

# DEPARTMENT OF EDUCATION

## CHIEF DIRECTOR: DISTRICT OPERATION MANAGEMENT – JOHANNESBURG REGION (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)

**BRANCH:** CURRICULUM MANAGEMENT DELIVERY

**REF NO:** HO2018/07/01

**SALARY:** R1 127 334.00 per annum (an all-inclusive package)

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** An appropriate NQF level 7 qualification in management/administration, with at least a minimum of 5 years senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. **COMPETENCIES:** Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential. Ability to work under pressure.

**DUTIES:** Manage the provision of support to districts. Ensure proper coordination for all support and activities to and with districts. Ensure proper coordination and collection of information and statistics to facilitate classroom support. Oversee expenditure programmes of district offices. Oversee staffing levels at district offices to ensure effective support to institutions. Managing and monitoring of district performance. Promote social transformation, justice and cohesion in the education system. Manage the integrated support programmes through the facilitation of interface between the department and stakeholders. Manage the strategic support direction and planning in the districts. Formulate strategies for efficient support programmes to districts. Ensure the implementation, monitoring and evaluation of departmental policy and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the Branch as expected in the relevant Public Service Acts and policies. Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the component. Disseminate information to all stakeholders (team, managers, etc.) and report activities. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks. Report to and participate in all appropriate national, provincial, departmental and other structures and processes.

**ENQUIRIES:** Mr. Hector Tsosane **Tel. No:** (011) 843 6533

## DIRECTOR: INFRASTRUCTURE PLANNING AND PROPERTY MANAGEMENT

### CHIEF DIRECTORATE: PHYSICAL RESOURCES PLANNING AND PROPERTY MANAGEMENT

**REF. NO:** HO2018/07/02

**SALARY:** R948 174.00 per annum (an all-inclusive package)

**CENTRE:** Head Office, Johannesburg

**REQUIREMENTS:** An appropriate NQF level 7 Degree in the Built Environment qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in design and delivery of infrastructure programmes and experience in infrastructure portfolio management. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the infrastructure policies and strategies. **COMPETENCIES:** Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

**DUTIES:** Develop and manage strategies, policies, systems, norms/standards and plans related to infrastructure, associated equipment and property management. Manage the physical resources planning framework, prioritisation model(s), Business Cases and Project Briefs. Interpret and apply norms and standards. Direct infrastructure analyses. Finalise infrastructure planning documents. Direct property management. Manage operations as it pertains to leases, acquirement of land and rates & taxes. Align the core business of the Directorate to the strategic goals and objectives of the Chief Directorate. Manage people and finances.

**ENQUIRIES:** Mr. Hector Tsosane **Tel no:** 011 843 6533

**NOTE:** All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools

### CLOSING DATE: 20 July 2018

Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Applications must be delivered or posted to: Physical address: 26th Loveday Street, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.

**PLEASE NOTE:** Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful.