

**PROVINCIAL ADMINISTRATION: LIMPOPO  
DEPARTMENT OF EDUCATION**

*Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment*



- APPLICATIONS** : **The Head of Department**, Limpopo Department of Education, Private Bag X9489, Polokwane, 0700 or handed in at 113 Biccard Street, Polokwane at Records Management Directorate – Office No. H03 (Registry) Name of District Postal Address Physical Address Enquiries  
**Capricorn North**.Private Bag x 9711 Corner Yster & Ledwaba CM Polokwane, 0700 Blaauwberg Streets, 015 285 7300 Ladanna, Polokwane  
**Capricorn South** Private Bag X03 Old Parliament Campus Ms. Ntoane J.Chuenespoort, 0745 Lebowakgomo Tel No: 015 – 633 9500  
**Mogalakwena** Private Bag X 601 805 Rufus Seakamela Street, Mr Maliavusa M Mahwelereng, 0626 Mokopane EMPC, Mahwelereng Tel No: 015 – 483 7500  
**Mopani East** Private Bag x 578 Old Parliament Campus Ms Ndzumeri PM Giyani, 0826 Giyani Tel no: 015 811 7802  
**Mopani West** Private Bag x 4032 27 Peace Street Mr Raholane MW Tzaneen, 0850 Tzaneen 015 306 1600  
**Sekhukhune East** Private Bag x 9041 83 Aloe Street Ms. Zungu NB Burgersfort, 1150 Aloeridge West Tel No: 013 – 231 0100  
**Burgersfort Sekhukhune South** Private Bag x 70 Old Parliament Campus Ms. Mageza MP Lebowakgomo, Lebowakgomo Tel No: 015 – 633 2800 0737  
**Vhembe East** Private Bag x 2250 Old Parliament Campus Ms. Sivhabu AB Sibasa, 0970 Thohoyandou Tel No: 015 – 962 1313  
**Vhembe West** Private Bag x 2250 Makwarela Government Campus Ms. Makhari MV Sibasa, 0970 Makwarela Tel No: 015 – 963 1895  
**Waterberg** Private Bag X1040 84 Limpopo Street Ms. Songwane K Modimolle, 0510 Modimolle Tel No: 014 – 718 1500 Please note that applications submitted or posted contrary to paragraphs 16.1 and 16.2 above will be disqualified.
- CLOSING DATE** : 04 November 2022 at 14H00.
- NOTE** : Applications are hereby invited from suitably qualified candidates for the filling of the vacant posts, which exists in the Limpopo Department of Education. The details of the post are outlined on the attached Annexure A. Applicants must utilize the most recent Z83 application for employment form as issued by the Minister of Public Service and Administration in line with Regulation 10 of the Public Service Regulations, 2016, failure to do so results in disqualifications. The form is obtainable from all Public Service Departments/ Institutions or on the Internet at [www.gov.za](http://www.gov.za).The new Z83 form must be fully completed and signed by the applicant. The following must be considered in relation to the completion of the Z83 by applicants: All the fields in Part A, Part C and Part D should be completed. In Part B all fields should be completed in full except the following: South African applicants need not provide passport numbers;(ii) If an applicant responds “no” to the question “Are you conducting business with the State or are you a Director of a Public or Private Company conducting business with the State?” then the answer to the next question “In the event that you are employed in the Public Service you immediately relinquish such business interests?” can be left blank or indicated as not applicable; and(iii) A “not applicable” or blank response will be allowed on the question “If your profession or occupation requires official registration, provide date and particulars of registration”, if you are not in possession of such registration Noting there is limited space provided for Part E, F & G, applicants often indicate “refer to Curriculum Vitae (CV) or see attached”, this is acceptable as long as the CV has been attached and provides the required information. If the formation is not provided in the CV, the applicant may be disqualified. It must be noted that a CV is an extension of the application of employment on Z83, and applicants are accountable for the information that is provided therein. The questions related to conditions that prevent re - appointment under Part F must be answered. The declaration should be completed and signed. For Public

Service Act posts: Only shortlisted candidates will be informed or requested to submit certified copies of educational qualifications and other relevant documents. The Technical Competency Exercise Test is meant to test their ability to use MS Word, MS Excel and MS PowerPoint. The successful candidates must be willing to sign a performance contract with the Department. Successful candidates will be subjected to - personal suitability checks, verification of educational qualifications and reference checks. Applications received after the closing date, whether posted, or hand-submitted will not be considered. Fax applications will not be considered. Applicants who apply for more than one [01] position are requested to submit separate applications for each position they wish to apply for. Due to a large number of applications, we envisage, correspondence will be limited to short-listed candidates only. If you do not hear from us within three (3) months after closing date, consider your application as being unsuccessful. Accommodation and travelling expenses for the interview process is not catered for by the Department [shortlisted candidates will attend interviews at their own expenses]. Applicants who applied for the post of Assistant Director Risk Management in the previous advertisement must re – apply. Applications should be forwarded as follows: The applications for all the posts except District Assistant Director, Occupational Therapist, Speech Therapist, Physiotherapist, Professional Nurse and Social Worker) should be submitted to - The applications for District Assistant Director posts and the Occupational Therapist, Speech Therapist, Physiotherapist, Professional Nurse and Social Worker posts should be submitted at the respective Districts or posted to the respective Districts. The addresses for the respective Districts are as follows: equity targets. Women and people with disabilities are encouraged to apply.

#### **OTHER POSTS**

- POST 40/182** : **ASSISTANT DIRECTOR: BOOKKEEPING & ACCOUNTING SERVICES**  
**REF NO: LDOE 01/08/2022 (X2 POSTS)**  
 Directorate: Financial Administration & Accounting  
 Permanent
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management / Accounting / Auditing / Cost Management & Accounting / Commerce 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 person with disability). knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives. Knowledge of the Departments Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Knowledge of the Government Financial Systems (BAS and PERSAL). Knowledge of Modified Cash Standards (MCS) Skills. Advanced interpersonal and diplomacy skills. Decision making skills. Creativity. Resourcefulness. Ability to work under Stressful situations. People orientated. Ability to establish and maintain networks. Hard-working. Ability to work independently. Functional Computer literacy (MS Word, MS Excel, MS PowerPoint and MS Outlook).
- DUTIES** : Assist in the Coordination of the revision of policies, internal controls, and improved processes. Assist in the review of efficiency and effectiveness of systems of internal controls at the district offices to improve the integrity of financial information. Monitor compliance with financial prescripts. Manage the information on the inflow and outflow of funds. Ensure that all transactions are supported by authentic and verifiable source documents. Investigate and clear suspense account balances. Compile financial statements and review financial statement inputs from other directorates. Implement measures for improving audit outcomes and risk management. Review of audit files and annual financial statements to ensure compliance with Modified Cash Standards (MCS). Manage request for Information (RFIs) and submission of audit evidence to AGSA. Assist in resolving audit queries Assess risks of the

		sub-directorate and update the risk register. Control documentation and safeguard source documents. Manage performance and development of subordinates. Establish, implement, and maintain efficient and effective communication arrangements. Quality control of work delivered by employees.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<b><u>POST 40/183</u></b>	:	<b><u>ASSISTANT DIRECTOR: BUDGET REF NO: LDOE 02/08/2022 (X2 POSTS)</u></b> Directorate: Financial Planning, Budgeting, Monitoring & Reporting Permanent
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R382 245 per annum (Level 09) Head Office (Polokwane) An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management / Accounting / Auditing / Cost Management / Commerce 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 person with disability) Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client Orientation & Customer focus, Communication. Knowledge of Basic Accounting System (BAS) and Standard Chart of Accounts, Relevant Acts / Guidelines, Policy Directives and Resolutions. Financial management (Budget formulation and analysis). Diversity Management. Honesty and integrity. Presentation and organization. Research skills. Strategic planning and change management. Management and leadership. Analytical thinking skills. Negotiation skills. Policy development skills. Conflict management and problem-solving skills. Interpersonal relations and networking abilities Innovative Teamwork Work under Pressure Pay attention to details Self –management and motivation. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<b><u>DUTIES</u></b>	:	Coordinate the preparation and consultation for the MTEF budget process. Develop templates for the collection of budget information from line functionaries. Compile, prepare and capture budget. Analyse and interpret the requirements for the monthly cash flow and adjusted cash flow as prescribed by Treasury and recommend corrective action where required. Undertake the planning and supervise the preparation and consultation process in the implementation of the adjustments estimates process. Compile, prepare and capture adjustment budget. Assess where shifting of funds/ virements is required and possible by reviewing expenditure against budget and make recommendations. Provide information for the preparation of the annual financial statements. Analyse requests for rollovers and make recommendations in compliance with prescripts (including funds committed but not spent). Evaluate information on monthly reports produced (variance between actual versus budgeted expenditure) and recommend appropriate actions where necessary. Compile and prepare IYM report, Variance report and other reports. Compile information for the interim and annual performance reports. Develop and review departmental policies and procedures applicable to management Accounting (planning and Budgeting). Checking and Signing of Requisition forms. Monitor Performance of employees and determine training needs. Ensure that records are updated timeously and kept safe.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<b><u>POST 40/184</u></b>	:	<b><u>ASSISTANT DIRECTOR: BAS SYSTEMS CONTROL REF NO: LDOE 03/08/2022</u></b> Directorate Financial Administration & Accounting Permanent
<b><u>SALARY CENTRE</u></b>	:	R382 245 per annum (Level 09) Head Office (Polokwane)

- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised 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 / BAS System Controller.Valid driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives. Knowledge of the Departments` Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Government Financial systems (BAS). Skills. Advanced interpersonal and diplomacy skills. Decision making skills. Creativity. Resourcefulness. Ability to work under stressful situations. People orientated. Ability to establish and maintain networks. Hard – working. Ability to work independently. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
- DUTIES** : Assist in the Coordination of the revision of policies, internal controls, and improved Processes. Assist in the review of efficiency and effectiveness of systems of internal controls at the district offices to improve the integrity of financial information. Monitor compliance with financial prescripts. Provide support for All BAS users, Head office & districts. Manage training of BAS users. Manage request for Information (RFIs) and submission of audit evidence to AGSA. Assist in resolving audit queries Assess risks of the sub-directorate and update the risk register. Control documentation and safeguard source documents. Manage performance and development of subordinates. Establish, implement, and maintain efficient and effective communication arrangements. Quality control of work delivered by employees.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527.Please do not post or courier applications to the above listed officials!
- POST 40/185** : **ASSISTANT DIRECTOR: DEBT MANAGEMENT & REVENUE SERVICES**  
**REF NO: LDOE 04/08/2022 (X2 POSTS)**  
Directorate: Financial Administration & Accounting  
Permanent
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/ Accounting / Auditing / Cost Management / Commerce 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 person with disability).Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives. Knowledge of the Departments` Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Government Financial Systems (BAS). Skills. Advanced interpersonal and diplomacy skills. Decision making skills. Creativity. Resourcefulness. Ability to work under stressful situations. Ability to communicate at all levels. People orientated. Ability to establish and maintain networks. Hard – working. Ability to work independently. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
- DUTIES** : Assist in the Coordination and the revision of policies, internal controls, and improved Processes. Monitor the policy and legislative framework to ensure that cognizance is taken of new developments. Provide assistance in the review of efficiency and effectiveness of systems of internal controls at the district offices to improve the integrity of financial information. Monitor compliance with financial prescripts (Head office and district offices). Assist in the Management of the Department's debt book. Provide assistance in the

management the collection and depositing of cash collected through the cashier's office (Head office). Provide oversight support and management of the district offices cashier's offices. Manage the staff related inter-departmental payables for the department. Prepare monthly and quarterly reports for submission to Provincial Treasury. Manage performance and development. Establish, implement, and maintain efficient and effective communication arrangements. Quality control of work delivered by employees. Implement measures for improving audit outcomes and risk management:- Assess management report and implement audit plan. Report progress on the audit plan. Provide the required debt information to the Sub-directorate responsible for the preparation of financial statements. Manage request for Information (RFIs) and submission of audit evidence to AGSA. Manage and resolve all audit queries. Control documentation and safeguard source documents.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/186** : **ASSISTANT DIRECTOR: EXPENDITURE MANAGEMENT REF NO: LDOE 05/08/2022**  
Directorate: Financial Administration & Accounting  
Permanent

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/ / Accounting / Auditing / Cost Management / Commerce 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Knowledge of the Public Finance Management Act, National Department of Treasury regulations, guidelines, and directives. Knowledge of the Departments` Reconciliation processes. Understanding of Governments financial delegations. Management of government's department's chart of accounts. Good verbal and written communication skills. Advanced interpersonal and diplomacy skills. Decision making skills, Creativity. Resourcefulness. Ability to work under stressful situations. People orientated. Ability to establish and maintain networks. Hard-working. Ability to work independently. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

**DUTIES** : Provide assistance in the coordination and the revision of policies, internal controls, and improved processes. Review efficiency and effectiveness of systems of internal controls at Head office and at the district offices to improve the integrity of financial information. Monitor compliance with financial receipts (Head office and district offices). Settle all payments due to creditors within 30 days from receipt of invoice in the case of civil claims, from the date of court judgment. Check payment source documents. Prepare a creditors reconciliation. Check adjustment for misallocation identified on the financial system. Check documentation for sundry and order payments. Provide support and guidance to clients. Assist in the preparation of the disbursement run for submission to Treasury for the release of the payments captured. Prepare credit transfers for the transactions above a million. Analyse and investigate long outstanding invoices and doing follow-up. Monitor commitment control account for the entity. Provide inputs on the preparation of the financial statements. Provide creditor's month-end reports (30 days reports, payables, accruals, fruitless and wasteful expenditure). Maintain and safeguarding of batch payments. Validate that all invoices are stamped paid. Provide assistance in the preparation of monthly and quarterly reports for submission to Provincial Treasury. Manage performance and development of subordinates. Establish, implement, and maintain efficient and effective communication arrangements. Quality control of work delivered by employees.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at

(015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/187** : **ASSISTANT DIRECTOR: DISPOSAL MANAGEMENT REF NO: LDOE 06/08/2022**  
 Directorate: Assets Management  
 Permanent

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Finance/Accounting/Assets Management/ Supply Chain 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Leadership, People Management and Empowerment skills. Knowledge Management skills. Service delivery Innovation skills. Client Orientation and Customer Focus skills. Knowledge about Public Service legislative frameworks and policies. Negotiations skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

**DUTIES** : Implement asset management policies. Conduct asset verification of movable assets. Update and report on all unverified assets and ensure that they are accounted for. Prepare a list of all assets earmarked for disposal. Conduct asset disposal. Develop asset disposal and verification plans. Ensure that asset disposals are accurately updated on the asset register. Prepare reports regularly. Support asset management audit. Supervision and management of officials. Ensure management, maintenance and safeguarding of assets.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/188** : **ASSISTANT DIRECTOR: ESTABLISHMENT CONTROL REF NO: LDOE 07/08/2022**  
 Directorate: HRP, HR Systems & Organisational Development  
 Permanent

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Proof of PERSAL training – PERSAL Certificate Qualification/s in Human Resource Management/ Human Resource Development / 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. Valid South African driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), PSCBC Resolutions, Labour Relations Act HR Policy and Procedures, Employment of Educators Act (EEA), Personnel administrative Measures (PAM), PFMA and PERSAL system. Strong organizational and leadership skills. Ability to work under pressure and within deadlines. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

**DUTIES** : Establishment Administration: Management of matrix. Provide monthly reports. Do audit on establishment matters. Provide PERSAL information, System Administration, Act as HR PERSAL Controller. Register SCC to National Treasury. Conduct District visits on system matters. Create and terminate PERSAL users. Log calls for users via Help Desk. Reset revoked Users. Monitor PERSAL access violations. Attend to AG enquiries on system matters.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/189** : **ASSISTANT DIRECTOR: GENERAL RECORDS & AUXILIARY SERVICES**  
Directorate: Auxiliary/Corporate Services  
Permanent

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane) Ref No: LDoE 08/08/2022  
Sekhukhune East Ref No: LDoE 09/08/2022  
Waterberg Ref No: LDoE 10/08/2022  
Capricorn North Ref No: LDoE 11/08/2022

**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Information Science/Human Resources (Records Management)/Public Management will 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 South African driver's license (with exception of person with disability), Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Sound knowledge of the integrity of records management. Knowledge of the basic PERSAL system. Knowledge in the development and the usage of File Plans. Knowledge in the development of Records Management policy and procedure Manual. Knowledge in the National Archives and Records Services of South Africa Act (NARSA). Knowledge in Protection of Personal Information Act, (POPIA). Knowledge in the Promotion of Administrative Justice Act (PAJA). Functional computer literacy (MS Word, MS PowerPoint, MS Excel, MS Access, MS Outlook, Teams, and Electronic Records Management System).

**DUTIES** : Reporting requirements in line with Legislative Framework. Implement sound Human Resource Records Management through paper and electronic Records Management System. Plan and Operationalise Human Resource Records Management activities. Providing leadership in creation, usage maintenance, and disposal of Human Resource Records. Development and maintenance of Human Resource Records Classification System (Staff File plan). Develop systematic disposal programme for personnel records and custody by applying and implementing: Limited Authority, Standing Authority and General Authority. Support District, Circuit and Schools in the implementation of Human Resource Records Management. Provide Human Resource Record registry services. Provide training on NARSA, PAIA, PAJA and POPIA. Formulation and Review of Policy, Procedures and processes for creation, usage maintenance and disposal. Account and ensure safe keeping and security of records. Manage records management disaster recovery strategies. Develop and implement Human Resource Records Management internal control systems. Manage performance, procurement plan and budget. Develop Human Resource Records risk register and implement mitigation strategies.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/190** : **ASSISTANT DIRECTOR: DEMAND MANAGEMENT REF NO: LDOE 12/08/2022**  
Directorate: SCM  
Permanent

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/Supply Chain 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Knowledge of SCM legislative frameworks and policies. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

**DUTIES** : Coordinate, review, research, analyse and plan the procurement needs of the department: Research the relevant identified needs (in line with the SC strategy). Analyse requirements, undertake research, determine, and develop proposals for implementation's the results of the research on the market, interprets and develops proposals for procurement methodology Ensure compliance with quality requirements. Determine whether specifications should contain any special conditions. Coordinate review, collect and collate information for the annual procurement plan: Collect information from the relevant role players according to the prescribed template. Check (engage) and analyse the information. Confirm availability of budget. Check alignment against strategic and other objectives. Consolidate into procurement plan and table for approval by the accounting officer. Supervise and compile tender/quotation specifications as required: Determine whether a specification for the relevant commodity exists. If not oversee the collection and collation of information and the compilation of specifications/terms of reference. Compile and publish request for proposals as required. Develop, implement and maintain the supplier database. Perform general quality assurance of information in the supplier database (e.g. check and verify supporting documents). Supervise employees to ensure an effective demand management.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/191** : **ASSISTANT DIRECTOR: ACQUISITION MANAGEMENT REF NO: LDOE 13/08/2022**  
Directorate: Procurement Management  
Permanent

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management/Supply Chain 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Knowledge of SCM legislative frameworks and policies. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

**DUTIES** : Manage the following Acquisition activities processes: Design and develop acquisition management policies processes and procedures. Compile operational/supply chain acquisition management plan and obtain approval. Execution of the acquisition management plan. Monitor and review the acquisition management activities. Setting up the Bid Evaluation and Bid Adjudication Committees and render a secretariat service. Oversee the bidding process as follows: Compilation of bid documents and advertisements. Invite service providers to quote and/or bid. Publishing of bid documents. Receipt (closing and opening) of bid documents. Receive, evaluate, adjudicate and award quotations. Processing of bid documents. Compile and manage the list of pre-approved suppliers. Manage the sourcing of bids from the database according to the threshold values determined by the National Treasury. Manage and supervise employees to ensure an effective acquisition management service and undertake all administrative functions required. Supervise employees to ensure an effective demand management.



- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/192** : **ASSISTANT DIRECTOR: SYSTEM ADMINISTRATION, CERTIFICATION & DATA REF NO: LDOE 14/08/2022**  
Directorate: Systems Administration, Certification & Data Processing  
Permanent
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in the 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, 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 (MS Word, MS Excel, MS Power Point and MS Outlook).
- DUTIES** : 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.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/193** : **ASSISTANT DIRECTOR: HR PROVISIONING**  
Directorate: Corporate Services/Hr Administration Services  
Permanent.
- SALARY CENTRE** : R382 245 per annum (Level 09)  
: Head Office (Polokwane) Ref No: LDoE 15/08/2022  
: Mogalakwena Ref No: LDoE 16/08/2022  
: Vhembe West Ref No: LDoE 17/08/2022  
: Mopani East Ref No: LDoE 18/08/2022  
: Mopani West Ref No: LDoE 19/08/2022  
: Sekhukhune East Ref No: LDoE 20/08/2022  
: Waterberg Ref No: LDoE 21/08/2022  
: Sekhukhune South Ref No LDoE 22/08/2022  
: Capricorn North Ref No LDoE 23/08/2022
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA, Proof of PERSAL training / PERSAL Certificate. Qualification/s in Human Resources Management / Development / Personnel Management / Public Management / 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 driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis,

Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. 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).

**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/Authorise transactions on PERSAL according to delegations.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/194** : **ASSISTANT DIRECTOR: IT PROGRAMMER REF NO: LDOE 24/08/2022**  
Directorate: It Services  
Permanent

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Information Management/Technology / Computer Science will be an added advantage. Microsoft Office 365 and Microsoft SharePoint certification and/or experience 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 person with disability), Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Sound and in-depth knowledge of applicable legislative frameworks in the Public Service. Business process analysis and modelling. Experience in project leading and management. Knowledge of Software Development Life Cycle (SDLC) and Product Development Life Cycle (PDLC). Knowledge of system development and database administration. Negotiation skills. Presentation skills. People management skills. Time management. Interpersonal skills. Responsiveness. Pro-active. Professionalism. Accuracy. Flexibility. Supportive. Willingness to work under pressure. Strategic focused. Basic knowledge on financial administration, Self –management and motivation, Ability to act with tact and discretion, Ability to do research and analyse documents and situations.

**DUTIES** : Identify systems in the department, establish user forums of all the systems, Assess the systems and the environment system owners. Identify systems operation, identify problem and modification process, Revise previous documentation, Develop small system and database. Test functionality of the systems and databases, Train system users, Troubleshoot and upgrade the corrupted system and database, Install the systems and database, Update the content management system, Update the scripts and identify the fault, Resolve database and systems problems. Update the IT helpdesk system, Identify the database users, Record the system and database information, Assign user's access rights. Revoke users' access rights. Maintain data system administration, Monitor and assess the existing systems, Implement small database, Installation and upgrading of systems.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/195** : **ASSISTANT DIRECTOR: SYSTEMS ANALYST REF NO: LDOE 25/08/2022**  
**DIRECTORATE: IT SERVICES**  
Permanent

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in 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 person with disability), Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Strong understanding of project management principles. Broad understanding of IT methodologies, systems management, and IT Applications Management. Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the Public Service Proficiency in IT systems terminology. Negotiation skills. Presentation skills. People management skills. Time management. Professionalism. Accuracy. Flexibility. Supportive. Willingness to work under pressure.

**DUTIES** : Identify manual processes to be converted into electronic systems, develop requirements for electronic systems to be developed Perform research and recommend electronic systems to acquired or developed Maintains information systems by planning, monitoring, and coordinating employees. Develop and maintain private intranet and public internet sites. Creates reports, programs as well as add-on applications to enhance existing electronic systems. Offers coaching, leadership, and training to manage staff performance. Assesses information systems results by auditing their application and results. Participates in planning and designing technologies to meet the growing needs of the department Maintains safe and healthy working environment by ensuring that information systems staff complies with organizational policies. Develop and coordinate the information's systems policies. Assisting departments and end users with software issues; Project Portfolio Management, Project Management, requirements gathering. Data management, procuring new applications, improving existing applications and business operations.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Likheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/196** : **ASSISTANT DIRECTOR: GRIEVANCES & DISPUTES REF NO: LDOE 26/08/2022**  
Directorate: Labour Relations Management  
Permanent

**SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Labour Relations/Labour Law/ LLB 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication, Knowledge and experience in labour law. Understanding of how the public service functions. Negotiation skills. Presentation skills. People management skills. Time management. Interpersonal skills. Ability to work under pressure. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

**DUTIES** : 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. Represent the employer at conciliations and arbitrations in the General Public Service Sector Co-ordinating Bargaining

		Council (GPSSBC), the Education Labour Relations Council (ELRC) and the Commission for Conciliation and Arbitration. Compile reports and analyse trends on grievances and disputes, on a monthly, Quarterly and annual basis.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<b><u>POST 40/197</u></b>	:	<b><u>ASSISTANT DIRECTOR: ORGANISATIONAL DEVELOPMENT REF NO: LDOE 27/08/2022</u></b> Directorate: HRP, HR Systems & Organisational Development Permanent
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Organisation & Work Study Management Service / Operations Management / Product Management / Industrial & Organisation will be an added advantage. Certificate in Job Evaluation Analysis will also be an added advantage. Proof of PERSAL training – PERSAL Certificate. 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge and understanding of Public Service Act (PSA), Public Service Regulations (PSR), relevant DPSA prescripts on organizational development and job evaluation, Public Finance Management Act (PFMA), Departmental policies and procedures and/or government relevant legislative frameworks. Management skills. Negotiating skills. Decision making, leadership and team building skills. Policy development, planning and organising skills. Ability to work long hours when required. Willingness to travel. Computer literacy in MS Office (Word, Excel, Power Point, Org plus, Equate or Evaluate).
<b><u>DUTIES</u></b>	:	Assist with the coordination and implementation of departmental organizational structures and job evaluation. Assist with work study within the department. Assist with Organisational, Review and redesign processes. Facilitate the development of Job Description for all job categories. Assist with Job Evaluation. Facilitate Business Process Engineering Services.
<b><u>ENQUIRIES</u></b>	:	All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
<b><u>POST 40/198</u></b>	:	<b><u>ASSISTANT DIRECTOR: EMPLOYEE ASSISTANCE PROGRAMMES REF NO: LDOE 28/08/2022</u></b> Directorate: Wellness Programmes Permanent
<b><u>SALARY</u></b>	:	R382 245 per annum (Level 09)
<b><u>CENTRE</u></b>	:	Head Office (Polokwane)
<b><u>REQUIREMENTS</u></b>	:	An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in EAP will be added 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework. Ability to administer counselling. People Management skills. Service Delivery Innovation skills. Problem Solving and analytical thinking skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
<b><u>DUTIES</u></b>	:	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. Co-ordinate physical wellness for departmental officials.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/199** : **ASSISTANT DIRECTOR: LABOUR RELATIONS, HEALTH & WELLNESS**  
Directorate: Wellness Programmes  
Permanent
- SALARY CENTRE** : R382 245 per annum (Level 09)  
: Vhembe West District Ref No: LDoE 29/08/2022  
Waterberg District Ref No: LDoE 30/08/2022  
Mogalakwena District Ref No: LDoE 31/08/2022
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. 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. Ability to administer counselling. People Management skills. Service Delivery Innovation skills. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
- DUTIES** : 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.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/200** : **ASSISTANT DIRECTOR: OCCUPATIONAL HEALTH & SAFETY REF NO: LDOE 32/08/2022**  
Directorate: Wellness Programmes  
Permanent
- SALARY CENTRE** : R382 245 per annum (Level 09)  
: Head Office (Polokwane)
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification in Safety Management Training Course (SAMTRAC) 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. An in-depth knowledge of OHS legislation, COIDA and Public Service Regulation. Ability to gather and analyse information, apply policies, directive and prescripts, Strategic Capability and Leadership skills. People Management and Empowerment skills. Knowledge of the Public Service environment. Service Delivery Innovation, Negotiations skills. Policy formulation skills. Report writing skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).

- DUTIES** : Provide compliance to Occupational Health and Safety and ensure that schools, circuit Offices, districts offices provincial offices are safe without risks. Manage the elimination or mitigate any potential hazard to the safety of health of employees before resorting to protective equipment. Formulate and ensure that policies and procedure manuals are implemented. Facilitate appointments and training of health and safety committees. Conduct OHS workplace audits. Carry out building inspections to enforce healthy and safety regulations within LDoE work environment.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/201** : **ASSISTANT DIRECTOR: HIV & AIDS REF NO: LDOE 33/08/2022**  
Directorate: Corporate Services/Hr Administration Services  
Permanent
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Psychology / HIV, STI, TB management / EAP 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. In-depth knowledge of the public service prescripts including the Employee Health & Wellness Strategic Framework. Knowledge of Public Service Act. Knowledge of the National Strategic Plan on HIV & AIDS, STI & TB. Ability to administer counselling. People Management skills. Service Delivery Innovation skills. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
- DUTIES** : Implement an integrate HIV & AIDS programmes, administer/ manage the HIV/AIDS referrals and follow up all types of personal problems that can interfere with job performance and overall employee well-being, Establish and maintain partnerships with internal and external stakeholders. Conduct advocacy campaigns at the districts and Provincial office, Train and provide support to peer educators. Generation, consolidation and submission of Reports and Statistics. Promotion of health awareness and the facilitation of health-related events, activities and interventions.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/202** : **ASSISTANT DIRECTOR: PMDS REF NO: LDOE 34/08/2022**  
Directorate: HRD & PMDS  
Permanent
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane)  
**REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Human Resources Management / Development / Performance Management will 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 person with disability). Strategic Capability and Leadership, Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. People Management and Empowerment skills. Public Service Knowledge, Negotiation skills. Policy formulation and Analytical thinking skills. Knowledge on Service Delivery Innovation. Functional computer literacy in (MS Word, MS Excel, MS Power Point & MS outlook).
- DUTIES** : Ensure the implementation of PMDS in the department. Build adequate capacity on PMDS in the entire department. Conduct research. 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.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/203** : **ASSISTANT DIRECTOR: HRD & PMDS**  
Directorate: HRD & PMDS  
Permanent
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Capricorn North Ref No: LDoE 35/08/2022  
Vhembe East Ref No: LDoE 36/08/2022
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised 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 person with disability). 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 & 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.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/204** : **ASSISTANT DIRECTOR: INTEGRATED MONITORING & EVALUATION**  
**REF NO: LDOE 37/08/2022**  
Directorate: Monitoring & Evaluation  
Permanent
- SALARY** : R382 245 per annum (Level 09)  
**CENTRE** : Head Office (Polokwane)
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Monitoring Evaluation 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer Focus, Communication. 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.
- DUTIES** : 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.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at

(015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

- POST 40/205** : **ASSISTANT DIRECTOR: HR CONDITIONS OF SERVICE**  
Directorate: Corporate Services  
Permanent
- SALARY CENTRE** : R382 245 per annum (Level 09)  
Vhembe East District Ref No: LDoE 38/08/2022  
Vhembe West District Ref No: LDoE 39/08/2022  
Mopani East District Ref No: LDoE 41/08/2022  
Mopani West District Ref No: LDoE 44/08/2022  
Sekhukhune East District Ref No: LDoE 42/08/2022
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in the Human Resources Management/ Development will be an added advantage. PERSAL Training / PERSAL Certificate is compulsory. 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 person with disability). Knowledge, Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Extensive knowledge of and ability to operate the PERSAL system. In – depth knowledge of the Public Service Regulatory Framework. 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).
- 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** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/206** : **ASSISTANT DIRECTOR: FINANCIAL ADMINISTRATION**  
Directorate: District Finance  
Permanent
- SALARY CENTRE** : R382 245 per annum (Level 09)  
Mopani East District Ref No: LDoE 43/08/2022  
Mopani West District Ref No: LDoE 44/08/2022  
Vhembe East District Ref No: LDoE 45/08/2022  
Waterberg District Ref No: LDoE 46/08/2022  
Capricorn North Ref No: LDoE 47/08/2022
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Financial Management / Financial Accounting / Accounting / Commerce / Auditing/ Cost & 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 driver's license (with exception of person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, 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. 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 on a monthly basis 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** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527
- POST 40/207** : **ASSISTANT DIRECTOR: FINANCIAL MANAGEMENT & REPORTING SERVICES**  
Directorate: Finance  
Permanent
- SALARY CENTRE** : R382 245 per annum (Level 09)  
: Capricorn North District Ref No: LDoE 48/08/2022  
: Mopani East District Ref No: LDoE 49/08/2022  
: Sekhukhune East District Ref No: LDoE 50/08/2022  
: Vhembe West District Ref No: LDoE 51/08/2022
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised 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 person with disability). Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Organizing and Co – Ordination skills. Decision – making skills. People management skills. Diversity Management skills. Knowledge and understanding of – Public Finance Management Act (PFMA) and Treasury regulations.
- 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** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Likheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at Tel No: (015)284 6535, Ms Mmowa LS at Tel No: (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527
- POST 40/208** : **ASSISTANT DIRECTOR: SUPPLY CHAIN AND ASSET MANAGEMENT**  
Directorate: SCM & Assets Management
- SALARY CENTRE** : R382 245 per annum (Level 09)  
: Capricorn North Ref No: LDoE 53/08/2022  
: Mopani East Ref No: LDoE 54/08/2022  
: Vhembe East Ref No: LDoE 55/08/2022  
: Mopani West Ref No: 56/08/2022
- REQUIREMENTS** : An undergraduate qualification (NQF level 6) as recognised 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 person with disability). Core & Process Competencies: Knowledge of PFMA, National Treasury Regulations, BBBEE, PPPFA, procurement policies and procedures Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Communication. Knowledge & Skills: Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Knowledge of SCM legislative frameworks and policies. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).

- DUTIES** : 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.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at Tel No: (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at Tel No: (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527
- POST 40/209** : **ASSISTANT DIRECTOR: SCHOLAR TRANSPORT REF NO: LDOE 57/08/2022**  
Division: Finance  
Permanent
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Vhembe East District  
: An undergraduate qualification (NQF level 6) as recognised by SAQA. Qualification/s in Transport Management / Finance Management / Supply Chain Management will 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 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: Interpersonal skills. Negotiation skills. Presentation skills. Planning skills. People management skills. Knowledge of PFMA legislative framework, policies and related prescripts. Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook).
- DUTIES** : Monitor compliance to policy by the contracted service providers. Monitor and support benefiting schools. Monitor budget spending by the District. Liaise with circuits and benefiting schools' Update database on schools benefiting from scholar transport. Conduct workshops on Scholar Transport policy. Check and verify invoices for the payment of Scholar Transport service providers.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/210** : **ASSISTANT DIRECTOR: NORMS & STANDARDS FOR SCHOOL FUNDING REF NO: LDOE 58/08/2022**  
Directorate: Norms & Standards for School Funding  
Permanent
- SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
: Head Office (Polokwane)  
: An undergraduate qualification (NQF level 6) as recognised 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 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, Functional Computer literacy (MS Word, MS Excel, MS Power Point and MS Outlook). Knowledge & Skills: Sound and in-depth knowledge of relevant prescripts, application of the legislative framework governing the public service e.g. Public Service Act, Labour Relation Act, PFMA, Knowledge on the relevant policies/prescripts and procedures etc. Language skills and ability to communicate well with people at different levels and from different backgrounds. People management skills. Time management skills. Sound organizational skills.

**DUTIES** : 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** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/211** : **ASSISTANT DIRECTOR: RISK MANAGEMENT REF NO: LDOE 37/06/2022**  
 Directorate: Risk Management  
 Permanent  
 Re - Advertisement: NB! Applicants who applied before are encouraged to re-apply.

**SALARY CENTRE REQUIREMENTS** : R382 245 per annum (Level 09)  
 : Head Office (Polokwane)  
 : A undergraduate qualification (NQF level 6) as recognised by SAQA. Qualifications in Risk 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. A valid driver's license (with exception of persons living with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis, Programme & Project Management, Change Management, Financial Management, Client orientation & Customer focus, Service delivery innovation; Communication. Knowledge And Skills: Knowledge and understanding of Risk Management framework, Treasury regulations King IV report) Public Finance Management Act (PFMA) and Public Service Act. Knowledge of the Barn-Owl system. Ability to work under pressure and to deliver within the agreed time frame. Functional computer literacy (MS Word, MS Excel and MS PowerPoint & MS Outlook).

**DUTIES** : Participate and implement the Risk Management framework. Monitor and review the identified risk response activities. Maintain the Risk register. Maintain efficient and effective Communication. Implement the Risk Management Plan. Facilitate and advice on the risk management processes. Capture the risk register on Barn-Owl system.

**ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!

**POST 40/212** : **SOCIAL WORKER (X27 POSTS)**  
 Directorate: Inclusive Education & Special Schools  
 Permanent

**SALARY** : R261 456 per annum (Level 07)

**CENTRE** :

LDoe 111/08/2022 Botlokwa - Capricorn North (Sekgosese West)  
 Ref No: LDoE 112/08/2022 Helene Franz - Capricorn North (Bochum West)  
 Ref No: LDoE 113/08/2022 Phatlaphadima Capricorn North (Maune)  
 Ref No: LDoE 114/08/2022 Ratanang - Capricorn North (Bochum West)  
 Ref No: LDoE 115/08/2022 Rethuseng - Capricorn North (Vlakfontein)  
 Ref No: LDoE 116/08/2022 Bana -ba- Thari - Capricorn South (Dimamo)  
 Ref No: LDoE 117/08/2022 Benedict & Hope - Capricorn South (Kgakotlou)  
 Ref No: LDoE 118/08/2022 Grace & Hope - Capricorn South (Seshego)  
 Ref No: LDoE 119/08/2022 Mahlasedi - Capricorn South (Lebowakgomo)  
 Ref No: LDoE 120/08/2022 Siloe - Capricorn South (Mogodumo)  
 Ref No: LDoE 121/08/2022 Tsoga -O- Itirele- Capricorn South (Lebowakgomo)  
 Ref No: LDoE 122/08/2022 Nthabiseng - Mopani East (Namakgale)  
 Ref No: LDoE 123/08/2022 Pfunanani - Mopani East (Mangombe)  
 Ref No: LDoE 124/08/2022 Ramakgwakgwa - Mopani East (Modjadjji)  
 Ref No: LDoE 125/08/2022 Yingisani - Mopani West (Nkowankowa)  
 Ref No: LDoE 126/08/2022 Letaba - Mopani West (Nkowankowa)  
 Ref No: LDoE 127/08/2022 Jane Furse - Sekhukhune East (Mmashadi)  
 Ref No: LDoE 128/08/2022 Rehlahleng - Sekhukhune East (Ngwaabe)  
 Ref No: LDoE 129/08/2022 Asiphumelele - Sekhukhune South (Groblerdsdal)  
 Ref No: LDoE 130/08/2022 Ipelegeng - Sekhukhune South (Motetema)  
 Ref No: LDoE 131/08/2022 Matobule - Sekhukhune South (Ngwaritsi)  
 Ref No: LDoE 132/08/2022 Fulufhelo - Vhembe East (Mvudi)  
 Ref No: LDoE 133/08/2022 Grace & Love - Vhembe East (Tshinane)  
 Ref No: LDoE 134/08/2022 Mhinga - Vhembe East (Malamulele NE)  
 Ref No: LDoE 135/08/2022 Rivoni - Vhembe West (Elim)  
 Ref No: LDoE 136/08/2022 Tshilwavhusiku Razwimisani - Vhembe West (Soutpansberg East)  
 Ref No: LDoE 137/08/2022 Susan Strijdom – Waterberg (Nylstroom)

**REQUIREMENTS** :

An undergraduate qualification (NQF level 6 or 7) in Social Work as recognized by SAQA. Registration with the South African Council for Social Service Professions (SACSSP) as a Social Worker and registration status should be active. Three (3) years' appropriate experience in Social Work after registration as a Social Worker with the SACSSP. Experience in coordinating education and other support for learners with disabilities will be an added advantage. A valid driver's license (with exception of persons living with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis Programme & Project Management, Change Management, Client orientation & Customer care focus, Honesty and Integrity. interpersonal relations Knowledge & Skills: Function as part of the School-Based Support Team (SBST) with specific responsibility of providing psychosocial support services to learners who experience barriers to learning. Knowledge and understanding of education legislation and policies. Knowledge and understanding of social work policies, legislation and related legal and ethical social work practices. Must understand and be able to provide social work services towards protecting learners who are vulnerable, at risk and unable to protect themselves. Ability to work in a multi-disciplinary team. Ability to promote inclusive education in the education sector which includes promoting access to quality public funded education for all learners. Ability to work under pressure and problem-solve as and when necessary. Knowledge of disability legislative framework and policies. Project management skills. Planning and organizing skills. Networking skills. Coordination skills. Communication (verbal and written) skills. Professional counselling skills. Presentation skills. Monitoring and valuation skills. Ability to compile complex reports. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently with minimum supervision. Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook).

**DUTIES** :

As a member of the school-based support team (SBST), the incumbent will collaborate with teachers, learners, parents and other stakeholders in the provisioning of support services. Support to be provided will include: Assessment of learners; provision of relevant therapeutic and psychosocial support interventions to learners who experience barriers to learning inherent to societal factors; monitoring and reporting on these learners' progress; supporting teachers in the classroom; monitoring and reporting on learners' progress; training and supporting teachers to ensure learners access the curriculum; advocating for access to quality public funded education for all learners and carrying out administrative functions related to the support provided. Provision of casework and group work in the school environment by

- providing counselling and advocacy awareness campaigns on substance abuse, teenage pregnancy, bullying, abuse & neglect, and HIV/AIDS.
- ENQUIRIES** : All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Lukheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!
- POST 40/213** : **PROFESSIONAL NURSE (X27 POSTS)**  
 Directorate: Inclusive Education & Special Schools  
 Permanent
- SALARY CENTRE** : R260 760 per annum  
 : LDoE 84/08/2022 Botlokwa - Capricorn North (Sekgosesa West)  
 Ref No: LDoE 85/08/2022 Helene Franz - Capricorn North (Bochum West)  
 Ref No: LDoE 86/08/2022 Phatlaphadima - Capricorn North (Maune)  
 Ref No: LDoE 87/08/2022 Ratanang - Capricorn North (Bochum West)  
 Ref No: LDoE 88/08/2022 Rethuseng - Capricorn North (Vlakfontein)  
 Ref No: LDoE 89/08/2022 Benedict & Hope - Capricorn South (Kgakotlou)  
 Ref No: LDoE 90/08/2022 General Piet Joubert - Capricorn South (Pietersburg)  
 Ref No: LDoE 91/08/2022 Mahlasedi - Capricorn South (Lebowakgomo)  
 Ref No: LDoE 92/08/2022 Setotlwane - Capricorn South (Maraba)  
 Ref No: LDoE 93/08/2022 Siloe - Capricorn South (Mogodumo)  
 Ref No: LDoE 94/08/2022 Tsoga – O – Itirele - Capricorn South (Lebowakgomo)  
 Ref No: LDoE 95/08/2022 Nthabiseng - Mopani East (Namakgale)  
 Ref No: LDoE 96/08/2022 Pfunanani - Mopani East (Mangombe)  
 Ref No: LDoE 97/08/2022 Ramakgwakgwa - Mopani East (Modjadj)  
 Ref No: LDoE 98/08/2022 Letaba Mopani West (Nkowankowa)  
 Ref No: LDoE 99/08/2022 Jane Furse - Sekhukhune East (Mmashadi)  
 Ref No: LDoE 100/08/2022 Rehlahleng - Sekhukhune East (Ngwaabe)  
 Ref No: LDoE 101/08/2022 Asiphumelele - Sekhukhune South (Groblersdal)  
 Ref No: LDoE 102/08/2022 Bosele Sekhukhune South (Hlogotlou)  
 Ref No: LDoE 103/08/2022 Ipelegeng - Sekhukhune South (Motetema)  
 Ref No: LDoE 104/08/2022 Mhinga - Vhembe East (Malamulele North East)  
 Ref No: LDoE 105/08/2022 Tshilidzini - Vhembe East (Dzindi)  
 Ref No: LDoE 106/08/2022 Grace & Love - Vhembe East (Tshinane)  
 Ref No: LDoE 107/08/2022 Rivoni - Vhembe West (Elim)  
 Ref No: LDoE 108/08/2022 Susan Strijdom – Waterberg (Nylstroom)  
 Ref No: LDoE 109/08/2022 Sedibeng – Waterberg (Ellisras)  
 Ref No: LDoE 110/08/2022 Thusanang – Waterberg (Nylstroom)
- REQUIREMENTS** : An undergraduate qualification (NQF level 6 or 7) in Nursing as recognised by SAQA. A post - basic nursing qualification as recognised by SAQA will be an added advantage. Registration with the South African Nursing Council (SANC). Four (4) years' appropriate /recognizable experience in nursing after registration as a Professional Nurse with the SANC. Experience in coordinating education and other support for learners with disabilities will be an added advantage. A valid driver's license (with exception of persons living with disability). Core & Process Competencies: Knowledge Management, Problem Solving and analysis Programme & Project Management, Change Management, Client orientation & Customer care focus, Honesty and Integrity. Interpersonal relations Knowledge & Skills: Ability to function independently and to prioritize work. Leadership and sound interpersonal skills. Problem - solving and decision - making skills. Good supervisory and teaching skills. Ability to work in a multi-disciplinary team. Ability to prioritize, coordinate activities of learner management according to protocols. Ability to work in a multi-disciplinary team. Ability to plan and organize own work and that of support personnel to ensure proper nursing care. Functional computer literacy (MS Word, MS Excel and MS Power point & MS Outlook).
- DUTIES** : Provision of optimal, holistic specialized nursing care with set standards and within a professional/legal framework. Provide comprehensive health care services to learners in special schools. Ensure effective and efficient management of health resources. Dispense and prescribe medication to learners according to the required standards Provide quality patient care, follow norms and standards. Participate in quality health promotion programmes. Supervise and implement patient care standards. Implement and practice nursing health care in accordance with the statutory laws governing the nursing

profession, labour and health care. Ensure compliance of Infection Prevention and Control policies. Ensure that health equipments are functional and ready for use at all times. Participate in staff development and performance management. Report learner safety incidence, challenges and deficiencies at the school. Work effectively, co-operatively amicably with persons of diverse intellectual, cultural, racial, or religious difference. Work in collaboration with other stake holders. Perform any other duties as delegated.

**ENQUIRIES**

: All enquiries should be directed to: Mr. Langa LM at (015)284 6534, Mr Likheli TV at (015) 284 6536, Mr. Makama MM at (015)284 6507, Ms Ngwepe MP at (015)284 6535, Ms Mmowa LS at (015)284 6568, Phasiwe N at (015)284 6582 and Ms Malla RA at (015) 284 6527. Please do not post or courier applications to the above listed officials!