



**Western Cape
Government**

Education

DIRECTORATE: RECRUITMENT AND SELECTION



POSITIVE ABOUT PEOPLE WITH DISABILITIES

RECRUITMENT AND SELECTION

SMS OFFICE BASED PUBLIC SERVICE VACANCY

BULLETIN NO. 2/2020

SENIOR MANAGEMENT POSTS

WESTERN CAPE EDUCATION DEPARTMENT (WCED)

FOREWORD

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard as part of the on-line registration process will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.



1. GENERAL INSTRUCTIONS:

NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING:

- All posts are advertised on the department's on-line system.
- 2. The website can be access via <https://wcedonline.westerncape.gov.za/home/>, click on vacancies and click on the link: E-Recruitment System for Office-Based and Public Service.
- Applicants can register their profiles and apply for posts on-line.
- Applicants must ensure that they click on the correct post and post number when applying for posts.
- Applicants are to take cognisance of the following:
 - Applicants already registered on the system: e-Recruitment for Educators need not register again.
 - All information must be captured on the online profile.
 - The system will generate curriculum vitae (CV) for you.
 - The uploading of documents is not necessary.
 - When shortlisted for an interview, certified copies of all supporting documentation (e.g. qualifications, driver's licence, identity document, etc.) must be submitted to the interview committee.

- Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit with his/her on-line application.
- **Only on-line applications will be considered.**

3. GENERAL INFORMATION:

- These are Senior Management Service (SMS) positions.
- All shortlisted candidates for SMS posts will be exposed to a **technical exercise** and **competency based interview** that intends to test relevant elements of the job.
- Following the interview and technical exercise candidates will undertake a **competency based assessment (CBA)** before final decisions are made in respect of the filling of posts. This CBA will test generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools.
- The appointment will be subject to a **security clearance** and the signing of **an annual performance agreement**. Furthermore, the appointment is subject to **personnel suitability checks** that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the DPSA.
- We offer an attractive **all-inclusive remuneration package** that consists of a basic salary and a flexible portion.
- Members of the SMS are required to **disclose their financial interests**.
- In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, **a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG)**. The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link: <https://www.thensg.gov.za/training-course/sms-pre-entryprogramme>. The successful candidate will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.

3. GENERAL COMPETENCIES

The following inherent general competency requirements are attached to all these posts in respect of knowledge, skills and personal attributes:

Knowledge of:

Advanced knowledge of public policy analysis 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, people management • advanced knowledge of public communication, public education, public participation and public discourse management processes • knowledge of public management theory and practice • knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape • knowledge of Constitutional, legal and institutional arrangements governing the South African public sector

Skills:

Strong conceptual and formulation skills • strong leadership skills in complex situations • team building and strong interpersonal skills • excellent verbal and written communication skills • outstanding planning, organising and people management skills • computer literacy.

Personal attributes:

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.

4. GENERAL KEY PERFORMANCE AREAS AT SENIOR MANAGEMENT LEVEL

The following inherent general key performance areas are applicable to all these posts in respect of strategic - , people- and financial management:

Strategic Management:

To define and review on a continual basis the purpose, objectives, priorities and activities of the respective Branch • Participation in the Branch's strategic planning process • Active involvement in the development and management of the strategic and business plans for the relevant Branch • To evaluate the performance of the Branch on a continuing basis against predetermined key measurable objectives and standards • To report to the Superintendent-General on a regular basis on the activities of the Branch and on matters of substantial importance to the Department • To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch and of the resources employed by it.

People Management:

Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Branch's Business Plan • Motivate, train and guide staff within the Branch to achieve and maintain excellence in service delivery • Actively manage the performance, evaluation and rewarding of staff within the Branch • Monitor information capacity building within the Branch • Active involvement in the compilation of a people management plan, a service delivery improvement programme and an information resources plan for the relevant Branch • Promote sound labour relations within the Branch • Actively manage and promote the maintenance of discipline within the Branch.

Financial Management:

Active participation in the budgeting process at Branch level • Preparing of the Annual and Adjustment Budgets for the Branch • Direct responsibility for the efficient, economic and effective control and management of the Branch's budget and expenditure • Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Branch • Reporting to the Superintendent-General on all aspects of the Branch's finances • Performing diligently all duties assigned by the Superintendent-General • Overall responsibility for the management, maintenance and safekeeping of the Branch's assets • Ensuring that full and proper records of the financial affairs of the Branch are kept in accordance with any prescribed norms and standards.

NB: It is expected of incumbents of senior management posts to work under pressure, work long hours, to travel frequently and to meet strict deadlines.

5. COMMUNICATION

- Communication will be limited to those applicants who have been short-listed.
- Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful.

6. SELECTION PROCESS

- It is expected of short-listed candidates to be available for selection interviews on a date, time and place determined by the WCED.
- Candidates will be required to complete a work assignment.
- **The WCED reserves the right not to make an appointment to any of the advertised posts.**

7. CLOSING DATE

Closing date for on-line applications: 25 September 2020 by 12:00 midnight. It is the responsibility of the applicant to ensure that applications are submitted via the on-line system by the closing date and time.

Reference No	Post Title	Branch	Contact Person	Contact Number
190	Chief Director: People Management Practices	Corporate Services	Mr L Ely	(021) 467-2537
188	District Director: Metropole East Education Office, Kuilsriver	Institutional Development and Coordination	Mr HA Lewis	(021) 467-2105

POST: Chief Director: People Management Practices

POST NUMBER: 190

JOB PURPOSE: To render people management practices services.

SALARY: R 1 189 338 (Salary Level 14). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

STATION: Head Office Cape Town

THRESHOLD REQUIREMENTS:

- 1) An undergraduate qualification (NQF level 7) as recognised by SAQA.
- 2) At least 5 years' experience at senior managerial level.
- 3) Successful completion of the Certificate for entry into the Senior Management Service (SMS)

ADDITIONAL REQUIREMENTS:

- A post graduate qualification in Human Resources, Personnel Management, Public Administration and Management or Business Administration.
- A valid code EB driver's license.

DUTIES (Key performance areas):

1. Render people planning and empowerment services.
 - Participation, interpretation and implementation of National specific human resource policies.
 - Develop and interpret the implementation of departmental specific human resource policy as well as input to provincial policy.
 - Develop and maintain human resource information and knowledge management system.
 - Provide human resource research and product development.
 - Develop and maintain human resource plan (including EE).
 - Coordinate organisational development interventions, job evaluation and change management.
 - Monitor, evaluate and report on HR matters.
 - Manage employee Health and Wellness and HR special programmes (Human Rights, SDIP, HIV/Aids, Youth, Gender equity, Disability, EE, EAP, OHSA)
 - Management of performance management systems (PS & Educators).

2. Recruit people and administer the organisational establishment.
 - Administration of recruitment, selection and placement.
 - Render a PERSAL control service.
 - Maintain staff establishments.

3. Render people service benefits and registry service.
 - Implementation and maintenance of systems, procedures and processes to administer people management functions
 - Administration of service conditions.
 - Render an exit management service.
 - Render personnel registry service.
 - Provide human resource information (inclusive of statutory reporting)
 - Provide inputs in National Committees / Sub Committee to ensure effective and efficient human resource administration.

4. Promote sound employee relations.
 - Manage interaction with organised labour.
 - Ensure behaviour normalisation.
 - Deal with labour disputes.
 - Implement strategies to prevent labour unrest.
 - Manage training w.r.t labour relations issues.

ENQUIRIES: Mr L Ely (021) 467-2537

POST: District Director: Metropole East Education Office

POST NO.: 188

STATION: Kuilsriver

JOB PURPOSE: To manage the quality of education and education institutions in the district

SALARY: R 1 057 326 (Salary Level 13). An all-inclusive salary package consists of a basic salary, and the employer's contribution to the Pension Fund. The remainder of the package may be structure according to your personal needs.

THRESHOLD REQUIREMENTS:

- 1) An undergraduate qualification (NQF level 7) as recognised by SAQA.
- 2) At least 5 years' experience at a middle/senior managerial level within an educational environment.
- 3) Successful completion of the Certificate for entry into the Senior Management Service (SMS)

ADDITIONAL REQUIREMENTS:

- Proven relevant management experience in an education environment
- Valid drivers' licence
- Advanced knowledge of the South African Schools Act
- Knowledge of all legislation as related to the Key Performance Areas applicable to districts
- Proven excellence in management of district support and/or school management.

RECOMMENDATION:

A successful track record as a Principal of a well-performing school will be a recommendation

Duties (Key Performance Areas):

1. Lead and manage the following sub-components within the district office:
 - Corporate services: Financial Management, Compliance Management and People Management.
 - Circuit Managers
 - Management and governance
 - Curriculum: FET, Senior and Intermediate and Foundation Phases.
 - Learner Support: Psychological support services, Social Work and Therapists;
2. Develop, implement and maintain a plan of district improvement.
3. Champion the improvement of quality educational delivery in all schools in the district.

4. Champion quality assurance using Whole School Evaluation and other performance management systems (IQMS/SPMDS),
5. Manage operational interfaces with Head Office components and external agencies;
6. Ensure compliance at educational institutions with specific focus on: Curriculum delivery, Learning and teaching support materials, Learner transport, compliant financial administration and management and Infrastructure management
7. Travel extensively within the district to visit schools.

Enquiries: Mr HA Lewis, tel. no. (021) 467-2105