

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF EDUCATION**

*Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Women and people with disabilities are encouraged to apply*

- APPLICATIONS** : The Head Of Department, Department of Education, Private Bag X 9489 Polokwane 0700 or can be handed in at Office No. H03 [Registry, 113 Biccard Street, Polokwane,0700
- CLOSING DATE** : 08 November 2017, Time: 16h30.
- NOTE** : Applications should be submitted on the prescribed Form Z83 (obtainable from any Public Service Department or on the internet at [www.gov.za/](http://www.gov.za/) document. Applications should be accompanied by a recent comprehensive C.V, certified copies of all qualifications and a copy of Identity document. The shortlisted candidates will be subjected to a personnel suitability check (i.e. verification of educational qualifications, previous work experience, citizenship, reference checks, criminal record checks, verification of financial/ assets record check and security vetting).Note: Candidates who previously applied for the re-advertised post need to re-apply. The full contents of the advertised posts will be posted on the following websites [www.limpopo.gov.za](http://www.limpopo.gov.za/) / [www.education.limpopo.gov.za](http://www.education.limpopo.gov.za/) / [www.dpsa.gov.za](http://www.dpsa.gov.za/) / [www.vukuzenzele.gov.za](http://www.vukuzenzele.gov.za/).All shortlisted candidates for Senior Management Services (SMS) posts will be required to: sign SMS employment contract and performance agreement and disclose their financial interests. All shortlisted SMS candidates 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 generic managerial competency assessment for SMS in compliance with Department of Public Service and Administration Directive. The Department reserves the right not to make any appointment to the post advertised. The employment decision shall be informed by the Employment Equity Plan of the Department. No Faxed, emailed and applications received after the closing date, whether posted or hand –submitted will not be considered. Failure to comply with the above requirements will result in the disqualification of the applicants. Applicants who apply for more than one position are requested to submit separate applications for each position. Due to large number of applications we envisage, correspondence will be limited to shortlisted candidates only. If you do not hear from us within three (3) months after the closing date consider your application as being unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to seek reasons for the above administration action in terms of Promotion of Administrative Justice Act (PAJA), Act No.3 of 2000.

**MANAGEMENT ECHELON**

- POST 42/46** : **CHIEF DIRECTOR: INFORMATION COMMUNICATION AND TECHNOLOGY MANAGEMENT: REF NO: 26/17**
- SALARY** : R1 127 334.00 per annum (all inclusive) Level 14
- CENTRE** : Head Office-Polokwane
- REQUIREMENTS** : An undergraduate qualification or equivalent qualification at NQF level 7 as recognized by SAQA. Qualification in Information Technology / Information Systems/ Information Management will be an added advantage. Five (5) years' experience at a senior managerial level. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.
- DUTIES** : Provide information technology services, knowledge management and information management and auxiliary services. Overall management of IT Business

Processes and Services. Management of IT infrastructure. Management of IT risks.

**ENQUIRIES** : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

**POST 42/47** : **DIRECTOR: LABOUR RELATIONS: REF NO: 27/17**

**SALARY** : R948 174.00 per annum (all inclusive) Level: 13  
**CENTRE** : Head Office-Polokwane  
**REQUIREMENTS** : An undergraduate qualification or equivalent qualification at NQF 7 as recognised by SAQA. Qualifications in Labour Law / Labour Relations/ LLB will be an added advantage. At least five (5) years' experience at a middle/ senior managerial level. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.

**DUTIES** : Develop, coordinate and implement policy regarding disciplinary and grievance Procedures. Ensure conduct management in compliance with disciplinary codes and procedures. Provide collective bargaining.

**ENQUIRIES** : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

**POST 42/48** : **DIRECTOR: EXECUTIVE SUPPORT: REF NO: 28/17**

**SALARY** : R948 174.00 per annum (all inclusive) Level: 13  
**CENTRE** : Head Office- Polokwane  
**REQUIREMENTS** : An undergraduate qualification or equivalent qualification at NQF level 7 as recognizes by SAQA. Qualification in Public Management / Public Administration will be an added advantage. At least 5 years' experience at a middle/ senior managerial level. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.

**DUTIES** : Manage Ministerial and other Head of Department (HOD) enquiries. Render executive administrative support services to the HOD. Provide support services to the departmental management committees, technical social cluster and, audit committee. Coordinate portfolio committee reports and other oversight reports. Ensure that complaints directed to the HOD's office are timeously resolved. Manage the document flow between the department and the MEC's office.

**ENQUIRIES** : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

**POST 42/49** : **DIRECTOR: HUMAN RESOURCE ADMINISTRATION SYSTEMS: REF NO: 29/17**

**SALARY** : R948 174.00 per annum (all inclusive) Level: 13  
**CENTRE** : Head Office- Polokwane  
**REQUIREMENTS** : An undergraduate qualification or equivalent qualification at NQF level 7 as recognizes by SAQA. Qualification in Human Resource Management / Public Administration / Management will be an added advantage. At least 5 years' experience at a middle/ senior managerial level. Knowledge of PERSAL system will be an added advantage. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.
<b><u>DUTIES</u></b>	:	Manage provisioning of human resources for Public Service Act staff and Employment Educators Act staff. Maintain the conditions of service for Public Service Act staff and Employment of Educators Act staff
<b><u>ENQUIRIES</u></b>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<b><u>POST 42/50</u></b>		<b><u>DIRECTOR: POLICY IMPLEMENTATION, MONITORING SUPPORT AND EVALUATION (FURTHER EDUCATION &amp; TRAINING (FET), GENERAL EDUCATION &amp; TRAINING (GET): REF NO: 30/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R948 174.00 per annum (all inclusive) Level: 13
	:	Head Office- Polokwane
	:	An undergraduate qualification or equivalent qualification at NQF level 7 as recognizes by SAQA. Qualifications in Policy Studies / Development Studies will an added advantage. At least 5 years' experience at a middle/ senior managerial level. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.
<b><u>DUTIES</u></b>	:	Management and promotion of examinations and assessment policy and assessment ethics. Monitoring examinations and assessment policy implementation. Management, monitoring and moderation of School-based assessment (SBA) and external assessments. Reporting on learner achievement and feedback. Manage and ensure compliance with centre and learner registration requirements and concessions. Manage continual research projects and provision of assessment feedback. Quality assurance and verification of learner schedules and report cards in GET and FET Band. District examination and assessment coordination.
<b><u>ENQUIRIES</u></b>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<b><u>POST 42/51</u></b>		<b><u>DIRECTOR: PROCUREMENT SERVICES: REF NO 31/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R948 174.00 per annum (all inclusive) Level: 13
	:	Head Office- Polokwane
	:	An undergraduate qualification or at NQF level 7 as recognizes by SAQA. Qualification in Supply Chain Management / Finance/ Public Administration will an added advantage. *At least 5 years' experience at a middle/ senior managerial level. Computer literacy. A valid driver's license. 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, Supply Chain Management Legislative Framework and LOGIS, Knowledge, Negotiations, Policy formulation and Analytical thinking.
<b><u>DUTIES</u></b>	:	Manage the procurement of goods and services within the department (provide demand, acquisition, contract and logistics management). Manage Departmental Annual Procurement Plans. Ensure compliance with Supply Chain Management Legislative Framework. Prepare management reports on procurement. Management of the Directorate staff and budget.
<b><u>ENQUIRIES</u></b>	:	Ms. Montja M.M at 015 284 6569 or Ms. Phalafala R.M at 015 284 6524 or Mr. Makama MM at 015 284-6507 or Mr. Thoka LW at 015 284-6528.
<b><u>POST 42/52</u></b>		<b><u>DISTRICT DIRECTOR: [4 POSTS]</u></b>
<b><u>SALARY CENTRE</u></b>	:	R948 174.00 per annum (all inclusive) Level 13
	:	Lebowakgomo District: REF NO: 32/17
	:	Riba Cross District: REF NO 33/17

Tzaneen District: REF NO 34/17  
Tshitandani District: REF NO 35/17

- REQUIREMENTS** : An undergraduate qualification at NQF level 7 as recognized by SAQA. Extensive knowledge in curriculum, management, governance and public service administration will be an added advantage. Extensive knowledge of the relevant legislations and regulations in the Education sector. At least 5 years of experience at a middle/senior managerial level. Knowledge of legislations governing human resource and finance. Computer literacy. A valid driver's license. Competencies: Strategic Capability and Leadership, People Management and Empowerment, Programme and Project Management, Financial Management, Change Management, Knowledge Management, Service Delivery Innovation, Problem Solving, data interpretation and Analysis, Client Orientation and Customer Focus, Communication and report writing skills, Public Service Knowledge, Negotiations, Policy formulation and Analytical thinking.
- DUTIES** : Provide strategic leadership pertaining to the administration and management of the District. Oversee coordination and support of the provisioning of teaching and learning services in the District. Oversee coordination of curriculum delivery and advisory support services for GET and FET. Ensure effective management and administration of examinations and other learner assessment programmes. Provide district management and governance services. Facilitate integrated planning, monitoring and evaluation of schools' performance. Oversee institutional development and quality assurance programmes. Provide support to teaching and learning programmes, learner support services and professional development of teachers, managers and administration staff. Provide oversight and ensure accountability at district, circuit and school levels. Ensure effective management of district operations (human resource, finance and Education Management Information System (EMIS)). Promote peaceful labour relations and cooperation in the District especially with regards to recognised social partners and other important stakeholders. Exercise control over all functions and personnel under his/her supervision.
- ENQUIRIES** : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama M.M at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

#### **OTHER POSTS**

- POST 42/53** : **SENIOR LEGAL ADMINISTRATION OFFICER: REF NO 36/17 x2**
- SALARY** : R657 558.00 Per annum (all inclusive) Level: 11
- CENTRE** : Head Office- Polokwane
- REQUIREMENTS** : An LLB Degree coupled with at least 5 years post qualification experience in the legal environment. A Master's Degree and Admission as an Attorney or Advocate will serve as an advantage. Experience in a managerial position will serve as an added advantage. Knowledge and extensive experience in litigation, drafting of contracts and contract management. Ability to draft comprehensive and well researched legal opinions. Ability to draft, review vet policies, contracts, Service Level Agreements (SLA's) and Memorandum of Understanding (MOU). Basic understanding of legislation applicable to the Public Service including thorough knowledge of Promotion of Administrative Justice Act (3 of 2000), PAJA, Promotion of Access to Information Act (2 of 2002) (PAIA) and Labour Relations Act (66 of 1995). Public Service Act (108 of 1994). Employment of Educators Act. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.
- DUTIES** : To provide litigation management services and support in all claims against and on behalf of the state. To conduct vetting of policies, contracts and related legal documents. To draft contracts, MOUs and SLAs, legislation, memoranda and letters on behalf of the Department. Render legal opinions and advice on complex issues relating to the operations of the Department. Ensure that the administrative and contractual decisions of the department are compliant with governing

legislation and to render advice on the impact of any new legislative requirements. To have sound knowledge of the various business units' operations and contractual requirements specific to the need of the business unit. Provide support in contract management services, support practitioners in the drafting of procurement contracts. Drafting, reviewing and vetting contracts after consultation with business units. Reviewing and carrying out the amendments to draft contracts. Management of correspondence in the event of breaches of contract or legal disputes including contract cancellation. Provision of the key enabling support to business units within the Department. Advise on departmental compliance with legislation and policy.

**ENQUIRIES** : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

**POST 42/54** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT: REF NO 37/17**

**SALARY** : R657 558.00 per annum (all inclusive) Level: 11

**CENRE** : Thohoyandou District

**REQUIREMENTS** : An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Human Resource Management / Public Administration / Administration will an added advantage. At least 3- 5 years' experience in Human Resource Management. Knowledge of PERSAL system will be an added advantage. Ability to work independently and under pressure. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.

**DUTIES** : Provide Human Resource Management for Educators Employment Act and Public Service Act Staff. Manage Labour Relations. Provide Human Resource Development. Manage Employment Equity plans. Manage payment of Integrated Quality Monitoring System (IQMS) and Performance Management Development System (PMDS). Keeping statistics dates of employees on the payroll. Control and updating organisational structure.

**ENQUIRIES** : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

**POST 42/55** : **DEPUTY DIRECTOR: EMPLOYEE ASSISTANCE PROGRAMME REF NO 38/17**

**SALARY** : R657 558.00 per annum (all inclusive) Level: 11

**REQUIREMENTS** : An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Degree in Social Work will be an added advantage. Registration with the Health /Social Professional statutory body. At least 3-5 years' in Wellness field. Experience in the EAP/Wellness related field. 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, Negotiations, Policy formulation and Analytical thinking. Therapeutic skills,

**DUTIES** : Counsel and support employees on long-term leave. Offer advice or guidance to assist in dealing with stress and pressure on working in a busy department. Assist staff members in coping with domestic and financial difficulties and outlining available support options. Respond to death in service or traumatic incidents that may affect staff. Manage health and productivity in the workplace

**ENQUIRIES** : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

<b><u>POST 42/56</u></b>	:	<b><u>DEPUTY DIRECTOR: FLEET MANAGEMENT REF NO 39/17</u></b>
<b><u>SALARY</u></b>	:	R657 558.00 per annum (all inclusive) Level: 11
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Fleet/ Transport Management will be an added advantage. At least 3 - 5 years' experience in Fleet Management field. Ability to work independently and under pressure. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.
<b><u>DUTIES</u></b>	:	Manage government fleet and subsidised vehicles. Develop and implement fleet management policy and procedure manuals. Prepare monthly, quarterly and annual fleet management reports. Staff supervision and management.
<b><u>ENQUIRIES</u></b>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<b><u>POST 42/57</u></b>	:	<b><u>DEPUTY DIRECTOR: EXAMINATIONS AND ASSESSMENT ADMINISTRATION: REF NO: 40/17</u></b>
<b><u>SALARY</u></b>	:	R657 558.00 per .annum (all inclusive) Level: 11
<b><u>CENTRE</u></b>	:	Head Office: Polokwane
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification in Education or equivalent qualification at NQF level 6 as recognizes by SAQA. Sound knowledge of examination and assessment processes and procedures: paper provisioning Preparedness to work outside office hours during peak periods. Good understanding of Curriculum; Examinations and Assessment, and other education legislation and policies. At least 3 - 5 years' experience in Education/ Examination field. Ability to work independently and under pressure. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.
<b><u>DUTIES</u></b>	:	Develop specifications for printing of examination Logistics material. Develop printing and packaging statistics for question papers. Manage the Archiving of examination material and development of Auditing Instruments for the sections activities. Manage Printing, production and dispatch of question papers. Quality assure printing work and assessment tools. Oversee storage facilities and ensure proper security of all assessment and examination material. Administer the training of district officials and ensure that confidentiality agreements are signed and filed. Ensure proper strong room management for the safekeeping of question papers and scripts. Arrange for Braille format question papers. Liaise with respective District and National role-players on Examinations and Assessment related matters. Ensure proper management of officials in the sub-directorate. Ensure effective and efficient usage of examination materials
<b><u>ENQUIRIES</u></b>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<b><u>POST 42/58</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSETS MANAGEMENT REF NO 40/17</u></b>
<b><u>SALARY</u></b>	:	R334 545. Per annum Level: 09
<b><u>CENTRE</u></b>	:	Head Office
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Finance / Logistic Management will be an added advantage. At least 3 - 5 years' experience in Assets Management. Ability to work independently and under pressure Computer literacy. A valid driver's license. Competencies: 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, Negotiations, Policy formulation and Analytical thinking.
<b><u>DUTIES</u></b>	:	Updating and maintenance of asset register on monthly basis. Perform asset reconciliations. Prepare monthly, quarterly and annual asset management reports. Coordinate asset verification processes. Staff supervision and management.
<b><u>ENQUIRIES</u></b>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<b><u>POST 42/59</u></b>	:	<b><u>ASSISTANT DIRECTOR: PUBLICATION AND EVENTS [RE-ADVERTISEMENT] REF NO 41/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per. annum Level: 9
	:	Head Office- Polokwane
	:	An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Communications / Publications / Graphic Designer field will be an added advantage. At least 3 - 5 years' experience in Publication Management. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.
<b><u>DUTIES</u></b>	:	Manage new publishing projects. Design layout and edit manuscripts. Arrange preparation of image/artwork (photography or line drawing). Conduct research and write reports and articles .Manage production of print and online publications. Manage the creation of technical documents and marketing procedures. Event coordination. General administrative work pertaining to editor's role
<b><u>ENQUIRIES</u></b>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.
<b><u>POST 42/60</u></b>	:	<b><u>ASSISTANT DIRECTOR: BURSARY MANAGEMENT REF NO 42/17</u></b>
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R334 545 per annum Level: 9
	:	Head Office- Polokwane
	:	An undergraduate qualification or equivalent qualification at NQF level 6 as recognizes by SAQA. Qualifications in Human Resource Development /Management will be an added advantage. At least 3 - 5 years' experience in Human Resource Development/ Training field. Computer literacy. A valid driver's license. 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, Negotiations, Policy formulation and Analytical thinking.
<b><u>DUTIES</u></b>	:	Manage and Administer Initial Teacher Education for Post Matric students as well as Institution and Office – based Educators and Public Service Act Employees. Liaise with Institutions of Higher Learning. Bursary Contract and Service Level Agreement Management. Manage the constant communicate with bursary holders. Manage and update all bursary records. Facilitate the process of bursary account payments. Quality assure bursary records and bursary accounts. Facilitate the advertisement, selection, award and approval process of bursaries. Attend to bursary road shows and career exhibitions. Assist with the implementation of Funza Lushaka Programme.
<b><u>ENQUIRIES</u></b>	:	Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.

**POST 42/61** : **PERSONAL ASSISTANT (2 POSTS)**  
Deputy Director General (DDG) Curriculum Management and Delivery: REF NO 44/17  
Deputy Director General (DDG) Corporate Management: REF NO 45/17

**SALARY** : R226 611 Level: 7  
**CENTRE** : Head Office- Polokwane  
**REQUIREMENTS** : A recognized three years diploma or equivalent qualification (NQF Level 6). Computer literacy. Be prepared to work under pressure. Competencies: excellent verbal & written communication skills. Excellent administrative skills (planning, recording, filing, diary management, organizing and co-ordination) and manage and prioritize official activities in the said office Interpersonal skills, Time management skills, Teamwork skills, and group dynamics.

**DUTIES** : Act as Personal Assistant to DDG. Execute administrative and logistical duties rendered by the said office. Attend to daily administration, office management Dairy management as well as co-ordination of all activities falling under the said office. Handling and filling of all correspondences and other office records and reports, co-ordinate logistical arrangements, organize and record meetings and workshops. Manage and prioritize official activities in the said office.

**ENQUIRIES** : Ms. Montja M.M at (015) 284 6569 or Ms. Phalafala R.M at (015) 284 6524 or Mr. Makama MM at (015) 284-6507 or Mr. Thoka LW at (015) 284-6528.