



Enquiries: Mr. T.M Mothusi

Reference no.: S4/2

MG: 4/2019

**TO: DEPUTY DIRECTORS-GENERAL
CHIEF FINANCIAL OFFICER
CHIEF DIRECTORS
DIRECTORS
PRINCIPALS OF ALL SCHOOLS / INSTITUTIONS
UNIONS**

HUMAN RESOURCES ADMINISTRATION CIRCULAR NO 4 OF 2019

ADVERTISING OF 11 OFFICE-BASED EDUCATOR POSTS IN THE FREE STATE DEPARTMENT OF EDUCATION: ADVERT 2 OF 2019

Attached, please find an advert of Office-Based Educators posts for your attention and information.

Kindly bring the contents to the attention of all personnel concerned.

SUPERINTENDENT GENERAL: EDUCATION

DATE: 15/7/2019

DEPARTMENT OF EDUCATION

HRA Circular 4 of 2019: OBE ADVERT 2 OF 2019

ADVERTISING OF OBE VACANCIES IN THE FREE STATE DEPARTMENT OF EDUCATION

Free State Department of the Education is an equal opportunity affirmative action employer. It is its intention to promote representivity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representatively, will receive preference. Persons with disabilities are welcome to apply. 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.

Introduction and general measures:

All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: (www.education.fs.gov.za). Applications must be accompanied by original certified (not be copies of certified copies), copies of: formal and informal qualifications, valid driving licence, identity document and a detailed C.V. Separate applications must be submitted for every vacancy.

It is our intention to promote representivity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representivity, according to the Departmental Employment Equity plan and targets, will receive preference.

Applicants must clearly quote the relevant reference number and forward the applications to the address as indicated in the advertisement. Separate applications must be submitted for every vacancy. Applicants are requested to complete the Z83 form properly and in full.

N.B.: Please note that: Incomplete and late applications will not be considered (applications received after the closing date and those that do not comply with these instructions will not be considered). The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned. Faxed applications will not be accepted. Salary progression on the salary scales is subject to performance assessment. The FSDoE reserves the right not to fill advertised positions and references will be checked. Previous employment will be verified. All appointments are subject to a positive Qualification verification as well as security clearance and vetting.

A detailed Curriculum Vitae (CV) containing, inter alia, a complete chronological record of training, experience, competencies and previous employment record as well as the names and telephone numbers of three persons willing to act as referees must be uploaded on the system as part of the registration/application process.

Please forward your application, quoting the relevant reference number on your Z83 application as well as on the envelope: The Director: Human Resource Administration, Department of Education, and 133-143 St Andrew Street Bloemfontein 9300. (Old Saambou Building, Ground Floor, corner charlotte Maxeke and Aliwalstreet – Box at Security).

NOTE: It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education.

Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful. This advertisement will also appear on the website of the Department at www.education.fs.gov.za.

Contact Details of all Head Office Directorates and Districts Responsibility Managers of posts advertised:

HEAD OFFICE DIRECTORATES		
SECONDARY SCHOOL SUPPORT: Secondary Schools Mr. Montso: (051) 404 8457/8 Mr.Mehlo (051) 404 8181		
MOTHEO	THABO MOFUTSANYA	FEZILE DABI
Mr. DS Moloi, ☎ (051) 404 4622/6	Ms. L. Mabaso, ☎(058)713 0423	Dr. V Chuta,☎ (016) 973 9118

CLOSING DATE FOR APPLICATIONS: 22 AUGUST 2019 @ 16h00

DEPUTY CHIEF EDUCATION SPECIALIST:
CURRICULUM SUPPORT & DELIVERY: (DCES): POST LEVEL 5
HEAD OFFICE X 3

DIRECTORATE: SECONDARY SCHOOLS CURRICULUM

ACCOUNTING GRADES 8 - 12: REF NO: OBE 1/2019/87 (Centre: Head Office, Bloemfontein)

ECONOMICS: GR. 10-12: REF NO: OBE 1/2019/88(Centre: Head Office, Bloemfontein)

SERVICES SUBJECTS: GR. 8-12: REF NO: OBE 1/2019/89(Centre: Head Office, Bloemfontein)

DCES: DISTRICT OFFICES X 4

EXAMINATION: FEZILE DABI DISTRICT: REF NO: OBE 1/2019/90(Centre: Sasolburg)

SYRAC AND VALUES IN EDUCATION: CO-CURRICULAR SERVICES: MOTHEO DISTRICT: REF NO: OBE 1/2019/91(Centre: Bloemfontein) - REPLACING POST WITH REF NO: OBE 1/2019/42 ON ADVERT 1 OF 2019 AS THAT POST WILL BE WITHDRAWN.

CURRICULUM SUPPORT AND DELIVERY: THABO MOFUTSANYANA DISTRICT: REF NO: OBE 1/2019/92(Centre: Phuthaditjhaba)

DCES: SPORT, MUSIC, VALUES IN EDUCATION & HIV/AIDS: THABO MOFUTSANYANA DISTRICT: 1/2019/93 (Centre: Phuthaditjhaba)

SES: DISTRICT OFFICE X 2

SES: YRAC: THABO MOFUTSANYANA DISTRICT: 1/2019/94(Centre: Phuthaditjhaba)

SES: PROGRAMME COORDINATOR: DTDC: THABO MOFUTSANYANA DISTRICT: 1/2019/95(Centre: Phuthaditjhaba)

EDUCATION PSYCHOLOGIST (EDUCATION COUSSELLING):REF NO: OBE 1/2019/96: (Centre: Phuthaditjhaba)-REPLACING POST WITH REF NO: OBE 1/2019/49 ON ADVERT 1 OF 2019 AS THAT POST WILL BE WITHDRAWN.

EDUCATION COUNSELLOR: REF NO: OBE 1/2019/97: (Centre: Phuthaditjhaba)- REPLACING POST WITH REF NO: OBE 1/2019/50 ON ADVERT 1 OF 2019 AS THAT POST WILL BE WITHDRAWN.

BELOW ARE THE GENERIC JOB REQUIREMENTS FOR DCES POSTS
ADVERTISED AND DUTIES FOR EACH POST HAVE BEEN DESCRIBED

JOB PURPOSE: To monitor, facilitate and support teachers on the implementation of programmes in their area of responsibility. (NB: DCES are filed workers and are also managers accountable to the CES for their operations).

REQUIREMENTS: Applicants must have an appropriate and relevant recognised three to four year qualification in the field of the advertised post, which includes professional teacher education and be registered with SACE as professional Educator (Attach SACE Certificate). The applicant must have at least 8 years in the educational field, including management experience in the appropriate curriculum phase. Appropriate knowledge and skills in providing, supporting and supervising teachers on co-curricular activities.

BASIC SALARY: R510 219.00 (SALARY 10)

REQUIRED KEY PERFORMANCE AREAS WILL BE: Provide professional leadership through the implementation of systems and structures that allow for effective management. These will include the following: Conduct regular on-site support visits to schools/offices; Represent the district at provincial and other relevant forums; Coordinate and manage national, provincial and districts priorities and projects; Ensure effective and efficient utilisation of resources and information services; and Work collaboratively to improve learner performance. Establish clear channels of communication with schools. Facilitate correct interpretation and ensure effective planning, implementation, monitoring and evaluation of policies; Conduct analysis of data collected in order to inform and improve teaching and learning; facilitate and arrange workshops and training sessions on behalf of their sections/area of responsibility; and any other reasonable function assigned by the employer within the job function.

COMPETENCIES

Monitoring and Evaluation, Performance Management, Decision making and initiating action. Adhering to principles and values Analysis and interpreting, Writing and reporting. Creating, conceptualising and innovating. Organising and executing, Coping with pressures and setbacks. Time management.

RECOMMENDATIONS:

Sound Knowledge of transformational issues in education, experience in managing people, projects and finances and the ability to engage in strategic planning, computer literacy, analytical and report writing skills. Knowledge of and insight into relevant policies and legislation. Self-confidence and the ability to work independently. Good managerial, administrative and organizational skills.

MINIMUM REQUIREMENTS FOR ACCOUNTING GRADES 8 –12: REF NO: OBE 1/2019/87

A recognised three or four year post school qualification preferably a B-degree with Accounting at second or third year level and must include appropriate training as a teacher; Eight (8) years teaching experience in the subject, Accounting; Five(5) years proven record of management and coordination of the subject; As travelling is required, a valid driving licence is essential.

RECOMMENDATIONS:

THE FOLLOWING SERVE AS STRONG RECOMMENDATIONS FOR ACCOUNTING GRADES 8 - 12

Sound knowledge and understanding of National Curriculum Statement (NCS), Grade 8-12; Strong and authoritative knowledge of Accounting and a track record of consistent good performance in the subject, Grades 10 – 12; Exposure to the latest education theory and practice; A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statement (CAPS); Knowledge of Curriculum policy and practice; Experience in project co-ordination; Computer Literacy.

DUTIES FOR ACCOUNTING GRADES 8 – 12: REF NO: OBE 1/2019/87

Conduct and facilitate appropriate curriculum maintenance and support; Manage the performance of Accounting and execute all related administrative duties in relation to the management of the subject at the Head Office; Co-ordinate planning and delivery of professional development workshops in collaboration with the Subject Advisors to address the needs of teachers in relation to the implementation of the CAPS in Accounting in schools; Network with the department of Basic Education and other relevant stakeholders at District, Provincial and National levels; Monitor and support effective curriculum implementation throughout the province; Identify and facilitate the development of provincial curriculum support policy guidelines; Establish a database of all curriculum support needs in relation to Accounting; Ensure the establishment and maintenance of appropriate structures; mechanisms, processes, and procedure to facilitate effective curriculum support in all Districts; Develop projects proposals and business plans; Execute all other activities and/or responsibilities incidental to the post (DCES); Develop management plans and work towards the implementation of projects in providing curriculum support.

REQUIREMENTS FOR ECONOMICS GRADES 8 – 12: REF NO: OBE 1/2019/88

A recognised three or four year post school qualification preferably a B-degree with Economics at second or third year level and must include appropriate training as a teacher; Eight (8) years teaching experience in the subject, Economics; Five(5) years proven record of management and coordination of the subject; As travelling is required, a valid driving licence is essential.

RECOMMENDATIONS FOR ECONOMICS GRADES 8 – 12: REF NO: OBE 1/2019/88

THE FOLLOWING SERVE AS STRONG RECOMMENDATIONS:

Sound knowledge and understanding of National Curriculum Statement (NCS), Grade 8-12; Strong and authoritative knowledge of Economics and a track record of consistent good performance in the subject, Grades 10 – 12; Exposure to the latest education theory and practice; A thorough understanding of the principles and teaching methodologies underpinning the Curriculum and Assessment Policy Statement (CAPS); Knowledge of Curriculum policy and practice; Experience in project co-ordination; Computer Literacy.

and' problem-solving skills.Consulting, teaching and general psychology skills.Personal qualities; tolerance, empathy towards clients, self-motivation, and effective communication.

DUTIES

Provide professional leadership and managerial support/duties to HIV/AIDS, Inclusive and Special Needs Education officials in the district. Manage the implementation of the following support programmes; Inclusive Education, Therapeutic Psychological Services and co-curricular programmes. Facilitate the development and implementation of appropriate interventions/programmes for the management of various emotional and behavioural problems in learners. Facilitate the implementation of the following support programmes in LSEN and main stream school; Inclusive Education, Therapeutic, Psychological and HIV & AIDS. Establish clear and effective channels of communication with stakeholders and ensure effective information management systems. Manage the effective utilisation of finances, human resources and other resources in the area of responsibility according to the relevant acts, laws, policies and collective agreements. Facilitate and arrange effective workshops/training sessions on behalf of the unit/component to ensure that teachers constantly improve their skills and become more proficient at their jobs. Conduct analysis of data collected in order to inform and improve teaching and learning. Manage coordination of district priorities, programs and interventions related to enhancement of learner performance. Establish good rapport and collaboration with all stakeholders: parents, other government Departments, Non-Governmental Organisations (NGOs) and Community Based Organisations (CBOs) to support learner performance. Engage in research and studies on new psychological methods to come up with solutions relevant to the promotion of academic and social learning. Assist in ensuring delivery of a quality service based on Batho Pele Principles and adhere to Human Rights Ethics with due consideration of all learners.

EDUCATION COUNSELLOR: THABO MOFUTSANYANA DISTRICT:REF NO: OBE 1/2019/97

SALARY: R579 147.00 (Inclusive Package: OSD)

REQUIREMENTS:

A minimum of three (3) years appropriate experience as Counsellor after registration with the Health Professions Council of South Africa (HPCSA) as Counsellor. Master's degree in clinical, counselling or educational psychology. Registration with the Health Professions Council of South Africa (HPCSA) as a Counsellor (attach registration certificate). Further requirements: The incumbent must be able to promote inclusive education which includes promoting access to quality public funded education for learners with disability. Experience in research on the latest development related to inclusive education support. Computer Literacy- MS Word, MS Excel and MS PowerPoint. The job involves travelling and therefore a valid driver's licence is a requirement – please attach a copy of a valid driver's licence.

KNOWLEDGE AND SKILLS

Knowledge of the constitution, White Paper 6, Screening, Identification, Assessment and Support (SIAS), National Curriculum Statement (NCS) as well as other relevant Acts and Policies.Organisational and interpersonal skills.Excellent English written and verbal skills. Attention to detail and high level of accuracy. Ability to actively listen to client concerns and empathize with their situation.Proficiency in report writing and good problem solving skills.Positive interest and ability to work with all kinds of people. Listening skills, patience, tolerance, calm manner and sensitivity. Ability to cope with emotional situations.Appreciation of confidentiality issues.

RECOMMENDATIONS:

A qualification in education and registration with SACE will be an added advantage. Ability to work in a multi-disciplinary team and project management. Knowledge of one of the African languages of the region will be an added advantage. Good understanding of learner diversity in the classroom.

DUTIES

Provide professional leadership and managerial support/duties to HIV/AIDS, Inclusive and Special Needs Education officials in the district. Manage the implementation of the following support programmes; Inclusive Education, Therapeutic Services and co-curricular programmes. Facilitate the development and implementation of appropriate interventions/programmes for the management of various emotional and behavioural problems in learners. Facilitate the implementation of the following support programmes in LSEN and main stream school; Inclusive Education, Therapeutic, Psychological and HIV & AIDS. Establish clear and effective channels of communication with stakeholders and ensure effective information management systems manage the effective utilisation of finances, human resources and other resources in the area of responsibility according to the relevant acts, laws, policies and collective agreements. Facilitate and arrange effective workshops/training sessions on behalf of the unit/component to ensure that teachers constantly improve their skills and become more proficient at their jobs. Conduct analysis of data collected in order to inform and improve teaching and learning. Manage coordination of district priorities, programs and interventions related to enhancement of learner performance. Establish good rapport and collaboration with all stakeholders: parents, other government Departments, Non-Governmental Organisations (NGOs) and Community Based Organisations (CBOs) to support learner performance. Engage in research and studies on new counselling methods to come up with solutions relevant to the promotion of academic and social learning. Assist in ensuring delivery of a quality service based on Batho Pele Principles and adhere to Human Rights Ethics with due consideration of all learners.