

Professionalisation Volume 1, a requirement for appointment into SMS posts is the successful completion of the Senior Management Pre-Entry programme as endorsed by the National School of Government (NSG). The Course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme/>. Certificate to be submitted prior to appointment.

MANAGEMENT ECHELON

<u>POST 37/75</u>	:	<u>DIRECTOR: ELEMENTARY EDUCATION & DEVELOPMENT REF NO: PS11/2025/01</u>
<u>SALARY</u>	:	R1 266 714 – R1 492 122 per annum. (level 13) An all-inclusive salary packages the total package includes 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.
<u>CENTRE REQUIREMENTS</u>	:	Bloemfontein, Head Office
	:	A qualification at NQF level 7 as recognized by South African Qualifications Authority (SAQA). 5 Years of experience at a middle/senior managerial level. Recommendations: Valid Code B/EB Drivers license. Pre-entry certificate for the Senior Management Services to be submitted prior to appointment. Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organizational and people management skills; computer literacy; a highly developed interpretative and conceptualization/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurized circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers and ability to deal with complex situations.
<u>DUTIES</u>	:	Key Responsibilities: Ensure effective and efficient coordination and overall management of the ECD service in the province. To manage the implementation of strategic plan, Annual Performance Plan and the Operational Plan. To manage the performance of the unit in term of the Children's Act 38 of 2005 pertaining to partial care and Child Protection as well as the implementation of the National Curriculum Framework (NCF) and all other applicable legislations in the ECD sector. Ensure proper Financial management and coordination in the ECD sector in line with the PFMA and related policies. Monitor and ensure timely transfer payments to ECDs. Ensure proper planning, coordination of professional development of Social Workers and ECD practitioners in the ECD sector. To ensure that Partial care database/registers are in place and monitored. Ensure that all ECD service is uploaded on the agreed upon Learner Management System. Ensure that capacity building support programs and training are conducted and monitored for ECD management and governance and output assessed. Ensure that the district quarterly review sessions are arranged and guidance is provided on the expected outcomes. Ensure the expansion of the ECD service within the province by providing the necessary support across the districts. Facilitate Inter-Sectoral Coordination to improve and better the ECD service.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr. ET Montso Tel No: (051) 404 8426
	:	erecruitment1@fseducation.gov.za

OTHER POSTS

<u>POST 37/76</u>	:	<u>SOCIAL WORKER POLICY DEVELOPMENT: GRADE 1: REF NO: PS11/2025/02</u>
		Permanent Grant Post: Elementary Education & Development Directorate
<u>SALARY</u>	:	R453 201 – R506 868 per annum (OSD). A basic annual salary
<u>CENTRE</u>	:	Bloemfontein Head Office
<u>REQUIREMENTS</u>	:	Formal Tertiary Qualification in Social Work (e.g. Bachelor of Social Work) that allows professional registration with the South African Council for Social Service Professions, Compulsory registration with SACSSP as a Social

		Worker, A minimum of 8 years appropriate experience in Social Work after registration as a Social Worker with SACSSP. A valid driving license. Grade 2: A minimum of 18 years appropriate experience in social work after registration as Social Worker with the SACSSP of which 10 years must be appropriate experience in Social Work Policy Development. Recommendations: Must be able to generate ideas and innovative approaches in order To contribute solutions to problems. Must be able to work effectively and cooperatively with persons of diverse backgrounds. Must be able to write formal documentations (ie, reports) and communicate verbally through the selection of relevant delivery mechanisms. Must be able to identify, define problems, analyze situations, apply critical thinking and develop solutions. Must be able manage and build cohesive work teams , work effectively within teams including social work teams, multidisciplinary teams and multi- sectoral teams. Must be able to operationalize and implement the strategic imperatives and policies. Must be able to build and maintain a network of professional relations. Must be able to plan and organize the work of the work unit and groups. Must be able to plan and manage projects in order to deliver on time, within cost and at the required quality level. Must demonstrate social work values and the principles of human rights and social justice.
<u>DUTIES</u>	:	Key Responsibilities: Develop, implement and maintain social work policies, Ensure that supervisees challenge structural sources of poverty, inequality, oppression, discrimination and exclusion. Demonstrate an in depth understanding of complex and advanced human behaviour and social systems. Intervene efficiently and effectively at the points where people interact with their environment in order to promote social wellbeing. Assist, advocate and empower individuals, families, groups, organizations and communities to enhance their social functioning and their problem-solving capacities, prevent and alleviate distress and use resource efficiently and effectively. Provide social work services towards protecting people who are vulnerable, at risk and unable to protect themselves. Conduct social work research. Monitor, evaluate and quality assure all policies and legislation. Provide support to stakeholders. Review, develop, interpret, apply, provide guidance, analyze impact on social work policies, legislation, related legal and ethical social work practices and ensure that new policies are understood and implemented.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Tladi Tel No: (066) 0159 086
	:	erecruitment2@fseducation.gov.za
<u>POST 37/77</u>	:	<u>ASSISTANT DIRECTOR: EARLY CHILDHOOD DEVELOPMENT CENTRES: REF NR PS11/2025/03</u> Physical Resource Planning and Property Management Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R468 459 – R561 894.per annum (Level 9). A basic annual salary
	:	Bloemfontein Head Office
	:	An appropriate 3-year degree/diploma or equivalent qualification with Civil/Building construction as a subject. (NQF Level 6) Applicable experience at a supervisory level. Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Manage the Administration of the ECD Infrastructure grant. Management of subordinates. Manage and compile reports
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Tladi Tel No: (066) 0159 086
	:	erecruitment2@fseducation.gov.za
<u>POST 37/78</u>	:	<u>ADMINISTRATIVE OFFICER: EARLY CHILDHOOD DEVELOPMENT CENTRES:REF NR PS11/2025/04</u> Physical Resource Planning and Property Management Directorate
<u>SALARY CENTRE REQUIREMENTS</u>	:	R325 101 – R382 959.per annum (Level 7) A basic annual salary
	:	Bloemfontein, Head Office
	:	An appropriate 3-year degree/diploma or equivalent qualification with financial subjects. (NQF Level 6) Computer literacy and valid driver's license.
<u>DUTIES</u>	:	Chief User duties related to Supply Chain Management i.e. requisitioning and payments. Financial Management duties such as budgeting, commitment register and monthly compliance reporting. Supervising admin clerks.
<u>ENQUIRIES APPLICATIONS</u>	:	Mr L Tladi Tel No: (066) 0159 086
	:	erecruitment4@fseducation.gov.za
<u>POST 37/79</u>	:	<u>ADMINISTRATIVE OFFICER: EARLY CHILDHOOD DEVELOPMENT CENTRES: REF NR PS11/2025/05: (5 POSTS)</u>