

**PROVINCIAL ADMINISTRATION: LIMPOPO
DEPARTMENT OF EDUCATION**



- APPLICATIONS** : Applications should be addressed to: The Acting Head of Department, Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, Polokwane.
- CLOSING DATE** : 21 February 2025 (Applications received after the closing date and faxed copies will not be considered).
- NOTE** : Applications must be submitted on the prescribed form Z83 (obtainable from any Public Service Department office i.e. effective 01 January 2021 or on the DPSA web site link: <https://www.dpsa.gov.za/newsroom/psvc/>). Should an application be received using incorrect application employment form Z83, it will be disqualified, which must be originally signed and dated by the applicant and which must be accompanied by a detailed CV only (with full particulars of the applicants' training, qualifications, competencies, knowledge & experience). Only shortlisted candidates will be required to submit certified copies of qualifications and other related documents on or before the day of the interview which should not be older than six months. Failure to comply with the above instructions will result in applications being disqualified. Applicants applying for more than one post must submit a separate form Z83 (as well as the documentation mentioned above) in respect of each post being applied for. If an applicant wishes to withdraw an application, it must be done in writing. Should an application be received where an applicant applies for more than one post on the same applications form, the application will only be considered for the first post indicated on the application and not for any of the other posts. Under no circumstances will Photostat copies or faxed copies of application documents be accepted. The successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks and qualification and employment verification). Successful candidates will also be subjected to security clearance processes. Applicants who do not receive confirmation or feedback within 3 (three) months after the closing date, please consider your application unsuccessful. Due to the large volume of responses anticipated, receipt of applications will not be acknowledged, and correspondence will be limited to short-listed candidates only. For more information on the job description(s) please contact the person indicated in the post details. The contents of the advertised post will also be posted on the following websites www.limpopo.gov.za/ [www.edu.gov.za /](http://www.edu.gov.za/) www.dpsa.gov.za. The Department reserves the right not to make any appointment to the posts advertised. The employment decision shall be informed by the Employment Equity Plan of the Department.

MANAGEMENT ECHELON

- POST 05/110** : **DEPUTY DIRECTOR – GENERAL CURRICULUM MANAGEMENT & DELIVERY CURRICULUM MANAGEMENT & DELIVERY REF NO: LDOE 01/01/2025**
Re-advertisement, Applicants who previously applied are encouraged to apply
- SALARY** : R1 741 770 per annum, (all-inclusive package)
- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : A relevant postgraduate qualification (NQF level 8) as recognised by SAQA. A minimum of 8 - 10 years' experience at a Senior Management level, An SMS experience in curriculum management and delivery will be an added advantage. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. Core & Process Competencies Strategic Capability and Leadership; People Management and Empowerment; Programme and Project Management; Financial Management; Change Management; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service

Knowledge; Policy formulation and Analytic thinking. Functional Computer literacy. Knowledge & Skills Proven record of managing large sums of public funds in terms of the PFMA and related prescripts. Excellent team player with good communication and interpersonal skills. Ability to work at intergovernmental and inter-departmental levels at various spheres of government. Ability to successfully implement plans and service delivery orientation.

DUTIES : Provide strategic direction and leadership regarding Curriculum Management and Delivery in the department through the implementation of systems for monitoring effective curriculum delivery in schools. Oversee the general professionalization of teaching cohort through the professional development of teachers. Design sound education programmes for curriculum support to schools to enhance and facilitate the implementation of the National Curriculum Policy framework. Oversee the management and implementation of an integrated system of education in the province inclusive of early Childhood development. Provide regular reports to the HOD, the Executive Authority and oversight bodies on the overall performance of the system informed by provincial assessment outcomes, national and international benchmark assessment studies and the general trends in the education arena. Initiate and implement systems that are aimed at integrating curriculum delivery in schools with information technology and infrastructure development and delivery in schools. Manage the provision of examinations and assessment in the Department in line with the National Assessment Policy Framework. Oversee the development and implementation of programmes for teacher development, quality assurance, governance and management services and learner admissions. Manage the provision of Education Library, Information and Technology Services and special intervention programmes to improve the teaching of Mathematics, science and Technology. Manage the personnel and other resources within the Branch.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 05/111 : **DISTRICT DIRECTORS (X3 POSTS)**
Chief Directorate: District Management & Support
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY CENTRE : R1 216 824 per annum, (all - inclusive package)
Vhembe East Ref No: LDOE 02/01/2025
Waterberg Ref No: LDOE 03/01/2025
Sekhukhune East Ref No: LDOE 04/01/2025

REQUIREMENTS : An undergraduate qualification NQF level 7 as recognized by SAQA. Any relevant education postgraduate qualification will be an added advantage. Minimum of 05 years of relevant experience at middle/senior managerial level. Valid driver's license (with an exception of people with disability). Proof of completion of SMS Pre-Entry Programme must be submitted before appointment. Process Competencies: Strategic Capability & Leadership, Programme & People Management and Empowerment, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation (SDI), Problem Solving & Analysis, Communication Knowledge & Skills. The Public Sector and its regulatory and legislative framework, Education and school management regulatory and legislative framework, Education management principles, methodologies and procedures, The Public Sector management reporting requirements.

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

of teaching and learning in the District, Including the efficient administration of public examinations.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

OTHER POSTS

POST 05/112 : **DEPUTY DIRECTOR: COST PLANNER REF NO: LDOE 43/01/2025**
Infrastructure Planning Management
(Re-advertisement, Applicants who previously applied are encouraged to apply)

SALARY : R849 702 per annum, (all - inclusive package)
CENTRE : Head Office, Polokwane
REQUIREMENTS : University Degree in Quantity Surveying. Three (3) years' experience within related field. Registration with SACQSP as a professional Quantity Surveyor. Valid drivers' license (with exception of people with disability Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills, South African Schools Act of 1996, Regulations and Guidelines. Construction Industry Development Board Act of 2000 and Regulations. National Building Standards Act of 1977 and Regulations. Quantity Surveying Professions Act of 2000. PFMA, Treasury Regulations, Treasury Practice Notes and Circulars. Government Immovable Asset Management Act of 2007. Occupational Health and Safety Act of 1993 and Regulations.

DUTIES : Development, interpretation and customisation of quantity surveying planning and cost norms and standards. Contribute to Project Briefing documents, costing models and operational narratives. Preparation of quantity surveyor inputs to the preparation of the User Asset Management Plan, the final project list, the budgets and Infrastructure Programme Management Plan. Research/literature studies to keep up with new technologies, viability and feasibility of the geographical information management options for the Department including interaction with relevant professional development boards/councils.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.

POST 05/113 : **ASSISTANT DIRECTOR: HUMAN RESOURCE PROVISIONING REF NO: LDOE 06/01/2025**
Corporate Services

SALARY : R444 036 per annum
CENTRE : Capricorn South Ref No: LDOE 05/01/2025
Vhembe East Ref No: LDOE 06/01/2025
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resource Management or Public Administration/ Public Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Certificate/Proof for introductory PERSAL is compulsory. Valid driver's license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge and skills. Extensive knowledge of and ability to operate the PERSAL system. In – depth knowledge of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Good interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written), Interpersonal, planning and organising, financial management research Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.

- DUTIES** : Supervise and co-ordinate the HRM functions. Ensure the successful implementation of the Departmental/Public Service policies on matters related to HRM to ensure compliance to prescripts/legislation. Supervise the recruitment of Public Service and Employment of Educators' Acts staff. Supervise the transfers of Public Service and Employment of Educators' Acts staff. Supervise the secondment of Public Service and Employment of Educators' Acts staff. Inform, guide and advice line managers or employees on HR policies, legislative frameworks and directives. Approve/Authorize transactions on PERSAL according to delegations
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921.
- POST 05/114** : **ASSISTANT DIRECTOR: CONDITIONS OF SERVICES: CORPORATE SERVICES**
- SALARY CENTRE** : R444 036 per annum
Mogalakwena Ref No: LDOE 07/01/2025
Waterberg Ref No: LDOE 08/01/2025
Head Office Ref No: LDOE 09/01/2025
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resource Management or Public Administration/ Public Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. PERSAL Training/PERSAL Certificate is compulsory. Valid driver's license (with exception of people with disability) Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge and skills. Extensive knowledge of and ability to operate the PERSAL system. In – depth knowledge of the Public Service Regulatory Framework. Excellent communication (verbal and written) skills. Good interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written), Interpersonal, planning and organising, financial management research Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.
- DUTIES** : Supervise and co – ordinate the HR functions. Supervise and manage of leave of absence (annual/Vacation, sick, special, PILIR, etc) Supervise and manage termination of service. Supervise and manage allowances in line with national policies and directives. Informa, guide and advice line managers or employees on HR policies and directives. Authorise /Approve transactions on PERSAL according to departmental delegations.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
- POST 05/115** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT & REPORTING SERVICES: DISTRICT FINANCE**
- SALARY CENTRE** : R444 036 per annum
Capricorn South Ref No: LDOE 10/01/2025
Mogalakwena Ref No: LDOE 11/01/2025
Sekhukhune East Ref No: LDOE 12/01/2025
Sekhukhune South Ref No: LDOE 13/01/2025
Vhembe East Ref No: LDOE 14/01/2025
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Financial Management / Financial Accounting/ Accounting / Commerce / Cost Management & Accounting / Auditing will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, communication. Knowledge and skills Knowledge Management of Financial Management, Client orientation & Customer focus,

- Communication. Knowledge and understanding of – Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of and ability to operate the PERSAL and BAS systems. Negotiation skills. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written), Interpersonal, planning and organising, financial management research. Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.
- DUTIES** : Coordinate financial planning and budgeting processes. Provide medium long term financial planning in line with MTEF processes. Compile budget estimates focuses and project planning. Monitor and reports on expenditure trends. Coordinate and provide inputs for financial reporting. Monthly reconciliation of Bank accounts, ledger accounts, revenue for the compilation of certificate. Attend and answer audit queries and ensure submission of information on request. Assist in analysing and interpreting monthly management reports in terms of financial performance per programs.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
- POST 05/116** : **ASSISTANT DIRECTOR FINANCIAL ADMINISTRATION REF NO: LDOE 15/01/2025**
Sub - Directorate: District Finance
- SALARY CENTRE REQUIREMENTS** : R444 036 per annum
: Vhembe West
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Three years` experience in Financial Accounting/Financial Management at supervisory level. Experience in the relevant field will be an added advantage. Valid driver`s license (with exception of person with disability). Core & process competencies: Knowledge Management. Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge & skills: Knowledge and understanding of – Public Finance Management Act (PFMA) and Treasury Regulations. Knowledge of and ability to operate the PERSAL and BAS systems. Organizing and Co – Ordination skills. Decision – making skills. People management skills. Diversity management skills.
- DUTIES** : Implement financial administration and accounting policies and processes. Reconcile information interfaced into BAS and maintenance of the relevant reports. Ensure that all transactions processed are supported by corresponding accounting documentation. Check and ensure that the accounting documents supporting transactions are complete and accurately computed. Enforce internal controls and compliance with all the enabling acts and regulations. Monitor and ensure the correctness and accuracy of expenditure monthly and effect that necessary adjustments. Manage proper financial record keeping of documents. Attend to all queries from internal and external clients. Supervision of subordinates` activities. Manage financial deductions. Authorise / approve transactions on PERSAL and BAS system.
- ENQUIRIES** : Mr. Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
- POST 05/117** : **ASSISTANT DIRECTOR: EMPLOYMENT RELATIONS**
Directorate: Corporate Services
- SALARY CENTRE** : R444 036 per annum
: Sekhukhune South Ref No: LDOE 16/01/2025
: Capricorn South Ref No: LDOE 17/01/2025
: Capricorn North Ref No: LDOE 18/01/2025
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in EAP/Labour Relations will be added as an advantage. Five (5) years` experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver`s license (with exception of people with disability). Core & Process Competence Knowledge Management, Problem – solving and analysis, Programme & Project

		Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework. Knowledge and experience in labour law. Understanding of how the public service functions. Presentation skills. Planning skills. People management skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Communication (verbal and written), Interpersonal, planning and organizing, financial management research Service delivery/Batho Pele oriented. Able to take the initiative, to work independently and as part of a team, and to liaise with different stakeholders at different levels.
<u>DUTIES</u>	:	Conduct investigations on grievances and disputes. Compile investigation reports and make recommendations to the Deputy Director for further processing. Represent the employer during grievance hearings. Facilitate grievance resolution during grievance meetings. Conduct trainings on grievances and disputes. Responsible to develop and implement EAP programmes. Manage all resources of the section (physical, human and financials). Develop partnership and network with stakeholders. Manage and analyse data and other wellness information for reporting purposes and produce report thereof. Co-ordinates events related to EAP in line with the departmental strategic objectives.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/118</u>	:	<u>ASSISTANT DIRECTOR: HUMAN RESOURCES DEVELOPMENT</u> Sub-Directorate: Corporate Services
<u>SALARY CENTRE</u>	:	R444 036 per annum Vhembe West Ref No: LDOE 19/01/2025 Waterberg Ref No: LDOE 20/01/2025
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resources Management/ Development will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Financial Management skills. Communication skills. Public Service Knowledge. Negotiation skills. Policy formulation and Analytical skills. Knowledge of Service Delivery Innovation skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook.
<u>DUTIES</u>	:	Ensure the implementation of HRD in the department. Build adequate capacity on HRD in the entire department. Conduct research. Coordinate the moderation and training in the department. Coordinate the moderation of performance evaluation results, recommend and implement rewards after approval. Liaise with statutory organizations and stakeholders regarding HRD implementation in the province. Manage the performance of employees within the sub-directorate.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/119</u>	:	<u>ASSISTANT DIRECTOR: SUPPLY CHAIN MANAGEMENT REF NO: LDOE 21/01/2025</u> Sub-Directorate: Finance
<u>SALARY CENTRE</u>	:	R444 036 per annum Vhembe West
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Supply Chain Management/ Assets Management and Financial Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability) Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication.

		Knowledge & Skills Knowledge of the PFMA, National Treasury Regulations, BBBEE, PPPFA, Procurement policies and procedures. Knowledge of SCM legislative frameworks and policies. Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Communication skills (verbal and written). Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook.
<u>DUTIES</u>	:	Implementation of Supply Chain Management and Asset management policies and procedures in the Department. Manage the implementation of the standardized inter control measures. Administer the BID administration process. Compliance to monthly SCM reports. Management of the SCM Database. Management of Contract appointment process. Compilation of assets management. Management of Asset disposal process in the district. Management of Human Resources in the unit including performance assessment of the official in the unit. Provide training to officials on new developments. Identify and mitigate risk within the unit. Monthly reporting on irregular expenditure. Administer demand management plans for all sub directorates and provide inputs to all programme managers during planning. Manage inventory (stock counts and reports). Management of movable and immovable assets in compliance with relevant legislation, departmental policies and procedures. Development of the movable and immovable asset management strategic plan. Management and authorization of internal transfer and physical verification of movable assts. Management of movable asset register through periodic reviews to ensure proper accountability for transfer of movable assets. Oversee and report on theft, loss, damage or mismanagement of movable the relevant authorities. Ensure implementation of policies, guidelines and procedure manuals pertaining to asset and fleet management. Ensure proper fleet management for government vehicle and subsidized vehicle. Ensure disposal of assets in line with applicable policy.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/120</u>	:	<u>ASSISTANT DIRECTOR: SYSTEM ADMINISTRATION, CERTIFICATION & DATA PROCESSING REF NO: LDOE 22/01/2025</u> Sub-Directorate: Systems Administration, Certification & Data Processing
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA Qualification/s Information Technology / Computer Science will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Good interpersonal skills. Planning and report writing skills. People management skills. Budgeting and Planning skills. Team Builder and Team Worker. Knowledge of PFMA. Knowledge of Examinations systems. Comprehensive knowledge and understanding of Examination and Assessment regulations, as well as Certification Directives. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook.
<u>DUTIES</u>	:	Registration of examination centres in the systems. Registration, resulting and certification of candidates for National Senior Certificate (NSC), Amended Senior Certificate (ASC), and other qualifications. Administer all processes relating to combination and re-issue of certificates. Data capturing management for NSC, SC (A) and other qualifications. Provide support, monitoring and supervision to all officials falling within the sub-directorate. Render support services to all Examinations Systems at Head Office and districts. Provide IT support and logistical services. Manage the budget and procurement of services and goods of the directorate. Coordination of examination activities across directorates in Examinations and Assessment, and the districts. Liaise with other directorates (like EMIS) to register and manage candidates across the systems.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/121 : **ASSISTANT DIRECTOR: PHYSICAL SECURITY SERVICES& REF NO: LDOE 23/01/2025**
Sub-Directorate: Security & Facilities Management Services

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Security Management/ Security Risk Management will be an added advantage. Grade B PSIRA registration and completion of Security Management Course offered by Sate Security Agency (SSA) will also be an added advantage. Five (5) years' experience in security management of which three (3) years must be at Lower Management post /Supervisory level 7/8. Valid drivers' license (with exception of person with disability). Core & Process Competence Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Sound knowledge of MISS, MPSS, National Key Points Act, Criminal Procedure Act, Control of Access to Public Premises and Vehicles Act, Labour Relations Act, PSIRA, OHS, Public Service Regulations, PFMA, Treasury Regulations, SASREA and other security related legislations. Ability to work with other stakeholders including SAPS, SSA and clients. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook) Ability to work under pressure and travel extensively. Technical skills in physical and electronic access control equipment like CCTV, biometric and intruder detection systems etc. All shortlisted candidates shall undertake a pre-entry practical exercise as part of the assessment method to determine the candidate's suitability based on the post's technical and generic requirements.

DUTIES : Coordinate and manage implementation of physical security measures for the Department of Education in the province in line with the Minimum Physical Security Standards (MPSS). Conduct Threat & Risk Assessments. Contract Management: management of Security Service Providers contracted to department. Roll out of security awareness programmes. Investigate security breaches and compile investigation reports. Coordinate provision of security measures for the Department. Enforcement of compliance with Occupational Health & Safety Act (OHS Act). Develop and oversee implementation of the Contingency Plan. Coordinate security planning for special events hosted by the Department. Security Stakeholders' engagement. Develop Standard Operational Procedures (SOP's) that give effect to the implementation of departmental security policy and related security directives. Security Administration: Compile and consolidate monthly and quarterly reports. Supervision and management of human resources.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/122 : **ASSISTANT DIRECTOR: COMMUNICATION SERVICES REF NO: LDOE 24/01/2025**
Sub-Directorate: Communication and Publication Services

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification in Communication Science/ Marketing/ Public Relation/ Media studies and Journalism will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competence Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Departmental Policies and Procedures. Public Finance Management Act (PFMA). Basic Knowledge of all legislations. Project Management. Batho Pele Principles. Planning and Organizing Interpersonal. Computer Literacy. Communication Skills. Problem Solving. Listening and observation. Negotiation. Event Management. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook)

DUTIES : Provide public relations an media liaison services at provincial level including performing duties and responsibilities as spokesperson for DoE in the Province

(daily)Organize stake holder briefings and exhibitions for the whole province (Bi-weekly). Market the services of the DoE at Provincial level (monthly) Manage DoE internal communication such as management of notice boards, posting of information on intranet, updating staff on issues affecting the department in the media, production of internal newsletter, etc (daily). Coordinate and facilitate all internal and external events in the provinces such as Imbizo outreach. Programmer, outside broadcasts, national commemorative days etc (yearly).

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/123 : **ASSISTANT DIRECTOR: CHANGE MANAGEMENT AND SERVICE DELIVERY IMPROVEMENT REF NO: LDOE 25/01/2025**
Sub-Directorate: Service Delivery and Organisational Transformation

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Head Office, Polokwane
: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Social Science will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Public Service Regulations, Acts, policies and procedures. Public Finance Management Act (PFMA). The White Paper on the Transformation of the Public Service of 1997. Good communication and listening skills Good interpersonal relationship. Ability to handle pressure. Conflict management. Policy analysing and interpretation skills. Report writing skills. Problem analysis and analytical thinking. Honesty and confidentiality Customer care skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

DUTIES : To develop the business plan in line with the strategic objectives of the Department. To coordinate the development of institutional service standards. To provide service delivery optimization program. To coordinate and manage complaints by the public and governance structures. To manage and coordinate gender mainstreaming and women empowerment.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/124 : **ASSISTANT DIRECTOR: PMDS REF NO: LDOE 26/01/2025**
Sub-Directorate: PMDS

SALARY CENTRE REQUIREMENTS : R444 036 per annum
: Head Office, Polokwane
: An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resources Management/ Development will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge & Skills. Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Strategic Capability and Leadership skills. People Management and Empowerment skills. Financial Management skills. Client orientation & and Customer Focus skills. Communication skills. Public Service Knowledge. Negotiation skills. Policy formulation and Analytical skills. Knowledge on Programme and Project Management. Knowledge of Service Delivery Innovation. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook

DUTIES : Ensure the implementation of PMDS & HRD in the department. Build adequate capacity on PMDS & HRD in the entire department. Conduct research. Coordinate the moderation and training in the department. Coordinate the

- moderation of performance evaluation results, recommend and implement rewards after approval. Liaise with statutory organizations and stakeholders regarding PMDS implementation in the province. Manage the performance of employees within the sub-directorate. Authorize /approve transactions in the PERSAL system(yearly).
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
- POST 05/125** : **ASSISTANT DIRECTOR: LEARNERSHIP & INTERNSHIP PROGRAMMES**
REF NO: LDOE 27/01/2025
Sub-Directorate: Corporate Services
- SALARY** : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resource Management / Public Management/ Public Administration will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge and Skills: Customer service. Relevant Government policies and Directives. Public Service Regularity Framework. HRD processes, methods, policies and procedures. Report writing. Negotiation. Interpersonal relations. Communication. Facilitation. Computer literacy. Attention to detail. Ability to work with limited supervision. Taking initiative. Contribute positively to the core values and ethics of the department. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
- DUTIES** : Coordinate implementation of Developmental Programmes within the Department. Facilitate the identification of mentors to support the interns and a nurturing environment. Facilitate the implementation of the Professional Developmental Programme. Conduct induction programme for interns and learners. Manage the allocated resources of the sub-directorate.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
- POST 05/126** : **ASSISTANT DIRECTOR: SKILLS DEVELOPMENT & BURSARIES REF NO: LDOE 28/01/2025**
Sub-Directorate: Corporate Services
- SALARY** : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Human Resource Development / Management/ Public Management/ Public Administration will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of person with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Client Orientation & Customer focus, Communication. Knowledge and Skills: Constitution of the Republic of South Africa, Growth and Development Summit Agreement,2003, Human Resource Development Strategy,2001, Human Resource Development Strategy for the Public Service,2002-2006, National Skills Development Strategy for NSDS 2001-2005, National Skills Development Strategy for NSDS 2006-2010, Public Service Act,103 of 1994, Public Service Regulations,2001, Skills Development Act, No 97 of 1998, Skills Development Levies Act, No 9 of 1999, The South African Qualification Act,58 of 1995, Skills & Knowledge: Talent management, Program and project management, Total quality management, People management and empowerment, Negotiation skills, Presentation/Facilitation skills, Report Writing, Time management, Communication, both formal, and informal, Creative/innovative. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

<u>DUTIES</u>	:	Coordinate the management of bursary fund. Identify bursary and leadership programme needs. Facilitate the reviewal of leadership programme strategy. Co-ordinate and implement the competency assessment programme. Coordinate the recognition of prior learning programme.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/127</u>	:	<u>ASSISTANT DIRECTOR: SALARIES & WAGES REF NO: LDOE 29/01/2025</u> Sub-Directorate: Financial Administration & Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Cost & Management Accounting/Financial Accounting will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of person with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Planning and organising, Good interpersonal relation skills, Presentation skills, Problem Solving skills. Knowledge of the PFMA, Treasury Regulations, Knowledge of BAS and PERSAL, Knowledge on Financial Administration. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook)
<u>DUTIES</u>	:	Supervise and perform salary administration support services: Allocation of salary advice, Monitor processing of salary advice, Monitor capturing of salaries, bonuses, salary adjustments and deductions, Authorise all salary related payments. Supervise the filing of all documents. Administer effective salary administration services: Compile a risk management profile for the section, develop salary administration control system, Report findings of the internal audit unit and recommend remedial actions. Monitor clearance of salary accounts. Ensure all salary related suspense accounts are cleared and reconciled on monthly basis, ensure all PERSAL exceptions are cleared on monthly basis before BAS system closure and that PERSAL & BAS expenditure is reconciled and submitted, ensure that all overpayments are reversed and recovered. Monitor rendering of general administration support services. Draw and analyse PERSAL management reports, Monitor and report on salary related processes, Compile monthly, quarterly and annual reports. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness, Resolve problems of motivation and control with minimum guidance from manager Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities, Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub-directorate, Manage daily employee performance and ensure timely Performance Assessments of all subordinates.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/128</u>	:	<u>ASSISTANT DIRECTOR EXPENDITURE MANAGEMENT REF NO: LDOE 30/01/2025</u> Sub-Directorate: Financial Administration & Accounting
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Internal Auditing/Cost & Management Accounting/ Financial Accounting/Financial Management/Taxation/B. Com in Finance or Accounting will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial

		Management, Client Orientation & Customer focus, Communication. Knowledge and Skills: Knowledge of the PFMA, Treasury Regulations etc. Knowledge of BAS and LOGIS. Knowledge of Financial Administration. Budget Examination and Analysis SCOA. Planning and Organising Skills, Good interpersonal relations. Presentation skills. Problem-Solving skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
<u>DUTIES</u>	:	Monitor effective processing of payments: Monitor payment of suppliers. Draw invoice detailed reports. Preauthorization & final authorization of payments on LOGIS system. Update invoice tracking register (Re apetala). Draw disbursement reports and payments stubs. Facilitate creditor's reconciliation. Compile a risk management profile for the section. Supervise the allocated resources: Maintain high standards by ensuring that the team / section produces excellent work in terms of quality / quantity and timeliness. Resolve problems of motivation and control with minimum guidance from manager. Delegate functions to staff based on individual potential provide the necessary guidance and support and afford staff adequate training and development opportunities. Ensure timeously development of job description and implementation of Work Plans and Personal Development Plans (PDP's) for all employees in the sub directorate. Manage daily employee performance and ensure timely Performance Assessments of all subordinates. Ensure management, maintenance, and safekeeping of assets and to develop appropriate skills.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/129</u>	:	<u>ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: LDOE 31/01/2025</u> Sub-Directorate: Procurement Management
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA Qualification/s in Supply Chain Management / Procurement / Logistics / Finance will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Knowledge of Centralise Supplier Data (CSD) base function is essential. Knowledge, understanding and application of the following prescripts: Public Finance Management Act, PPPFA, BBBEE, and National Treasury Regulations. Supply Chain Management Circulars, Practices and Policies. Risk Management Policies and Practices. Financial Accounting. Budget preparation. Bid administration, Procurement. Organising and planning, Conflict Management, People Management Skills, Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Decision Making. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
<u>DUTIES</u>	:	Coordinate the Reviewal of Procurement Needs for the Department. Analyse requirements. Conduct research and develop proposal for implementation. Assess and interpret the results of the research on the market for procurement methodology. Develop Demand Management Plan. Assist in developing/ reviewal of SCM Policies and Standard Operation Procedure. Develop strategic sourcing for effective and efficient service delivery. Ensure compliance with quality requirements. Determine whether specifications should contain any special condition. Coordinate the Development of the Annual Procurement Plan. Collection information from the relevant role players. Check (engage) and analyse the information. Confirm availability of Budget. Check alignment against strategic and other objectives. Consolidate the procurement plan and submit for approval by the Head of Department (HOD). Coordinate the Compilation of Tender/Quotation Specification. Determine whether a specification for the relevant commodity exists. Facilitate Bid Specification Committee sittings. Conduct working sessions with end users. Present to the Bid Specification Committee. Draft minutes of the Bid Specification Committee. Compile a document file for the acquisition process.

Conduct briefing sessions as and when required. Ensure compilation of accurate monthly and quarterly reports and submit thereof timeously. Monitor Procurement Plan and report thereof. If not oversee the collection and collation of information and the compilation of specification/terms of reference. Compile request for proposal as required if applicable.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/130 : **ASSISTANT DIRECTOR: CONTRACT MANAGEMENT REF NO: LDOE 32/01/2025**
Sub-Directorate: Procurement Management

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA Qualification/s in Supply Chain Management / Procurement / Logistics / Finance will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competence Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Constitution Act 108 of 1996, Supply Chain Management procedures, Government Procurement Policies, General conditions of contract, Closed Corporation Act of 1984, South African legal system Department's strategic plan, Internal policies. Verbal and written communication, Supervisory, Negotiation, Interpersonal relations, Decision-making, Problem solving, Analytical, Presentation, Training Provinces and in the workplace, Orientate customer focus, Time management, Computer Literacy (MS Word, Excel, PowerPoint, Access, Outlook & Internet). Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

DUTIES : Monitor, analyse and determine actions to ensure effective contract administration. Maintain the register of transversal contracts. Coordinate the development of Service Level Agreements and filling all signed contracts. Monitor and evaluate contract performance in line with the SLA. Monitor Compliance and control in contract management, coordinate improved service delivery. Manage resources of the Division.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/131 : **ASSISTANT DIRECTOR: FLEET MANAGEMENT REF NO: LDOE 33/01/2025**
Sub-Directorate: Assets & Fleet Management

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Fleet/ Transport Management/ Fleet / Transport Economics and Logistics Management /Public Management /Administration/ or Financial Management/ Travel Management / Tourism Management will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Public Service Financial Management Departmental Policy and Procedures Knowledge and understanding of Labour Relations Act and Basic Conditions of Employment Act, PFMA. Public Service Regulations. Public Finance Management Act. Skills. Leadership Facilitation. Research. Investigation. Computer literacy Presentation. Analytical Problem solving Verbal and written communication. Functional Computer literacy in (MS Word, MS Excel, MS Power Point and MS Outlook).

DUTIES : Monitor accounts and bookings support services in the Department in line with the relevant prescripts. Provide fleet monitoring and inspection in the

		Department. Monitor implementation of accident processes and procedures in the Department Monitor maintenance of all vehicles in the Department.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/132</u>	:	<u>ASSISTANT DIRECTOR: PUBLICATIONS & EVENTS, GRAPHIC DESIGNER REF NO: LDOE 34/01/2025</u> Sub-Directorate: Communication
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Communication, Journalism and Graphics Design/Development will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills Adobe creative suite (InDesign, Photoshop, Illustrator, Premier Pro) in the production of communication products, Digital media, Photography. Knowledge of the relevant legislation/ policies/ prescripts, guidelines, standards, procedures and best practices. Knowledge of global, regional and local political, economic and social affairs impacting on the South Africa Police Services. Events management. Computer competency (MS Word, Excel, Outlook, PowerPoint and emails). Communication skills (Written and Verbal), facilitation skills and report writing skills. Planning and organizing skills. Problem solving and decision making. Interpersonal relations, sound organizing skills, and project management skills. Communication and Information management, customer focus and responsiveness and ability to work long hours. Confidentiality and high-level reliability, confident and independent. integrity and honesty. Ability to work under pressure.
<u>DUTIES</u>	:	Facilitate and enhance communication services. Do Design products for awareness campaigns, Develop and implement communication campaigns and products, Design and roll out above-the-line communication campaigns and products in collaboration with relevant stakeholders (programmes, imbizos and facilities. Render graphic design, photographic and video services. Design promotional displays, marketing brochures, packing products, animations, layout method, logos for products and services. Plan, analyse and design a visual answer to a communication problem, Review and check the design to avoid errors before the final printing, take photos and videos for department, edit photos and videos for publications, manage the departmental digital library (pictures and videos). Facilitate departmental media events and functions. Oversea departmental social media accounts (Facebook, twitter, you-tube, Instagram), implement social media strategy in align with the departmental cooperate identity manual, conduct research on current social media standard trends and audience preferences. Edit, publish and share engaging content, monitor the department social media platforms and respond accordingly, stay up to date with the current technologies and trends in social media, design tools and system. Enhance department identity and brand. Develop branding initiatives, establish and maintain the image of the department, implement new features to develop brand awareness, promote departmental programmes in line with the CSPS calendar and write news diary of events.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/133</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED MONITORING & EVALUATION REF NO: LDOE 35/01/2025</u> Sub-Directorate: Integrated Monitoring & Evaluation
<u>SALARY CENTRE REQUIREMENTS</u>	:	R444 036 per annum Head Office, Polokwane An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Monitoring and Evaluation will be added advantage. Five (5)

		years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid driver's license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Research skills. People Management and empowerment skills. Negotiation skills. Knowledge of compiling evaluation and research reports. Ability to identify public problems needing evaluation. Willing to do field work. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Development of monitoring and evaluation plans. Conduct M & E activities. Compile M & E Reports. Develop monitoring and evaluation tools. Develop evaluation improvement plans for evaluation findings.
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/134</u>	:	<u>ASSISTANT DIRECTOR: INTEGRATED PLANNING, RESEARCH & POLICY CO-ORDINATION REF NO: LDOE 36/01/2025 (X2 POSTS)</u> Sub-Directorate: Integrated Planning, Research & Reporting
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Report writing skills, Communication skills, Project Planning, Interpersonal relations, Problem – solving skills, Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<u>DUTIES</u>	:	Coordinate research activities. Initiate research projects and draft research proposals Develop Budgets for research projects and timeframes. Collect and analyse research data. Draft Research Reports. Key Performance Areas for Policy Coordination. Coordinate policy development, implementation and evaluation. Facilitate the review of policies. Compile Policy Review Reports. Maintain Departmental Policy repository
<u>ENQUIRIES</u>	:	Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921
<u>POST 05/135</u>	:	<u>ASSISTANT DIRECTOR: NORMS & STANDARDS FOR SCHOOL FUNDING REF NO: LDOE 37/01/2025</u> Sub-Directorate: Norms & Standards for School Funding
<u>SALARY</u>	:	R444 036 per annum
<u>CENTRE</u>	:	Head Office, Polokwane
<u>REQUIREMENTS</u>	:	An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Financial Management/Accounting will be an added advantage. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g Public Service Act, Labour Relations Act, PFMA, etc. Knowledge of the relevant policies/prescripts and procedures, etc. Communication skills. People management skills. Time management skills. Sound organizational skills.
<u>DUTIES</u>	:	Provide support for all subsidized schools for the utilization of funds: Verify if the schools spend as per Departmental prescript. Verify if the funds are utilized for curriculum purpose. Ensure that school financial books and finance policy are in place. Allocation of funds according to school ranking: Ensure and confirm school is allocated per quantile per school. Ensure and confirm

allocation according to the rankings. Check and verify the correctness of payment advice as per allocations to be transferred to schools. Monitor and reporting on school budgets: Ensure compliance per school according to the PFMA. Evaluation And Analysis of Annual Financial Statements: Ensure that Financial Annual Statement are audited by qualified auditor. Ensure that Financial Annual Statement are signed and stamped.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/136 : **ASSISTANT DIRECTOR: DONOR FUNDING AND IGR REF NO: LDOE 38/01/2025**
Sub-Directorate: Intergovernmental Relations, Donor Funding and Education Trust

SALARY : R444 036 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Five (5) years' experience of which three (3) years must be at Lower Management post /Supervisory level 7/8 within related field. Valid drivers' license (with exception of people with disability). Core & Process Competencies. Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and Skills. Report writing skills, Communication skills, Project Planning, Interpersonal relations, Problem – solving skills, Presentation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

DUTIES : Manage Intergovernmental Relations and Donor funding functions. Participate in other intergovernmental and inter – departmental forums and sessions. Establish partnerships with National, Provincial and Local levels of government. Manage implementation of MoUs with SADC and Foreign Countries

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/137 : **SENIOR STATE ACCOUNTANT: BUDGET REF NO: LDOE 40/01/2025**
Sub-Directorate: Finance

SALARY : R376 413 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Accounting/Business Administration will be an added advantage. Valid drivers' license (with exception of person with disability). Three (3) years relevant experience. Core & Process Competencies Knowledge Management, Problem – solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge and skills. Generic competencies: Finance, problem solving and client orientation and customer focus, good verbal/ and written communications skills, Decision making skills. Knowledge of: Public Finance Management Act (PFMA), Treasury Regulations, guidelines and directives, Reconciliation processes, Understanding of Government financial delegations, Management of government departments standard chart of accounts, Government Budget systems, principles and procedures, Government Financial Systems, Supply Chain Management, Financial prescripts (GAAP and GRAP), Basic Accounting System (BAS) and PERSAL System. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

DUTIES : Consolidate and check budget planning, monitoring and reporting, check and verify strategic budget documents required for the strategic and annual performance planning processes, Check and verify the relevant financial information required in the evaluation and development of business and project plans, Consolidate the supporting information for various financial planning processes. Supervise the budget preparation process: - Consolidate budget information for the completion of the Medium-Term Expenditure Framework (MTEF), Adjusted Estimates of National/Provincial Expenditure (AENE) and Estimates of National/Provincial Expenditure (ENE) in compliance with

National Treasury guidelines. Check and verify the monthly cash flow and adjusted cash flow against the estimates of expenditure/adjusted estimates of expenditure. Prepare, consult and implement the adjustment estimate process. Monitor the recording of adjustment on the accounting system and review the record of supporting documentation. Capture adjustment on the accounting system. Assess where rollovers are required by reviewing expenditure against budget. Assess whether the approved rollovers are updated on the accounting system. Coordinate the standardized management accounting reporting activities: - Check and monitor the capturing of management accounting information on the monthly reporting templates, consolidate, check, and verify the information in the in-year monitoring management reports for the department, collate financial and non-financial performance information to be included in the annual report. Collate and capture information on interim and annual performance reporting templates and compile draft reports required for the interim and annual performance reporting. Prepare presentations for meetings with internal governance structure and oversight bodies, attend to audit queries. Gather and submit information requested by auditors within required.

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/138 : **CORPORATE INVESTIGATOR REF NO: LDOE 41/01/2025 (X2 POSTS)**
Sub-Directorate: Risk - Integrity Management

SALARY : R376 413 per annum
CENTRE : Head Office, Polokwane
REQUIREMENTS : An undergraduate qualification (NQF level 6) as recognized by SAQA. Qualification/s in Accounting /Auditing/ Law/Internal Auditing/Criminal Justice/Forensic Investigations will be an added advantage. A minimum of 03 - 05 years' relevant experience in a Forensic Investigations/ Commercial Crime environment. A valid driver's licence except for people with disability. Core & Process Competencies Knowledge Management, Problem – solving and analysis, Change Management, Client Orientation & Customer focus, Communication. Knowledge & Skills: Problem solving and analysis. Programme & Project Management. Change Management. Client Orientation & Focus. Knowledge, application and interpretation of the Constitution of the Republic of SA Act, Public Finance Management Act, Promotion of Access to Information Act, Annual Division of Revenue Act, Provincial Appropriation Act, Preference Procurement Policy Framework Act, Government Immovable Asset Management Act, Public Audit Act, Provincial Tax Regulation Process Act, Criminal Procedures Act, Public Service Act, Organised Crime Act, Financial Intelligence Centre Act, Prevention and Combating of Corrupt Activities Act. Lateral and innovative thinking. Investigative skills. Organizational relationships. Report writing. Interpersonal relations. Analytical and quantitative method tools. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

DUTIES : Develop and review of initial planning of investigation. Execution of investigations. Drafting of investigation report and review reports compiled by SCI's or CI's. Report fraud related risks to Risk and Advisory Services Unit. Assist in providing consolidated reports to the relevant stakeholders. Management of resources and staff development. Implement the risk management framework in the organisation. Participate in the development of the risk management framework. Implement the risk management plan. Advocate and promote risk management in the organisation (awareness activities). Capacity building (training and development). Develop and maintain stakeholder and client relationships. Continuous monitoring the risk environment. Collect statistical information on indicators of risks. Detect changes in the risk environment (internal and external context).

ENQUIRIES : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921

POST 05/139 : **ARTISAN FOREMAN (MECHANICAL) REF NO: LDOE 42/01/2025**
Sub-Directorate: Fleet Management

SALARY : R308 154 per annum

- CENTRE** : Head Office, Polokwane
- REQUIREMENTS** : Junior Certificate and N3 Certificate. Motor Mechanic Trade Test Certificate in terms of section 28 of the manpower Training act of 1981. Minimum of 05 years working experience as motor mechanics. A valid driver's licence except for people with disability. Competencies, Knowledge & Skills: Display competency in relation to core function of the post. Be proficient in English. Computer literacy.
- DUTIES** : Perform quality and cost-effective repairs and maintenance of GG Cars. Ensure a clean and safe working environment. Diagnose, strip and determine the parts required for service and repairs. Ensure safe keeping of tools and equipment's.
- ENQUIRIES** : Mr Lukheli TV at 081 535 3675, Mr. Ramaru TE at 067 873 7345, Mesdames Mmowa LS at 081 532 6059, Phasiwe N at 081 550 2664 and Maupi MJ at 081 530 8921