

of projects. Experience and understanding of budgets from an infrastructure perspective and in the public service domain. Must have strong verbal and written communication skills and experience to support this. Must have strong report writing skills. Must be comfortable operating independently and in a team environment.

DUTIES : Manage District inputs for infrastructure planning. Manage implementation of all types of building projects in the Education Districts. Undertaking and compiling Condition Assessments of school facilities including NEIMS assessments. Manage School Maintenance and disaster management. Manage people and finances.

ENQUIRIES : Mr GP Nieuwoudt Tel No: (021)467 2052

POST 06/215 : **SOCIAL WORKER SUPERVISOR GRADE 1 REF NO: 80**
District Office: Education District Office West Coast

SALARY : Grade 1: R477 564 – R561 378 per annum, (OSD as prescribed)
Grade 2: R585 441 – R893 949 per annum, (OSD as prescribed)
Salary depending on years of experience after registration with the professional body.

CENTRE REQUIREMENTS : Paarl
Formal tertiary qualification in Social Work (e.g. Bachelor of Social Work). Registration with the South African Council for Social Service Professions (SACSSP) as Social Worker and proof of payment of registration for 2024. A minimum of 7 years appropriate experience in social work after registration as Social Worker with the SACSSP. Recommendations: Valid Drivers License. Experience in the field of child and youth care. Knowledge of: Inclusive Education (IE) policies (White Paper 6); Screening, Identification, Assessment and Support (SIAS) policy; Guidelines on the development of Full-service/Inclusive Schools; Guidelines on the development of Special Schools into Resource Centres; Responding to Learner Diversity in the Classroom; Care and Support for Teaching and Learning (CSTL); Integrated School Health Policy. Skills: Organising and planning. Project Planning. Psycho social intervention. Communication and language (2 Official languages). Interpersonal. Report-writing. Computer literacy. Presentation and facilitation. Problem Solving and analysis. Client orientation and customer focus. Personal Attributes. Therapeutic assessment and techniques; Multi-disciplinary teamwork; Preventative and developmental approach; Development of training programmes; Report writing; Analysis of data and trends; Therapeutic research methodology; Communication, consultation and facilitation skills; Computer literacy; Presentation skills and organising and planning.

DUTIES : Plan and coordinate the implement of social work capacity building programmes for the early identification of and interventions relating to social, emotional and behavioural barriers to learning. Coordinate and monitor the provision of training to teachers, parents and support in the early identification and management of learners who experience social, emotional and behavioural barriers to learning. Coordinate and plan the development and implementation of preventative programs for learners, parents and School Governing Bodies (SGBs) that address and/ or prevent social emotional and behavioural barriers to learning. Plan, coordinate and monitor the implementation of Inclusive Education Policies. Render, manage and coordinate the provision of specialised social work support to strengthen District and School-based support teams (DBSTs/SBSTs)w rt: training sustaining and promoting SBSTs in collaboration with the DBST; collaboration of multi-disciplinary teams (DBSTs); provision of social work advisory services to SBSTs; provision of direct social work services to learners when necessary; provision of social work inputs for the district with regard to policy development and reviews; conducting of discipline specific research. Render, manage and coordinate participation in inter- and intra-sectoral networks and collaborations; promote inclusive schools as Centres of Care and Support for Teaching and Learning (CSTL); participation in the district-level inter-sectoral forums to support and enhance the capacity of the system to address barriers to learning; liaison with relevant professional boards and tertiary institutions. Provide professional supervision of Social Workers within the district to ensure an effective, efficient and quality school social work services. Monitor, guide and support school social workers within the district on legislation, policies and guidelines relating to social work service delivery in the Public Ordinary and Public Special Schools. Monitor and support the process of assessments,

reporting, referrals and placement of Learners according to levels of need. Monitor and support the implementation of social work administration- and record keeping management processes. Participate in the recruitment and selection of social workers in the district. Ensure compliance to SACSSP CPD policy. Conduct the effective management of performance appraisal of social workers within the district. report quarterly on social work service delivery within the district to the Head: Learner Support and the Provincial Social work Manager.

ENQUIRIES : Mr N Petersen Tel No: (023) 348 4600

POST 06/216 : **ASSISTANT DIRECTOR REF NO: 94**
Directorate: Management Accounting

SALARY : R468 459 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : A relevant National Diploma or Degree in Finance, plus a minimum of 3 years relevant experience in a financial and/or budget environment; A valid driver's license. Knowledge: Knowledge of financial policies and regulations. Knowledge of financial processes. Ability to analyze and interpret financial data. Advanced computer literacy in Microsoft Office applications (Word, Excel and PowerPoint). Technical knowledge of financial systems. Excellent written and verbal communication skills in at least two of the three official languages of the Western Cape. The ability to give clear direction in realizing objectives. Knowledge of financial data modelling. Strong analytical, problem-solving and decision-making skills. Ability to work independently and under pressure in a dynamic and diverse environment. People management skills.

DUTIES : Provide management information with regard to the financial processes within the Department, for example institutional funding and budget-related matters. Ensure effective implementation and monitoring of financial policies and guidelines and assist in the formulation thereof. Manage and analysis of project costing/related activities including providing advice on the outcome of these costing to management. Analyse expenditure trends/reports and provide reports to management and external stakeholders. Co-ordination and preparation of submissions/presentations to serve at high level meetings. Manage and submit cash flow plans as well as the reporting thereof. Manage the re-allocation of funds and movement of funds allocated within the budget after reprioritization. Ability to assist and support financial data modelling. Analyse and interpret financial and non-financial data and prepare a submission on the findings to management including performance reporting and financial statement inputs. Manage institutional funding including communication, affordability of costing proposals and payments. Research and development of policy applications in a financial environment. Management of staff in the component including general administrative tasks and other employee related matters.

ENQUIRIES : Mr R Eyssen Tel No: (021) 467 2662

POST 06/217 : **ASSISTANT DIRECTOR: WORKFORCE PLANNING REF NO: 26**
Directorate: Strategic People Management

SALARY : R468 459 per annum (Level 09)
CENTRE : Cape Town

REQUIREMENTS : At least a recognized 3-year post matric qualification which can be in Human Resource Management, Public Management or Industrial psychology, with at least 3 years relevant experience in human resources. Knowledge: Knowledge of post provisioning and workforce planning related process., Knowledge of post provisioning and workforce planning related systems., Knowledge of related prescripts, Ensure compliance with educator/public servant prescripts, Labour Relations Act (LRA), 66 of 1995., Employment of Educators Act 76 of 1998., Public Service Act, 1994, South African, Schools Act 84 of 1996, Basic Conditions of Employment Act (BCEA) 75 of 1997., Knowledge of other related legislation. Skills: Numeracy, Literacy, Computer Literacy, Language skills, Project Management Leadership skills, Interpersonal skills, Analytical skills, Problem solving, Decision Making, Facilitation and Presentation skills, Conflict resolution, Organising, Good written and oral communication skills.

DUTIES : Operationalise and implement the administration of the basket of educator posts process for Ordinary Public Schools and Ordinary Special Schools. Operationalise, coordinate and report on the implementation of workplace