

DEPUTY DIRECTOR: FORENSIC INVESTIGATIONS

DEPARTMENT: Finance and Administration

REF. NO: HDO/2016/10/13

DUTIES: Complete investigations. Participate in the provision of administrative support to the HoD's office.

Salary: R 173 842 per annum (All-inclusive remuneration package)

REF NO: S9016/10/07

DEPUTY DIRECTOR: SECRETARY SUPPORT SERVICES

DEPARTMENT: Finance and Administration

REF. NO: HDO/2016/10/13

DUTIES: Lead, participate, in coordinating forensic investigations. Manage, supervise, train, and maintain effective and efficient administrative systems and procedures within the Office of the Head of Department. Participate with the development, implementation, and maintenance of effective and efficient administrative systems and procedures within the Office of the Head of Department. Participate with the implementation and maintenance of an effective and efficient follow-up system for the implementation of recommendations and resolutions emanating from management meetings and forums, and implement follow-up procedures to the Head of Department.

Salary: R 90 155 per annum (All inclusive remuneration package)

CENTRE TEAM MANAGER

SUB-DIRECTORATE: Electronic Support Services

DEPARTMENT: Finance and Administration

REF. NO: S9776/10/02; Johannesburg North

DUTIES: Coordinate the training of school governance and management structures. Develop a standardized system on school improvement planning. Intervene in poorly performing schools. Provide guidance and support to school and departmental staff. Facilitate processes to ensure that all reports and resolutions emanating from management meetings and forums are implemented and provide regular feedback to the Head of Department.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OF DISTRICTS: EKURHULEN

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/03

DUTIES: Coordinate the implementation of education support activities in district offices from the Regional District Office. Oversee that staff levels at district offices are adequate to implement the strategies and initiatives. Ensure that all internal and external stakeholders are informed about the implementation decisions. Manage and coordinate the collection of data and information to support internal evaluations, reports, and influence the decision-making processes.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OF DISTRICTS: JOHANNESBURG CENTRAL

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/04

DUTIES: Manage and facilitate the establishment and effective functioning of governance, academic and management structures in respect of Public School systems. Ensure that all district offices are adequately resourceful to implement the strategies and initiatives. Coordinate and monitor the programmes and strategies of the department within the region. The implementation and monitoring of departmental policy and strategies. Manage stakeholders and other interested parties in the region, as well as representatives from various sectors and stakeholders and institutions on physical site visits, field trips, and conferences. Ensure that the measurements and management of the implementation strategies. Manage and coordinate the collection of data and information to facilitate decision-making.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OF DISTRICTS: JOHANNESBURG EAST

DISTRICTS: TSHWANE EAST

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/05

DUTIES: Plan, organise, and participate in administrative, management, and human resources. Ensure that all personnel and resources are structured within applicable rules, according to the individual's needs.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD DISTRICTS OFFICE ADDRESS

DEPARTMENT: Finance and Administration

Ref No: HDO/2016/10/12

DUTIES: Manage and coordinate the implementation of human resource policies and procedures. Ensure that all personnel and resources are structured within applicable rules, according to the individual's needs.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

CENTRE HEAD OFFICE

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/06

DUTIES: Manage and coordinate the implementation of human resource policies and procedures. Ensure that all personnel and resources are structured within applicable rules, according to the individual's needs.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OF DISTRICTS: EKURHULEN

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/07

DUTIES: Manage and facilitate the establishment and effective functioning of governance, academic and management structures in respect of Public School systems. Ensure that all district offices are adequately resourceful to implement the strategies and initiatives. Coordinate and monitor the programmes and strategies of the department within the region. The implementation and monitoring of departmental policy and strategies. Manage stakeholders and other interested parties in the region, as well as representatives from various sectors and stakeholders and institutions on physical site visits, field trips, and conferences. Ensure that the measurements and management of the implementation strategies. Manage and coordinate the collection of data and information to facilitate decision-making.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OF DISTRICTS: JOHANNESBURG CENTRAL

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/08

DUTIES: Manage and facilitate the establishment and effective functioning of governance, academic and management structures in respect of Public School systems. Ensure that all district offices are adequately resourceful to implement the strategies and initiatives. Coordinate and monitor the programmes and strategies of the department within the region. The implementation and monitoring of departmental policy and strategies. Manage stakeholders and other interested parties in the region, as well as representatives from various sectors and stakeholders and institutions on physical site visits, field trips, and conferences. Ensure that the measurements and management of the implementation strategies. Manage and coordinate the collection of data and information to facilitate decision-making.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OF DISTRICTS: JOHANNESBURG EAST

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/09

DUTIES: Manage and facilitate the establishment and effective functioning of governance, academic and management structures in respect of Public School systems. Ensure that all district offices are adequately resourceful to implement the strategies and initiatives. Coordinate and monitor the programmes and strategies of the department within the region. The implementation and monitoring of departmental policy and strategies. Manage stakeholders and other interested parties in the region, as well as representatives from various sectors and stakeholders and institutions on physical site visits, field trips, and conferences. Ensure that the measurements and management of the implementation strategies. Manage and coordinate the collection of data and information to facilitate decision-making.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OF DISTRICTS: TSHWANE EAST

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/10

DUTIES: Manage and facilitate the establishment and effective functioning of governance, academic and management structures in respect of Public School systems. Ensure that all district offices are adequately resourceful to implement the strategies and initiatives. Coordinate and monitor the programmes and strategies of the department within the region. The implementation and monitoring of departmental policy and strategies. Manage stakeholders and other interested parties in the region, as well as representatives from various sectors and stakeholders and institutions on physical site visits, field trips, and conferences. Ensure that the measurements and management of the implementation strategies. Manage and coordinate the collection of data and information to facilitate decision-making.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OF DISTRICTS OFFICE ADDRESS

DEPARTMENT: Finance and Administration

Ref No: HDO/2016/10/11

DUTIES: Manage and facilitate the implementation of education support activities in district offices from the Chief Directorate. Oversee that staff levels at district offices are adequate to implement the strategies and initiatives. Ensure that all internal and external stakeholders are informed about the implementation decisions. Manage and coordinate the collection of data and information to support internal evaluations, reports, and influence the decision-making processes.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OFFICE: FINANCE AND ADMINISTRATION

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/12

DUTIES: Provide and oversee the provision of executive secretarial services to senior management meetings initiated by the HoD of the EHH. Ensure that various internal and external stakeholders are informed about Senior Management meetings with the HoD EHH. Ensure that various internal and external stakeholders are informed about the implementation decisions. Manage and coordinate the collection of data and information to support internal evaluations, reports, and influence the decision-making processes.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)

HEAD OFFICE: PUBLIC SERVICE REGULATIONS

DEPARTMENT: Finance and Administration

Ref No: GN2016/10/13

DUTIES: Manage and coordinate the implementation of education support activities in district offices from the Chief Directorate. Oversee that staff levels at district offices are adequate to implement the strategies and initiatives. Ensure that all internal and external stakeholders are informed about the implementation decisions. Manage and coordinate the collection of data and information to support internal evaluations, reports, and influence the decision-making processes.

Salary: R 612 822.00 per annum (All-inclusive remuneration package)