

FREE STATE PROVINCIAL GOVERNMENT



FREE STATE PROVINCE

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.

DEPARTMENT OF PUBLIC WORKS

Directions to applicants Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.V. (Separate application for every vacancy). Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation. No e-mailed or faxed applications will be considered. 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 was unsuccessful.

APPLICATIONS FOR THE DEPARTMENT OF PUBLIC WORKS TO BE SUBMITTED TO: Head: Public Works, Human Resources Management Directorate, P.O. Box 7551, Bloemfontein 9300 OR Applications that are hand delivered must be brought at the Foyer of Lebohang Building where they must be placed in the appropriately marked box at: Security Ground Floor, Lebohang Building, St. Andrews Street, Bloemfontein. *NO APPLICATIONS WILL BE ACCEPTED BY STAFF IN OFFICES IN THE BUILDING. **CLOSING DATE: 15 November 2012**

DIRECTOR INTERNAL AUDIT (REFERENCE NO: PW 12/40)

SALARY: SMS Level 13 – An all-inclusive package of R 719 613.00 per annum. The remuneration package consists of basic salary (70%), the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th Cheque, motor car allowance, housing allowance and medical aid assistance. **CENTRE:** BLOEMFONTEIN

REQUIREMENTS: A National diploma/degree in Auditing and/or Accounting or equivalent NQF level 6 qualification augmented by exposure to internal auditing background. Appropriate practical experience in the Internal Auditing field. Good understanding of the Audit process and Audit approaches. Good communication (verbal and written) and managerial skills. Effective report writing. Computer literacy. Ability to follow a proactive and creative problem solving approach. A valid driver's license. Appointment is subject to the following: Performance Agreement, Vetting, SMS Contract and Financial Disclosure. **KEY PERFORMANCE AREAS:** Undertake the management functions of the Internal Audit Directorate. Review and appraise the soundness, adequacy and application of the accounting, financial and operating controls that comprise the internal control system of the Department. Ascertain the extent of compliance with established policies, procedures and applicable laws and regulations. Ascertain the extent to which the Department's assets are accounted for and safeguarded from losses of any kind. Recommend necessary improvements in the internal control system where controls have been found to be malfunctioning, insufficient or nonexistent. Recommend necessary improvements in the accountability and safeguarding of the Department's assets and the reliability of management information. Review the timeliness and appraising the effectiveness of corrective actions. Participate in the development of automated information systems to ensure that these systems incorporate necessary controls. Develop an effective and professional relationship with the Audit Committee as well as with external auditors. Prepare, in consultation with and for approval by, the Audit Committee responsible for the Department: a rolling three-year strategic internal audit plan based on its assessment of key areas of risk for the department, having regard to its current operations and those proposed in the strategic plan and risk management strategy; plans indicating the proposed scope of each audit in the annual internal audit plan; a quarterly report to the departmental Audit Committee detailing its performance against the plan to allow effective monitoring and possible intervention. **ENQUIRIES:** Mr G Mahlatsi, CFO (Telephone number: 051 403 3657)

DEPARTMENT OF EDUCATION

HRM 33 OF 2012: VACANCY PS12 OF 2012

The Free State Provincial Government and Free State Department of Education are equal opportunity, affirmative action employers

Firstly, to the candidature of excess employees who are at a level equivalent to that of the advertised vacancy. 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. Lastly, to the candidature of non-public servants. 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 and informal qualifications, driver's licence (where specified), identity document and a detailed C.V. Separate applications must be submitted for every vacancy. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representativity, 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 will be conducted and 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 applicant's 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.fsdoe.fs.gov.za. CLOSING DATE: 15 November 2012

ARCHITECT

REFERENCE NO: : PS14/2012/04
Three year Public Service Contract

SALARY: OSD Grade C – An all-inclusive package of R472 671 – 556 788 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. **CENTRE:** BLOEMFONTEIN

REQUIREMENTS: Bachelor of Architecture or equivalent as recognised by the South African Council for the Architectural Profession • Registration with the South African Council for Architectural Profession. • Computer Literate, Valid Driver's license. • Extensive Post Qualification Experience **DUTIES:** Purpose: To manage the architectural inputs and guidance of the Department. • Interpretation and application of functional and technical norms/standards. • Develop policies, strategies, plans, procedures and criteria of all infrastructure programmes and projects. • Undertake Master Planning. • Prepare Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives. • Provide inputs to the development of the construction procurement strategy. • Preparation of inputs to the development of the U-AMP. • Undertake relevant Research. **ENQUIRIES:** Mr A. Moeti Telephone number: 051 4049293

QUANTITY SURVEYOR

REFERENCE NO: : PS14/2012/05
Three year Public Service Contract

SALARY: OSD Grade C – An all-inclusive package of R472 671 – 556 788 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. **CENTRE:** BLOEMFONTEIN

REQUIREMENTS: University Degree in Quantity Surveying • Registration with SACQSP • Computer Literate, Valid Driver's license • Extensive Post Qualification Experience **DUTIES:** Purpose: To manage the quantity surveyor inputs and guidance of the Department • Manage and maintain functional and technical norms and standards • Prepare Project Briefs, Business Cases, Accommodation Schedules and Operational Narratives • Provide inputs to the development of the construction procurement strategy and prepare cash flow projections • Preparation of inputs to the development of the U-AMP • Undertake relevant research. **ENQUIRIES:** Mr A. Moeti Telephone number: 051 4049293

CIVIL / STRUCTURAL ENGINEER

REFERENCE NO: : PS14/2012/06
Three year Public Service Contract

SALARY: OSD Grade C – An all-inclusive package of R548 559 – R646 170 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. **CENTRE:** BLOEMFONTEIN

REQUIREMENTS: A university degree in Civil / Structural Engineering • Registration with ECSA as a Professional Engineer • Computer Literate, Valid Driver's license • Extensive Post Qualification Experience **DUTIES:** Purpose: To provide and manage civil/structural engineering inputs and guidance for the Department • Maintain civil/structural engineering norms & standards • Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies • Compile briefing documentation and specifications • Investigate civil/structural engineering installations and equipment, undertake design work and implement corrective measures, where necessary • Oversee implementation [construction] and commissioning of civil/structural engineering installations • Undertake relevant research. **ENQUIRIES:** Mr A. Moeti Telephone number: 051 4049293

ELECTRICAL ENGINEER

REFERENCE NO: : PS14/2012/07
Three year Public Service Contract

SALARY: OSD Grade C – An all-inclusive package of R548 559 – R646 170 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and

which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance.

CENTRE: BLOEMFONTEIN

REQUIREMENTS: A university degree in Electrical Engineering Registration with ECSA as a Professional Engineer • Computer Literate, Valid Driver's license • Extensive Post Qualification Experience **DUTIES:** Purpose: To provide and manage electrical engineering inputs and guidance for the Department • Maintain electrical engineering norms & standards • Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies • Compile briefing documentation and specifications • Investigate electrical engineering installations and equipment, undertake design work and implement corrective measures, where necessary • Oversee implementation [construction] and commissioning of electrical engineering installations • Undertake relevant Research. **ENQUIRIES:** Mr A. Moeti Telephone number: 051 4049293

MECHANICAL ENGINEER

REFERENCE NO: : PS14/2012/08
Three year Public Service Contract

SALARY: OSD Grade C – An all-inclusive package of R548 559 – R646 170 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. **CENTRE:** BLOEMFONTEIN

REQUIREMENTS: A university degree in Mechanical Engineering • Registration with ECSA as a Professional Engineer. • Computer Literate, Valid Driver's license. • Extensive Post Qualification Experience **DUTIES:** Purpose: To provide and manage mechanical engineering inputs and guidance for the Department. • Maintain mechanical engineering norms & standards. • Investigate proposals for innovative service delivery mechanisms and undertake feasibility studies • Compile briefing documentation and specifications • Investigate mechanical engineering installations and equipment, undertake design work and implement corrective measures, where necessary • Oversee implementation [construction] and commissioning of mechanical engineering installations • Undertake relevant Research. **ENQUIRIES:** Mr A. Moeti Telephone number: 051 4049293

SENIOR INFRASTRUCTURE PROGRAMME/ PROJECT MANAGER (2 POSTS)

REFERENCE NO: : PS14/2012/09
Three year Public Service Contract

SALARY: Chief Engineer/Chief Architect/Chief Quantity Surveyor – OSD Grade B – An all-inclusive package of Chief Engineer – R749 919 – R1 172 181 per annum or Chief Architect/Chief Quantity Surveyor – R646 170 – R995 017 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. **CENTRE:** BLOEMFONTEIN

REQUIREMENTS: Appropriate B degree in built environment • Relevant built environment professional registration Architecture (SACAP), Engineering (ECSA), Quantity Surveying (SACQSP). • Professional certification in Construction and /or Project Management is preferable • Computer Literate, Valid Driver's license. • Extensive Post Qualification Experience **DUTIES:** Purpose: To manage the delivery of Capital and all Maintenance Programmes for specific education facility types • Prepare Infrastructure Programme Management Plan and Construction Procurement Strategy for Education. • Assistance in the preparation of Packaged/Individual Project Briefs. Agent • Participation in the procurement of Professional Service Providers and contractors • Perform oversight role over Implementing Agent • Authorisation of payments • Approval of Project Stage reports & designs, in accordance with strategic decision making points as defined in t. • Manage implementation of commissioning of projects and project/programme post evaluations. **ENQUIRIES:** Mr A. Moeti Telephone number: 051 4049293

INFRASTRUCTURE PROGRAMME/ PROJECT MANAGER (4 POSTS)

REFERENCE NO: : PS14/2012/10
Three year Public Service Contract

SALARY: Chief Engineer/Chief Architect/Chief Quantity Surveyor – OSD Grade C – An all-inclusive package of Chief Engineer – R548 559 – R646 170 per annum or Architect/Quantity Surveyor – R472 671 – R556 788 per annum. The remuneration package consists of the basic salary, the Government's contribution to the Government Employee Pension Fund and flexible portion, which may be structured in terms of the rules for the structuring of the flexible portion and which may include a 13th cheque, motor car allowance, home owner's allowance and medical aid assistance. **CENTRE:** BLOEMFONTEIN

REQUIREMENTS: Appropriate B degree in built environment • Relevant built environment professional registration Architecture (SACAP), Engineering (ECSA), Quantity Surveying (SACQSP) • Computer Literate, Valid Driver's license • Extensive Post Qualification Experience **DUTIES:** Purpose: To manage the delivery of Capital and all Maintenance Programmes for specific education facility types through the development of Construction Procurement Strategies, Infrastructure Programme Management Plans and the rigorous monitoring and controlling of the implementation projects by the Implementing Agents • Prepare Infrastructure Programme Management Plan and Construction Procurement Strategy for Education. • Preparation of the Infrastructure Programme Management Plan and Construction Procurement Strategy for Education. • Assistance in the preparation of Packaged / Individual Project Briefs; presenting these to the Implementing Agent. • Participation in the procurement of Professional Service Providers and contractors, including the preparation and

approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees.

• Monitoring the implementation of Programmes and Projects by the Implementing Agent and the adherence to the Service Delivery Agreement. • Review and sign-off of the Infrastructure Programme Implementation and Project Execution Plans as prepared by the Implementing Agent. • Review and sign off Variation Orders in line with delegations • Authorisation of payments • Approval of Project Stage reports & designs, in accordance with strategic decision making points as defined in the Infrastructure Delivery Management System • Manage implementation of commissioning of projects and project/programme post evaluations. **ENQUIRIES:** Mr A. Moeti Telephone number: 051 4049293

DEPARTMENT OF EDUCATION

Directions to applicants Applications must be submitted on form Z.83, 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 and informal qualifications, valid driver's licence, identity document and a detailed C.V. Separate applications must be submitted for every vacancy. Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Applicants must clearly quote the relevant reference number and forward the applications to the address as indicated in the advertisement. No e-mailed or faxed applications will be considered. 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 was unsuccessful and that applications, copies of qualifications and CVs will not be returned. The FSDoE reserves the right not to fill advertised positions; and references will be checked. NOTE: 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.

APPLICATIONS FOR THE DEPARTMENT OF EDUCATION TO BE SUBMITTED TO:

The Director: Human Resource Administration, Department of Education, Private Bag X20565, Bloemfontein, 9300 (Katleho Building, Ground Floor). **CLOSING DATE: 7 DECEMBER 2012**

CHIEF EDUCATION SPECIALIST (CES):

CURRICULUM SUPPORT: MATHEMATICS AND MATHEMATICAL LITERACY SUBJECTS: FET SCHOOLS CURRICULUM MANAGEMENT DIRECTORATE: POST LEVEL 6: 1 POST: REF NO: OBE 3/2012/1

SALARY: All-inclusive Middle Manager's remuneration package of R586 167 per annum to be restructured according to the individual's personal needs (Salary Level 12) **CENTRE:** Head Office, Bloemfontein

REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 9 years appropriate and relevant experience. **Further Requirements:** Thorough knowledge of and insight into the National Curriculum Statement (NCS) including the Curriculum and Assessment Policy Statements (CAPS) from Grades 10 - 12, a sound knowledge of and insight into transformational issues in education, experience in teacher development and support, experience in managing people, projects and finances and the ability to engage in strategic planning, advanced computer literacy, analytical and report writing skills. As travelling is required, a valid driver's licence is essential. Candidates must be willing to work irregular hours and under pressure. **RECOMMENDATIONS:** Knowledge of and insight into relevant policies and legislation. Knowledge of research and project management. Self-confidence and the ability to work independently. The ability to provide leadership.

DUTIES: Managing, planning and co-ordinating curriculum support to schools in relation to subjects located in the Learning Fields of Mathematics and Mathematical Literacy and Services in the implementation of the NCS including CAPS in all schools offering Grades 10-12. • Guiding and leading the development and implementation of policy guidelines in relation to teaching and learning including assessment in subjects located in the Learning Fields of Mathematics and Mathematical Literacy and Services from Grades 10 -12. • Providing support and guidance to district officials and schools in relation to the implementation of the NCS including CAPS in Grades 10 -12. • Project management of annual calendar activities and events in relation to teacher development and learner support in the Learning Fields mentioned above. • Development and management of business plans in relation to interventions in the Learning Fields mentioned above. • Managing and facilitating collaboration with the GET band in relation to curriculum implementation in schools within the context of Mathematics in the Senior Phase and Mathematics in Grade 10. • Managing and facilitating the development of strategic and operational provincial plans for improving teaching and learning in the relevant subjects as mentioned above. • Managing the implementation of national projects including provincial partnerships and interventions related to the improvement of curriculum delivery in the relevant subjects mentioned above with a view to enhance learner attainment in the classroom. • Managing and facilitating collaboration with other departmental line function managers including district offices, national curriculum structures and other stakeholders in the province to promote the smooth implementation of the NCS including CAPS from Grades 10-12. • Managing of human resources, performance management and non-human resources within the sub-directorate. **ENQUIRIES:** Mr. RS Phele, ' (051) 404 8457/8

CHIEF EDUCATION SPECIALIST (CES):

CURRICULUM SUPPORT: SCIENCE AND TECHNOLOGY SUBJECTS: FET SCHOOLS CURRICULUM

MANAGEMENT DIRECTORATE:

POST LEVEL 6: 1 POST: [REF NO: OBE 3/2012/2](#)

SALARY: All-inclusive Middle Manager's remuneration package of R586 167 per annum to be restructured according to the individual's personal needs (Salary Level 12)
CENTRE: Head Office, Bloemfontein

REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 9 years appropriate and relevant experience. • Further Requirements: Thorough knowledge and insight into the National Curriculum Statement (NCS) including the Curriculum and Assessment Policy Statements (CAPS) from Grades 10 - 12, a sound knowledge of and insight into transformational issues in education, experience in teacher development and support, experience in managing human resources, projects and finances and the ability to engage in strategic planning, advanced computer literacy, analytical and report writing skills. As travelling is required, a valid driver's licence is essential. Candidates must be willing to work irregular hours and under pressure.
RECOMMENDATIONS: Knowledge of and insight into relevant policies and legislation. Knowledge of research and project management. Self-confidence and the ability to work independently. The ability to provide leadership.
DUTIES: Managing, planning and co-ordinating curriculum support to schools in relation to subjects located in the Learning Fields of Sciences and Technology and Services in the implementation of the NCS including CAPS in all schools offering Grades 10-12. • Guiding and leading the development and implementation of policy guidelines in relation to teaching and learning including assessment in subjects located in the Learning Fields of Sciences and Technology and Services from Grades 10 -12. • Providing support and guidance to district officials and schools in relation to the implementation of the NCS including CAPS in Grades 10 -12. • Project management of annual calendar activities and events in relation to teacher development and learner support in the Learning Fields mentioned above. • Development and management of business plans in relation to interventions in the Learning Fields mentioned above. • Managing and facilitating collaboration with the GET band in relation to curriculum implementation in schools within the context of Natural Sciences in the Senior Phase and Physical and Life Sciences in Grade 10. • Managing and facilitating the development of strategic and operational provincial plans for improving teaching and learning in the relevant subjects as mentioned above. • Managing the implementation of national projects including provincial partnerships and interventions related to the improvement of curriculum delivery in the relevant subjects mentioned above with a view to enhance learner attainment in the classroom. • Managing and facilitating collaboration with other departmental line function managers including district offices, national curriculum structures and other stakeholders in the province to promote the smooth implementation of the NCS including CAPS from Grades 10-12. • Managing of human resources, performance management and non-human resources within the sub-directorate.
ENQUIRIES: Mr. RS Phele, ' (051) 404 8457/8

CHIEF EDUCATION SPECIALIST (CES):

E-LEARNING:

INSTITUTIONAL DEVELOPMENT, MANAGEMENT & GOVERNANCE DIRECTORATE:

POST LEVEL 6: 1 POST: [REF NO: OBE 3/2012/3](#)

SALARY: All-inclusive Middle Manager's remuneration package of R586 167 per annum to be restructured according to the individual's personal needs (Salary Level 12)
CENTRE: Head Office: IDMG, Bloemfontein
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 9 years appropriate and relevant experience. • Further Requirements: The above qualification (appropriate 3 or 4 year qualification) to be in the field of ICT or e-Learning. A thorough knowledge of the White Paper on E-Education and relevant e-Learning policies and regulations. Extensive experience in e-Learning and Information Communications Technology (ICT) in an education environment. Sound knowledge of transformational issues in education. Proven experience in managing people, projects and finances and the ability to engage in strategic planning. Advanced computer, analytical and report writing skills. Security clearance may be required. As travelling is required, a valid driver's licence is essential. Candidates must be willing to work irregular hours and under pressure.
RECOMMENDATIONS: Knowledge of and insight into strategies that can assist the implementation of policies and legislation in a developmental context. Be self driven and the ability to work independently. Good managerial and organisational skills. The ability to lead as well as having negotiation skills. Advanced knowledge of databases, spreadsheets, presentations, social media, and learning management systems. Extensive exposure to educational software, digital media, telecommunications and broadcasting solutions.
DUTIES: Be responsible for the implementation of the White Paper on E-Education and other relevant policies in the provincial context, with specific focus on e-Learning. • Develop and manage systems and strategies for the successful implementation of e-Learning in the province. • Manage, plan and co-ordinate all e-Learning functions and related duties in accordance with policy and regulations, and ensuring strict adherence thereto. • Monitor, support and evaluate the implementation of all e-Learning strategies. • Provide operational leadership in the support activities for districts and schools in the province. • Guiding and leading the development and implementation of policy guidelines in relation to e-Learning and its application in learning and teaching. • Provide guidance and support to head office officials, district officials and schools in relation to the implementation of e-Learning policies, regulations and directives. • Managing and facilitating collaboration with other departmental line-function managers, including district offices and other stakeholders in the province to promote the smooth implementation of e-Learning and ICT strategic plans. • Managing human resources, performance management and finances within the sub-directorate. • Participate in national and provincial structures and activities as and when required.
PRACTICAL TEST: Candidates must be willing to take part in a practical test as part of the selection process.
ENQUIRIES: Mrs. B Kitching, ' (051) 404 1985 / 082 454 1519

CHIEF EDUCATION SPECIALIST (CES): CURRICULUM MANAGEMENT & IMPLEMENTATION:

POST LEVEL 6: 1 POST: [REF NO: OBE 3/2012/4](#)

SALARY: All-inclusive Middle Manager's remuneration package of R586 167 per annum to be restructured according to the individual's personal needs (Salary Level 12)
CENTRE: Fezile Dabi District, Sasolburg
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include

appropriate training as an educator, plus 9 years appropriate and relevant experience. • Further Requirements: An extensive management background. Thorough knowledge of the National Curriculum Statement (NCS) Grades 1-12 (General), sound knowledge and experience in curriculum delivery and professional support. As travelling is required, a valid driver's licence is essential. Candidates must be willing to work irregular hours and under pressure.
RECOMMENDATIONS: Sound knowledge of transformational issues in education, experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. • Knowledge of and insight into relevant policies and legislation. • Self-confidence and the ability to work independently. • Good managerial, administrative and organizational skills.
DUTIES: Managing, planning and co-ordinating curriculum support to schools in relation to the NCS Grades 1- 12 in all schools. • Providing operational leadership in the co-ordination of Subject Advisory Services, Curriculum support activities for schools, ECD, GET, FET & Examinations & Assessment throughout the District. • Guiding and leading the development and implementation of policy guidelines in relation to teaching and learning including assessment with regard to the NCS Grades R – 12. • Providing support and guidance to district officials and schools in relation to the implementation of the curriculum in all schools offering Grades R-12. • Guiding and leading the development of a provincial framework for curriculum redress in response to the implementation of the NCS Grades R-12. • Managing and facilitating the development of strategic and operational provincial plans for the orientation of teachers to the NCS Grades 10-12 as well as for the ongoing support to teachers in relation to curriculum implementation. • Managing the implementation of national, provincial and district projects including partnerships and interventions related to the improvement of curriculum delivery with a view to enhance learner attainment in the classroom. • Managing and facilitating collaboration with other departmental line function managers within the district office, national curriculum structures and other stakeholders in the district and province to promote the smooth implementation of the NCS Grades R - 12 throughout the province. • Managing of human resources, performance management and finances within the sub-directorate. • Take full responsibility of examination & assessment in his/her district.
ENQUIRIES: Mr. VH Chuta, ' (016) 973 9118

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): MANAGEMENT OF GRADE R: ECD & GET CURRICULUM MANAGEMENT DIRECTORATE:

POST LEVEL 5: 1 POST: [REF NO: OBE 3/2012/5](#)

SALARY: R320 463 pa (Salary Level 10)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience. • Further Requirements: Appropriate training as a Grade R educator as the candidate will be mostly involved with balancing management of expansion of Grade R and the provision of quality curriculum at Grade R level. Thorough knowledge and interpretation of Grade R Policy. Thorough knowledge of the developmental stages of children from birth to seven years. Sound knowledge of transformational issues and capacity building processes in education. Thorough knowledge of the Norms and Standards of Grade R funding; Thorough knowledge of the Education White Paper no. 5 on ECD; Proven experience in policy development; Proven experience in financial management; Proven experience in managing people, projects, finances and the ability to plan strategically; Computer literate in using Microsoft Office and MS-Word (experience in MS-Excel and PowerPoint will be a strong recommendation); Analytical and report writing skills. As travelling is required, a valid driver's licence is essential.
DUTIES: Be responsible for the roll-out of Grade R in the province; • Ensure that new Grade R classes are identified and funded; • Ensure that structures are in place to enable funding to take place; • Develop strategies to improve the management procedures at community-based centres; • Develop guidelines and strategies to govern the implementation of Grade R; • Align provincial policies and strategies to relevant legislation and national guidelines; • Be responsible for the advocacy of Grade R policies and procedures to stakeholders in the province; • Supervise the implementation of partner provisioning (Grade R offered for a public school at an independent institution). • Support systems in ECD regarding the registration of Grade R; • Manage the process of the improvement of Grade R educator's qualification; • Be responsible to keep data up to date on Grade R services in the Free State; • Be responsible to keep data on the ECD services offered in the Free State; • Be responsible for compiling reports on Grade R implementation; • Liaise with all relevant directorates on the successful implementation of Grade R.
PRACTICAL TEST: Candidates must be willing to take part in a practical test as part of the selection process.
ENQUIRIES: Ms. PSA Phala, ' (051) 409 8417

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): GET CURRICULUM: MATHEMATICS: GR. 4 - 9:

POST LEVEL 5: 1 POST: [REF NO: OBE 3/2012/6](#)

SALARY: R320 463 pa (Salary Level 10)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience. • Further Requirements: Appropriate training in post school Mathematics (passed), 8 Years of actual teaching experience in the Intermediate and Senior Phase. Thorough knowledge of the National Curriculum Statement Grade R to 12. Thorough knowledge of and insight into Mathematics and relevant legislation and policies at Inter-Sen. Sound knowledge and experience in curriculum delivery and professional support. Proven experience in managing people, projects, finances, material development for Mathematics and the ability to plan strategically. Candidates must be willing to work irregular hours and under pressure. Computer literacy (experience in MS-Excel and PowerPoint), analytical and report writing skills. As travelling is required, a valid driver's licence is essential.
DUTIES: Be responsible for the management, control and promotion of Mathematics in Grade 4-9. • Give professional support to the districts in rendering effective support services to schools. • Guiding and leading the development and implementation of policy guidelines in relation to teaching and learning including assessment with regards to NCS Grade 4-9. • Coordinate and initiate the development of Subject Advisors in relation to effective support to teaching and learning. • Ensure alignment of curriculum implementation to national objectives, norms and standards with specific reference to Mathematics. •

Consolidate the needs analysis of the province related to Grade 4-9. • Coordinate and support partnership projects related to the improvement of curriculum implementation with special reference to Mathematics.
PRACTICAL TEST: Candidates must be willing to take part in a practical test as part of the selection process
ENQUIRIES: Mr. TJ Tsoai, ' (051) 404 1900

DEPUTY CHIEF EDUCATION SPECIALIST (DCES):

ELITS (Education Library Information and Technological Services) & LEARNING RESOURCING (LR): IDMG, e-EDUCATION & ELITS DIRECTORATE:

POST LEVEL 5: 1 POST: [REF NO: OBE 3/2012/7](#)

SALARY: R320 463 pa (Salary Level 10)
CENTRE: Head Office, Bloemfontein.
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience. • Further Requirements: A minimum 8-year proven, actual experience in the Library and Information Services environment which includes knowledge of cataloguing, classification and computerised library systems. Advanced knowledge, experience and proof of using various Microsoft Office Suite programs (Excel, Word, Access and PowerPoint). A qualification in Library and Information Science will be an added advantage. As travelling is required, a valid driver's licence is essential.
RECOMMENDATIONS: Competency in resource-based learning, delivery of INSET programmes, subject advisory services, management and administration of libraries. Management and administration of projects, report writing, negotiation, planning, facilitation skills, budgeting and database management. Ability to work long hours when there is a need.
DUTIES: The successful candidate will be responsible for: • Co-ordinate the implementation of ELITS policy by ensuring that functioning school library models are established and maintained. • Support Learning Facilitators or teachers and other relevant stakeholders in integrating multimedia resource based learning and teaching into the curriculum. • Manage and co-ordinate the provision of multimedia resources at provincial, district and school level. • Support and co-ordinate the implementation of a computerized library administration system for the Free State Department of Education. • Initiate and co-ordinate the development and implementation of library training programmes and the monitoring of the same. • Manage, lead and exercise control over subordinates in order to achieve strategic objectives of the Department. • Collaborate and communicate with stakeholders inside and outside the Department to improve service delivery and curriculum delivery. • Co-ordinate and support partnership projects related to ELITS & LR in the province to make them sustainable. • Co-ordinate, manage and support all activities regarding school Libraries, technology enhanced learning activities/initiatives, multimedia resources and information services. • Coordinate initiatives that seek to promote reading and development of literacy skills amongst learners and teachers.
ENQUIRIES: Mr. M Mahura, ELITS, ' (051) 447 0147

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): PROVINCIAL SCHOOL SAFETY CO-ORDINATOR: IDMG DIRECTORATE:

POST LEVEL 5: 1 POST: [REF NO: OBE 3/2012/8](#)

SALARY: R320 463 pa (Salary Level 10)
CENTRE: Head Office: IDMG, Bloemfontein.
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience. • Further Requirements: 8 Years managerial experience • Sound knowledge of school safety and related legislation • Expertise in strategies to bring about safe and child friendly schools. Excellent computer skills in the Microsoft Programs • As travelling is required a certified copy of the driver's licence is essential.
RECOMMENDATIONS: Sound interpersonal skills and the ability to work with other state departments and NGOs on school safety related matters. The ability to work under pressure without compromising quality, especially regarding data relating to school safety.
DUTIES: The successful candidate will be responsible for: • Development and implementation of programs towards the overall safety of learners in schools. • Closely co-operating with other state departments. • Implement the national protocols that have been signed between the Departments of Education and other government departments, parastatals or other agencies • Collection, verification and quality assurance of data related to the monitoring, management and impact assessment of safe and child friendly schools • Facilitating the establishment and functioning of different structures that focus on the safety of learners. Development of strategic, operational and action plans for school safety • Coordinate and deliver anti crime awareness campaigns • Provide district offices with technical support regarding school safety • Visit and support schools to monitor the implementation of school safety plans and programmes.
ENQUIRIES: Mrs. B Kitching, ' (051) 404 1985 / 082 454 1519

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): SPECIAL NEEDS EDUCATION: HIV/ AIDS SUPP PROGRAMMES, INCLUSIVE EDUCATION & SPECIAL NEEDS DIRECTORATE:

POST LEVEL 5: 1 POST: [REF NO: OBE 3/2012/9](#)

SALARY: R320 463 pa (Salary Level 10)
CENTRE: Head Office, Bloemfontein.
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience • Further Requirements: A recognized three or four year qualification with major or speciality in the field of Special Needs Education or inclusive Education. Relevant experience in the field of Special Needs Education • At least 5 years managerial experience in the education system • Honours / Maters Degree will be an added advantage • As travelling is required, a valid driver's licence is essential • In-depth knowledge of White Paper 6 on Inclusive and Special Needs Education. Good communication skills and excellent organizational / management skills • Must be able to handle crisis situations and to work under pressure • Candidates must be prepared to work irregular hours.
DUTIES: To manage qualitative strengthening and transformation of Special Schools, Schools of children in conflict with the law and community centre • Manage and monitor the promotions of learners in these schools • Conduct ongoing advocacy on White Paper 6, ensure the implementation of SIAS Strategy in these schools • Responsible for the drawing, management and control of the budget in the section • Guides and supports SGB's in the compilation and implementation of all relevant School policies and procedures • Guide and support all Principals

and SMT's in the implementation of the NCS and CAPS in all phases, where applicable • To capacitate and empower SMT's, RCL's and SGB's both formally and informally, so as to enable them to perform their duties maximally within their schools • Ensure that every school implements PDMS and IQMS effectively so as to inform staff development appropriately • Ensure that each school has a sound administrative and management system that eliminates and manages all risks • Monitor financial management of schools and ensure compliance with all regulations and legislation • To hold regular meetings with relevant stakeholders • Planning and co-ordinating of monthly, quarterly and annual progress reports • To support, guide, monitor, control and evaluate all Principals as his/her down – line managers, for successful and effective school management • Conduct training, seminars, workshops for relevant stakeholders including development of officials.
ENQUIRIES: Ms. BE Qwelane, ' (051) 404 8758

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): SCHOOL MANAGEMENT, GOVERNANCE AND DEVELOPMENT (SMGD): POST LEVEL 5: 4 POSTS

SALARY: R320 463 pa (Salary Level 10)
CENTRE: 1. Xhariep District, Short term BFN, Long term Trompsburg (x1); [REF NO: OBE 3/2012/10](#) 2. Lejweleputswa, Welkom (x1); [REF NO: OBE 3/2012/11](#) 3. Fezile Dabi District, Sasolburg (x1); [REF NO: OBE 3/2012/12](#) 4. Thabo Mofutsanyana District, Phuthaditjhaba (x1); [REF. NO: OBE 3/2012/13](#)
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience • Further Requirements: Relevant experience must include 5 years' managerial experience • As travelling is required, a valid driver's licence is essential. Candidates must be prepared to work irregular hours.
DUTIES: Guide and support SGB's in the compilation and implementation of all relevant School policies and procedures • Guide and support all Principals and SMT's in the Circuit/Sub-District in the implementation of the NCS and CAPS in all phases • To ensure that a high quality of education is provided to all learners in his/her schools through the implementation and achievement of the QLTC objectives • To facilitate the formation and functionality of Local Education Forums for the support and implementation of Town/Cluster Based Strategy for education • To monitor and control the School Improvement Plans and School Academic Improvement Plans in order to ensure that learners achieve the highest possible performance levels in all Grades, to ensure the maximum flow of learners through the system • To capacitate and empower SMTs, RCLs and SGBs both formally and informally, so as to enable them to perform their duties maximally within their schools • To ensure that schools manage the ANA effectively in order to achieve the Schooling 2014 targets of achievement • Turn failing and fluctuating schools into institutions of excellence by ensuring that Grade 12 results in his/her schools are consistently above 75% and work towards achieving 100% • Ensure that every school implements PDMS and IQMS effectively so as to inform staff development appropriately • Be computer literate so as to check the SA-SAMS discs and records submitted by schools to the District office and EMIS • Facilitate communication between schools, Circuit/ Sub-District and all Sections within the District, Head office and other government Departments where necessary, NGOs, FBOs and CBOs, for service delivery • Ensure that each school has a sound administrative and management system that eliminates and manages all risks • Monitor financial management of schools and ensure compliance with all regulations and legislation • To support, guide, monitor, control and evaluate all Principals in his/her Circuit/ Sub-District as his/her immediate down-line managers, for successful and effective school management.
ENQUIRIES: Xhariep District: Mr. SD Tshipane, ' (051) 404 4883 • Lejweleputswa District: Mr. MS Mokgobo, ' (057) 391 7200 • Fezile Dabi District: Mr. VH Chuta, ' (016) 973 9118 • Thabo Mofutsanyana District: Mr. W Du Preez, ' (058) 863 1701

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): CENTRE HEAD: EDUCATION RESOURCE CENTRE: SUB-DIRECTORATE: E-LEARNING, ELITS & ERC: POST LEVEL 5: 2 POSTS

SALARY: R320 463 pa (Salary Level 10)
CENTRE: 1. Xhariep District, Koffiefontein (x1); [REF NO: OBE 3/2012/15](#) 2. Fezile Dabi ERC, Fezile Dabi District, Kroonstad (x1); [REF NO: OBE 3/2012/16](#)
REQUIREMENTS: Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 8 years appropriate and relevant experience • Further Requirements: 5 Years' relevant extensive teaching experience at management level. As travelling is required, a valid driver's licence is essential • Sound communication and managerial skills. Practical experience in ICT application in education. Knowledge of the Departmental Financial Procedures and the MTF framework • Person must be goal orientated and self driven.
RECOMMENDATIONS: Proven experience in managing people, projects, finances and the ability to plan strategically. Analytical and report writing skills. Knowledge of relevant policies, legislation and ICT application in education, together with good communication, collaboration and training skills. Training experience in Microsoft Office package will be an added advantage. Computer based training skills is vital and will be an added advantage.
DUTIES: Develop institutional management, administration and governance policies • Be responsible for the overall coordination and management of all activities and financial aspects at the Centre • Assist with networking strategies in order to obtain sponsorship for the Centre • Managing interdepartmental relationships as well as public and private sector relations on all ERC-related matters • Conducting schools visits in order to monitor, evaluate, train and support the implementation of ERC training in all institutions • Liaise with the Department of Education at District and Provincial level • Manage, control and coordinate all ERC activities and resources to ensure maximal utilization • Create an environment and system that would provide educators and learners with materials and equipment on loan basis to enhance teaching and learning in schools • Ensure provision of professional development programmes and opportunities for all employees in the district for effective service delivery • Create opportunities that would develop and support educators for their operational tasks, career development and personal development to ensure effective teaching and learning • Market the ERC services to the schools and communities for maximal utilization.
NOTE: Ability to work under pressure. Should be able to work independently. Must be an excellent team player. Good interpersonal skills and strong service orientation. A practical test will be written by all successful candidates to be invited for interviews.
ENQUIRIES: Xhariep District: Mr. PS Pheto, ' (051) 404

4875 Fezile Dabi District: Mr. VH Chuta, ' (016) 973 9118

4875 • Motheo District: Mr. ML Botsane, ' (051) 404 4594

**SENIOR EDUCATION SPECIALIST (SES):
ECD & GET CURRICULUM MANAGEMENT
DIRECTORATE: MANAGEMENT OF
GRADE R EXPANSION:
POST LEVEL 3: 1 POST: REF NO: OBE3/2012/18**

SALARY: R260 031 pa (Salary Level 9)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience. • Further Requirements: Qualification (preferably a degree), as well as experience in accounting and statistical methods as the candidate will be mostly involved with balancing expansion of Grade R and the allocated funding. As travelling is required, a valid driver's licence is essential.
RECOMMENDATIONS:A thorough knowledge and interpretation of Grade R Policy. A sound knowledge of transformational issues and capacity building processes in education. Thorough knowledge of the Norms and Standards of Grade R funding. Thorough knowledge of the Education White Paper no. 5 on ECD. Proven experience in financial management. Proven experience in managing people, projects, finances and the ability to plan strategically. Computer literate in using Microsoft Office and MS-Word (Experience in MS-Excel and Power-point will be a strong recommendation). Analytical and report writing skills.
DUTIES: Support the DCES in the roll-out of Grade R in the province • Ensure that new Grade R classes are identified and funded • Ensure that structures are in place to enable funding to take place • Align provincial policies and strategies to relevant legislation and national guidelines • Supervise the implementation of partner provisioning (Grade R offered for a public school at an independent institution) • Support systems in ECD regarding the registration of Grade R • Be responsible to keep data up to date on Grade R services in the Free State • Be responsible to keep data on the ECD services offered in the Free State.
ENQUIRIES:Ms. PSA Phala, ' (051) 409 8417

**SENIOR EDUCATION SPECIALIST (SES):
IQMS:
QUALITY ASSURANCE, STANDARDS,
MONITORING & EVALUATION
DIRECTORATE:
POST LEVEL 3: 1 POST: REF NO: OBE3/2012/19**

SALARY: R260 031 pa (Salary Level 9)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience • Further Requirements: Knowledge regarding and prior involvement in successful implementation of IQMS is highly recommended. Computer literacy is of utmost importance • As travelling is required, a valid driver's licence is essential.
DUTIES:Create awareness of the importance of performance management. • Provide training to educators to ensure that they all know how to apply the system relevant to them • Provide assistance and guidance to managers and employees on the implementation of the system • Supervise / Monitor the implementation of the relevant system and report on the status of implementation • Assist with the administration of the systems, e.g. record keeping of Evaluate the implementation and functioning of the performance management systems to assess the success of systems in achieving their objectives and make inputs and recommendations on the improvement of the systems.
ENQUIRIES:Mr. Khodumo, ' (051) 404 9578

**SENIOR EDUCATION SPECIALIST (SES):
SUBJECT ADVISOR:
GET: INTERMEDIATE AND SENIOR
PHASE:
POST LEVEL 3: 6 POSTS**

SALARY: R260 031 pa (Salary Level 9)
CENTRE:1.Xhariep District, Short term BFN, Long term Trompsburg;Sesotho (Home Language) (x1): REF NO: OBE 3/2012/20 • 2.Xhariep District, Short term BFN, Long term Trompsburg;Afrikaans (Home Language) (x1): REF NO: OBE 3/2012/21 • 3.Xhariep District, Short term BFN, Long term Trompsburg;Natural Sciences (x1): REF NO: OBE 3/2012/22 • 4. Xhariep District, Short term BFN, Long term Trompsburg;Mathematics (x1): REF NO: OBE 3/2012/23 • 5. Motheo District, Bloemfontein: Mathematics (x1): REF NO: OBE 3/2012/24 • 6. Motheo District, Bloemfontein: Natural Sciences (x1): REF NO: OBE 3/2012/25
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience • Further Requirements: Major subject presented in the qualification must be related to the specific learning area. 5 Years' of recent teaching experience in Intermediate and Senior Phase within an Outcomes Based Education (OBE) environment in the required learning area. Computer literacy. As travelling is required, a valid driver's licence is essential.
RECOMMENDATIONS:Analytical and report writing skills; Facilitation and presentation skills; Experience in presenting courses to adult learners. Computer Literacy. Project management and material development skills.
DUTIES:The successful candidate will: Conduct a needs analysis of schools and educators and devise intervention strategies • Provide support to educators in learning, teaching and assessment of the relevant learning areas within the GET bands of the NQF • Promote the implementation of the NCS (GET) • Monitor and ensure effective education service delivery by educators • Be involved in the training for and the monitoring of the implementation of Outcomes Based Education (OBE). Promote the culture of learning and teaching in schools • Do site visits to schools to render classroom support • Interact with the relevant stakeholders at district and provincial levels • Develop support groups and facilitate networking among educators • Work with Learning Area Committees both at district and provincial levels • Serve educators' needs in the context of Education Resource Centres • Attend meetings and workshops provincially and nationally in respect of the relevant learning areas • Ensure coherence and alignment of activities across the districts according to provincial and national policies • Present INSET courses and activities and assist teachers in developing learning programmes, and filling content gaps in relation with the specific Learning Area • Ensure alignment of curriculum implementation with national objectives, norms and standards • Monitor and support effective implementation of Foundations for Learning.
ENQUIRIES:Xhariep District: Mr. PS Pheto, ' (051) 404

**SENIOR EDUCATION SPECIALIST (SES):
SUBJECT ADVISOR:
CURRICULUM FET SCHOOLS: GRADES
10 – 12:
POST LEVEL 3: 7 POSTS**

SALARY: R260 031 pa (Salary Level 9)
CENTRE:1.Fezile Dabi District, Sasolburg: Mathematics / Maths Literacy (x1): REF. NO: OBE 3/2012/26 • 2. Fezile Dabi District, Sasolburg: Life Sciences (x1): REF. NO: OBE 3/2012/27 • 3. Fezile Dabi District, Sasolburg: CAT (x1): REF. NO: OBE 3/2012/28 • 4.Thabo Mofutsanyana District, Phuthaditjhaba: Life Orientation (x1):REF. NO: OBE 3/2012/29 • 5. Thabo Mofutsanyana District, Phuthaditjhaba: Physical Sciences (x1): REF. NO: OBE 3/2012/30 • 6. Thabo Mofutsanyana District, Phuthaditjhaba: Sesotho (x1): REF. NO: OBE 3/2012/31 • 7. Lejweleputswa District, Welkom: English (Home Language) (x1): REF. NO: OBE 3/2012/32
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience • Further Requirements: The recognized three-year qualification must preferably be a degree (major subject must be related to the specific subject above). As travelling is required, a valid driver's licence is essential.
RECOMMENDATIONS:Analytical and report writing skills. Facilitation and presentation skills. Computer literacy.
DUTIES:Conduct a needs analysis of schools and educators and devise intervention strategies; • Provide support to educators in learning and assessment of the relevant subject field in the FET phase • Monitor and ensure effective education service delivery of educators • Be involved in the training for the monitoring of the implementation of Outcomes based Education (OBE) in the FET phase • Promote the Culture of Learning and Teaching in schools • Conduct site visits to schools to render classroom support • Interact with the relevant stakeholders at district and provincial level • Develop support groups and facilitate networking among educators • Work with subject committees in a Professional Working Groups context both at district and provincial level • Serve the needs of educators in the context of Education Resource Centres • Attend meeting and workshops provincially and nationally in respect of the relevant learning areas • Ensure coherence and alignment of activities across the Districts according to provincial and national policies • Present INSET courses and activities and assist educator in developing learning programmes • Ensure alignment of curriculum implementation to national objectives, norms and standards
ENQUIRIES:Fezile Dabi District: Mr. VH Chuta, ' (016) 973 9118 • Thabo Mofutsanyana District: Mr. RN Sempe, ' (058) 718 4924 • Lejweleputswa District: Mr. MS Mokgobo, ' (057) 391 7200

**SENIOR EDUCATION SPECIALIST
(SES): SUBJECT ADVISOR: ECD & GET:
FOUNDATION PHASE:
POST LEVEL 3: 2 POSTS**

SALARY:R260 031 pa (Salary Level 9)
CENTRE:1.Xhariep District, Short term BFN, Long term Trompsburg (x1):REF.NO: OBE 3/2012/33 • 2. Thabo Mofutsanyana District, Phuthaditjhaba (x1): REF. NO: OBE 3/2012/34
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience • Further Requirements: Appropriate training as a Foundation Phase educator and recent actual experience in the Foundation Phase. Proven experience in co-ordinating projects and motivating people. Computer literacy in using MS Word and Powerpoint. As travelling is required, a valid driver's licence is essential.
RECOMMENDATIONS:Analytical and report writing skills, as well as facilitation and presentation skills.
DUTIES:Conduct need analysis of schools and educators and devise intervention strategies • Provide support to educators in the implementation of Curriculum and Assessment Policy Statement (CAPS) in the Foundation Phase • Monitor and ensure effective education service delivery at school level • Be involved in the training for and monitoring of the implementation of CAPS as well as the Foundations for Learning Programme • Participate in the development of the common quarterly tests and ensure that schools have credible School Academic Improvement Plans as well as Subject Improvement Plans • Participate in the strategies to improve reading, writing and calculations • Provide focused support to struggling schools. Promote the culture of teaching and learning in schools and sites offering grade R • Conduct effective site visits to schools to provide professional support and guidance to Foundation Phase educators • Establish and maintain functionality of the Professional Learning Communities (PCL) • Interact with the relevant stakeholders at district and provincial level • Serve the needs of educators in the context of Education Resource Centres • Attend meetings, conferences and workshops provincially and nationally in respect of relevant Foundation Phase matters • Ensure coherence and alignment of activities in the district according to provincial and national policies • Ensure alignment of curriculum implementation to national objectives, norms and standards • Present INSET courses and activities as well as assist educators teaching and learning material
ENQUIRIES:Xhariep District: Ms. HM Poggenpoel, ' (051) 404 4908 or Mr. NL Kondla, ' (051) 404 4893Thabo Mofutsanyana District: Ms. Mokhele, ' (058) 718 4894

**SENIOR EDUCATION SPECIALIST (SES):
IQMS / PMDS SECTION:
POST LEVEL 3: 1 POST: REF NO: OBE 3/2012/35**

SALARY: R260 031 pa (Salary Level 9)
CENTRE: Thabo Mofutsanyana District, Phuthaditjhaba
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience • Further Requirements: Prior involvement in successful implementation of IQMS and PMDS is highly recommended. Computer literacy is of utmost importance (MS Word, Excel, and PowerPoint). As travelling is required, a valid driver's licence is essential.
DUTIES:Create awareness of the importance of performance management • Provide training to educators and public servants at District office and institutions to ensure that they all know how to apply the system relevant to them • Provide assistance and guidance to managers and employees on the implementation of the system • Supervise / Monitor the implementation of the relevant system and report on the status of implementation in the District • Assist with the administration of the systems, e.g. record keeping of performance plans and assessments, implementation of assessment outcomes, etc. • Evaluate the implementation

and functioning of the performance management systems to assess the success of systems in achieving their objectives and make inputs and recommendations on the improvement of the systems • Maintenance of PMDS and IQMS Systems at the specific District • Arrange meetings on skills Development with relevant stakeholders.
ENQUIRIES:Mr. C Mngomezulu, ' (058) 718 4749

**SENIOR EDUCATION SPECIALIST (SES):
LEARNING SUPPORT FACILITATOR (LSF):
INCLUSIVE EDUCATION:
POST LEVEL 3: 2 POSTS: REF NO: OBE 3/2012/36**

SALARY: R260 031 pa (Salary Level 9)
CENTRE: Thabo Mofutsanyana District, Phuthaditjhaba
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience • Further Requirements: A minimum one year certificate / diploma in Remedial Education / Special Education / Support Teaching or Education Integration, plus 5 years actual experience in supporting learners experiencing barriers to learning and development. As travelling is required, a valid driver's licence is essential.
KNOWLEDGE AND SKILLS:Candidates must have in depth knowledge of the National and Provincial policy pertaining to learners experiencing barriers to learning and development, policies governing education in general and the South African Schools Act. English verbal and writing skills. Proficiency in report writing skills. Computer literacy.
RECOMMENDATIONS:Ability to work in a multi – disciplinary team. Knowledge of the NCS. Knowledge of project management. Sound communication skills. Sound human relation and problem solving skills. Must be prepared to work irregular hours and to travel extensively. Good interpersonal skills. Knowledge of an African language of the region will be an added advantage.
DUTIES:Assist educators to establish a highly functional support system in schools from Grade R – 12 • Establish and monitor site-based support teams (SBST) • Develop programmes to support educators to address barriers to learning and development • Monitor the implementation of support strategies • Train educators in early identification of learners experiencing barriers to learning • Consult with educators to address a wide range of barriers for an effective service delivery • Give indirect and direct support to learners. • Liaise and co-ordinate with relevant stake holders, e.g. intra and inter departmentally, NGO's, Higher Education, State Departments etc., to address various barriers to learning • Identification of barriers related to Mathematics and Literacy • Come up with intervention strategies to address barriers in Mathematics and Literacy • Assist the DCES Inclusive Education and the Director as requested.
ENQUIRIES:Ms. NC Mhlahlo, ' (058) 718 4805 or Ms. NM Sello, ' (058) 718 4781

**SENIOR EDUCATION THERAPIST:
SPEECH AND HEARING THERAPY /
AUDIOLOGY:
POST LEVEL 3: 1 POST: REF NO: OBE3/2012/37**

SALARY: R238 050 pa
CENTRE: Thabo Mofutsanyana District, Phuthaditjhaba
REQUIREMENTS:Minimum Requirements: A recognised four-year degree in Speech and Hearing Therapy, plus at least 5 years' relevant experience, as well as registered with the Health Professionals Council of South Africa (attach registration certificate). As travelling is required, a valid driver's licence is essential.
KNOWLEDGE AND SKILLS:Computer literacy. Excellent English verbal and writing skills. Good interpersonal and management skills. Knowledge of the National Curriculum Statement and White Paper 6. In-depth knowledge of policies governing education in general and inclusive education specifically.
RECOMMENDATIONS:Experience of multi-disciplinary teams and project management. Good interpersonal and management skills. Willingness to work irregular hours and to travel extensively. Knowledge of one of the African languages of the region. A qualification in education and Registration with SACE will be an added advantage.
DUTIES:Provide quality and sustainable Speech Therapy and Audiological services according to the standards laid down by the Health Professionals Council of South Africa and the policies prescribed by the Department of Education • Work independently and also as part of a multidisciplinary team • Conduct speech and audiological assessments of learners • Apply speech therapy as required • Offer training programmes to assist learners and educators • Develop, in conjunction with the District Based Support Team (DBST), a language development strategy for learners in all schools • Accurate record keeping and data collection • Collaborate with outside service providers, e.g. NGO's and organisations for persons with disabilities to provide comprehensive holistic care • Assist in planning, facilitating and monitoring quality improvement programmes as required for the Department • Assist in ensuring delivery of a quality service based on Batho Pele Principles and Human Rights Ethics with due consideration for all learners • Assist the DCES: Inclusive Education and CES: Inclusive Education as required.
ENQUIRIES:Ms. NC Mhlahlo, ' (058) 718 4805 or Ms. NM Sello, ' (058) 718 4781

**SENIOR EDUCATION SPECIALIST (SES):
PSYCHOLOGIST:
POST LEVEL 3: 2 POSTS**

SALARY: R238 050 pa
CENTRE:1.Motheo District, Bloemfontein (x1): REF NO: OBE 3/2012/38 • 2. Fezile Dabi District, Sasolburg (x1): REF NO: OBE 3/2012/39
REQUIREMENTS:Minimum Requirements: A Masters degree in Clinical, Counselling or Educational Psychology plus 5 years experience as a Psychologist. Registration with the Health Professions Council (HPCSA) as a Psychologist (attach registration certificate). As travelling is required, a valid driver's licence is essential.
KNOWLEDGE AND SKILLS:Computer literacy. Excellent English verbal and writing skills. Good interpersonal and management skills. Knowledge of the National Curriculum Statement and White Paper 6. In-depth knowledge of policies governing education in general and inclusive education specifically.
RECOMMENDATIONS:Experience of multi-disciplinary teams and project management. Willingness to work irregular hours and to travel extensively. Knowledge of one of the African languages of the region. A qualification in education. And Registration with SACE will be an added advantage.
DUTIES:The successful candidate will be responsible for: Rendering psychological service to learners experiencing barriers to learning and development, emotional and behavioural problems • Therapeutic intervention/ assistance to learners, educators, parents and families through psychotherapy • Assessing cognitive emotional and scholastic functioning of learners through psychometric assessment • Be able to work as part of a multidisciplinary team • Assisting schools with programmes on issues such

as child abuse and substance abuse • Training educators.
ENQUIRIES:Motheo District: Mrs. NSS Mochoari, ' (051) 404 4575 • Fezile Dabi District: Mr. AJC. Pietersen, ' (016) 973 9162

**SENIOR EDUCATION SPECIALIST (SES):
MEDIA: LEARNING FACILITATOR: POST
LEVEL 3: 1 POST: REF NO: OBE 3/2012/40**

SALARY: R260 031 pa (Salary Level 9)
CENTRE: Thabo Mofutsanyana District, Phuthaditjhaba
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience • Further Requirements: A Degree or Diploma in Library or Information Science and relevant experience in the Library and Information Science field. As travelling is required, a valid driver's licence is essential.
RECOMMENDATIONS:Competency in library skills (cataloguing and classification), resource-based learning, delivery of INSET programs, subject advisory services, learning facilitation, management and administration of libraries, information skills, online information services project management, Outcomes Based Education strategic thinking, planning and budgeting. Problem solving and an ability to work long hours and under pressure will serve as recommendations. Knowledge and understanding of using ICT in learning and teaching.
DUTIES:The successful candidate will support all the activities regarding school library / multi-media resources centres in the province which include amongst others the following: Deliver INSET programmes on information skills and the use of multi-media resources (including ICT) resources to support based learning and teaching • Support the use of electronic resources (computers, TV/Videos etc) as learning resources to support curriculum delivery and achieve E-Education objectives • Coordinate the projects and research programmes related to Education Library and Technological Services. Train educators on reading skills and facilitate the establishment of a reading culture in schools • Conduct needs analysis in schools and establishes structures to provide access to information • Establish a district based system which provides equal access to multi-media resources (existing and the future) • Budgeting for the schools according to the needs and the priorities of the Department • Ensure the implementation of E-Education objectives • Identify problems with regard to implementation of the draft National and Provincial School Library Policies and come up with intervention strategies to address the problems identified • Train educators on how to classify, catalogue school library materials and how to set up school libraries in the province.
ENQUIRIES:Ms. KE Mashiane, ' (058) 718 4901

**SENIOR EDUCATION SPECIALIST (SES):
AET MANAGEMENT:
POST LEVEL 3: 1 POST: REF NO: OBE 3/2012/41**

SALARY: R260 031 pa (Salary Level 9)
CENTRE: Thabo Mofutsanyana District, Phuthaditjhaba
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience (full-time) • Further Requirements: A relevant qualification as AET facilitator and experience in the field of Adult Education. As travelling is required, a valid driver's licence is essential. **RECOMMENDATIONS:**Candidates must possess good communication and organizational skills. Be prepared to work irregular hours. Have good problem solving skills. Report writing skills. Knowledge of ABET Act 2000 is necessary. Knowledge of Higher Education and Training Laws Amendment Act, 2010
DUTIES:The functions of the incumbent, amongst others, are the following: • Monitor a cluster of allocated centres; • Assist with recruitment of learners and educators; • Train newly appointed centre managers in the management of adult centres; • Provide adult centres with any support material; • Verify the implementation of the 19 hrs contact teaching; • Initiate viable recruitment and retention strategies in the District; • Mobilise the communities to support AET programmes offered by the AET section and • Gather statistical data concerning centres in the District.
ENQUIRIES:Ms. ML Mlotja, ' (058) 718 4776

**SENIOR EDUCATION SPECIALIST (SES):
YOUTH DEVELOPMENT, ARTS, CULTURE
AND MUSIC:
POST LEVEL 3: 4 POSTS**

SALARY: R260 031 pa (Salary Level 9)
CENTRE:1.Xhariep District, Short term BFN, Long term Trompsburg;Public Speaking, Debates, Performing, Visual Arts & Poetry (x1):REF NO: OBE 3/2012/42 • 2.Xhariep District, Short term BFN, Long term Trompsburg;Choral Music, Indigenous Games, Culture, Song & Dance (x1): REF NO: OBE 3/2012/43 • 3.Lejweleputswa District, Welkom (x1): REF. NO: OBE 3/2012/44 • 4. Fezile Dabi District, Sasolburg (x1): REF NO: OBE 3/2012/45
REQUIREMENTS:Minimum Requirements: A recognised three or four year qualification, which must include appropriate training as an educator, plus 5 years appropriate and relevant experience • Further Requirements: A proven track record as a youth, arts and culture, and music educator will be an added advantage for the candidate. As travelling is required, a valid driver's licence is essential.
RECOMMENDATIONS:• Computer literacy • Ability to communicate effectively with people at all levels • Good interpersonal and excellent organisational skills • Ability to conduct professional, advisory and in-service training to school structures: Youth Development, Arts and culture and Music • Ability to work irregular hours (i.e. after hours, during school and public holidays as well as over weekends) • Ability to read tonic sofa and/or staff notation and conduct school choir • Ability to work under pressure • Ability to work without supervision.
DUTIES:Plan, coordinate and oversee the implementation of school youth development, arts and culture, and music programmes within the District • Plan leagues and competitions for all schools in the District • Render organisational and managerial support services towards schools with respect to school youth development, Arts and Culture, and Music structures in the District • Assist school choir conductors with musical reading, interpretation and conducting of prescribed music • Write reports on youth development, Arts and Culture, and Music activities in the District • Promote excellent standards of performance through regular and effective monitoring and control • Plan and render administrative development for youth, Arts and Culture and Music activities in the District • Hold regular meetings with relevant stakeholder in the District.
ENQUIRIES:Xhariep District: Mr. WRM Mokuena, ' (051) 404 4895 • Lejweleputswa District: Mr. MS Mokgobo, ' (057) 391 7200 • Fezile Dabi District: Mr. KT Motumi, ' (016) 973 9171

