



FREE STATE PROVINCIAL GOVERNMENT

Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.



FREE STATE PROVINCE

DEPARTMENT OF EDUCATION

ADVERTISING OF VACANT PUBLIC SERVANT POSTS: DISTRICT OFFICES CIRCULAR NR 1 OF 2017: PS1 OF 2017 PROVINCIAL ADMINISTRATION: FREE STATE DEPARTMENT OF EDUCATION

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Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy and secondly, to the candidature of employees other than those referred to in the above paragraph i.e. non-excess employees and excess employees at lower/ higher levels than that of the advertised vacancy.

All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.fsdoe.fs.gov.za). Applications must be accompanied by original certified, copies of formal qualifications as well as certified academic statements, valid driving license (where specified), identity document and detailed C.V. Separate applications must be submitted for every vacancy. It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity, according to the Departmental Employment Equity plan and targets, will receive preference. Applicants must clearly quote the relevant reference number on application forms and on the envelope and forward the applications to the address as indicated in the advertisement.

N.B.: Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Applicants who terminated their services with voluntary severance packages may not apply; Faxed and e-mailed applications will not be accepted; salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions. Applicants educational qualifications will be verified, references will be checked and security clearance/criminal check will be conducted. It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. It is the applicants' responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA).

Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful. **Please note: it will be expected of short listed applicants to undertake a competency test and / or make a presentation as requested by the interviewing panel.**

Successful candidates will be vetted. This advertisement will also appear on the website of the Department at www.education.fs.gov.za.

CLOSING DATE: 2nd June 2017

APPLICATIONS FOR ALL POSTS:

Director: HRA, Private Bag X 20565, Bloemfontein, 9301 (Per hand at Katleho Building, Room 005, 106 Selborne Ave: Place applications in the box at the entrance.)

CHIEF DIRECTOR: DISTRICT MANAGEMENT

REFERENCE NUMBER: PS1/2017/01

SALARY: (Salary level 14) An all-inclusive salary package of R1 068 564.00 per annum. The total package includes a 60% OR 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.

CENTRE: Bloemfontein, Head Office

REQUIREMENTS: An appropriate Bachelor's degree or equivalent qualification (NQF level 7) as well as a postgraduate qualification. Extensive, applicable senior management experience. Experience in and knowledge of Education environment at management level. Valid Code EB Drivers licence.

RECOMMENDATIONS: This position calls for a senior manager with advanced knowledge of current public policy and public policy development processes; advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; advanced knowledge of modern systems of governance and administration; advanced knowledge of public finance and people management; advanced knowledge of public communication, public education, public participation and public discourse management processes. Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organisational and people management skills; computer literacy; a highly developed interpretative and conceptualisation/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; the ability to persuade and influence; the

ability to lead and direct teams of professionals and service providers; ability to deal with complex situations, involving FSDoE institutions, staff and relevant stakeholders.

KEY RESPONSIBILITIES: Manage, co-ordinate and provide strategic leadership for the delivery of quality education at education institutions across all 5 Districts. Overall management of the 5 Education District Offices and responsible for driving efficient and effective delivery of quality education at education institutions across the 5 Districts. To define and review on a continual basis the purpose, objectives, priorities and activities across Districts that lead to academic improvement and service delivery to schools. Participation in the Branch's strategic planning process and active involvement in the development and management of the strategic and business plans across Districts, with special emphasis on District Improvement Plans. To evaluate the performance of Districts on a continuous basis against pre-determined key measurable objectives and standards. To report to the Deputy Director-General on a regular basis on the activities of the Districts and on matters of substantial importance to the Department. To identify areas of risk in the Districts and to plan management actions to mitigate such risks. To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate reporting and record keeping of the activities of the Districts and of the resources employed by it. Play a leading role in the integration and co-ordination of the department services to the district. Ensure planning, strategy and budgeting processes which support the FSDoE in the achievement of its goal.

ENQUIRIES

Mr MB Monnane '(051)404 8420

CHIEF DIRECTOR: CURRICULUM MANAGEMENT

REFERENCE NUMBER: PS1/2017/02

SALARY: (Salary level 14) An all-inclusive salary package of R1 068 564.00 per annum. The total package includes a 60% OR 70% basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines. This appointment is subject to the signing of an Annual Performance Agreement and obtaining a security clearance.

CENTRE: Bloemfontein, Head Office

REQUIREMENTS

An appropriate Bachelor's degree or equivalent qualification (NQF level 7) as well as a postgraduate qualification. Extensive, applicable senior management experience. Experience in and knowledge of Education environment at management level. Valid Code EB Drivers licence.

RECOMMENDATIONS

This positions calls for a senior manager with advanced knowledge of current public policy and public policy development processes; advanced knowledge of strategy development, strategy management and strategy monitoring and review processes; advanced knowledge of modern systems of governance and administration; advanced knowledge of public finance and people management; advanced knowledge of public communication, public education, public participation and public discourse management processes. Strong conceptual and formulation skills; strong leadership skills with specific reference to the ability to display thought leadership and co-ordination of complex applications; strong interpersonal skills; excellent verbal and written communication skills; outstanding planning, organisational and people management skills; computer literacy; a highly developed interpretative and conceptualisation/ formulation ability; the ability to render advice and guidance in an objective and dedicated manner; The ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances; the ability to persuade and influence; the ability to lead and direct teams of professionals and service providers; ability to deal with complex situations, involving FSDoE institutions, staff and relevant stakeholders.

KEY RESPONSIBILITIES: Manage, co-ordinate, plan, guide and advice in respect of the rendering of effective and efficient assessment and examinations as well as curriculum management and development for all phases of curriculum delivery. Administer examination and certification processes. Manage ECD & Primary school curriculum development and co-ordinate curriculum research and development within subjects. Co-ordinate curriculum development initiatives within the subjects context according to provincial needs in ECD and Primary schools. Develop policy documents, guidelines and training materials in support of Secondary school subjects. Coordinate curriculum research and development within subjects. Coordinate curriculum development initiatives within the subject context according to provincial needs in the Secondary schools. Contribute to national curriculum policy development with respect to subjects. Monitor, support and evaluate all provincial interventions within the subject context. Develop policy documents, guidelines and training materials in support of subjects. To report to the Deputy Director-General on a regular basis on the activities of the Chief Directorate and on matters of substantial importance to the Department. Manage the resources of the Chief Directorate to ensure efficiency and effectiveness within the Chief Directorate. Implement education innovations in a changing context. Manage and co-ordinate professional teacher development services.

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