfontein</p> <p>Basic Salary R511 752.00 – R992 718.00 (SL 10)</p>	<p>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).</p>	<p>A recognised three or four year post school qualification preferably a B-degree with Business Studies or Business Economics or Business Management at second or third year level and must include appropriate training as a teacher;</p> <p>Eight (8) years teaching experience in the subject, Business Studies/Business Economics; Five(5) years proven record of management and coordination of the subject; As travelling is required, Valid certified copy driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>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.</p>	<p>Appropriate tertiary qualifications with majors in at least one of the mentioned subjects. Thorough knowledge of the National Curriculum Statement and CAPS Grades 8 – 12. Thorough knowledge of and insight into Languages policies from Grades 8 – 12. Sound knowledge and experience in curriculum delivery and professional support in at least one of the mentioned subjects. Proven experience in managing people, projects, finance. Candidates must be willing to work irregular hours and under pressure. Computer literacy (experience in MS-Word, MS-Excel and Power-point), analytical and report writing skills.</p>	<p>Conduct and facilitate appropriate curriculum maintenance and support;</p> <p>Manage/monitor the performance of Business Studies and execute all related administrative duties in relation to the management of the subject in the Province; Co-ordinate planning and delivery of professional development workshops in collaboration with District Subject Advisors to address the needs of teachers in relation to the implementation of the CAPS in Business Studies in schools; Network with the department of Basic Education and other relevant stakeholders at District, Provincial and National levels; Monitor and support effective curriculum implementation throughout the Province; Identify and facilitate the development of provincial curriculum support policy guidelines; Establish a database of all curriculum support needs in relation to Business Studies; Ensure the establishment and maintenance of appropriate structures, mechanisms, processes, and procedure to facilitate effective curriculum support in all Districts; Develop Projects Proposals and Business Plans; execute all other activities and/or responsibilities incidental to the post (DCES). Develop management plans and work towards the implementation of projects in providing curriculum support.</p>

# HEAD OFFICE(BLOEMFONTEIN):DCES: COORDINATOR X 1


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

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


Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p><b>Head Office: HIV/AIDS Support Programmes. Inclusive &amp; Special Need Education</b></p> <p><b>Ms. B.E Qwelane,</b> ☎ (051) 404 8758</p>	<p><b>DCES: Special Needs Education</b></p> <p><b>Ref No OBE: HO1/2020/12</b> <b>Centre: Head Office, Bloemfontein</b></p> <p><u>Basic Salary</u> R511 752.00 – R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>



# HEAD OFFICE(BLOEMFONTEIN):DCES: INCLUSIVE EDUCATION X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p><b>Head Office: HIV/AIDS Support Programmes. Inclusive &amp; Special Need Education</b></p> <p><b>Ms. B.E Qwelane,</b>   <b>(051) 404 8758</b></p>	<p>DCES: Inclusive Education</p> <p>Ref No OBE: HO1/2020/13                      Centre: Head Office, Bloemfontein</p> <p><u>Basic Salary</u></p> <p>R511 752.00                      –                      R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Experience of multi-disciplinary teams approach and project management skills. Extensive knowledge of relevant policies and guidelines on inclusion in Public Ordinary Schools: Understanding of IE related Policies e.g. WP 6 on Special Needs Education, SIAS Policy , Accommodations and Concessions etc. and all other applicable legislations. Must have experience of having worked in or with matters relating to Inclusive Education.</p>	<p>Knowledge of White Paper 6 on Inclusion in Public Ordinary Schools. Knowledge of the SIAS policy .To facilitate and support Public Ordinary Schools on the implementation of white Paper 6 and SIAS Policy as well as to Manage , monitor and support the implementation thereof. Collaborate with Curriculum Subject Advisory Services at all times on the promotion of inclusion. Conduct advocacy on the SIAS policy and white paper 6 to the wider community and stakeholders including Special Schools and work in partnership with all relevant stakeholders, Understand the role and importance of CSTL in learner support. Report Writing and Office Computer Skills</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p><b>Head Office: HIV/AIDS Support Programmes. Inclusive &amp; Special Need Education</b></p> <p><b>Ms. B.E Qwelane,</b>   (051) 404 8758</p>	<p>SES: Special Needs Education</p> <p>Ref No OBE: HO1/2020/14</p> <p>Centre: Head Office, Bloemfontein</p> <p><u>Basic Salary</u></p> <p>R415 245.00                      –                      R935 193.00 (SL 9)</p>	<p>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).</p>	<p>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).</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p><b>Head Office:</b></p> <p><b>SYRAC AND VALUES IN EDUCATION</b></p> <p><b>Mr. RJ Matsaneng,</b> <b>Tel: (051) 404 8612</b></p>	<p>SES: Values In Education</p> <p>Ref No OBE: HO1/2020/15</p> <p>Centre: Head Office, Bloemfontein</p> <p><u>Basic Salary</u></p> <p>R415 245.00 - R935 193.00 (SL 9)</p>	<p>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).</p>	<p>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). Valid certified copy driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>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.</p>	<p>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. A valid driver's license. Computer literacy.</p>	<p>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. Organise and manage the celebration of National Days, seminars, competitions, workshops and meetings. Liaise with schools and District Offices. Promote anti-racism, anti-sexism and discourage gender violence in schools.</p>


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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p><b>Head Office:</b></p> <p><b>SYRAC AND VALUES IN EDUCATION</b></p> <p><b>Mr. RJ Matsaneng,</b> <b>Tel: (051) 404 8612</b></p>	<p>SES:</p> <p><b>Youth Recreation, Arts, Culture and Music</b></p> <p>Ref No OBE: HO1/2020/16</p> <p>Centre: Head Office, Bloemfontein</p> <p><u>Basic Salary</u></p> <p><b>R415 245.00</b> - <b>R935 193.00</b> (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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 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</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Report writing and submissions, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>A sound knowledge of Choral Music and choir conducting. Facilitation skills. Sound knowledge of Curriculum in order to train and conduct workshops in Public Speaking and Debate to help improve language skills. Knowledge of Arts and Culture subjects</p>	<p>Organise, coordinate, develop and monitor Music, Arts and Culture in schools. Promote mass participation of learners and educators in music, arts and culture in schools Monitor success and evaluate the impact of training programmes. Liaise with National DBE and the Department of Sports, Arts, Culture and Recreation. Conducting and facilitating prescribed music syllabus. Conduct and facilitate debate and public speaking workshops. Organise workshops for Visual and Performing Arts. Organise competitions for Music, Debate, Public Speaking, Visual and Performing Arts. Management and administration of YRAC activities provincial level. Co-ordinate planning and delivery of professional development workshops in collaboration with District officials to address the needs of teachers in relation to the implementation of YRAC programmes in schools. Monitoring and supporting effective implementation of YRAC Activities throughout the province to ensure policies are adhered to. Work closely with the Curriculum Section to compliment and support the section. Establishing a database of all school taking part in YRAC activities.</p>

# HEAD OFFICE(BLOEMFONTEIN):SES: SCHOOL SPORTS X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: SYRAC AND VALUES IN EDUCATIO Mr. RJ Matsaneng, (051) 404 8612</p>	<p>SES:  School Sports  &amp;  Recreation  Ref No OBE:  HO1/2020/17  Centre:  Head Office, Bloemfontein  Basic Salary R415 245.00 (SL 9)</p>	<p>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.</p>	<p>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.</p>	<p>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 schools; and any other reasonable function assigned by the employer within the job function.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>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.</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Head Office: IDMG, e- EDUCATION &amp; ELITS Mr. R J Plenaar  (051) 404 0039/</p>	<p>SES: ICT Coordinator</p> <p>Ref No</p> <p>OBE:</p> <p>HO1/2020/12/18</p> <p>Centre:</p> <p>Head Office, Bloemfontein</p> <p><u>Basic Salary</u></p> <p>R415 245.00 - R935 193.00 (SL 9)</p>	<p>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.</p>	<p><b>Minimum Requirements:</b> A recognized three or four-year qualification (Degree or Diploma), which must include appropriate training as an educator, plus 5 years appropriate and relevant experience.</p> <p><b>Further Requirements:</b> Relevant training in an Information Communications Technology (ICT) field, including an ICDL (or equivalent qualification). At least 5 years' education and ICT or e-Learning experience. As travelling is required, a valid driver's license is essential.</p>	<p>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 of learning in schools; and any other reasonable function assigned by the employer within the job function.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>Applicants must have extensive knowledge of and experience in: End user applications for Office use Navigation of both PC and Tablet operating systems (Windows, Android and Mac OS) ICT integration in teaching and learning Good communication, collaboration and training skills Managing people, projects, finances and the ability to plan strategically Analytical and report writing</p>	<p>Assist with the implementation of: The White Paper on E Education, Chapter 9 of the National Development Plan. The Integrated Strategic Planning Framework for Teacher Education and Development in South Africa (ISPFTED). The Professional Development Framework for Digital Learning. Provide ICT professional development / training for school managers, teachers, office based educators and administrative staff. Manage, coordinate and implement all e-Learning related activities at schools, the district offices and provincial office. Provide support and guidance to officials and schools in relation to the implementation of e-Education. Render ongoing support, monitoring and evaluation of e-Learning and technology integrated activities at schools and District Offices. Assist with research on ICT usage in education. Render advice with regard to the use of e Learning and ICT to enhance learning and teaching. Engage in e Learning and ICT Planning. Engage in the acquisition and development of education content to enhance the implementation of e-Learning Strategy. Perform any ad hoc duties delegated by management and/or immediate supervisors. Source, curate and coordinate the distribution of open education resources to schools. Update posts and article on social media and blogsite</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Xhariep Mr. VSP Magwa ☎ (051) 404 4735</p>	<p><b>CES: Institutional Management, Governance &amp; Support: Secondary Schools</b></p> <p><b>Ref No. OBE:XH1/2020/01</b></p> <p><b>Centre: Short term Bloemfontein</b></p> <p><b>Long term Trompsburg</b></p> <p><b><u>Basic Salary</u></b></p> <p><b>R909 000 - R1 403 958</b></p> <p><b>(ALL INCLUSIVE PACKAGE)</b></p>	<p>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.</p>	<p>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 phase. Valid certified copy driver's licence is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>Monitoring and Evaluation, Performance Management, Decision making and initiating action. Adhering to principles and values, Analysis and interpreting, Writing and reporting, creating, Conceptualising and innovating, Organising and executing, coping with pressures and setbacks, Time management.</p>	<p>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.</p>	<p>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.</p>

# XHARIEP DISTRICT: DCES: CIRCUIT MANAGER X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Xhariep Mr. VSP Magwa (051) 404 4735</p>	<p><b>Circuit Manager</b> <b>(Circuit 2)</b> <b>Ref No.</b> <b>OBE: XH1/2020/02</b>  <b>Centre:</b>  <b>Kopanong</b>  <b>Xhariep District</b>  <b>Basic Salary</b> <b>R511 752.00</b> <b>-</b> <b>R992 718.00</b> <b>(SL 10)</b></p>	<p>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.</p>	<p>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 Valid certified copy driver's license is a requirement and must be attached to the application</p>	<p>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; 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.</p>	<p>Monitor &amp; 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.</p>	<p>Experience of multi-disciplinary team approach and project management skills. Extensive knowledge of curriculum especially CAPS and all applicable legislations and policies. Appropriate qualification in management and governance.</p>	<p>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 &amp; 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 &amp; 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 &amp; 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.</p>




# XHARIEP DISTRICT: DCES: NSNP & LEARNER'S TRANSPORT X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Xhariep Mr. VSP Magwa ☎ (051) 404 4735</p>	<p>DCES: NSNP &amp; Learners' Transport</p> <p><u>Ref No.</u> OBE: XH1/2020/03</p> <p><u>Centre:</u> Short term Bloemfontein Long term Trompsburg</p> <p><u>Basic Salary</u></p> <p>R511 752.00 - R992 718.00 (SL 10)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p><u>NB:</u> DCES s are field workers and are accountable to the CES for their operations</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>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 monitoring. Conduct training workshops related to Learner Support and NSNP. Identify schools for district NSNP nutrition week. Handle and compile Audit Reports Leave and PMDS Management Staff development.</p>

# XHARIEP DISTRICT: DCES: INCLUSIVE EDUCATION X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Xhariep Mr. VSP Magwa ☎ (051) 404 4735</p>	<p>DCES:  Inclusive Education  <u>Ref No.</u> OBE: XH1/2020/04  Centre: Short term Bloemfontein  Long term Trompsburg  <u>Basic Salary</u>  R511 752.00 - R992 718.00 (SL 10)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. <u>NB:</u> DCES s are field workers and are accountable to the CES for their operations</p>	<p>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. Valid certified copy driver's license is a requirement and must be attached to the application</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>Take full responsibility in the professional management and co-ordination of Learning Support Advisors on the implementation of Inclusive Policies. Understand the managerial matrix, report to the CES: Inclusive Education Provincial Office. Provide guidance and support to Learning Support Advisors on the implementation of Inclusive Education in public ordinary schools (Grade R – 12). Monitor the implementation of Inclusive Education in public ordinary schools. Conduct training, seminars, workshops for learning support on all Inclusive Education related issues. Control of administrative activities related to the post.</p>

# XHARIEP DISTRICT: SES: CURRICULUM X 3

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Xhariep Mr. VSP Magwa  (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)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. <b>NB:</b> 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.
	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						


# XHARIEP DISTRICT:SES: VALUES IN EDUCATION X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Xhariep Mr. VSP Magwa (051) 404 4735</p>	<p>SES Values in Education Gr. 10–12</p> <p>Ref No OBE: XH1/2020/08</p> <p>Centre: Bloemfontein &amp;Long term Trompsburg</p> <p><u>Basic Salary</u></p> <p>R415 245.00 - R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. <b>NB:</b> SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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 of the advertised post. Valid certified copy driver's license is a requirement and must be attached to the application</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>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</p>

# MOTHEO DISTRICT: CES: PRIMARY SCHOOLS X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motheo District Mr. DS Moloi, ☎ (051) 404 4622/6</p>	<p><b>CES: Institutional Management, Governance &amp; Support: Primary Schools</b></p> <p><u>Ref No.</u> OBE:MOT1/2020/01</p> <p><u>Centre:</u> Thab Nchu / Bloemfontein</p> <p><u>Basic Salary</u></p> <p>R909 000 - R1 403 958 (ALL INCLUSIVE PACKAGE)</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Experience of multi-disciplinary teams approach and project management skills. Extensive Knowledge of curriculum especially CAPS and all applicable legislations and policies</p>	<p>Manage and co-ordinate the implementation of Pre Grade R (0 – 3 &amp; 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 &amp; 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.</p>

# MOTHEO DISTRICT: DCES: CIRCUIT MANAGERS X 5

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<b>Motho District</b> <b>Mr. DS Moloi,</b>  (051) 404 4622/6	<b>Circuit Manager (Circuit 1)</b>  <u>Ref No.</u> OBE:MOT1/2020/02  Centre:  <b>Bloemfontein</b>  <u>Basic Salary</u> 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 Valid certified copy driver's license is a requirement and must be attached to the application	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; 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.	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.	Experience of multi-disciplinary team approach and project management skills. Extensive knowledge of curriculum especially CAPS and all applicable legislations and policies. Appropriate qualification in management & Governance.	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 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.
	<b>Circuit Manager (Circuit 4)</b>  <u>Ref No.</u> OBE:MOT1/2020/03  Centre: <b>Bloemfontein</b>						
<b>Circuit Manager (Circuit 8)</b>  <u>Ref No.</u> OBE:MOT1/2020/04  Centre: Thaba Nchu							
<b>Circuit Manager (Circuit 6)</b>  <u>Ref No.</u> OBE:MOT1/2020/05  Centre: Botshabelo							
<b>Circuit Manager (Circuit 11)</b>  <u>Ref No.</u> OBE:MOT1/2020/06  Centre: Ladybrand							

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

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p><b>Motheo District</b>  <b>Mr. DS Moloi,</b>                      ☎(051)                      404 4622/6</p>	<p><b>DCES: NSNP &amp; Learners' Transport</b></p> <p><b>Ref No.</b>  <b>OBE:MOT1/2020/07</b></p> <p><b>Centre:</b>  <b>Thaba Nchu/ Bloemfontein</b></p> <p><b>Basic Salary</b></p> <p><b>R511 752.00</b>                      -  <b>R992 718.00</b>                      (SL 10)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p><b>NB:</b> DCES s are field workers and are accountable to the CES for their operations</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>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 monitoring. Conduct training workshops related to Learner Support and NSNP. Identify schools for district NSNP nutrition week. Handle and compile Audit Reports Leave and PMDS Management Staff development.</p>

# MOTHEO DISTRICT: DCES: SCHOOL SAFETY X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p><b>DCES: School Safety</b></p> <p><b>Ref No.</b> OBE:MOT1/2020/08</p> <p><b>Centre:</b> Thaba Nchu/ Bloemfontein</p> <p><b>Basic Salary</b></p> <p>R511 752.00 - R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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 policies 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.</p>



# MOTHEO DISTRICT: DCES: WHOLE SCHOOL EVALUATION X 2

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p><b>Motheo District</b> Mr. DS Moloi, ☎(051) 404 4622/6</p> <p><u>Ref No.</u> <b>OBE:</b></p> <p><b>MOT1/2020/09 &amp; 10</b></p> <p><u>Centre:</u> <b>Thaba Nchu/ Bloemfontein</b></p> <p><u>Basic Salary</u></p> <p><b>R511 752.00</b> - <b>R992 718.00</b> (SL 10)</p>	<p><b>DCES: WHOLE SCHOOL EVALUATION X 2</b></p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p><u>NB:</u> DCES s are field workers and are accountable to the CES for their operations</p>	<p>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 in the appropriate advertised post.. Valid certified copy driver's license is a requirement and must be attached to the application</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>Knowledge of and insight into relevant policies and legislation. Knowledge of research and project management. Self-confidence and the ability to work independently. The ability to facilitate on-site support in relation to school improvement planning. The ability to provide leadership and inspire confidence.</p>	<p>Provide strategic vision and operational leadership in whole-school evaluation (WSE) including school self-evaluation (SSE) and school improvement planning (SIP) with a focus on planning, management and co-ordination, Manage the development of operational provincial plans to provide for ongoing monitoring and support and training and development opportunities for School Principals and Circuit Managers with a view to the effective implementation of SSE and SIPs, Manage the establishment and maintenance of appropriate reporting and monitoring mechanisms, processes, and procedures to ensure the availability of credible and reliable information and data on WSE including SSE and SIPs, Manage and facilitate collaboration with other departmental line-function managers including district offices, inter-provincial structures under the auspices of the Department of Basic Education (DBE) and other stakeholders in the province to promote the smooth implementation of WSE policy, Manage and facilitate the development of feasible work plans according to the objectives of the performance management system for office-based educators, Provide support and guidance to district officials and schools in relation to management plans including timelines for SSE and SIP, Communication of WSE matters including SSE and SIP to schools, districts and the Department of Basic Education (DBE), Managing of human resources, performance management, assets and finances within the sub-directorate. To co-ordinate Whole School Evaluation (WSE) process that includes the following: Manage and support the WSE team in the execution of its functions; To quality assure reports that go to schools and collate these to compile provincial reports to the HOD; and To communicate gaps identified in evaluated schools to the relevant specialists for support services.</p>

# MOTHEO DISTRICT: SES: CURRICULUM X 14

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES: Technical: FET Gr. 8–12</p> <p><u>Ref No.</u> OBE:MOT1/2020/11</p> <p><u>Centre:</u> Thaba Nchu/ Bloemfontein <u>Basic Salary</u> R415 245.00 – R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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 work independently. Good managerial, administrative and organizational skills.</p>	<p>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 in schools have the same.</p>
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES:EMS GET Schools Curriculum Gr. 4–7</p> <p><u>Ref No.</u> OBE:MOT1/2020/12</p> <p><u>Centre:</u> Thaba Nchu/ Bloemfontein</p>						
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES: NST (Gr 4–6) &amp; Technology (Gr 7) GET Primary Schools Curriculum Gr. 4–7</p> <p><u>Ref No.</u> OBE:MOT1/2020/13</p> <p><u>Centre:</u> Thaba Nchu/ Bloemfontein</p>						

# MOTHEO DISTRICT: SES: CURRICULUM X 14

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<b>Motho District</b> <b>Mr. DS Moloi,</b> <b>☎(051)</b> <b>404 4622/6</b>	<b>SES: Afrikaans X 2</b>  <b>(HL, FAL &amp; SAL)</b> <b>FET Schools</b> <b>Gr. 8–12</b> <b>&amp;</b> <b>(HL, FAL &amp; SAL)</b> <b>GET Schools</b> <b>Gr. 4–7</b>  <b>Ref No.</b> <b>OBE:MOT1/2020/14 &amp; 15</b>  <b>Centre:</b> <b>Thaba Nchu/ Bloemfontein</b> <b>Basic Salary</b> <b>R415 245.00</b> <b>–</b> <b>R935 193.00</b> <b>(SL 9)</b>	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. 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 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 in schools have the same.
	<b>SES: Economics</b> <b>Gr. 8–12</b>  <b>Ref No.</b> <b>OBE:MOT1/2020/16</b>  <b>Centre:</b> <b>Thaba Nchu/ Bloemfontein</b>						
	<b>SES: Physical Science</b>  <b>FET: Gr. 8–12</b> <b>Ref No: OBE:</b> <b>MOT1/2020/17</b>  <b>Centre:</b> <b>Bloemfontein/Thaba Nchu</b>						

# MOTHEO DISTRICT: SES: CURRICULUM X 16

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES: CAT  Gr. 8–12  <u>Ref No.</u> OBE:MOT1/2020/18  Centre: Thaba Nchu/ Bloemfontein <u>Basic Salary</u> R415 245.00 – R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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 work independently. Good managerial, administrative and organizational skills.</p>	<p>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 in schools have the same.</p>
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES: Life Sciences  Gr. 8–12  <u>Ref No.</u> OBE:MOT1/2020/19  Centre: Thaba Nchu/ Bloemfontein</p>						
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES: Mathematics Gr. 8–12  <u>Ref No.</u> OBE:MOT1/2020/20  Centre: Thaba Nchu/ Bloemfontein</p>						

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES: English (HL) GET Primary Schools Curriculum Gr. 4–7 Ref No: OBE: MOT1/2020/21 Centre: Thaba Nchu/ Bloemfontein</p> <p><u>Basic Salary</u></p> <p>R415 245.00 – R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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 work independently. Good managerial, administrative and organizational skills</p>	<p>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 educators in schools have the same.</p>
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES: Setswana GET Primary Schools CURRICULUM Gr. 4–7 Ref No: OBE: MOT1/2020/22 Centre: Thaba Nchu/ Bloemfontein</p>						
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES: ECD &amp; Foundation Phase x 1 Ref No: OBE: MOT1/2020/23 Centre: Thaba Nchu/ Bloemfontein</p>						
	<p>SES: Life Orientation FET: Gr. 8–12 Ref No: OBE: MOT1/2020/24 Centre: Thaba Nchu/ Bloemfontein</p>						

# MOTHEO DISTRICT: SES: MEDIA ADVISOR X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p>SES: Media Advisor <u>Re-advert</u></p> <p>Ref No: OBE: MOT1/2020/26</p> <p>Centre: Thaba Nchu/ Bloemfontein</p> <p><u>Basic Salary</u></p> <p>R415 245.00 - R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. <u>NB:</u> SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>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</p>

# MOTHEO DISTRICT: SES: RESOURCE COORDINATOR X 1

District & Contact Details	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p><b>SES: Resource Coordinator</b> <b>Re-advert</b></p> <p><b>Ref No:</b> <b>OBE:</b> <b>MOT1/2020/27</b></p> <p><b>Centre:</b> <b>Thaba Nchu/ Bloemfontein</b></p> <p><b>Basic Salary</b></p> <p><b>R415 245.00</b> - <b>R935 193.00</b> <b>(SL 9)</b></p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. <b>NB:</b> SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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</p>	<p>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.</p>

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

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motho District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p><b>Education Therapist Specialist: Speech And/or Audiologist: GRADE1: 1 POST: <u>Ref No</u></b></p> <p><b>OBE: MOT1/2020/28</b></p> <p><b>Centre: Thaba Nchu/ Bloemfontein</b></p> <p><b><u>Basic Salary</u></b> <b>R517 326 – 574 158</b></p> <p>The following all-inclusive remuneration package per annum to be restructured according to the individual's personal needs and according to the years' experience as a Speech therapist and/or audiologist: Grade 1: R – Less than 8 years' experience; Grade 2: R – 8 to 16 years' experience and Grade 3: R – more than 16 years' experience</p>	<p>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.</p>	<p>Minimum Requirements: A recognized four-year degree in Speech and/or audiology, plus at least 3 years' relevant experience, as well as registered with the Health Professionals Council of South Africa (attach registration certificate). As travelling is required, a valid driver's licence is essential.</p> <p><b><u>KNOWLEDGE AND SKILLS:</u></b> Computer literacy. Excellent English verbal and writing skills. Good interpersonal and management skills. Knowledge of the National Curriculum Statement and White Paper 6. In-depth knowledge of policies governing education in general and inclusive education specifically. Valid certified copy driver's license is a requirement and must be attached to the application</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>Experience of multi-disciplinary teams and project management. Good interpersonal and management skills. Willingness to work irregular hours and to travel extensively. Knowledge of one of the African languages of the region. A qualification in education and Registration with SACE will be an added advantage.</p>	<p>Provide quality and sustainable Speech and Hearing Therapy services according to the standards laid down by the Health Professionals Council of South Africa and the policies prescribed by the Department of Education. Work independently and also as part of a multidisciplinary team. Conduct speech and hearing therapy assessments of learners. Apply speech and hearing therapy as required. Offer training programmes to assist learners and educators. 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 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.</p>




# MOTHEO DISTRICT: SES: SCHOOL SAFETY X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motheo District Mr. DS Moloi, ☎ (051) 404 4622/6</p>	<p><b>SES: School Safety</b></p> <p><b>Ref No.</b> OBE:MOT1/2020/29</p> <p><b>Centre:</b> Thaba Nchu/ Bloemfontein</p> <p><b>Basic Salary</b></p> <p>R511 752.00 - R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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 policies 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.</p>

# MOTHEO DISTRICT: SES: CAREER GUIDANCE X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motho District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p><b>SES: Career Guidance</b></p> <p><b>Ref No. OBE:MOT1/2020/30</b></p> <p><b>Centre: Thaba Nchu/ Bloemfontein</b></p> <p><b>Basic Salary</b></p> <p><b>R511 752.00</b> - <b>R992 718.00 (SL 10)</b></p>	<p>To clarify, monitor, implement policies in schools and render support and development to teachers that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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 co-curricular activities. Valid certified copy of driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>Monitoring and evaluation; Adherence to principles and values; Analysing and interpreting Writing and reporting; Organising and executing; Coping with pressures and setbacks; Time management</p>	<p>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.</p>	<p>Manage and develop innovative and effective career guidance systems and programmes in the district to assist learner'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.</p>

## MOTHEO DISTRICT: SES: SPORTS X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p><b>Motheo District</b>  <b>Mr. DS Moloi,</b>   (051)  <b>404 4622/6</b></p>	<p><b>SES</b>  <b>Sports</b>  <b>Ref No</b>  <b>OBE: MOT1/2020/31</b></p> <p><b>Centre:</b>  <b>Thaba Nchu/</b>  <b>Bloemfontein</b></p> <p><b>Basic Salary</b></p> <p><b>R415 245.00</b>  <b>-</b>  <b>R935 193.00</b>  <b>(SL 9)</b></p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p><b>NB:</b> SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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</p> <p>As travelling is required, a valid driving licence is essential.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>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.</p>

## MOTHEO DISTRICT: SES: VALUES IN EDUCATION X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Motheo District Mr. DS Moloi, ☎(051) 404 4622/6</p>	<p><b>SES: Values in Education</b> <b>Ref No</b> <b>OBE:</b> <b>MOT1/2020/32</b></p> <p><b>Centre:</b> <b>Thaba Nchu/Bloemfontein</b></p> <p><b>Basic Salary</b> <b>R415 245.00</b> <b>-</b> <b>R935 193.00</b> <b>(SL 9)</b></p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility. <b>NB:</b> SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management</p>	<p>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.</p>	<p>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.</p>


# LEJWELEPUTSWA DISTRICT: CES: PRIMARY SCHOOLS X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Lejweleputswa District Ms. Zonke, (057) 391 7203</p>	<p><b>CES:</b> <b>Institutional Management, Governance &amp; Support: Primary Schools</b></p> <p><b>OBE:</b> LJL1/2020/01</p> <p><b>Centre:</b> <b>Welkom</b></p> <p><b>Basic Salary</b> R909 000 - R1 403 958 (All Inclusive Package Per Annum)</p>	<p>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.</p>	<p>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 and experience in the appropriate curriculum phase. Valid certified copy driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>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.</p>	<p>Experience of multi-disciplinary teams approach and project management skills. Extensive Knowledge of curriculum especially CAPS and all applicable legislations and policies</p>	<p>Manage and co-ordinate the implementation of Pre Grade R (0 - 3 &amp; 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 &amp; 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.</p>

# LEJWELEPUTSWA DISTRICT: DCES: CIRCUIT MANAGERS X 2

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Lejweleputswa District Ms. Zonke, ☎ (057) 391 7203</p>	<p><b>Circuit Manager (Circuit 6)</b></p> <p><u>Ref No.</u> OBE:MOT1/2020/02</p> <p><u>Centre:</u> <b>Boshof</b></p>	<p>To ensure the effective supervision, management functionality and performance of schools; in relation to administration governance &amp; curriculum delivery through professional and educational leadership, guidance and development.</p>	<p>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 Valid certified copy driver's license is a requirement and must be attached to the application</p>	<p>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; 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.</p>	<p>Monitor &amp; 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.</p>	<p>Experience of multi-disciplinary team approach and project management skills. Extensive knowledge of curriculum especially CAPS and all applicable legislations and policies. Appropriate qualification in management and governance.</p>	<p>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 &amp; 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 &amp; 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 &amp; 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.</p>
<p>Lejweleputswa District Ms. Zonke, ☎ (057) 391 7203</p>	<p><b>Circuit Manager (Circuit 1)</b></p> <p><u>Ref No.</u> OBE:MOT1/2020/03</p> <p><u>Centre:</u> <b>Welkom</b></p> <p><u>Basic Salary</u></p> <p>R511 752.00 - R992 718.00 (SL 10)</p>						

# LEJWELEPUTSWA DISTRICT: DCES: YRAC X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Lejweleputswa District Ms. Zonke,  (057) 391 7203</p>	<p><b>DCES: YRAC</b></p> <p><u>Ref No</u></p> <p><b>OBE: LJL1/2020/04</b></p> <p><b>Centre: Welkom</b></p> <p><u>Basic Salary</u></p> <p><b>R511 752.00 - R992 718.00 (SL 10)</b></p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p>NB: DCESs are field workers and are accountable to the CES for their operations.</p>	<p>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 on the advertised field.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>The successful candidate will be responsible to support the CES: DTDC to: Manage and develop innovative and effective teacher development systems and programmes in the district. Coordinate all teacher development programmes for the district, in collaboration with all relevant sections. Develop annual district teacher development calendar/plan. Utilize research-standards for professional learning to facilitate and support planning Develop an annual professional development plan aligned with the District Improvement Plan and District strategic priorities and initiatives. Collate and complete reports based on school visit and provide feedback; conduct analysis of data collected in order to inform and improve teaching and learning. Coordinate and implement district programs that promote educator growth and recognition (i.e. Induction Programs, Teacher Appreciation and Support Programmes (TASP) – National Teacher Awards (NTA) and World Teachers Day (WTD) and other district programmes. Participate as a member of the Skills team and other relevant work groups to exchange information, coordinate activities, develop teacher support resources, and resolve issues or concerns. Coordinate and report on the roll out of the SACE Continuing Professional Teacher Development (CPTD). Assist and coordinate diagnostic teacher self-assessments for all subjects, grades and phases. Coordinate and report on the Teacher Union Collaboration (TUC) projects. Provide support and guidance to professional associations and Professional Learning Communities (PLCs)</p>

# LEJWELEPUTSWA DISTRICT: SES: MEDIA RESOURCE COORDINATOR X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Lejweleputswa District Ms. Zonke, (057) 391 7203</p>	<p>SES: Media Resource Coordinator</p> <p><u>Ref No</u> OBE:LJL1/2020/05</p> <p><u>Centre: Welkom</u></p> <p><u>Basic Salary</u> R415 245.00 - R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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 work independently. Good managerial, administrative and organizational skills.</p>	<p>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 in schools have the same.</p>



# LEJWELEPUTSWA DISTRICT: SES: SYRAC X 1

District & Contact Details	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Lejweleputswa District Ms. Zonke,  (057) 391 7203</p>	<p>SES: SYRAC</p> <p><u>Ref No</u> <u>OBE:</u> LJL1/2020/06</p> <p><u>Centre:</u> <u>Welkom</u></p> <p><u>Basic Salary</u></p> <p>R415 245.00 - R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement 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</p>	<p>Minimum Requirements: A recognized three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. <u>Further Requirements:</u> 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.</p>	<p>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</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>

# LEJWELEPUTSWA DISTRICT: SES: YRAC X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Lejweleputswa District Ms. Zonke, (057) 391 7203</p>	<p>SES: YRAC</p> <p><u>Ref No</u> OBE: LJL1/2020/07</p> <p><u>Centre:</u> Welkom</p> <p><u>Basic Salary</u></p> <p>R415 245.00 - R935 193.00 (SL 9)</p>	<p>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</p>	<p>Minimum Requirements: A recognized three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. <b>Further Requirements:</b> 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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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</p>	<p>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</p>

# LEJWELEPUTSWA DISTRICT: SES: CURRICULUM X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Lejweleputswa District Ms. Zonke, (057) 391 7203</p>	<p>SES: Physical Sciences Grade 10–12</p> <p><u>Ref No</u> OBE:LJL1/2020/08</p> <p><u>Centre:Welkom</u></p> <p><u>Basic Salary</u></p> <p>R415 245.00 – R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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 work independently. Good managerial, administrative and organizational skills.</p>	<p>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 draw 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 in schools have the same.</p>

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

DIRECTORATE& Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423</p>	<p><b>CES: Curriculum Support and Delivery: Secondary Schools</b></p> <p><b>OBE: TMD 1/2020/01</b></p> <p><b>Centre: Phuthaditjhaba</b></p> <p><b>Basic Salary</b></p> <p><b>R909 000</b></p> <p><b>–</b></p> <p><b>R1 403 958</b></p> <p><b>(All Inclusive Package)</b></p>	<p>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.</p>	<p>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 of driver's license is a requirement and must be attached to the application.</p>	<p>Provision of professional leadership through the establishment an 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 service delivery, manage the effective utilization of finances and other resources; Ensure proper record keeping, control and reporting; and Any other reasonable functions assigned.</p>	<p>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.</p>	<p>Experience of multi-disciplinary teams and project management skills. Knowledge of White Paper 6. Knowledge of one of the African languages of the region.</p>	<p>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 &amp; 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 &amp; 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 &amp; 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.</p>



# THABO MOFUTSANYANA DISTRICT: CES: PRIMARY SCHOOLS X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, ☎ (058) 713 0423</p>	<p><b>CES: Curriculum Support and Delivery Primary Schools</b></p> <p><b>Ref No OBE: TMD 1/2020/02</b></p> <p><b>Centre: Phuthaditjhaba</b></p> <p><b>Basic Salary</b></p> <p><b>R909 000</b></p> <p><b>–</b></p> <p><b>R1 403 958</b></p> <p><b>(All Inclusive Package)</b></p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Experience of multi-disciplinary teams approach and project management skills. Extensive Knowledge of curriculum especially CAPS and all applicable legislations and policies</p>	<p>Manage and co-ordinate the implementation of Pre Grade R( 0 – 3&amp;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 &amp; 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.</p>

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

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA A MS. L. MABASO, (058) 713 0423</p>	<p>DCES: SPORT, MUSIC, VALUES IN EDUCATION &amp; HIV/AIDS</p> <p>Ref No OBE: TMD1/2020/0 3</p> <p>Centre: Phuthaditjha ba</p> <p>Basic Salary R511 752.00 - R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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.</p> <p><b>Further Requirements:</b> 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.</p>	<p>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.</p>	<p>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</p> <p>Time management</p>	<p>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.</p>	<p>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.</p>

# THABO MOFUTSANYANA DISTRICT: DCES: CIRCUIT MANAGERS X 2

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<b>THABO MOFUTS ANYANA MS. L. MABASO,</b>  (058) 713 0423	<b>DCES:</b> <b>Circuit Manager</b> (Circuit 4) <u>Ref No</u> <b>OBE:</b> TMD1/2020/04 Centre: <b>FICKSBURG</b>	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 copy of a valid driver's license.	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; 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.	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.	Experience of multi-disciplinary team approach and project management skills. Extensive knowledge of curriculum especially CAPS and all applicable legislations and policies. Appropriate qualification in management & Governance.	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 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.
<b>THABO MOFUTS ANYANA MS. L. MABASO,</b>  (058) 713 0423	<b>DCES:</b> <b>Circuit Manager</b> (Circuit 8) <u>Ref No</u> <b>OBE:</b> TMD1/2020/05 Centre: <b>Harrismith</b> 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 copy of a valid driver's license.	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; 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.	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.	Experience of multi-disciplinary team approach and project management skills. Extensive knowledge of curriculum especially CAPS and all applicable legislations and policies. Appropriate qualification in management & Governance.	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 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.

# THABO MOFUTSANYANA DISTRICT: EDUCATION PSYCHOLOGIST X 1

District & Contact Details	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423</p>	<p>DCES: Education Psychologist (Education Counselling): <u>Re-Advert</u></p> <p><u>Ref No</u> OBE: TMD1/2020/06</p> <p>Centre: Phuthaditjhaba</p> <p><u>Basic Salary</u> R713 361 - R784 278 (All Inclusive Package)</p>	<p>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).</p>	<p>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, (<u>SACE</u>), <u>further requirements</u>: 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.</p>	<p>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.</p>	<p>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, self-motivation, 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.</p>	<p>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.</p>	<p>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 &amp; 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.</p>



# THABO MOFUTSANYANA DISTRICT: OCCUPATIONAL THERAPIST X 1

Directorate & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423</p>	<p><b>Occupational Therapist</b></p> <p>Ref No</p> <p>OBE:</p> <p>TMD1/2020/07</p> <p>Centre: Phuthaditjhaba</p> <p><u>Basic Salary</u></p> <p>R517 326</p> <p>–</p> <p>R574 158</p>	<p>To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: Occupational Therapists are field workers and are also managers.</p>	<p>A Bachelor's degree in occupational therapy. Counsellor after registration with the Health Professions Council of South Africa (HPCSA) as Counsellor. (Attach registration certificate). <u>Further requirements:</u> The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in research on the latest development related to inclusive education support. Be willing to work extended hours when a need arise. The job involves travelling and therefore a valid certified driver's license is a requirement – please attach a valid copy.</p>	<p>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.</p>	<p>Monitoring and evaluation; Adherence to principles and values; Analysis and interpreting; Analysis and interpreting Writing and reporting</p> <p>Organising and executing</p> <p>Coping with pressures and setbacks</p> <p>Time management</p>	<p>Knowledge of the constitution, White Paper 6, Screening, Identification, Assessment and Support (SIAS), 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. Up-to date knowledge of treatment practices and physical therapy programmes. Compliance with Continuous Professional Development (CPD) as Occupational Therapist and adherence to professional standards and ethical codes.</p>	<p>Conduct physical and psychological assessments of clients and developing and following a treatment plan. Evaluate disabled children's abilities, modify classroom equipment to accommodate children with disabilities, and help children participate in school activities. Provide early intervention therapy to toddlers who have, or are at risk of having, developmental delays. Train and advise on school readiness. Assess school environments and decide what adjustments are needed for health and wellbeing of learners. Use physical exercises to help learners increase strength and dexterity. Use computer programmes to help learners improve decision-making, abstract-reasoning, problem-solving, memory, sequencing, coordination and perceptual skills. Recommend adaptive equipment/ devices such as wheelchairs and eating aids, to help learners with daily activities and instruct learners on how to use that equipment. 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.</p>

# THABO MOFUTSANYANA DISTRICT: DCES: EXAM & CURRICULUM X 2

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, ☎ (058) 713 0423</p>	<p>DCES:  Examination  <u>Ref No</u> OBE: TMD1/2020/08  <u>Centre:</u> Phuthaditjhaba</p>	<p>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).</p>	<p>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 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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Provide and manage strategic direction of examination and assessment practices in alignment with the relevant policies. Manage effective and credible marking processes. Refine systems to facilitate coordination and control of the distribution, collection and safekeeping of examinations and assessment material. Manage and administer all processes pertaining to the fair assessment of all learners, including those experiencing barriers to learning. Mediate and ensure common interpretation and implementation of all relevant departmental policies and regulations. Develop strategies to prevent and resolve irregularities identified in the examinations and assessment process. Participate in the finalization of the Directorate's budget and execute all responsibilities of the component within the budgetary limitations. Manage the effective monitoring of all examinations and assessment processes to ensure credibility. Represent the Department on provincial and inter-provincial and assessment structures. Manage, control, evaluate and develop staff in the component. Ensure suitability of accommodation exam seating and oversees registration of candidates in the District. Coordinate distribution of Grade 9 and 12 certificates. Control as well as other external examination centres. Assist at marking application forms for markers for grade 12 Senior Certificate.</p>
<p>THABO MOFUTSANYANA MS. L. MABASO, ☎ (058) 713 0423</p>	<p>DCES:  Curriculum support and Delivery: Intermediate Phase  <u>Ref No</u> OBE: TMD1/2020/09  <u>Centre:</u> PHUTHADITJHABA  <u>Basic Salary</u> R511 752.00 - R992 718.00 (SL 10)</p>						


# THABO MOFUTSANYANA DISTRICT: DCES: MANAGEMENT X 1

DIRECTORATE & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, ☎ (058) 713 0423</p>	<p>DCES: Management  <u>Ref No</u>  OBE: TMD1/2020/10 Centre: Phuthaditjhaba  <u>Basic Salary</u>  R511 752.00 - R992 718.00 (SL 10)</p>	<p>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</p>	<p>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 license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>Monitor effective management, administration and governance of schools; Facilitate curriculum delivery through support in various ways; Facilitate performance management of schools principals; To support e-education 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.</p>

# THABO MOFUTSANYANA DISTRICT: DCES: OFFICE MANAGER X 1

DIRECTORATE & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423</p>	<p>DCES: Office Manager in the Director's Office</p> <p>Ref NO</p> <p>OBE: TMD1/2020/ 11</p> <p>Centre: Phuthaditjhaba</p> <p><u>Basic Salary</u></p> <p>R511 752.00 – R992 718.00 (SL 10)</p>	<p>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).</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>	<p>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.</p>

# THABO MOFUTSANYANA DISTRICT: SES: PROGRAMME COORDINATOR: DTDC X 1

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO,  (058) 713 0423</p>	<p>SES:  Programme Coordinator: DTDC  Ref No OBE: TMD1/2020/12  Centre: Phuthaditjhaba  <u>Basic Salary</u>  R415 245.00 - R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to teachers that fall under their area of responsibility. NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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 Certificate). The applicant must have at least 5 years in the educational field, including management experience. Appropriate knowledge and skills in supporting teachers. Valid certified copy of driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>Monitoring and evaluation; Adherence to principles and values; Analysis and interpreting; Analysis and interpreting Writing and reporting; Organising and executing; Coping with pressures and setbacks; Time management</p>	<p>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 Project or Event Management will be an added advantage;</p> <p>The candidate must be prepared to work irregular hours and under pressure when a need arise.</p>	<p>The successful candidate will be responsible to support the DCES: District Teacher Development Centre (DTDC) to: Manage and develop innovative and effective teacher development systems and programmes in the district as outlined in the Integrated Strategic Planning Framework for Teacher Education and Development in South Africa (ISPFTED):2011- 2025. Coordinate all teacher development programmes for the district, in collaboration with all relevant sections. Collate all teacher development programmes in the district. Develop annual district teacher development calendar/plan. Utilise research-standards for professional learning to facilitate and support planning. Develop an annual professional development plan aligned with the District Improvement Plan and District strategic priorities and initiatives. Coordinate and implement district programs that promote educator growth and recognition (i.e. Induction Programs, Teacher Appreciation and Support Programmes (TASP) such as National Teacher Awards (NTA) and World Teachers Day (WTD) and other district programmes. Participate as a member of the Skills Committee and other relevant working groups to exchange information, coordinate activities, develop teacher support resources, and resolve issues or concerns. Coordinate and report on the roll out of the SACE Continuing Professional Teacher Development (CPTD). Assist and coordinate diagnostic teacher self-assessments for all subjects, grades and phases. Provide support and guidance to professional associations and Professional Learning Communities (PLCs). 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</p>

# THABO MOFUTSANYANA DISTRICT: SES: SYRAC X 1

District & Contact Details	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, ☎ (058) 713 0423</p>	<p>SES: SYRAC (Sports Youth Recreation Arts and Culture)</p> <p>Ref No</p> <p>OBE:</p> <p>TMD1/2020/13</p> <p>Centre: Phuthaditjhaba</p> <p><u>Basic Salary</u></p> <p>R415 245.00 – R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations</p>	<p>Minimum Requirements: A recognized three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience.</p> <p><b>Further Requirements:</b> 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.</p>	<p>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</p>	<p>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.</p>	<p>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.</p>	<p>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 <b>SYRAC</b> activities in the District. Plan and coordinate the implementation of <b>SYRAC</b> 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.</p>

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

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423</p>	<p>SES: Sports, Music, Eisteddfod &amp; Arts X 3</p> <p>Ref No OBE: TMD1/2020/14, 15 &amp; 16 Centre: Phuthaditjhaba</p>	<p>To clarify, monitor, implement policies in schools and render support and development to teachers that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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 co-curricular activities. Valid certified copy of driver's license is a requirement and must be attached to the application..</p>	<p>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.</p>	<p>Monitoring and evaluation; Adherence to principles and values; Analysis and interpreting; Analysis and interpreting Writing and reporting; Organising and executing; Coping with pressures and setbacks;</p> <p>Time management</p>	<p>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; School Music, Eisteddfod and Arts. The candidate must be prepared to work irregular hours and under pressure when a need arise</p>	<p>Facilitate effective workshops/training sessions in public speaking, debate, hip hop music, instrumental music, choral music, indigenous games, performing and visual arts including values in education programmes to ensure that teachers constantly improve their skills and become more proficient at their jobs. Plan and create access to mass participation in Music, Eisteddfod, Arts and Values in Education programmes to promote patriotism and social cohesion in LSEN and main stream schools. 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. Support teachers with interpretation of value of music and Values in Education to provide the foundation necessary for the holistic development of the learner in support of the academic performance. Provide access to relevant information (literature, videos and internet) on the latest trends in music and other related topics. Serve as a resource by providing accurate and current information regarding intra and extra mural rules, policies, and procedures. Report to line managers regarding interventions and progress s 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.</p>
<p>THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423</p>	<p>SES: School Sports &amp; Recreation</p> <p>Ref No OBE: TMD1/2020/17</p> <p>Centre: Phuthaditjhaba</p> <p>Basic Salary</p> <p>R415 245.00 - R935 193.00 (SL 9)</p>						

# THABO MOFUTSANYANA DISTRICT: SES: CURRICULUM X 12

DIRECTORATE & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, (058) 713 6959</p>	<p>SES: Technology: Grade 7–9</p> <p>Ref No OBE: TMD1/2020/18 Centre: Phuthaditjhaba</p> <p><u>Basic Salary</u> R415 245.00 – R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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 work independently. Good managerial, administrative and organizational skills.</p>	<p>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 in schools have the same.</p>
<p>THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423</p>	<p>SES: TOURISM: GRADE 10–12</p> <p>Ref No: TMD/1/2020/19</p> <p>Centre: Phuthaditjhaba</p> <p><u>Basic Salary</u> R415 245.00 – R935 193.00 (SL 9)</p> <p>SES: Creative Arts: GR. 7–9</p> <p>Ref No OBE: TMD1/2020/20</p> <p>Centre: Phuthaditjhaba</p> <p><u>Basic Salary</u> R415 245.00 – R935 193.00 (SL 9)</p>	<p>NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>Applicants 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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organizing and executing. Coping with pressures and setbacks. Time management.</p>	<p>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 work independently. Good managerial, administrative and organizational skills.</p>	<p>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 in schools have the same.</p>



DIRECTORATE & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
THABO MOFUTSANYAN A MS. L. MABASO, (058) 713 0423	SES: Life Orientation GRADE 8–12 Ref No: TMD/1/2020/21 Centre: Phuthaditjhaba  <u>Basic Salary</u> 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.	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. 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 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 in schools have the same.
THABO MOFUTSANYAN A MS. L. MABASO, (058) 713 0423	SES: Natural Science and Technology: Grade 4–7 Ref No: TMD/1/2020/22 Centre: Phuthaditjhaba  <u>Basic Salary</u> R415 245.00 – R935 193.00 (SL 9)	NB: SESs are field workers and are accountable to the DCES for their operations.					
THABO MOFUTSANYAN A MS. L. MABASO, (058) 713 0423	SES: Foundation Phase: Gr. R–3 Ref No: TMD/1/2020/23 Centre: Phuthaditjhaba  <u>Basic Salary</u> R415 245.00 – R935 193.00 (SL 9)						
	SES:Economics; GR 10–12 Ref No: TMD/1/2020/24 Centre: Phuthaditjhaba  <u>Basic Salary</u> R415 245.00 – R935 193.00 (SL 9)						



District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423	SES: Geography: GR. 10–12  Ref No OBE: TMD1/2020/25 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.	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. 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 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 draw 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 in schools have the same.
THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423	SES: Agricultural Science: GR 10–12  Ref No OBE: TMD1/2020/26 Centre: Phuthaditjhaba  Basic Salary R415 245.00 – R935 193.00 (SL 9)	NB: SESs are field workers and are accountable to the DCES for their operations.					
THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423	SES: Mathematics: GR. 4–7  Ref No OBE: TMD1/2020/27 Centre: Phuthaditjhaba  Basic Salary R415 245.00 – R935 193.00 (SL 9)						

DIRECTORATE & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
THABO MOFUTSANYANA MS. L. MABASO, (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)	To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.	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, 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, analyses and interpret examination results (assessment of learners' and educators' progress) and draw 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.
THABO MOFUTSANYANA MS. L. MABASO, (058) 713 0423	SES: Social Sciences: GR 7-9 Ref No: TMD/1/2020/29 Centre: Phuthaditjhaba Basic Salary R415 245.00 - R935 193.00 (SL 9)	NB: SESs are field workers and are accountable to the DCES for their operations.					

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, ☎ (058) 713 0423</p>	<p>SES: Career Guidance Coordinator</p> <p>Ref No</p> <p>OBE:</p> <p>TMD1/2020/30</p> <p>Centre: Phuthaditjhaba</p> <p>Basic Salary R415 245.00 - R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to teachers that fall under their area of responsibility.</p> <p>NB: SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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 co-curricular activities. Valid certified copy of driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>Monitoring and evaluation; Adherence to principles and values; Analysing and interpreting Writing and reporting; Organising and executing;</p> <p>Coping with pressures and setbacks;</p> <p>Time management</p>	<p>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.</p>	<p>Manage and develop innovative and effective career guidance systems and programmes in the district to assist learners 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</p>

DISTRICT & Contact Details	Post,	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>THABO MOFUTSANYANA MS. L. MABASO, ☎ (058) 713 0423</p>	<p>SES: QLTC Coordinator</p> <p>Ref No OBE: TMD1/2020/6/31 Centre: Phuthaditjhaba</p> <p>Basic Salary R415 245.00 - R935 193.00 (SL 9)</p>	<p>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.</p>	<p>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 co-curricular activities. Valid certified copy of driver's license is a requirement and must be attached to the application.</p>	<p>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.</p>	<p>Monitoring and evaluation; Adherence to principles and values; Analysis and interpreting; Analysis and interpreting Writing and reporting; Organising and executing; Coping with pressures and setbacks; Time management</p>	<p>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.</p> <p>The candidate must be prepared to work irregular hours and under pressure when a need arise.</p>	<p>Ensure that QLTC structures are established in Circuits and schools. Capacitate the stakeholders on their roles and responsibilities. Monitor and support schools to ensure implementation of the Non Negotiable. Conduct advocacy and information sessions to stakeholders. Provide rapid response to educational community issues. Ensure that the different role players sign the QLTC pledge relevant to their position i.e. learners, parents, teachers, the principal and officials. Consolidate circuits/school reports. Make recommendations with regards to the findings of the reports. Participate in district programs that promote acknowledgment of teachers such as Teacher Appreciation and Support Programmes (TASP) which includes National Teacher Awards (NTA) and World Teachers Day (WTD) and other district programmes. Establish good rapport and collaboration with all stakeholders: parents, other government Departments, Non-Governmental Organizations (NGOs) and Community Based Organizations (CBOs) and 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</p>

# FEZILE DABI DISTRICT: SES: CURRICULUM X 5

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
Fezile Dabi District Dr. V Chuta  (016) 973 9118	SES Sesotho GET Primary Schools Curriculum Gr. 4-7 Ref No OBE: FEZ1/2020/01 Centre: Sasolburg  <u>Basic Salary</u> 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 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 Dr. V Chuta  (016) 973 9118	SES Afrikaans (HL, FAL & SAL) GET Primary Schools Curriculum Gr. 4-7 Ref No OBE: FEZ1/2020/02 Centre: Sasolburg  <u>Basic Salary</u> R415 245.00 - R935 193.00 (SL 9)						

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Fezile Dabi District Dr. V Chuta (016) 973 9118</p>	<p>SES: Mathematics GET Primary Schools Curriculum Gr. 4-7 Ref No: OBE: FEZ1/2020/03 Centre: Sasolburg</p> <p><u>Basic Salary</u></p> <p>R415 245.00 - R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p><b>NB:</b> SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>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.</p>
<p>Fezile Dabi District Dr. V Chuta (016) 973 9118</p>	<p>SES Natural Sciences GET Primary Schools Curriculum Gr. 4-7 Ref No: OBE: FEZ1/2020/04 Centre: Sasolburg</p> <p><u>Basic Salary</u></p> <p>R415 245.00 - R935 193.00 (SL 9)</p>						

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Fezile Dabi District Dr. V Chuta (016) 973 9118</p>	<p>SES English FAL, HAL GET Secondary Schools Curriculum: Gr. 4 – 7 Ref No OBE: FEZ1/2020/05 Centre: Sasolburg</p> <p><u>Basic Salary</u></p> <p>R415 245.00 – R935 193.00 (SL 9)</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p> <p><b>NB:</b> SESs are field workers and are accountable to the DCES for their operations.</p>	<p>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.</p>	<p>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</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>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/co-curricular activities; Moderate school based assessment; Keep, analyse 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.</p>



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

District & Contact Details	Post	Job Purpose	Requirements	Required KPA	Competencies	Recommendation	Duties
<p>Fezile Dabi District Dr. V Chuta ☎(016) 973 9118</p>	<p><b>Occupational Therapist Grade 1</b> Ref No OBE: FEZ1/2020/06 Centre: Sasolburg</p> <p><u>Basic Salary</u> R517 326 - R574 158</p>	<p>To clarify, monitor, implement policies in schools and render support and development to educators that fall under their area of responsibility.</p>	<p>Applicants must have a recognized four-year degree in Occupational Therapy, plus at least 3 years relevant experience, as well as registered with the Health 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.</p>	<p>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.</p>	<p>Monitoring and Evaluation. Adhering to principles and values, Analysis and interpreting, Writing and reporting, Organising and executing. Coping with pressures and setbacks. Time management.</p>	<p>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.</p>	<p>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 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.</p>
		<p><b>NB:</b> SESs are field workers and are accountable to the DCES for their operations.</p>					