The following posts which were advertised in The Star Workplace on Wednesday 28 May 2014, have been rectified as follows:

DEPUTY DIRECTOR

DIRECTORATE: Recruitment and Selection
SUB-DIRECTORATE: Staff Movement
REF. NO: 2014/05/1014
SALARY: R532 278.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs). The successful candidate will be required to undergo competency assessment, security clearance

REQUIREMENTS: An appropriate three year tertiary human resource or equivalent qualification and/or Grade 12 with more than 10 years human resources administration experience, with four years thereof being at supervisory level. Knowledge and understanding of the current education and public service legislations, regulations and policies. Excellent communication (verbal & written) and interpersonal skills. Demonstrative ability to use human resource information systems for planning, monitoring and reporting. Ability to work under pressure, use PERSAL and provide expert advisory support to business. Computer literacy in MS Excel, MS Word, MS Access and MS Office. A valid South Africa driver’s license.

DUTIES: Manage placement of bursary holders from both DBE and GDE (GCRA) within 3 months. To coordinate the placement of bursary holders by District Offices to schools. Profiling of graduates to match with vacant posts. Submit monthly reports on progress of placements. Manage the redeployment, absorption and placement of staff additional to the Post Establishments. Receive the list of additional staff from DO HR Transversal teams. Profile all additional staff. Profile posts for placement of additional staff. Match additional staff to Profiled Posts. Consult SGB’s on the placement. Manage the placement of all additional staff on profiled posts. Monitor the appointment and absorption of temporary personnel. Manage post establishments. Plan, direct, supervise and coordinate the work activities of subordinates. Compile and submit Job Descriptions, Performance Agreements /Assessments, Performance Development Plan for staff. Monitor, evaluate and report on the performance of the staff. To ensure proper utilization and safe guard of Assets and the payment of bills thereof

ENQUIRIES: Head Office – Ms. Tumi Lebyane Tel No: (011) 843 6610

On the above post, the requirements were incorrectly advertised

CHIEF EDUCATION SPECIALIST

DIRECTORATE: Educations Operations and Support
SALARY: R664 455.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs). The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Johannesburg South REF. NO: 2015/05/36

ENQUIRIES: Head Office – Mr. M Makhubela Tel No: (011) 247 5710

On the above post, the Telephone number for enquiries were incorrectly advertised

PROJECT MANAGER

SUB-DIRECTORATE: IT SUPPORT SERVICES
REF. NO: 2015/05/43
SALARY: R630 822.00 per annum (All inclusive remuneration package of which a portion could be structured within applicable rules, according to the individual’s needs). The successful candidate will be required to undergo competency assessment, security clearance.

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate degree or diploma in Information Technology, grade12 certificate, or any relevant qualification, 3-5 years in an IT working environment. Relevant IT knowledge, risk management practices, PFMA Act, Understanding of LAN & WAN technologies, SLA’s, Public service act and regulations, Labour relations Act, extensive working knowledge of public sector, knowledge of educational software systems, knowledge of current technology development and future trends, good verbal and written communication skills, planning and problem solving skills, project and financial management and a valid driver’s license.

DUTIES: Ensure provision of e-Learning solution transversal support services to the department including schools, manage the programme rollout and associated projects, and ensure provision of support to the introduction of Information & Communication Technology (ICT) in Public Schools. Develop, monitor and maintain e-Learning solution policies, procedure manuals and best practices, and ensure implementation thereof, maintain IT related programme rollouts within the department, facilitate training initiatives for Head Office, District Offices and schools in terms of e-Learning solutions; conduct training to educators, manage any outsourcing of training delivery, prepare the annual staffing and resource plan, design application of the functional policies and procedures

ENQUIRIES: Head Office – Mr. V Khoza Tel No: (011) 355 0668

On the above post; the Requirements, Duties and Salary were incorrectly advertised