



Western Cape
Government

Education

FOR YOU

Services Access Booklet
Head Office

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Preface

This booklet is a desk reference for managers to identify the core service areas of the Western Cape Education Department's district offices and to access the required services easily.

The booklet is a simple guide which identifies the main service areas of the Western Cape Education Department's district offices, with names and contact details, while giving details relating to the mechanisms for accessing these services.

This booklet is a living document, which means that the information it contains will be amended regularly and updated as circumstances dictate. For this reason, main service area managers are responsible for updating the details of their specific service areas.

This document will be made available on the Western Cape Government's website and the latest version of the booklet can be found there.

A Superintendent-General	
Purpose	To ensure the quality of education and education institutions in the province
Function 1	Render departmental communication services
Function 2	Manage the Business strategy and stakeholder management process
Function 3	Provide education planning services
Function 4	Manage curriculum development, assessment and examination processes
Function 5	Manage the development of education institutions and management structures and coordinate delivery of programmes and activities
Function 6	Manage the continuous and sustained effectiveness, efficiency and economy in providing corporate support
Function 7	Provide executive and administrative support to the HoD
Rank	Head of Department
Name & Surname	Brent Walters
Tel. Number	021 467 2535
Location	Office 14.23 ; 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Noleen Nefdt
E-mail address	Noleen.Nefdt@westerncape.gov.za
Tel. Number	021 467 9280
Location	Office 14.23, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
A1 Office of the SG	
Purpose	To provide executive and administrative support service to the HOD
Function 1	Manage Ministerial and other HOD enquiries
Function 2	Render a support service to HOD in the organizing of meetings
Function 3	Provide a secretarial service for all meetings
Function 4	Render administrative support (including travelling, budget, reporting, submissions)
Function 5	Provide advice and render secretarial service regarding suspension and expulsions
Rank	Office Manager
Name & Surname	Lucinda Boniface
E-mail address	Lucinda.Boniface@westerncape.gov.za
Tel. Number	021 467 2534
Location	Office 14.23, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

A2 Directorate: Communication	
Purpose	To render departmental communication services
Function 1	Render editorial and language services
Function 2	Provide marketing and media production services
Function 3	Provide departmental client services
Rank	Director
Name & Surname	Bronagh Hammond
Tel. Number	021 467 2531
Location	Office 14.15, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Jodi-Lee Stemmet (Contract)
E-mail address	Noleen.Nefdt@westerncape.gov.za
Tel. Number	021 467 2532
Location	Office 14.23, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
A3 Directorate: Business Strategy & Stakeholder Management	
Purpose	To facilitate the departmental strategic management processes
Function 1	Manage departmental strategic and business planning processes
Function 2	Ensure the implementation of a departmental programme and project management (EPM) system(s)
Function 3	Promote and facilitate departmental performance monitoring, evaluation, improvement and reporting
Function 4	Coordinate intergovernmental and intra-institutional relations
Rank	Director
Name & Surname	Warda Conrad
Tel. Number	021 467 2382
Location	Office 14.13, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Natasha Manuel
E-mail address	Natasha.Manuel@westerncape.gov.za
Tel. Number	021 467 2053
Location	Office 14.13, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

B Branch: Curriculum and Assessment Management	
Purpose	To lead and Manage Curriculum development and Assessment and examination processes
Function 1	Lead and Manage implementation with National Policy Frameworks and standards in respect of Assessment and Examinations
Function 2	Lead and Manage implementation with National Policy Frameworks and standards in respect of Assessment and Examinations
Function 3	Lead and Manage implementation Planning, Development and Specialised Support Processes Pertaining to Curriculum delivery
Rank	Head of Department
Name & Surname	Brent Walters
Tel. Number	021-467 2535
Location	Office 14.23 ; 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Deputy Director-General
Name & Surname	Haroon Mahomed
Tel. Number	021-467 2346
Location	Office 14.17, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Office Manager
Name & Surname	Ragiema Geldenhuys
E-mail address	Ragiema.Geldenhuys@westerncape.gov.za
Tel. Number	021 467 2059
Location	Office 14.17; 14th Floor 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
B1 Chief Directorate: Assessment & Examinations	
Purpose	To ensure compliance with National policy frameworks and standards in respect of assessment and examinations
Function 1	Develop and maintain the assessment systems pertaining to all phases of curriculum delivery
Function 2	Manage the planning and administration of examinations and certification throughout the education system
Rank	Chief Director
Name & Surname	Bertram Loriston
Tel. Number	021 467 2542
Location	Office 13.15, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Lionel Muller
E-mail address	Lionel Muller@westerncape.gov.za
Tel. Number	021 467 2541
Location	Office 13.15, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

B1.1 Directorate: Assessment Management	
Purpose	To develop and maintain the assessment systems pertaining to all phases of curriculum
Function 1	Develop provincial assessment systems and see to application of national assessment systems
Function 2	Build skills and capacity in respect of the application of assessment systems based on feedback and feed into provincial intervention programmes and national review processes
Function 3	Administration support regarding examination irregularities
Rank	Director
Name & Surname	Faiq Salie
Tel. Number	021 467 2057 / 2572
Location	Office 6.01; 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Acting: Nicole Faro (Vacant)
E-mail address	Nicole.Faro@westerncape.gov.za
Tel. Number	021 467 2075
Location	Office 6.01; 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
B1.2 Directorate: Examinations Administration	
Purpose	To manage the planning and administration of examinations and certification throughout the education system
Function 1	Administer examination and certification processes (currently including Senior Cert, GETC, ABET, Grade 11, Diagnostic Testing- grade 3,6)
Function 2	Provide a provincial printing services and manage examination distribution and marking services.
Function 3	Provide administration support services.
Rank	Director
Name & Surname	Lucia Bredenkamp
Tel. Number	021 467 2946
Location	Office 11.13; 11th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Acting PA: Kyle Ballikastan (Vacant)
E-mail address	Kyle.Ballakistan@westerncape.gov.za
Tel. Number	021 467 2945
Location	Office 11.13, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

B2 Chief Directorate: Curriculum Management and Teacher Development	
Purpose	To manage planning and development pertaining to curriculum delivery
Function 1	Manage the development and coordination of GET curriculum policy frameworks, learning areas, learning programmes and learning support
Function 2	Manage the development and coordination of FET curriculum policy frameworks, learning areas, learning programmes and learning support
Function 3	Manage the Teaching and Leadership Institute
Function 4	Manage the development and implementation of e-Education
Rank	Chief Director
Name & Surname	Juan Benjamin
Tel. Number	021 467 2368
Location	Office 13.20; 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Naziema Samuels
E-mail address	Naziema.Samuels@westerncape.gov.za
Tel. Number	021 467 2055
Location	Office 13.19; 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
B2.1 Directorate: Curriculum: Further Education and Training (FET)	
Purpose	To manage the development and coordination of FET curriculum policy frameworks, subjects, learning programmes and learning support
Function	Manage the development and coordination of FET curriculum policy frameworks, subjects, learning programmes and learning support for FET schools
Rank	Director
Name & Surname	Don Haripersad
Tel. Number	021-467 2623
Location	Office 6.9, 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Babalwa Kulata
E-mail address	Babalwa.Kulata@westerncape.gov.za
Tel. Number	021 467 2622
Location	Office 6.9, 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

B2.2 Directorate: Curriculum: General Education and Training (GET)	
Purpose	To manage the development and coordination of GET curriculum policy frameworks, learning areas, learning programmes and learning support
Function 1	To manage the development and coordination of curriculum policy frameworks, learning areas, learning programmes and learning support
Function 2	To manage the development and coordination of curriculum policy frameworks in respect of ECD, F/P and Lit/Numeracy/ INTERSEN
Rank	Director
Name & Surname	Karen Dudley
Tel. Number	021-467 2056
Location	Office 6.4; 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Acting: Naomi Sunday (Vacant)
E-mail address	Naomi.Sunday@westerncape.gov.za
Tel. Number	021 467 2085
Location	Office 6.4; 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
B2.3 Directorate: Cape Teaching & Leadership Institute	
Purpose	To manage the Cape Teaching and Leadership Institute
Function 1	Design learning and development programmes
Function 2	Deliver learning and development programmes
Function 3	Provide an education library and information service.
Function 4	Manage the improvement of teacher qualifications.
Function 5	Render support services.
Rank	Director
Name & Surname	Granville Stander
Tel. Number	021 900 5041
Location	Room 1A, Admin Block 1, Cape Teaching and Leadership Institute, Kuilsriver
Rank	Personal Assistant
Name & Surname	Rosemary Swartz
E-mail address	Rosemary.Swartz@westerncape.gov.za
Tel. Number	021-900 5041
Location	Room 1B, Admin Block 1, Cape Teaching and Leadership Institute, Kuilsriver

B2.4 Directorate: E-learning	
Purpose	To manage the development and implementation of e-Learning.
Function 1	Enabling Environment: Implementation and management of the ICT infrastructure and technology for e-Learning within schools
Function 2	Capacity Building: Driving and facilitating ICT Integration Teacher Professional Development and ICT Adoption and Transformation.
Function 3	Digital Online Resourcing: Strategically plan, manage and coordinate digital and online curriculum resources and environment.
Rank	Director
Name & Surname	Clinton Walker
Tel. Number	021 467 2351
Location	Office 6-23, 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Acting: Mandiso Jonas (Vacant)
E-mail address	Mandiso.Jonas@westerncape.gov.za
Tel. Number	021 467 2674
Location	Office 6-23, 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
C Branch: Education Planning	
Purpose	To provide education planning services
Function 1	Manage business intelligence
Function 2	Provide physical resources services
Rank	Deputy Director General
Name & Surname	Salie Abrahams
Tel. Number	021-4672051
Location	Office 14.21, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Office Manager
Name & Surname	Limeez Joseph
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Tel. Number	021 4672904
Location	Office 14.21, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

C1	Chief Directorate: Business Intelligence Management	
	Purpose	To provide business intelligence services
	Function 1	Plan, manage and co-ordinate education research
	Function 2	Co-ordinate the departmental policy development process
	Function 3	Develop and manage education knowledge. Information, record systems and coordinate ICT
	Function 4	Monitor and evaluate the performance of education delivery at all levels and areas of the education system
	Rank	Chief-Director
	Name & Surname	Ian de Vega
	Tel. Number	021-467 9323
	Location	Office 13.24, 13th Floor, 1 North Wharf Street, 2 Lower Loop Street, Foreshore, Cape Town, 8000
	Rank	Personal Assistant
	Name & Surname	Nawaal Japtha
	E-mail address	Nawaal.Japtha@westerncape.gov.za
	Tel. Number	021 467 2076
	Location	Office 13.24, 13th Floor, 1 North Wharf Street, 2 Lower Loop Street, Foreshore, Cape Town, 8000
C1.1	Directorate: Research	
	Purpose	To plan, manage and coordinate education research
	Function 1	Plan required research
	Function 2	Manage and coordinate research
	Function 3	Publish and report on research findings
	Rank	Director
	Name & Surname	Andile Siyengo
	Tel. Number	021-467 2023
	Location	Office 12.13, 12th Floor, 1 North Wharf Street, 2 Lower Loop Street, Foreshore, Cape Town, 8000
	Rank	Personal Assistant
	Name & Surname	Simamkele Dalasile
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	Tel. Number	021-467 2024
	Location	Office 12.13, 12th Floor, 1 North Wharf Street, 2 Lower Loop Street, Foreshore, Cape Town, 8000

C1.2 Directorate: Knowledge and Information Management	
Purpose	To develop and manage education knowledge, information systems, records and coordinate ICT
Function 1	Develop and maintain WCED knowledge management and information systems
Function 2	Develop and maintain record management systems.
Function 3	Plan, manage and coordinate information and communication technology(ICT) services
Rank	Director
Name & Surname	Sanjith Hansraj
Tel. Number	021 467 2086
Location	12.17, 12th floor, 1 North Wharf Street, 2 Lower Loop street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Noluthando Booï
E-mail address	Noluthando.Booi@westerncape.gov.za
Tel. Number	021 467 2087
Location	12.17, 12th floor, 1 North Wharf Street, 2 Lower Loop street, Foreshore, Cape Town, 8000
C1.3 Directorate: Policy Co-Ordination	
Purpose	To manage the departmental policy development process
Function 1	Initiate and evaluate requests for policy development
Function 2	Facilitate policy alignment within the department
Function 3	Manage the policy register
Function 4	Facilitate the policy communication process
Function 5	Provide expert advice and support on policy
Function 6	Facilitate the legislative process of primary and secondary statutory policy
Rank	Director
Name & Surname	Lynn Coleridge-Zils
Tel. Number	021 467 2299
Location	Office 12.15, 12th Floor, 1 North Wharf Street, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Directorate	Policy Co-Ordination
Rank	Personal Assistant
Name & Surname	Shalane Roman
E-mail address	Shalane.Roman@westerncape.gov.za
Tel. Number	021 467 2260
Location	Office 12.15, 12th Floor, 1 North Wharf Street, 2 Lower Loop Street, Foreshore, Cape Town, 8000

C2 Chief Directorate: Physical Resources	
Purpose	To plan and manage physical resources
Function 1	Plan infrastructure and manage the delivery of projects
Function 2	Plan and facilitate the delivery of LTSM (including Library Services), LTS and equipment (incl. e-learning equipment) in respect of learning sites
Rank	Chief Director
Name & Surname	Lesline McGlenatendolf
Tel. Number	021 467 2021
Location	Office 13.22, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Tracy Figaji
E-mail address	Tracy.Figaji@westerncape.gov.za
Tel. Number	021 467 2022
Location	Office 13.22, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
C2.1 Directorate: Physical Resource Planning and Property Management	
Purpose	To develop and manage strategies, policies, systems, norms/standards, plans and leases related to infrastructure programmes/projects.
Function 1	Determine future educational infrastructure needs. Manage the planning and coordination of the building of schools and other infrastructure programmes in conjunction with Public Works.
Function 2	Ensure the effective utilization of all WCED accommodation.
Rank	Director
Name & Surname	Gerrit Coetzee
Tel. Number	021 467 9261
Location	Room 10.16, 10th floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Cleopatra van Rensburg
E-mail address	Cleopatra.VanRensburg@westerncape.gov.za
Tel. Number	021 467 9337
Location	Room 10.16, 10th floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

C2.2 Directorate: Infrastructure Delivery Management	
Purpose	To manage the delivery of the total programme of infrastructure projects through the interaction with and monitoring/oversight of the implementing agent.
Function 1	Implement day to day maintenance and emergency projects and programmes.
Function 2	Facilitate the delivery of infrastructure capital and maintenance projects.
Function 3	Plan and coordinate infrastructure projects.
Rank	Director
Name & Surname	George Philip Nieuwoudt
Tel. Number	021 467 2052
Location	Room 9.25, 9th floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Charné Snyders
E-mail address	Charne.Snyders@westerncape.gov.za
Tel. Number	021 467 2030
Location	Room 9.25, 9th floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
C2.3 Directorate: Institutional Resource Support	
Purpose	To plan and facilitate the delivery of LTSM, Library Services, LTS and Equipment (e-learning equipment) in respect of learning sites
Function 1	Manage the planning and delivery of LTSM to learning sites
Function 2	Provide an education library service
Function 3	Manage the planning and implementation of LTS
Function 4	Manage the planning and delivery of equipment (including e-learning equipment) to learning sites
Rank	Director
Name & Surname	Paul Swart
Tel. Number	021 467 2025
Location	Office 9.8, 9th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Aletta Knipe
E-mail address	Aletta.Knipe@westerncape.gov.za
Tel. Number	021 467 2026
Location	Office 9.8, 9th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

D Branch: Corporate Services	
Purpose	Assist the Accounting officer in discharging the duties prescribed in part of Chapter 5 of the PFMA and the Annual Division of Revenue Act.
Function 1	To provide Financial management services to the WCED.
Function 2	Manage the Supply chain and provide logistical support to the WCED.
Function 3	Manage People management practices within WCED.
Rank	Deputy-Director General/CFO
Name & Surname	Leon Ely
Tel. Number	021 467 2086
Location	Office 14.11, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Office Manager
Name & Surname	Yumna Lee
E-mail address	Yumna.Lee@westerncape.gov.za
Tel. Number	021 467 2537
Location	Office 14.11, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
D1 Chief Directorate: Financial Management	
Purpose	To assist the Accounting Officer in discharging the duties prescribed in part of Chapter 5 of the PFMA and the Annual Division of Revenue Act
Function 1	Manage the allocation of financial resources in line with the priorities, needs and strategic plan of the WCED
Function 2	Ensure sound financial accounting practices
Rank	Chief Director
Name & Surname	Erna Veldman
Tel. Number	021 467 2544
Location	Office 13.17, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Saretha Scott
E-mail address	Saretha.Scott@westerncape.gov.za
Tel. Number	021 467 2543
Location	Office 13.17, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

D1.1 Directorate: Internal Control	
Purpose	To ensure sound internal control practices
Function 1	Ensure proper governance, losses and fraud management
Function 2	Render assurance services
Rank	Director
Name & Surname	Washiela Salie
Tel. Number	021 467 2680
Location	Office 7.17, 7th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Tanya De Villiers
E-mail address	Tanya.DeVilliers@westerncape.gov.za
Tel. Number	021 467 2073
Location	Office 7.17, 7th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
D1.2 Directorate: Management Accounting	
Purpose	To manage the allocation and utilisation of financial resources in line with the priorities needs and strategic plan of WCED
Function 1	Manage the financial strategic planning process in respect of the Medium Term Expenditure Framework (MTEF)
Function 2	Analyse, monitor and project income and expenditure and identify anomalies in order to promote effective spending
Rank	Director
Name & Surname	Riaan Eyssen
Tel. Number	021 467 2663
Location	Office 7.23, 7th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Amanda O'Brien
E-mail address	Aconradie@westerncape.gov.za
Tel. Number	021 467 2664
Location	Office 7.23, 7th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

D1.3 Directorate: Financial Accounting	
Purpose	To ensure sound financial accounting practices
Function 1	Promote sound financial accounting practices and reporting
Function 2	Provide reasonable assurance regarding the achievement of objectives (internal control)
Function 3	Manage salaries and related aspects pertaining this Directorate
Rank	Director
Name & Surname	Zukisani Mpisi
Tel. Number	021 467 2511
Location	Office 7.04, 7th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Astrid Cay
E-mail address	Astrid.Cay@westerncape.gov.za
Tel. Number	021 467 2679
Location	Office 7.04, 7th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
D1.4 Directorate: Procurement Management	
Purpose	To manage the supply chain and provide logistic support to the WCED
Function 1	Develop monitor and evaluate supply chain management policy planning and performance for WCED
Function 2	Manage the supply chain management operations function
Function 3	Exercise control over the asset management function
Function 4	Manage a logistic support service to the department
Rank	Director
Name & Surname	Ryana De Bruyn
Tel. Number	021 467 2821
Location	Office 9.05, 9th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Rozanne Brinkhuis
E-mail address	Rozanne.Brinkhuis@westerncape.gov.za
Tel. Number	021 4672821
Location	Office 9.05, 9th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

D2 Chief Directorate: People Management Practices	
Purpose	To render people management practices
Function 1	Render people planning and empowerment services
Function 2	Render people service benefits as well as a registry service
Function 3	Recruit people and administer the organisations establishment
Function 4	Promote sound employee relations
Rank	Chief Director
Name & Surname	Matthys Cronje
Tel. Number	021-467 2077
Location	Office 13-10, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Sharmilah Moos
E-mail address	SHARMILAH.Moos@westerncape.gov.za
Tel. Number	021-467 2080
Location	Office 13-10, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

D2.1 Directorate: Recruitment and Selection	
Purpose	To recruit people and administer organisation establishment
Function 1	Facilitate the recruitment and selection of institutional based employees and Recruitment and Selection Administration
Function 2	Facilitate the recruitment and selection of office based public service employees, office-based educators, institution-based public service employees, PERSAL Control and maintain the organisation structure and staff establishment
Rank	Director
Name & Surname	Marie Mocke
Tel. Number	021-467 9278
Location	Office 5-19, 5th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Maria Geldenhuys
E-mail address	Maria.Geldenhuys2@westerncape.gov.za
Tel. Number	021-467 2261
Location	Office 5-19, 5th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

D2.2 Directorate: Service Benefits	
Purpose	To render service benefits as well as a registry service
Function 1	Administer remuneration and service conditions
Function 2	Administer the appointments, promotions, transfers of contract employees, including contract extension, substitutes, pay progression and performance bonuses on PERSAL
Function 3	Provide people service benefits information (inclusive of statutory reporting)
Function 4	Provide a registry service
Rank	Director
Name & Surname	Devigi Pillay
Tel. Number	021-467 2454
Location	Office 8.5, 8th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Lydian October
E-mail address	Lydian.October@westerncape.gov.za
Tel. Number	021-467 2477
Location	Office 8.5, 8th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
D2.3 Directorate: Strategic People Management	
Purpose	To render people planning and empowerment service
Function 1	Manage all people management policies, planning and information management matters
Function 2	Manage the post provisioning planning
Function 3	Render individual performance and development services
Function 4	Render people empowerment and health and wellness services
Function 5	Provide performance management and advisory services
Rank	Director
Name & Surname	Hlengiwe Sishi
Tel. Number	21-467 2480
Location	Office 7-19, 7th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Julia Ndzombane
E-mail address	Julia.Ndzombane@westerncape.gov.za
Tel. Number	021-467 2479
Location	Office 7-19, 7th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

D2.4 Directorate: Employee Relations	
Purpose	To promote sound employee relations
Function 1	Handle all employee relations matters, regarding misconduct and grievances (Rural)
Function 2	Handle all employee relations matters, regarding misconduct and grievance(Metropole)
Function 3	Develop employee relations policy and procedures, research and manage the collective bargaining process
Function 4	Render specialist labour law advice to the MEC, Top Management and the department regarding industrial relation issues
Rank	Director
Name & Surname	Colin Esau
Tel. Number	021-467 2362
Location	Office 9-20, 9th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Kholosa Goswana
E-mail address	Kholosa.Goswana@westerncape.gov.za
Tel. Number	021-467 2846
Location	Office 9-20, 9th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
E Branch: Institution Development and Coordination	
Purpose	To manage the development of education institutions and management structures and coordinate delivery of programmes and activities
Function 1	Ensure quality service delivery within Education Districts
Function 2	Provide Institutional Management and Governance policy direction
Function 3	Ensure quality service delivery within FET colleges
Rank	Deputy Director General
Name & Surname	Archie Lewis
Tel. Number	021-467 2006
Location	Office 14-19, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Office Manager
Name & Surname	Liesl Britz
E-mail address	Liesl.Britz@westerncape.gov.za
Tel. Number	021-467 2105
Location	Office 14-19, 14th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

E1 Chief Directorate: Districts	
Purpose	To ensure quality in education delivery within the education districts
Function	Manage the quality of education and education institutions within the districts
Rank	Chief Director
Name & Surname	Alan Meyer
Tel. Number	021-467 2088
Location	Office 13.12, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Nandipha Sikhweyiya
E-mail address	Nandipha.Sikhweyiya@westerncape.gov.za
Tel. Number	021-467 2089
Location	Office 13.12, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
E2 Chief Directorate: Inclusive Education & Special Programmes	
Purpose	To provide Institutional Management and Governance policy direction and manage specialised education support services
Function 1	Manage the planning, coordination and evaluation of institutional management and governance in respect of schools, ECD and AET Centres
Function 2	To plan, manage and coordinate specialised education support services and inclusive education
Rank	Chief Director
Name & Surname	Sigamoney Naicker
Tel. Number	021-467 2546
Location	Office 13-27, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Ilhaam Manan
E-mail address	Ilhaam.Manan@westerncape.gov.za
Tel. Number	021-467 2545
Location	Office 13-27, 13th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000

E2.1 Directorate: Specialised Education	
Purpose	To plan, manage and coordinate specialised education support services and inclusive education
Function 1	Manage the planning, coordination and evaluation of institution management and governance in respect of ELSEN schools
Function 2	Provide professional support services
Function 3	Develop policy, guidelines and coordinate the implementation of HIV operations
Function 4	Develop policy, guidelines and coordinate the implementation of NSNP and HIV operations
Rank	Director
Name & Surname	Berenice Daniels
Tel. Number	021-467 2027
Location	Office 6.25, 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Rank	Personal Assistant
Name & Surname	Marike Martin
E-mail address	Marike.Martin@westerncape.gov.za
Tel. Number	021-467 2028
Location	Office 6.25, 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
E2.2 Directorate: Institutional Management and Governance Planning	
Purpose	To ensure quality in education delivery within the education districts
Function	Manage the quality of education and education institutions within the districts
Rank	Director
Name & Surname	William Jantjies
Tel. Number	021-467 2613
Location	Office 6.32, 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000
Directorate	Institutional Management and Governance Planning
Rank	Personal Assistant
Name & Surname	Avril Malgas
E-mail address	Avril.Malgas@westerncape.gov.za
Tel. Number	021-467 2611
Location	Office 6.32, 6th Floor, 1 North Wharf Square, 2 Lower Loop Street, Foreshore, Cape Town, 8000