ENQUIRIES AND APPLICATIONS TO BE FORWARDED TO THE RELEVANT DISTRICT WHERE THE VACANCIES EXIST

**DEPARTMENT OF EDUCATION**

**CHIEF EDUCATION SPECIALIST**

**DIRECTORATE**

- Circuit Managers

**SALARY**

R612 549.00 p.a. (All inclusive remuneration package of which a portion could be structured according to the individual's needs)

**CENTRE**

Gauteng West (X2) REF: 2013/07/201,
Gauteng East (X2) REF: 2013/07/203, Thohwane North (X2) REF: 2013/07/204, Thohwane South (X2) REF: 2013/07/205, Thohwane West (X2) REF: 2013/07/206, Ekurhuleni South (X3) REF: 2013/07/207, Sibeding West (X3) REF: 2013/07/208, Johannesburg Central (X1) REF: 2013/07/209,
Johannesburg East (X2) REF: 2013/07/210 Johannesburg West (X2) REF: 2013/07/211, Johannesburg North (X3) REF: 2013/07/212

**REQUIREMENTS:** An appropriate, recognized 3-year Degree/Teaching diploma or a minimum of REQV 13 which must include 9 years minimum teaching experience plus credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills.

**Knowledge:** Sound knowledge of the following: all major relevant education legislation and policies, particularly those having a direct impact on curriculum; curriculum transformation issues and capacity building processes in education; understanding and experience of CAPS and the National Curriculum Statement (NCS) for both General Education and Training (GET) and Further Education and Training (FET) and other related legislative frameworks.

**Experience:** managing curriculum support and intervention programmes in schools; implementation of all policies such as: Assessment, Language in Education, Education White Paper 6 and e-Learning; proven experience in managing people, projects and finances and the ability to plan strategically. A good understanding of matrix management. Computer literate in Word, Power Point and Excel programmes. Skills: Strong communication skills (written & verbal). Ability to work under pressure and willingness to work extra hours. Strong analytical skills. Data managing and handling, knowledge of and experience in research on the latest developments related to curriculum management, maintaining a database and ability to analyze and report on information related to learner performance. Valid driver's license.

**DUTIES:** Provide end-to-end educational and administrative support to schools. Support school principals, school management teams and school governing bodies in the management, leadership, administration and governance of schools. Ensure national and provincial learning implementation policies and frameworks are applied effectively within institutions. Ensure that the performance management systems are applied efficiently and effectively. Facilitate the effective implementation of examinations and assessments. Ensure the implementation of all education support programmes such as school safety measures at institutions. Ensure the effective implementation of learner nutrition and scholar programmes. Ensure efficient and effective provision of LTM for all institutions. Provide and support learners with special needs. Ensure compliance with the application of HR, financial and other corporate support measures.

**ENQUIRIES AND APPLICATIONS TO BE FORWARDED TO THE RELEVANT DISTRICT WHERE THE VACANCIES EXIST**

**DISTRICT GAUTENG EAST**

**Physical Address:** Corner 2nd Avenue & 3rd Street, Old ORTIB Building, SPRINGS

**Pastoral Address:** Private Bag X09, Springs, 1560

**Enquiries:** Happy Grobbelaar TEL: (011)736-0712

**DISTRICT GAUTENG WEST**

**Physical Address:** Cnr. Bushoff & Human Street, KRUGERSDORP

**Pastoral Address:** Private Bag X2020 Krugersdorp 1740

**Enquiries:** Louisa Dhlamini TEL: (011)660-4581

**DISTRICT GAUTENG CENTRAL**

**Physical Address:** Cnr. Bushoff & Human Street, KRUGERSDORP

**Pastoral Address:** Private Bag X2020 Krugersdorp 1740

**Enquiries:** Louisa Dhlamini TEL: (011)660-4581

**DISTRICT JOHANNESBURG EAST**

**Physical Address:** 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON

**Pastoral Address:** Private Bag X9910, Sandton 2146

**Enquiries:** Elizabth Moloko TEL: (011)666-9109

**DISTRICT JOHANNESBURG NORTH**

**Physical Address:** Cnr. Biccard & Jordan Street RNB Building, BRAAMFONTEIN OR

**Pastoral Address:** Boipelo EDC, 1089 Mokoena Street, KUPIJPRUI, SOWETO

**Enquiries:** Rendani Nemukula TEL: (011)983-2221

**DISTRICT SEDIBENG WEST**

**Physical Address:** Sebokeng College

**Pastoral Address:** 6 Samuel Street, Zone 18, SEBOKENG

**Enquiries:** Erna Rust TEL: (016)594-9207

**DISTRICT JOHANNESBURG WEST**

**Physical Address:** 2265 Pretorius Street PRETORIA

**Pastoral Address:** Private Bag X925, Pretoria 0001

**Enquiries:** Grace Chauke TEL: (012)543-1044

**DISTRICT TSWANE SOUTH**

**Physical Address:** President Towers Building, 2265 Pretorius Street PRETORIA

**Pastoral Address:** Private Bag X918 Pretoria 0001

**Enquiries:** Margie van der Walt TEL: (012)401-6363

**DISTRICT TSWANE NORTH**

**Physical Address:** Wonderboom Junction

**Pastoral Address:** Private Bag X38, ROSSLYN, 0200

**Enquiries:** Mahokot Masanabo TEL: (012)725-1300

**DISTRICT TSWANE NORTH**

**Physical Address:** Kipsig Road

**Pastoral Address:** Old Hebron College

**Enquiries:** 0200

**DISTRICT TSWANE SOUTH**

**Physical Address:** Parkmore, SANDTON

**Pastoral Address:** Private Bag X067, Vanderbijlpark 1900

**Enquiries:** Ema Rust TEL: (016)594-9207

**DISTRICT TSWANE WEST**

**Physical Address:** 86 Watermeyer Street, VAL DE GRACE

**Pastoral Address:** Private Bag X8001, Alberton 1401

**Enquiries:** Thea Botha TEL: (011)389-6004

**DISTRICT TSWANE NORTH**

**Physical Address:** Yorkor Park Building, BLOEMFONTEIN, VAL DE GRACE

**Pastoral Address:** Private Bag X75 Pretoria 0001

**Enquiries:** Ria vd Mervel TEL: (012)846-3652

**DISTRICT GWENT CENTRAL**

**Physical Address:** Infinity Office Park,

**Pastoral Address:** Private Bag 990664 BIRKHAM 2013

**Enquiries:** Rendani Nemukula TEL: (011)983-2221

**DISTRICT TSHWANE**

**Physical Address:** 142/144, Fourth & Elizabeth Street, Parkmore, SANDTON

**Pastoral Address:** Private Bag X9910, Sandton 2146

**Enquiries:** Elizabth Moloko TEL: (011)666-9109

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**Pastoral Address:** Boipelo EDC, 1089 Mokoena Street, KUPIJPRUI, SOWETO

**Enquiries:** Rendani Nemukula TEL: (011)983-2221

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**Enquiries:** Ema Rust TEL: (016)594-9207

**DISTRICT TSWANE WEST**

**Physical Address:** 86 Watermeyer Street, VAL DE GRACE

**Pastoral Address:** Private Bag X8001, Alberton 1401

**Enquiries:** Thea Botha TEL: (011)389-6004
DEPARTMENT OF EDUCATION

CHIEF EDUCATION SPECIALIST

DIRECTORATE: Learning Implementation and Co-ordination
SALARY: R612 549.00 p.a. (All inclusive remuneration package of which a portion could be structured according to the individual's needs)
CENTRE: Johannesburg East REF: 2013/07/213

REQUIREMENTS: An appropriate, recognized 3-year Degree/Teaching diploma or a Minimum of REQV 13 which must include 9 years minimum teaching experience plus credible, relevant management experience. Must be registered with SACE. Proven management and leadership skills. A sound knowledge of all major relevant education legislation and policies, particularly those having a direct impact on curriculum. A sound understanding of curriculum transformation issues and capacity building processes in education. A sound knowledge, understanding and experience of CAPS and the National Curriculum Statement (NCS) for both General Education and Training (GET) and Further Education and Training (FET) and other related legislative framework. Evidence of experience in managing curriculum support and intervention programmes in schools. Knowledge and understanding and implementation of the following policies; Assessment, Language in Education, Education White paper 6, and e-Learning. Proven experience in managing people, projects and finances and the ability to plan strategically. A good understanding of Matrix Management. Computer literate in Word, Power Point and Excel programmes. Strong communication skills (written & verbal). Ability to work under pressure and willingness to work extra hours. Strong analytical skills. Data managing and handling, knowledge of and experience in research on the latest developments related to curriculum management, maintaining a database and ability to analyze and report on information related to learner performance. Valid driver's license.

DUTIES: Provide strategic and managerial leadership as well as coordinate the implementation of programmes within the area of responsibility. Monitor and evaluate intervention strategies. Assist educators to identify, assess and meet the needs of learners (provide professional leadership). Establish clear channels of communication with schools and other stakeholders. Ensure that a schedule of planned meetings and decisions thereof is communicated to both Seniors and subordinates including affected stakeholders. Monitor and evaluate policy implementation. Keep abreast of the latest research and development in the field of education. Facilitate the management of the implementation of the curriculum. Support the development of extracurricular activities. Support underperforming schools within the circuits e.g. Grade 12 performance, Literacy and Numeracy strategy. Evaluate methods used by educators to assess learners' progress and to assess educators' lesson planning and the effectiveness of their teaching strategies in Numeracy, Mathematical Science and Natural Science. Coordinate the management of internal and external examination processes. Participate in the systemic management of assessment processes and learner progression at learning institutions. Ensure the effective and efficient implementation of the Learner Achievement Improvement Strategy (LAIS). Coordinate the establishment and maintenance of district based learning communities. Ensure that schools have all the requisite curriculum and assessment documents for the subject/learning areas. Oversee and coordinate the moderation of school based assessment including Annual National Assessment (ANA). Facilitate the participation of schools in all district curriculum projects and programmes that are led by the national and/or provincial Department of education. Monitors and evaluates the impact of intervention programmes/strategies conducted for schools and educators.

ENQUIRIES: Ms. Elizabeth Moloko Tel: 011 666 9109
CLOSING DATE: 23 AUGUST 2013

ENQUIRIES AND APPLICATIONS TO BE FORWARDED TO THE RELEVANT DISTRICT WHERE THE VACANCIES EXIST