

**PROPOSED HEAD OFFICE STRUCTURE
AS ON 20070327 FOR FINAL APPROVAL**

MEC SUPPORT OFFICE 100003

PURPOSE/FUNCTION: (056089)
The rendering of ministerial services

- 1 x Administrative Head: MEC's Office (SL13) **70405**
- 1 x Media Liaison Officer (SL11) **70472**
- 1 x Parliamentary Officer (SL10) **70754**
- 1 x Appointment Secretary (SL10) **70406**
- 1 x Sr Receptionist (SL6) **70407**
- 1 x Sr Registry Clerk (SL6) **70409**
- 1 x Sr Messenger/Driver (SL05) **70412**

**PROVINCIAL EDUCATION
AND TRAINING COUNCIL**

**MEC FOR EDUCATION
100001**

**MPUMALANGA DEPARTMENT OF EDUCATION
100002**

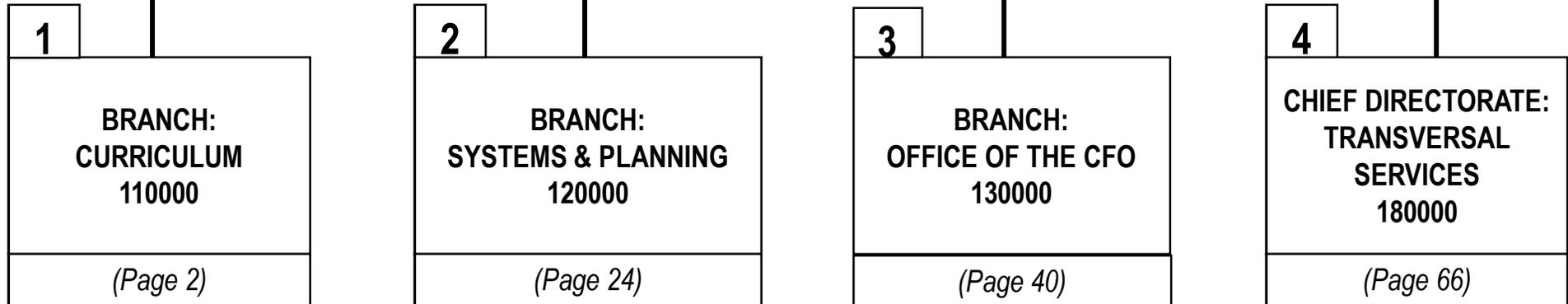
PURPOSE: (054089)

To ensure that all learners receive basic education and training of high quality

FUNCTIONS:

1. Ensure the provision of general education and training and further education and training, including ABET and ECD.
2. Provide education management services.
3. Render financial management-, planning and programmes management as well as human resource management services.
4. Render transversal management services.

- 1 x Head of Department (Superintendent-General SL16) **70401**
- 1 x Office Manager (SL12) **70402**
- 1 x Appointment Secretary (SL9) **70668**
- 1 x Administrative Assistant (SL5) **70893**
- 1 x Registry Clerk (SL4) **70894**
- 1 x Driver/Messenger (SL3) **70895**



(Page 2)

(Page 24)

(Page 40)

(Page 66)

1

**BRANCH: CURRICULUM
11000**

PURPOSE:

To ensure the provision of general education and training, and further education and training, including ABET and ECD.

FUNCTIONS:

1. Develop, evaluate and maintain policy, programmes and systems for general education and training, including ECD and ABET.
2. Develop, evaluate and maintain policy, programmes and systems for further education and training, and manage all systems concerning public examinations.
3. Promote quality of teaching and learning through the effective implementation of curriculum enrichment programmes as well as the management of quality assurance systems.
4. Ensure the implementation of outreach programmes aimed at improving the quality of education in schools and the quality of governance.

1 x Branch Manager (Deputy Director-General - SL15) **70775**

1 x Senior Secretary (SL8) **70811**

1.1

**CHIEF DIRECTORATE:
GENERAL EDUCATION &
TRAINING
111000
(page 3-11)**

1.2

**CHIEF DIRECTORATE:
FURTHER EDUCATION &
TRAINING
112000
(page 12-16)**

1.3

**CHIEF DIRECTORATE:
QUALITY PROMOTION &
ASSURANCE
113000
(page 17-22)**

1.4

**DIRECTORATE:
AYIHLOME
IFUNDE
119000
(page 23)**

1.1

CHIEF DIRECTORATE: GENERAL EDUCATION AND TRAINING & EDUCATION SUPPORT 111000

PURPOSE: (054089)

To develop, evaluate and maintain policy, programmes and systems for general education and training, including ECD and ABET

FUNCTIONS:

1. Develop, evaluate and maintain policy, programmes and systems for GET, including ECD and ABET.
2. Develop, evaluate and maintain policy, programmes and systems for inclusive education and diverse education support services.

1 x Chief Director **70413**

1 x Senior Secretary (SL7) **70608**

1.1.1

**DIRECTORATE:
GENERAL EDUCATION AND
TRAINING 111100**
(page 4-8)

1.1.2

**DIRECTORATE:
INCLUSIVE EDUCATION AND
EDUCATION SUPPORT 111200**
(page 9-11)

1.1.1

DIRECTORATE: GENERAL EDUCATION AND TRAINING 11100

PURPOSE: (054089)

To develop, evaluate and maintain policy, programmes and systems for General Education, including ECD and ABET

FUNCTIONS:

1. Promote the development and implementation of policy, programmes and systems regarding Early Childhood Development (ECD), as well as the provision of Early Childhood Education.
2. Promote the development and implementation of curriculum for the intermediate- and senior phase.
3. Promote the development and implementation of curriculum for the Foundation Phase.
4. Promote the development and implementation of policy, programmes and systems for the provisioning of ABET.

1 x Director **70503**

1 x Senior Secretary (SL 6) **70613**

GENERAL SUPPORT 111101

PURPOSE:

1. To render general administrative-, logistical- and typing support services for every subdirectorate individually.
2. To render reproduction and fax services

FUNCTIONS:

As per individual job description

4 x Sr/General Support Clerk **70421**

1 x Photocopier- & Fax machine Operator **70812**

1.1.1.1

SUBDIRECTORATE: EARLY CHILDHOOD EDUCATION 111110

(page 5)

1.1.1.2

SUBDIRECTORATE: INTERSEN 111120

PURPOSE: (054089)

To promote the development and implementation of policy, programmes and systems for the provision of curriculum for the intermediate and senior phase

FUNCTIONS:

1. Co-ordinate the development and implementation of curriculum within prescribed national policy in respect of different learning areas.
2. Serve as nodal point between the Department of Education and the MDE regarding broad curriculum for the intermediate- and senior phase.
3. Consult and network with other stakeholders i.r.o. the above.

1 x CES (PL6) **61101**

(page 6-7)

1.1.1.3

SUBDIRECTORATE: FOUNDATION PHASE 111150

PURPOSE: (054089) To promote the development and implementation of policy, programmes and systems for the provisioning of curriculum for the foundation phase

FUNCTIONS:

1. Co-ordinate the development and implementation of curriculum within prescribed national policy in respect of different learning areas.
2. Serve as nodal point between the Department of Education and the MDE regarding broad curriculum for the intermediate- and senior phase.
3. Consult and network with other stakeholders i.r.o. the above.

1 x CES (PL6) **61500**

LEARNING PROGRAMME

ECD Literacy 111151

1 x DCES (PL5) **61112**

LEARNING PROGRAMME

ECD Numeracy 111152

1 x DCES (PL5) **61501**

LEARNING PROGRAMME

ECD Life Skills 111153

1 x DCES (PL5) **61502**

1.1.1.4

SUBDIRECTORATE: ABET 111160

2008/11/01

(page 8)

1.1.1.1

SUBDIRECTORATE: EARLY CHILDHOOD DEVELOPMENT (ECD) 111110
<p>PURPOSE: (054089) To promote the development and implementation of policy, programmes and systems regarding Early Childhood Development (ECD), as well as the provision of Early Childhood Education</p>
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Develop, co-ordinate, evaluate and implementation of policy and programmes regarding ECD. 2. To manage the effective functioning and performance of ECD sites. 3. Co-ordinate the development and implementation of curriculum within prescribed national policy in respect of different learning programmes. 4. Serve as nodal point between the Department of Education and MDE. 5. Advocacy and social mobilisation in respect of ECD sector. 6. Co-ordinate the establishment of effective government academic and management structures. 7. Consult and network with other stakeholders in respect of the above.
1 x CES 61110

DIVISION: ECD SYSTEMS DEVELOPMENT 111111 (141230)
<p>PURPOSE: To ensure the effective functioning and performance of ECD sites</p>
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Establish, manage, maintain and administer procedures and processes for the registration and amalgamation and de-registration of institutions. 2. Monitor and ensure the implementation of national/provincial policies. 3. Co-ordinate unit standards and ETDP SETA.. 4. Expand the public works programme. 5. Establish and maintain systems for providing ECD pre school education. 6. Co-ordinate and monitor the establishment and maintenance of accurate information on ECD provisioning in collaboration with EMIS.
1 x DCES (PL5) 61111

DIVISION: ECD CURRICULUM 111115 (141230)
<p>PURPOSE: To develop, co-ordinate and maintain policy implementation of curriculum in line with the learning programmes in Early Childhood Development</p>
<p>FUNCTIONS:</p> <ol style="list-style-type: none"> 1. Develop curriculum framework. 2. Develop supplementary education material. 3. Provide specialised services. 4. Formulate policy regarding the learning programmes. 5. Evaluate learning support material. 6. Monitor and evaluate all ongoing projects and implementation thereof. 7. Monitor and ensure the implementation of national/provincial policies. 8. Develop, evaluate and maintain a system for assessment and recognition of prior learning. 9. Develop and co-ordinate the implementation of curriculum for ECD.

LEARNING PROGRAMME
Grade R 111119
1 x DCES (PL5) 61503

LEARNING PROGRAMME
(Age) 0 – 4 111120
1 x DCES (PL5) 61504

1.1.1.2

SUBDIRECTORATE: INTERSEN 111120

DIVISIONS: INTERMEDIATE PHASE

PURPOSE OF DIVISIONS: (054089)

To co-ordinate the development and implementation of curriculum in line with the learning areas

FUNCTIONS OF DIVISIONS:

1. Develop curriculum frameworks.
2. Develop supplementary educational materials.
3. Provide specialised services.
4. Formulate policy regarding the learning area curriculum.
5. Provide inputs regarding evaluation and certification.
6. Evaluate learning support material.
7. Develop and maintain a system for assessment and recognition of prior learning.



DIVISION: ARTS AND CULTURE
111121

1 x DCES (PL5) **61109**

DIVISION: ECONOMIC SCIENCES
111122

1 x DCES (PL5) **61106**

DIVISION: HUMAN AND SOCIAL SCIENCES
111123

1 x DCES (PL5) **61102**

DIVISION: LANGUAGE
111124

2 x DCES (PL5) **61108**

DIVISION: LIFE ORIENTATION
111125

1 x DCES (PL5) **61105**

DIVISION: MATHEMATICS
111126

1 x DCES (PL5) **61107**

DIVISION: NATURAL SCIENCES
111127

1 x DCES (PL5) **61104**

DIVISION: TECHNOLOGY
111128

1 x DCES (PL5) **61103**

1.1.1.2 cont.

SUBDIRECTORATE: INTERSEN (Continued) 111140

DIVISIONS: SENIOR PHASE

PURPOSE OF DIVISIONS: (054089)

To co-ordinate the development and implementation of curriculum in line with the 8 learning areas

FUNCTIONS OF DIVISIONS:

1. Develop curriculum frameworks.
2. Develop supplementary educational materials.
3. Provide specialised services.
4. Formulate policy regarding the learning area curriculum.
5. Provide inputs regarding evaluation and certification.
6. Evaluate learning support material.
7. Develop and maintain a system for assessment and recognition of prior learning.

DIVISION: ARTS AND CULTURE
111141

1 x DCES (PL5) 61505

DIVISION: ECONOMIC SCIENCES
111142

1 x DCES (PL5) 61506

DIVISION: HUMAN AND SOCIAL SCIENCES
111143

1 x DCES (PL5) 61507

DIVISION: LANGUAGE
111144

2 x DCES (PL5) 61508

DIVISION: LIFE ORIENTATION
111145

1 x DCES (PL5) 61509

DIVISION: MATHEMATICS
111146

1 x DCES (PL5) 61510

DIVISION: NATURAL SCIENCES
111147

1 x DCES (PL5) 61511

DIVISION: TECHNOLOGY
111148

1 x DCES (PL5) 61512

1.1.1.4

SUBDIRECTORATE: ADULT BASIC EDUCATION AND TRAINING 111160

PURPOSE: (054089)

To promote the development and implementation of policy, programmes and systems for the provisioning of Adult Basic Education

FUNCTIONS:

1. Ensure the effective functionality and performance of ABET Centres
2. Develop, evaluate and co-ordinate the implementation of Unit Standards for ABET Level 1.
3. Develop, evaluate and co-ordinate the implementation of Unit Standards for ABET Levels 2 & 3.
4. Develop, evaluate and maintain an assessment and accreditation system, and develop, evaluate and co-ordinate the implementation of Unit Standards for Level 4.
5. Develop, evaluate and co-ordinate the implementation of skills programmes.

1 x CES (PL6) **61178**

DIVISION: ABET SYSTEMS DEVELOPMENT (111161)

PURPOSE:

To ensure the effective functionality and performance of ABET Centres

FUNCTIONS:

1. Establish, manage, maintain and administer procedures/ and processes for the registration, amalgamation and de-registration of institutions.
2. Co-ordinate and monitor the establishment and maintenance of accurate information on ABET provisioning in collaboration with EMIS.
3. Facilitate norms for the annual post establishments of ABET institutions and the filling of posts.
4. Co-ordinate the establishment of effective governance, academic and management structures.
5. Analyse and identify professional, educational and resource needs (physical, financial and human).
6. Monitor and ensure the implementation of national/provincial policies as specified by legislation and/or other policy directives.
7. Ensure the optimum utilisation of resources via the establishment of timetables in accordance with prescribed work loads, job descriptions, work plan, attendance registers etc.

1 x DCES (PL5) **61179**

DIVISION: ABET UNIT STANDARDS : LEVEL 1 (111163)

PURPOSE:

To develop, evaluate and co-ordinate the implementation of Unit Standards for ABET Level 1

FUNCTIONS:

1. Develop learning programmes for basic oral (mother tongue) & Level 1.
2. Assess and evaluate learning support material for Level 1.
3. Render professional guidance and curriculum support on the implementation of programmes.
4. Manage and administer provincial literacy initiatives.
5. Monitor the implementation of the above.

1 x DCES (PL5) **61180**

DIVISION: ABET UNIT STANDARDS : LEVEL 2 & 3 (111165)

PURPOSE:

To develop, evaluate and co-ordinate the implementation of Unit Standards for ABET Levels 2 & 3

FUNCTIONS:

1. Develop learning programmes for Levels 2 & 3.
2. Assess and evaluate learning support material for Levels 2 & 3.
3. Render professional guidance and curriculum support on the implementation of programmes.
4. Develop policy related to ABET curriculum.
5. Advocacy and social mobilisation for the ABET Sector.
6. Monitor the implementation of the above.

1 x DCES (PL5) **61181**

DIVISION: ASSESSMENT AND ACCREDITATION & ABET UNIT STANDARDS LEVEL 4 (111167)

PURPOSE:

To develop, evaluate and maintain an assessment and accreditation system, and to develop, evaluate and co-ordinate the implementation of Unit Standards for ABET Level 4

FUNCTIONS:

1. Develop, evaluate and maintain a system for assessment and recognition of prior learning.
2. Develop policy and programmes for progression between ABET levels.
3. Plan and co-ordinate site-based assessment.
4. Develop learning programmes for Level 4.
5. Assess and evaluate learning support material for Level 4.
6. Render professional guidance and curriculum support on the implementation of programmes.
7. Co-ordinate the development and implementation of training interventions for practitioners.
8. Design, develop, implement and manage learnerships.
9. Monitor the implementation of the above.

1 x DCES (PL5) **61182**

DIVISION: ABET UNIT STANDARDS: SKILLS LEARNING PROGRAMMES (111169)

PURPOSE:

To develop, evaluate and co-ordinate the implementation of skills programmes

FUNCTIONS:

1. Develop learning programmes for electives.
2. Plan and co-ordinate the implementation of electives.
3. Plan and co-ordinate skills programmes for learners (SETAs).
4. Implement RPL processes.
5. Render professional guidance on the implementation of programmes.
6. Co-ordinate partnership programmes with other departments.
7. Monitor the implementation of the above.

1 x DCES (PL5) **61183**

1.1.2

DIRECTORATE: INCLUSIVE EDUCATION AND EDUCATION SUPPORT 111200

PURPOSE: (054089)

To develop, evaluate and maintain policy, programmes and systems for inclusive education and diverse education support services

FUNCTIONS:

1. Promote the development and implementation of policy, programmes and systems for learners with special educational needs.
2. Co-ordinate and evaluate the development and implementation of psychological-, guidance and social support programmes.
3. Consult and network with other stakeholders.

1 x Director **70813**

1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT 111201

PURPOSE:

1. To render general administrative-, logistical- and typing support services for every subdirectorate individually.
2. To render reproduction and fax services

FUNCTIONS:

As per individual job description

2 x Sr/General Support Clerk **70421**

1.1.2.1

SUBDIRECTORATE: INCLUSIVE EDUCATION 111210

(Page 10)

1.1.2.2

SUBDIRECTORATE: PSYCHOLOGICAL-, GUIDANCE- AND SOCIAL SUPPORT (PGSS) 111220

(Page 11)

1.1.2.1

SUBDIRECTORATE: INCLUSIVE EDUCATION 111210 142400

PURPOSE: (054089)

To co-ordinate and evaluate development and implementation of a provincial support system to facilitate and support learners with disabilities, learning problems and provision of special education in special schools, reform and schools of industry as well as special classes in mainstream.

FUNCTIONS:

1. Develop and evaluate a provincial support system aimed at facilitating and supporting learners with disabilities in the education system.
2. Develop and evaluate a remedial support system for learners experiencing learning problems as well as for gifted learners.
3. Develop and evaluate the provision of special education in special schools as well as in special classes in mainstream.
4. Develop and evaluate the provision of education in reform- and schools of industry.
5. Facilitate the identification and placement of learners with disabilities, in schools, as well as education programmes for average learners with disabilities of compulsory school going age, out of school.
6. Manage the implementation of inclusive education.
7. Establish communication network with disability desk and other role players.

1 x CES (PL6) **61120**

DIVISION: DISABILITY MATTERS 111211

PURPOSE:

To develop and evaluate a provincial support system aimed at facilitating and supporting learners with disabilities in the education system

FUNCTIONS:

1. Facilitate the identification and placement of learners with specific disabilities.
2. Facilitate the provision of resources and physical facilities for disabled learners.
3. Facilitate the transformation of mainstream schools and the establishment of an access system for disabled learners.
4. Co-ordinate the development and implementation of:
 - national and provincial policy i.r.o. disabled learners
 - programmes for learners with specific disabilities
 - provincial plan for young children with disabilities to facilitate school preparation
 - education programmes for average learners with disabilities of compulsory school going age, out of school
5. Develop INSET programmes for educators.
6. Establish communication network with disability desk and other role-players.

1 x DCES (PL5) **61126**
 1 x DCES (PL5) (Sign Language Interpreter) **61513**
 1 x DCES (PL5) (Braille interpreter) **61514**

DIVISION: LEARNING MATTERS 111212

PURPOSE:

To develop and evaluate a remedial support system for learners experiencing learning problems as well as for gifted learners

FUNCTIONS:

1. Co-ordinate and evaluate the development and implementation of:
 - policy and programmes for learners experiencing learning problems as well as for gifted learners
 - Policy on White Paper 6;
2. Establish SBST
3. Manage home schooling.
4. Manage the implementation of inclusive education.

1 x DCES (PL5) **61127**

DIVISION: SPECIAL EDUCATION 111213

PURPOSE:

To develop and evaluate the provision of special education in special schools as well as in special classes in mainstream

FUNCTIONS:

1. Co-ordinate and evaluate the development and implementation of:
 - policy i.r.o. special education
 - psychometric evaluation
 - therapy programmes
 - INSET programmes in terms of therapy
 - curriculum programmes for special education.
2. Develop criteria for the placement of learners in special schools or classes.
3. Manage and administer the final placement of learners in special schools or - classes.
4. Manage the exemption of learners from compulsory school attendance.
5. Manage the implementation of inclusive education.

1 x DCES (PL5) **61128**

DIVISION: CARE CENTRES (REFORM- AND SCHOOLS OF INDUSTRY) 111214

PURPOSE:

To develop and evaluate the provision of education in reform- and schools of industry

FUNCTIONS:

1. Co-ordinate and evaluate the development and implementation of:
 - policy for reform- and schools of industry
 - orientation programmes for new learners
 - rehabilitation programmes
 - INSET programmes
 - curriculum programmes.
2. Manage and administer the placement of learners.
3. Administer subsidies for special- schools.

1 x DCES (PL5) **61129**

1.1.2.2

SUBDIRECTORATE: PSYCHOLOGICAL-, GUIDANCE AND SOCIAL SUPPORT (PGSS) 111220

PURPOSE: (054089)

To develop and evaluate social- and psychological guidance-, career guidance- and environmental education programmes

FUNCTIONS:

1. Develop and evaluate psychological- and social guidance programmes in education institutions.
2. Develop and evaluate career guidance programmes, and manage the mobile career guidance unit.
3. Co-ordinate the planning, management and monitoring of programmes, projects and events related to environmental education.
4. Provide an environment for experiential learning based on acquiring of skills as set out in the relevant school curricula.

1 x CES (PL6) **61515**

DIVISION: SCHOOL JOURNEY SERVICE 111226
141270

PURPOSE: (054089)

To provide an environment for experiential learning based on acquiring of skills as set out in the relevant school curricula

FUNCTIONS:

1. Provide curriculum - orientated tuition to learners in an environmental classroom.
2. Liaise with curriculum development unit.
3. Engage in research on curriculum - related outcome based experiential learning.
4. Assess user needs, develop customised programmes and evaluate the School Journey Service.
5. Compile and implement policy for the management, administration and utilisation of the School Journey Service.
6. Administer and organise affordable educational excursions/tours in the R.S.A.
7. Manage and administer the accommodation of groups at the youth hostel.
8. Facilitate and co-ordinate workshops on request of intra-departmental role-players.
9. Promote the development of experiential learning skills.
10. Market and promote the School Journey Service with all stakeholders.

1 x DCES (PL5) **61119**
1 x Sr Education Specialist (PL3)
1 x Education Specialist (PL2) **61118**
1 x Sr/ Admin Clerk **70425**
1 x General Foreman **70427**
2 x Household Aid **70429**
2 x Groundsman **70430**

DIVISION: ENVIRONMENTAL EDUCATION 111225

PURPOSE: (054089)

To co-ordinate the planning, management and monitoring of programmes, projects and events related to environmental education

FUNCTIONS:

1. Develop and maintain policies and interventions regarding environmental education.
2. Foster relations between Environmental Education partners, curriculum implementers and relevant stakeholders.
3. Support the integration of environmental education in learning areas and subject fields.
4. Support the Decade of Education for sustainable development.
5. Advise the Department on environmental related matters.
6. Sustain the Provincial Environmental Education Forum.
7. Maintain a database and information system.
8. Maintain a sound financial and provisioning system.
9. Prepare management information and reports.
10. Co-ordinate regional activities in regard to the above.

1 x DCES (PL5) **61517**

DIVISION: CAREER GUIDANCE 111222
141320

PURPOSE:

To develop and evaluate career guidance programmes in education institutions

FUNCTIONS:

1. Co-ordinate and evaluate the development and implementation of policy and programmes for career guidance.
2. Develop INSET programmes on career guidance.
3. Manage the SEN committee system and the establishment of such committees.
4. Manage the mobile career guidance unit.
5. Establish career guidance centres.
6. Co-ordinate career guidance exhibitions.

1 x DCES (PL5) **61125**
1 x DCES (PL5) (Mobile Unit Manager) **61123**
2 x DCES (PL5) (Career guidance Advisors) **61516**
1 x Driver (EHMV - Mobile Unit) **70814**

DIVISION: PSYCHOLOGICAL- AND SOCIAL GUIDANCE 111221 141310

PURPOSE: (054089)

To develop and evaluate psychological- and social guidance programmes in education institutions.

FUNCTIONS:

1. Co-ordinate and evaluate the development and implementation of:
 - Financial and operational guidelines and policy on District Based Support Teams (DBST) and School Based Support Teams (SBST).
 - INSET programmes for social and psychological guidance services
 - School health and psychological therapy programmes
 - Social and psychological upliftment programmes and professional development of DBST with a view of providing a provincial framework for school support programmes
2. Render advisory services and curriculum support to Inclusive Education officials and schools.
3. Compile and submit reports w.r.t. the above

3 x DCES (PL5) **61122**

2008/11/01

1.2

CHIEF DIRECTORATE: FURTHER EDUCATION AND TRAINING (FET) 112000

PURPOSE: (054089)

To develop, evaluate and maintain policy, programmes and systems for FET, and manage all systems concerning public examinations.

FUNCTIONS:

1. Develop, evaluate and maintain policy, programmes and systems for FET.
2. Manage the planning, co-ordination and implementation of the provincial FET programme.
3. Develop, maintain and manage all systems concerning public examinations.

1 x Chief Director **70815**

1 x Senior Secretary (SL7) **70608**

1.2.1

**DIRECTORATE:
FURTHER EDUCATION &
TRAINING DEVELOPMENT
112100
(page 16-17)**

1.2.2

**DIRECTORATE:
PUBLIC
EXAMINATIONS
112200
(page 18-19)**

FURTHER EDUCATION & TRAINING COLLEGES

**PRINCIPAL
GERT
SIBANDE FET
COLLEGE**

**PRINCIPAL
NKANGALA
FET COLLEGE**

**PRINCIPAL
EHLANZENI
FET COLLEGE**

1.2.1

DIRECTORATE: FURTHER EDUCATION AND TRAINING DEVELOPMENT 112100

PURPOSE: (054089)

To develop, evaluate and maintain policy, programmes and systems for further education and training.

FUNCTIONS:

1. Promote the planning, research and establishment of a co-ordinated system for FET and the facilitation of the design of programmes relevant to the development needs of the province.
2. Promote the development and implementation of FET curriculum in line with FET subjects.
3. Evaluate, develop, implement, co-ordinate and monitor policies for FET Colleges and Independent Schools according to provincial and national policies..
4. Manage and co-ordinate the provincial FET Programme.

1 x Director **70504**

1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT 112101**PURPOSE:**

To render general administrative-, logistical- and typing support services for every subdirectorate individually

FUNCTIONS:

As per individual job description

3 x Sr/General Support Clerk **70421**

1.2.1.1

SUBDIRECTORATE: FET PLANNING & POLICY DEVELOPMENT 112110**PURPOSE: (054089)**

To promote the planning, research and establishment of a co-ordinated system for FET and to facilitate the design of programmes relevant to the development needs of the province

FUNCTIONS:

1. Liaise with the PBFET i.r.o. training needs and training policy.
2. Analyse provincial skills needs and the evaluation of skills programmes.
3. Co-ordinate the development and maintenance of a data base i.r.o. provincial training needs.
4. Research, develop and implement planning of FET policy and programmes.
5. Plan the development and provisioning of FET.
6. Develop strategies for learner recruitment..
7. Facilitate the development of learnerships.
8. Co-ordinate the setting up of learner support-, information- and career guidance systems in collaboration with other stakeholders.
9. Facilitate out of school youth projects.
10. Adjust and adopt the national quality assurance framework for FET at provincial level.
11. Render secretarial duties for the PBFET.

1 x CES (PL6) **61131**

2 x DCES (PL5) **61130**

1.2.1.2

SUBDIRECTORATE: FET CURRICULUM 112130**PURPOSE:**

To promote the development and implementation of curriculum in line with FET subjects

FUNCTIONS:

1. Co-ordinate the development and implementation of curriculum in line with FET subjects.
2. Serve as nodal point between the Department of Education and the MDE regarding FET curriculum.
3. Consult and network with other stakeholders i.r.o. the above.

1 x CES (PL6) **61132**

(See substructure on page 16)

1.2.1.3

SUBDIRECTORATE: FET- AND INDEPENDENT INSTITUTIONS COMPLIANCE 112150**PURPOSE:**

To evaluate, develop, implement, co-ordinate and monitor policies for FET Colleges and Independent Schools according to provincial and national policies

FUNCTIONS:

1. Render institutional management services to FET Institutions, including:
 - administration of the establishment/ amalgamation/ conversion/ closure of institutions/campuses
 - facilitation of norms and the distribution of posts for the annual post establishments of FET institutions and campuses, as well as monitoring the utilisation thereof
 - evaluation of institutional budget needs, and monitoring of financial audits and accountability
 - rendering of assistance to FET institutions to obtain accreditation
 - analysis of the financial expenditure of institutions and their quarterly reports regarding the progress on operational plans and reporting of "early warning signals"
 - co-ordination, monitoring and evaluation of the implementation of FET policy and programmes
 - co-ordination of the development of institutional strategic plans
 - alignment of institutions' financial policies with provincial and national policies
 - monitoring of examinations at FET Colleges
2. Render management services in regard of independent Institutions, including:
 - verification of enrolments and compliance to minimum standards on a regular basis
 - ensuring that the governance of Independent Institutions comply with national and provincial policies
 - evaluation of new applications and making recommendations regarding registration
 - maintenance of a comprehensive register of all independent schools in the Province
 - receiving, analysing and processing applications for subsidy
 - administer subsidies for independent schools.

1 x CES (PL6) **61146**

2 x DCES (PL5) **61145**

1.2.1.2

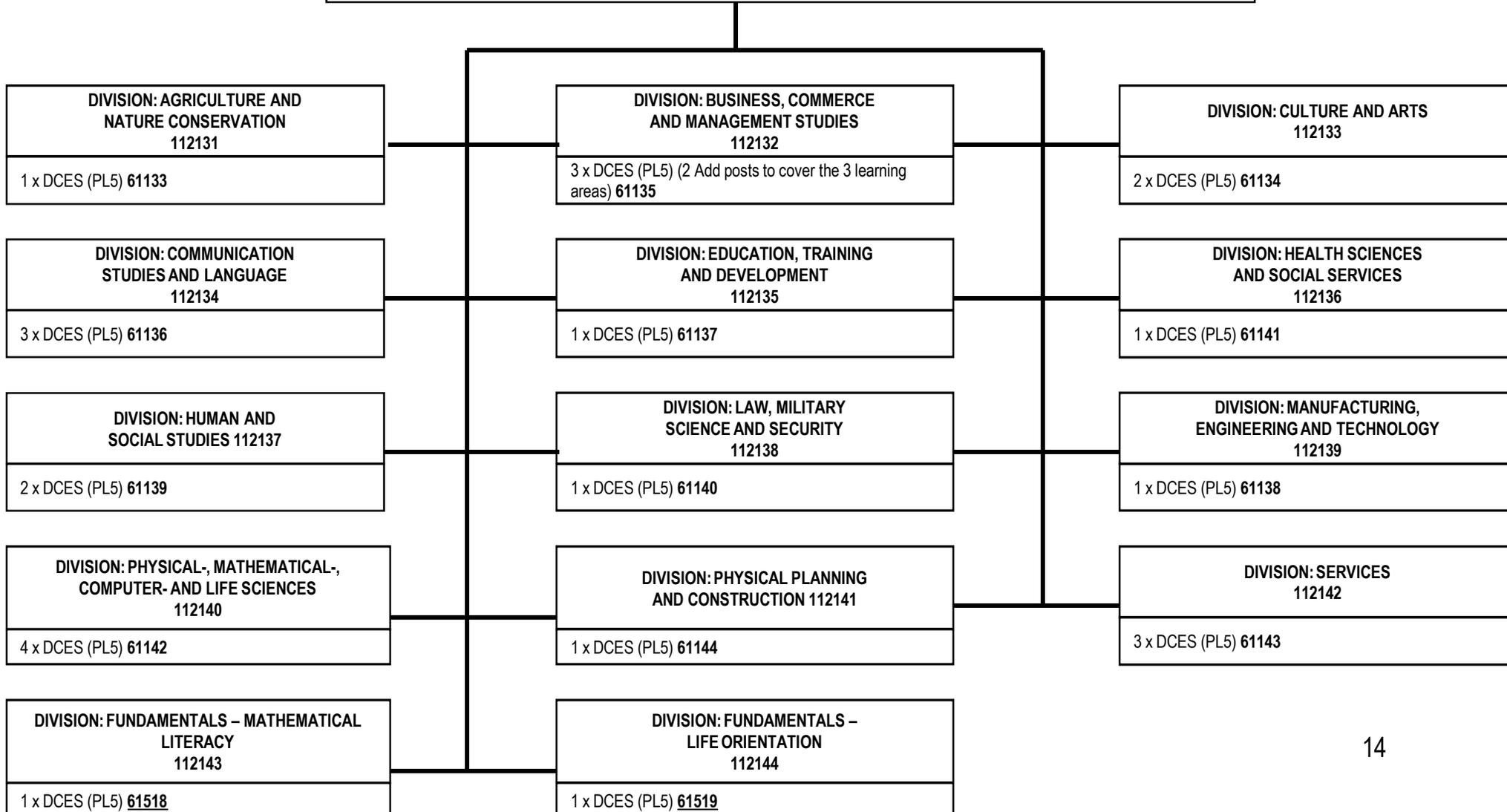
DIVISIONS FOR SUBDIRECTORATE: FET CURRICULUM 112130

PURPOSE OF DIVISIONS: (054089)

To co-ordinate the development and implementation of curriculum in line with FET subjects

FUNCTIONS OF DIVISIONS:

1. Develop curriculum frameworks and supplementary educational material.
2. Formulate policy regarding the learning field curriculum.
3. Evaluate learning support material.
4. Provide inputs regarding evaluation and certification.



1.2.2

DIRECTORATE: PUBLIC EXAMINATIONS 112200

PURPOSE: (054089)

To manage systems concerning public examinations

FUNCTIONS:

1. Manage the co-ordination of the preparation and marking of question papers.
2. Manage the co-ordination of grade 12 examinations, grade 9 and ABET Level 4 examinations.
3. Co-ordinate the rendering of diverse exam administration support services .
4. Liaise with other role-players on regional-, interdirectorial and national level.
5. Manage examination irregularities.

1 x Director **70819**

1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT

112201

PURPOSE

To render general administrative-, logistical- and typing support services for the subdirectorate

FUNCTIONS:

As per individual job description

3 x Sr/General Support Clerk **70421**

1.2.2.1

SUBDIRECTORATE: QUESTION PAPERS AND MARKING

112210

PURPOSE: (054089)

To co-ordinate the preparation and marking of question papers

FUNCTIONS:

1. Appoint examiners.
2. Appoint internal moderators.
3. Compile, despatch and receive exam files.
4. Edit question papers.
5. Type question papers.
6. Arrange the despatch of exam files to and from moderators.
7. Effect and proofread question paper corrections.
8. Prepare question papers for printing.

1 x CES (PL6) **61520**

1 x DCES (PL5) **61152**

7 x SES (PL3) (Editing) **61153**

2 x Chief Typist **70434**

9 x Sr/Typist **70435**

1 x Sr/Admin Clerk **70679**

1.2.2.2

SUBDIRECTORATE: EXAM POLICY SUPPORT

112220

PURPOSE:

To co-ordinate all matters pertaining to Grade 9 & 12 exams and ABET level 4 exams

FUNCTIONS:

1. Co-ordinate the following:
 - setting of exam papers
 - writing of exams
 - marking of scripts
 - release of the results
 - remarking of scripts
 - supplementary exams
 - viewing of scripts.

1 x CES (PL6) **61521**

2 x DCES (PL5) **61154**

1 x Admin Officer **70473**

1.2.2.3

SUBDIRECTORATE: EXAM ADMINISTRATION SUPPORT

112230

(Page 16)

1.2.2.3

SUBDIRECTORATE: EXAM ADMINISTRATION SUPPORT 112230

PURPOSE: (054089)

To co-ordinate the rendering of diverse exam administration support services

FUNCTIONS:

1. Co-ordinate all matters regarding the computerised examination system.
2. Render support services for all types of examinations.
3. Render examination administration services.

1 x Deputy Director (SL12) **70820**

SUBDIVISION: SYSTEM ADMINISTRATION 112231

PURPOSE:

To co-ordinate all matters regarding the computerised examination system

FUNCTIONS:

1. System monitoring.
2. Register and change user ID's.
3. Certify accounts from system service provider.
4. Compile and update system year planner.
5. Train junior staff and end users.
6. Arrange for bureau extra hours.
7. Register service requests.
8. Supervise consultants.
9. Implement mark adjustments on the system.

1 x Sr. Admin Officer **70439**

DIVISION: EXAM SUPPORT 112232

PURPOSE:

To render support services for all types of examinations

FUNCTIONS:

1. Co-ordinate the following:
 - determination of needs iro all exam materials
 - printing and reproduction of exam papers
 - packaging and distribution of exam papers and materials
 - examination transport
 - examination security
 - administration of marking centres
 - payment of all exam related claims.

1 x Assistant Director (SL10) **70619**

1 x Sr. Admin Officer **70442**

1 x Admin Officer **70441**

7 x Sr/Admin Clerk **70620**

1 x Sr/Registry Clerk **70622**

1 x Messenger **70623**

1 x Driver **70624**

1 x Principal Operator **70443**

3 x Operator **70621**

DIVISION: EXAM ADMINISTRATION 112233

PURPOSE:

To render examination administration services

FUNCTIONS:

1. Co-ordinate the following:
 - examination entries
 - capturing of oral and practical marks
 - capturing of exam marks
 - capturing of internal exam results for ABET levels 1, 2 and 3.
 - standardisation of exam marks
 - release of exam results
 - Issue of exam results for ABET levels 1, 2 and 3
 - certification of candidates
 - dealing with queries in respect of the above.

1 x Assistant Director (SL10) **70618**

2 x Sr/Admin Clerk **70617**

8 x Sr/Data Typist **70616**

2008/11/01

16

1.3

CHIEF DIRECTORATE: QUALITY PROMOTION AND -ASSURANCE 113000

PURPOSE: (054089)

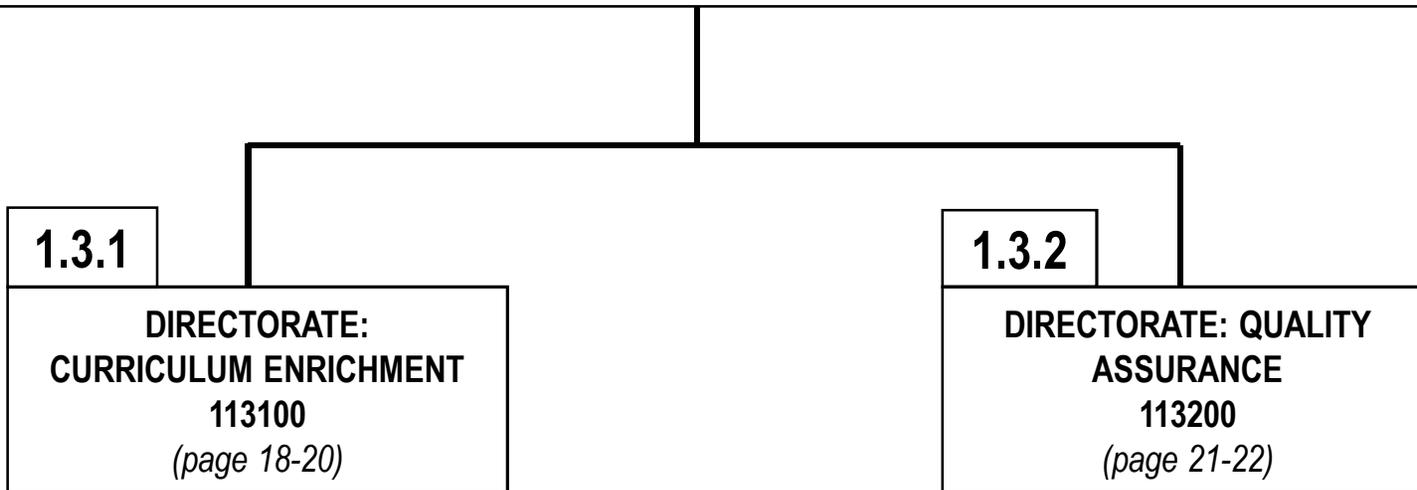
To promote quality of teaching and learning through the effective implementation of curriculum enrichment programmes as well as the management of quality assurance systems

FUNCTIONS:

1. Manage and co-ordinate the implementation of curriculum enrichment programmes, and assess the impact thereof.
2. Develop and maintain a quality assurance system.

1 x Chief Director **70816**

1 x Senior Secretary (SL7) **70608**



1.3.1

DIRECTORATE: CURRICULUM ENRICHMENT 113100

PURPOSE: (054089)

To manage and co-ordinate the implementation of curriculum enrichment programmes, as well as assessing the impact thereof

FUNCTIONS

1. Ensure the implementation of nutrition programmes, and assess the impact thereof
2. Co-ordinate and evaluate the development and implementation of HIV/Aids Education, and develop and maintain a strategic collaboration between Health, Education, Social Services and Agriculture.
3. Co-ordinate and evaluate the development and implementation of sports, music and cultural programmes.
4. Co-ordinate the development and implementation of policy on the provisioning and utilisation of printed media and audio-visual hardware and software, and the management of school and education libraries.

1 x Director **70861**

1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT 113101

PURPOSE

To render general administrative-, logistical- and typing support services for every subdirectorate individually

FUNCTIONS:

As per individual job description

4 x Sr/General Support Clerk **70421**

1.3.1.1

SUBDIRECTORATE: NUTRITION PROGRAMMES 113110

PURPOSE: (054089)

To ensure the implementation of nutrition programmes, and assess the impact thereof

FUNCTIONS:

1. Plan, manage, co-ordinate and monitor the implementation of the school nutrition programme, food security and poverty alleviation.
2. Develop and maintain policies and interventions regarding nutrition, poverty alleviation and food security.
3. Foster relations between the respective communities, learners and the private sector and assess the impact that these programmes have on these units.
4. Develop systems that would assure quality regarding the implementation of the mentioned programmes.
5. Administer, control and monitor grants allocated to the various programmes.
6. Establish and maintain a database and information system.
7. Establish and maintain a sound financial and provisioning system.
8. Analyse reports from regions and table recommendations to Management.
9. Submit management information and reports.
10. Co-ordination of regions.

1 x CES (PL6) **61171**

2 x DCES (PL5) **61172**

1 x Senior Admin Officer **70713**

1.3.1.2

SUBDIRECTORATE: LIFE SKILLS 113120

PURPOSE: (054089)

To co-ordinate and evaluate the development and implementation of HIV/Aids Education, and to develop and maintain a strategic collaboration between departments Health, Education, Social Services and Agriculture.

FUNCTIONS:

1. Develop and implement a HIV/Aids Education programme for schools with the main focus on prevention, care & support for learners affected and infected with the virus.
2. Facilitate the management of HIV/Aids in schools.
3. Provide HIV/Aids learner support material.
4. Monitor and evaluate all HIV/Aids interventions and strategies and assess the impact thereof.

1 x CES (PL6) **61522**

3 x DCES (PL5) **61523**

1.3.1.3

SUBDIRECTORATE: SCHOOL SPORTS, MUSIC & CULTURE 113130

(page 19)

1.3.1.4

SUBDIRECTORATE: LIBRARY- AND COMPUTERS IN EDUCATION (ELIS & CIE) 113140

(page 20)

1.1.3.3

SUBDIRECTORATE: SCHOOL SPORTS, MUSIC & CULTURE 113130
PURPOSE: (054089) To co-ordinate and evaluate the development and implementation of school enrichment programmes
FUNCTIONS: <ol style="list-style-type: none"> 1. Co-ordinate and evaluate the development and implementation of programmes, projects and events related to sports. 2. Co-ordinate and evaluate the development and implementation of programmes, projects and events related to music. 3. Co-ordinate and evaluate the development and implementation of programmes, projects and events related to diverse cultural and heritage programmes.
1 x CES (PL6) 61524

DIVISION: SCHOOL SPORTS 113131
PURPOSE: To provincially co-ordinate and evaluate the development and implementation of programmes, projects and events related to sports
FUNCTIONS: <ol style="list-style-type: none"> 1. Develop all sporting codes. 2. Manage the development of sports facilities and the acquisition of related sports equipment. 3. Develop and encourage participation in sports competitions. 4. Plan and co-ordinate sports competitions and -events.
1 x DCES (PL5) – Development 61525 1 x DCES (PL5) – Events 61526 1 x DCES (PL5) - Sports Participation 61527

DIVISION: MUSIC PROGRAMMES 113132
PURPOSE: To provincially co-ordinate and evaluate the development and implementation of programmes, projects and events related to music
FUNCTIONS: <ol style="list-style-type: none"> 1. Plan, co-ordinate and evaluate the development and implementation of programmes, projects and events for music competitions from circuits up to national level. 2. Plan, co-ordinate and oversee the execution of policy and programmes for the Tirisano Schools Choral Eisteddfod. 3. Plan, co-ordinate and monitor music festivals. 4. Prescribe and typeset music for Grades R-4. 5. Select and appoint adjudicators and conductors. 6. Arrange training and workshops for adjudicators and conductors. 7. Initiate and co-ordinate fund raising for programme development and for purchasing of musical instruments from sponsors. 8. Represent the Province in the musical protocol. 9. Maintain a sound financial system. 10. Co-ordinate regional activities in regard to the above. 11. Co-ordinate and manage logistical arrangements and support in regard to the above.
1 x DCES (PL5) 61177 1 x Admin Clerk 70769

DIVISION: CULTURE & HERITAGE 113133
PURPOSE: To provincially co-ordinate and evaluate the development and implementation of programmes, projects and events related to diverse culture and heritage programmes
FUNCTIONS: <ol style="list-style-type: none"> 1. Co-ordinate and evaluate the development and implementation of programmes, projects and events diverse culture and heritage programme. 2. Co-ordinate and evaluate national and provincial celebrations.
1 x DCES (PL5) 61528

1.3.1.3

SUBDIRECTORATE: LIBRARY- AND COMPUTERS IN EDUCATION SERVICES (ELIS & CIE) 113140

PURPOSE: (054089)

To co-ordinate the development and implementation of policy on the provisioning and utilisation of printed media and audio-visual hardware and software and the management of school and education libraries

FUNCTIONS:

1. Co-ordinate the development and implementation of policy on the provisioning and utilisation of printed media and the management of school and education libraries.
2. Co-ordinate the development and implementation of policy on the provisioning and utilisation of audio-visual hardware and software.
3. Manage the Departmental Education Library for printed and audio-visual media.
4. Co-ordinate the development and implementation of policy on the utilisation of computer hardware and software at schools, education libraries and offices.

1 x CES (PL6) **61529**

DIVISION: PRINTED MEDIA 113141

PURPOSE: (054089)

To co-ordinate the development and implementation of policy on the provisioning and utilisation of printed media and the management of school and education libraries

FUNCTIONS:

1. Compile and regularly revise the needs-based for printed media .
2. Compile guidelines on budgeting and stock building for regions, circuits and schools.
3. Provide specifications and advice on the purchasing, maintenance and repair of printed resources.
4. Initiate and engage in research on school library services.
5. Develop guidelines on the use of information resources and the promotion of reading.
6. Develop norms and standards for all aspects of the school library service.
7. Facilitate the teaching of "Information Skills" in every subject and grade.
8. Develop OBE related resources and material.
9. Co-ordinate the assessment of user needs and continuously evaluate the services rendered.
10. Compile guidelines (e.g. Manuals) for the management and administration of school libraries.
11. Market and promote ELIS with all stakeholders.

1 x DCES (PL5) **61530**
2 x SES (PL3) **61531**

DIVISION: AUDIO-VISUAL MEDIA 113142

PURPOSE: (054089)

To co-ordinate the development and implementation of policy on the provisioning and utilisation of audio-visual hardware and software

FUNCTIONS:

1. Compile and regularly revise the needs-based budget for audio-visual hardware and software.
2. Compile guidelines on budgeting and stock building for regions, circuits and schools.
3. Compile specifications for audio-visual hardware and software for quotations and tender documents.
4. Compile a catalogue of recommended audio-visual hardware and software.
5. Co-ordinate maintenance contracts for audio-visual hardware.
6. Facilitate the teaching of "Information Skills" in every subject and grade.
7. Develop OBE related resources and material.
8. Co-ordinate the assessment of user needs and continuously evaluate the services rendered.
9. Develop guidelines on the use of information resources and the promotion of reading.
10. Promote resource-based teaching and learning.
11. Market and promote ELIS with all stakeholders.

1 x DCES (PL5) **61116**
2 x SES (PL3) **61115**

SUBDIVISION: LENDING 113143

PURPOSE: (054089)

To manage the Departmental Education Library for printed and audio-visual media, and render auxiliary departmental library services

FUNCTIONS:

1. Keep, up-date and report on the asset register of ELIS.
2. Manage the lending of printed and audio-visual media.
3. Ensure that ELIS utilizes the Interlending Service of the National Library.
4. Liaise with and support the Regional Education Libraries.
5. Manage and render auxiliary departmental library services.

2 x Sr Librarian (SL07) **70423**
(ELIS)
2 x Library Assistant **70542**

DIVISION: COMPUTERS IN EDUCATION (CIE) 113144 41260

PURPOSE: (054089)

To co-ordinate the development and implementation of policy on the utilisation of computer hardware and software at schools, education libraries and offices

FUNCTIONS:

1. Develop guidelines for training in the utilisation of computer hardware and software by teachers, learners and office staff.
2. Facilitate the development and teaching of computer literacy in every subject, learning area and grade.
3. Establish and maintain ICT literacy systems at learning institutions.
4. Establish and maintain ICT literacy systems at Head Office, Regional Offices, Circuit Offices and Teacher Centres.
5. Co-ordinate training in the utilisation of computer hardware and software by teachers, learners and office staff.
6. Promote and facilitate the white paper on the ICT imperative that all teachers should be computer literate by 2013.
7. Market and promote CIE with all stakeholders.

1 x DCES (PL5) **61117**

1.3.2

DIRECTORATE: QUALITY ASSURANCE 113200

PURPOSE: (054089)

To develop and maintain a quality assurance system.

FUNCTIONS:

1. Conduct systemic evaluation on all levels of the education system.
2. Promote the improved performance of learners at all learning sites.
3. Co-ordinate and monitor the implementation of Whole School Evaluation.

1 x Director **70505**

1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT 113201

PURPOSE

To render general administrative-, logistical- and typing support services for every subdirectorate individually

FUNCTIONS:

As per individual job description

3 x Sr/General Support Clerk **70421**

1.3.2.1

SUBDIRECTORATE: SYSTEMIC EVALUATION 113210

PURPOSE:

To conduct systemic evaluation on all levels of the education system

1. Collect and analyse data for systemic evaluation in respect of the transitional points i.e. Grade 3,6 and 9.
2. Analyse, interpret and apply data for the review of programmes and services.
3. Prepare data in respect of performance of the system and the extent to which we are achieving the transformational goals of access, equity and quality.
4. Institute, co-ordinate and manage the process to conduct systemic evaluation on all levels of the education system in collaboration with stakeholders, to make conclusions about appropriate education interventions.
5. Develop, edit and refine instruments and items for systemic evaluation including questionnaires for parents, educators, learners, principals and regional managers (management and curriculum).
6. Code and score administered instruments and questionnaires in preparation for the report.
7. Identify factors that affect learner achievement and determine the context in which learning and teaching takes place.
8. Ensure that the scientific study conducted not only leads to introduction of realistic standards but also to policy formulation and accountability.
9. Conduct induction and orientation in all aspects of systemic evaluation and its framework.
10. Conduct training on data collection to ensure validity, reliability and credibility of data.

1 x CES (PL6) **61148**

8 x DCES (PL5) **61147**

1 X Admin Clerk **70821**

1.3.2.2

SUBDIRECTORATE: QUALITY MANAGEMENT AND SUPPORT 113220

PURPOSE:

To ensure that all levels of the Department develop a quality management strategy, and to support all initiatives for the improvement of standards

FUNCTIONS:

1. Monitor and support the development and execution of School Improvement Plans.
2. Liaise with other sections of the Department and stakeholders on programmes for quality promotion.
3. Establish and manage a database of needs for logistical and academic support.
4. Solicit responses to the recommendations of Whole School Evaluation, Systemic Evaluation, commissioned research, Examination Reports and stakeholder fora.
5. Facilitate external and internal research aimed at quality improvement.
6. Serve as secretariat to the Provincial Quality Assurance Co-ordinating Committee.

1 x CES (PL6) **61532**

7 x DCES (PL5) **61533**

1 X Admin Clerk **70821**

1.3.2.3

SUBDIRECTORATE: WHOLE SCHOOL EVALUTATION 113230

(page 22)

2.1.2.3

SUBDIRECTORATE: WHOLE SCHOOL EVALUATION 113230

PURPOSE:

To co-ordinate, manage and monitor the implementation of the Whole School Evaluation system (WSE)

FUNCTIONS:

1. Co-ordinate, develop and manage the implementation of WSE policy in all levels of the education system within the prescribed national policy..
2. Serve as nodal point between the national Department of Education and the Department regarding reviewed programmes and service on WSE.
3. Plan, implement and monitor WSE activities.
4. Collate provincial WSE report based on evaluation reports of schools.
5. Monitor and conduct training on all aspects of WSE policy/IQMS policy..
6. Monitor and evaluate performance of schools.
7. Deal with ETQA matters.
8. Collate and draft reports on WSE.
9. Conduct WSE in schools i.e. pre-evaluation, on-site evaluation, post evaluation and all other aspects as required in terms of the policy framework.
10. Collect and analyse data for systemic evaluation in respect of the exit points i.e. grade 3 and 6.
11. Monitor the implementation of the Integrated Quality Management System.

1 x CES (PL6) **61167**
30 x DCES (PL5) **61170**
1 x Admin Clerk **70823**

2.1.4

DIRECTORATE: AYIHLOME IFUNDE 119000

PURPOSE: (054089)

To ensure the implementation of outreach programmes aimed at improving the quality of education in schools and the quality of governance

FUNCTIONS:

1. Promote interaction between the Department and all role-players in the delivery of education and related services.
2. Perform crisis intervention.
3. Perform environmental scanning.
4. Identify schools to be given support in terms of the departmental plans.
5. Ensure that under-performing institutions work within an integrated intervention service delivery model.
6. Liaise with managers in the Department and co-ordinate Executive Council outreach pre-visit reports on issues identified.
7. Hold meetings/road shows/izimbizo with school authorities and members of different communities.
8. Receive and scrutinise issues, investigate these with relevant components, and evaluate responses.
9. Draft a response programme and prepare and co-ordinate feedback to schools and communities after consultation with the relevant stakeholders.

1 x Director (SR13) **70759**

1 x Senior Secretary (SL6) **70613**

1 x CES (PL 6) **61173**

10 x DCES (PL 5) **61174**

1 x Administration Officer (SR 7) **70735**

1 x Admin Assistant (SR06) **70760**

GENERAL SUPPORT 119001**PURPOSE:**

To render general administrative-, logistical- and typing support services for the entire directorate

FUNCTIONS:

As per individual job description

1 x Sr/General Support Clerk **70421**

2

**BRANCH:
SYSTEMS AND PLANNING
120000**

PURPOSE:

Provide education management services.

FUNCTIONS:

1. Promote the quality of teaching and learning through the needs specific development of teachers, governance structures and education managers.
2. Render planning and programmes management services.
3. Render regional education services.

1 x Branch Manager (Deputy Director-General - SL15) **70776**
1 x Office Manager (SL12) **70892**
1 x Senior Secretary (SL8) **70811**

2.1

**DIRECTORATE:
TEACHER
DEVELOPMENT
AND GOVERNANCE
121100
(page 25)**

2.2

**CHIEF
DIRECTORATE:
PLANNING &
PROGRAMMES
MANAGEMENT
122000
(page 28)**

REGIONAL OFFICES

**REGIONAL
CHIEF
DIRECTOR:
GERT SIBANDE
REGION**

**REGIONAL
CHIEF
DIRECTOR:
NKANGALA
REGION**

**REGIONAL
CHIEF
DIRECTOR:
EHLANZENI
REGION**

**REGIONAL CHIEF
DIRECTOR:
BUSHBUCKRIDGE
REGION**

2.2

DIRECTORATE: TEACHER DEVELOPMENT AND GOVERNANCE 121100

PURPOSE: (054089)

To manage and ensure the development of teachers, education governance and education management

FUNCTIONS:

1. Support educators in presenting learning systems.
2. Develop education governance capacity.
3. Develop education management capacity.

1 x Director **70817**

1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT 121101

PURPOSE:

To render general administrative-, logistical- and typing support services for every subdirectorate individually

FUNCTIONS:

As per individual job description

3 x Sr/General Support Clerk **70421**

2.2.1

SUBDIRECTORATE: TEACHER EDUCATION AND DEVELOPMENT 121110

(Page 26)

2.2.2

SUBDIRECTORATE: EDUCATION GOVERNANCE DEVELOPMENT 121120

(Page 27)

2.2.3

SUBDIRECTORATE: EDUCATION MANAGEMENT DEVELOPMENT 121130

PURPOSE:

To develop provincial education management capacity

FUNCTIONS:

1. Co-ordinate, develop and manage a provincial education programme to ensure quality leadership in education, including:
 - provision of advice on competencies and performance indicators for education managers;
 - development and management of provincial policies on career pathing, induction and in-service training of education managers at all levels;
 - consolidation and co-ordination of training programmes for education managers as per training strategy;
 - Rendering of support to education managers at the implementation level of education

1 x CES (PL6) **61534**

1 x DCES (PL5) **61535**

2.2.1

SUBDIRECTORATE:
TEACHER EDUCATION AND DEVELOPMENT 121110 153150

PURPOSE:

To support educators in presenting learning systems

FUNCTIONS:

1. Monitor and evaluate learning systems, including:
 - research and analysis of teacher development needs (Induction and INSET);
 - Analysis and development of a database of existing programmes and qualifications for teachers;
 - determination of the appropriateness of educator development programmes;
 - Analysis of the regional Development Plans and suggestion of possible teacher support-, development- and mentoring programmes
 - support, monitoring and analysis of the implementation of learning programmes, - systems and learning support materials as well as related in-service education and training for teachers;
 - support and evaluation of policies and strategies set for flexible teaching systems;
 - co-ordination and monitoring of implementation of the teacher development aspects of the IQMS
2. Provide development, support and mentoring.
3. Develop a consolidated departmental register of teacher training needs and -programmes.
4. Assist in setting standards for performance development.
5. Co-ordinate education development centre activities.
6. Co-ordinate PDP and National Teaching Awards for educators.

1 x CES (PL6) **61176**
3 x DCES (PL5) **61169**

2.2.2

SUB-DIRECTORATE: EDUCATION GOVERNANCE DEVELOPMENT 121120

PURPOSE:

To ensure the development of provincial education governance capacity, youth development and school safety

FUNCTIONS:

1. Co-ordinate, develop and manage a provincial governance capacity development programme to ensure quality of governance at all levels of education.
2. Co-ordinate, develop and manage learner affairs development programmes to ensure quality school youth support in all levels of education.
3. Co-ordinate and monitor the implementation of policies for school safety.

1 x CES (PL6) **61160**

DIVISION: INSTITUTIONAL GOVERNANCE DEVELOPMENT 121121

PURPOSE: (054089)

To develop provincial institutional governance capacity, including ABET and ECD centres

FUNCTIONS:

1. Co-ordinate, develop and manage a provincial governance capacity development programme to ensure quality of governance at all levels of education, including:
 - co-ordination of the provision of materials for capacity building of school governing bodies;
 - development and support of provincial programmes for capacity building of school governing bodies;
 - audit of governing bodies' managerial capacity in terms of the norms and standards for school funding
2. Keep updated records of all Governing Bodies.
3. Liaise with relevant stakeholders regarding governance policies and procedures.

1 x DCES (PL5) **61161**

DIVISION: LEARNER AFFAIRS AND YOUTH DEVELOPMENT 121122

PURPOSE:

To manage and co-ordinate the implementation of learner affairs and youth development

FUNCTIONS:

1. Co-ordinate, develop and manage learner affairs development programmes to ensure quality school youth support in all levels of education.
2. Provide Institutional Learner and youth support.
3. Develop and co-ordinate materials for capacity building.
4. Develop and support provincial programmes for RCL's.
5. Co-ordinate and monitor the implementation of relevant policies e.g. admission.
6. Liaise with Youth Commission , Umsobomvu, etc around youth imperatives.
7. Conduct Youth camps, seminars and conferences.

1 x DCES (PL5) **61536**

DIVISION: INSTITUTIONAL SAFETY 121123

PURPOSE:

To develop, implement and manage institutional safety.

FUNCTIONS:

1. Co-ordinate, develop and manage a provincial institutional development programme for the implementation of policies on institutional safety.
2. Co-ordinate the development and provision of material for capacity building.
3. Setting up and develop capacity of institutional safety committees.
4. Liaise with relevant structures pertaining to institutional safety.

1 x DCES (PL5) **61537**

2.2

CHIEF DIRECTORATE: PLANNING & PROGRAMMES MANAGEMENT 122000

PURPOSE: (054089)

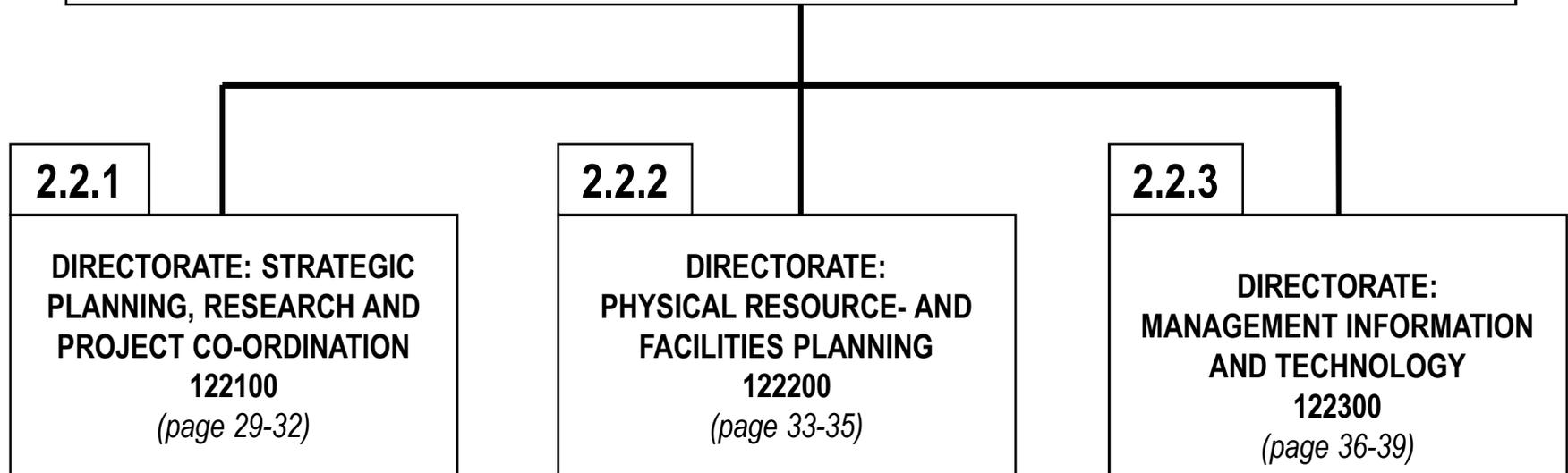
To render integrated planning-, research- and project co-ordination services, physical resource management services as well as information management and –technology services

FUNCTIONS:

1. Facilitate macro policy and planning processes, provide departmental research services and facilitate developmental projects.
2. Render integrated physical resources planning and building project management within the MTEF.
3. Render effective information management and –technology services.

1 x Chief Director **70433**

1 x Senior Secretary (SL7) **70608**



2.2.1

DIRECTORATE: STRATEGIC PLANNING, RESEARCH AND PROJECTS CO- ORDINATION 122100

PURPOSE: (054089)

To facilitate macro policy and planning processes, provide departmental research services and facilitate developmental projects.

FUNCTIONS:

1. Strategically determine, co-ordinate, monitor and report on macro policy and planning processes.
2. Determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre
3. Initiate, develop, facilitate and co-ordinate all developmental education projects in support of the overall strategic plan.

1 x Director **70506**
1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT 122101

PURPOSE:

To render general administrative-, logistical- and typing support for every Subdirectorate individually

FUNCTIONS:

As per individual job description

4 x Sr/General Support Clerk **70421**

2.2.1.1

**SUBDIRECTORATE:
STRATEGIC PLANNING
122110
(page 30)**

2.2.1.2

**SUBDIRECTORATE:
PROGRAMME MONITORING
AND REPORTING
122120
(page 31)**

2.2.1.3

**SUBDIRECTORATE: RESEARCH
122130
(page 31)**

2.2.1.3

**SUBDIRECTORATE: PROJECTS
CO-ORDINATION
122140
(page 31)**

SUB-STRUCTURE FOR DIRECTORATE: STRATEGIC PLANNING 122110

2.2.1.1

SUBDIRECTORATE: STRATEGIC PLANNING 122110 151100

PURPOSE: (056089)

To strategically research, co-ordinate, monitor and report on macro policy and planning processes

FUNCTIONS:

1. Conduct research related to strategic planning and formulate and review a clear strategic plan for the Department within the MTEF, specifying the following:
 - Department's priorities for the MTEF as per mandate;
 - Department's core objectives;
 - core and support activities required to achieve core objectives;
 - functions to be performed internally and externally;
 - goals or targets to be achieved on the medium term;
 - programmes for attaining those goals and targets; and
 - information systems required for the monitoring of progress made towards achieving goals, targets and objectives.
2. Promote integrated development planning
3. Promote partnerships with all stakeholders involved in the reconstruction and development of education.
4. Monitor the overall provisioning of education in the province.
5. Facilitate planning of new policy directions.
6. Facilitate active and influential participation in provincial, national, and international development and planning processes with a view to identifying policy implications for education.
7. Render support in developing performance agreements.

- 1 x Deputy Director (SL12) **70454**
- 1 x Assistant Director (SL10) **70455**
- 1 x DCES (PL5) **61155**
- 1 x Sr Admin Officer **70457**
- 1 x Admin Officer **70456**

3.2.1.2

**SUBDIRECTORATE:
PROGRAMME MONITORING AND REPORTING 122120**

PURPOSE: (054089)

To monitor the implementation and assess progress regarding the provincial programmes

FUNCTIONS:

1. Develop strategies for the monitoring and evaluation of programmes.
2. Monitor and evaluate programme performance.
3. Report on programme performance and the impact thereof on the education system.
4. Provide quarterly and other performance reports as required by the National and Provincial Treasury, and other organs of state.
5. Co-ordinate the preparation of the Annual Report.
6. Co-ordinate and monitor responses to other organs of state.
7. Develop and maintain Departmental database of key service delivery areas.

- 1 x Deputy Director (SL12) **70838**
- 1 x Assistant Director (SL10) **70866**
- 1 x Sr Admin Officer **70839**
- 1 x Admin Officer **70840**

SUB-STRUCTURE FOR DIRECTORATE: STRATEGIC PLANNING CONT 122110



2.2.1.3

**SUBDIRECTORATE:
RESEARCH 122130**

PURPOSE: (054089)
To determine the research needs of the department, conduct research/ co-ordinate the conducting of research and establish a departmental resource centre

- FUNCTIONS:**
1. Liaise with all stakeholders (internal and external) to determine their specific research needs.
 2. Co-ordinate and integrate the Department's research strategic plans to ensure effective implementation.
 3. Carry out research as commissioned and publish the findings.
 4. Carry out base line studies of all new initiatives to ensure their effectiveness and the integration of activities.
 5. Collate and consolidate empirical data to be used in decision-making.
 6. Review all research reports of other research organisations for their relevance and usability by the Department.
 7. Facilitate the establishment of a Departmental Research Journal.
 8. Initiate and conceptualise research to be undertaken and make recommendations to the Departmental Management structure.
 9. Design research instruments required by other research organisations.
 10. Encourage institution-based research by embarking on empowerment programmes for educators at all levels.
 11. Network with institutions of higher learning and other research organisations.
 12. Co-ordinate outsourcing of certain research projects.
 13. Collect, store and disseminate information relating to government policies, programmes and activities on education.
 14. Compile a database of all research, projects and programmes.
 15. Foster close working relations and establish partnerships with institutions of higher learning and research organisations, nationally and internationally

1 x CES (PL6) **61538**
3 x DCES (PL5) **61539**

2.2.1.4

**SUBDIRECTORATE:
PROJECTS CO-ORDINATION 122140**

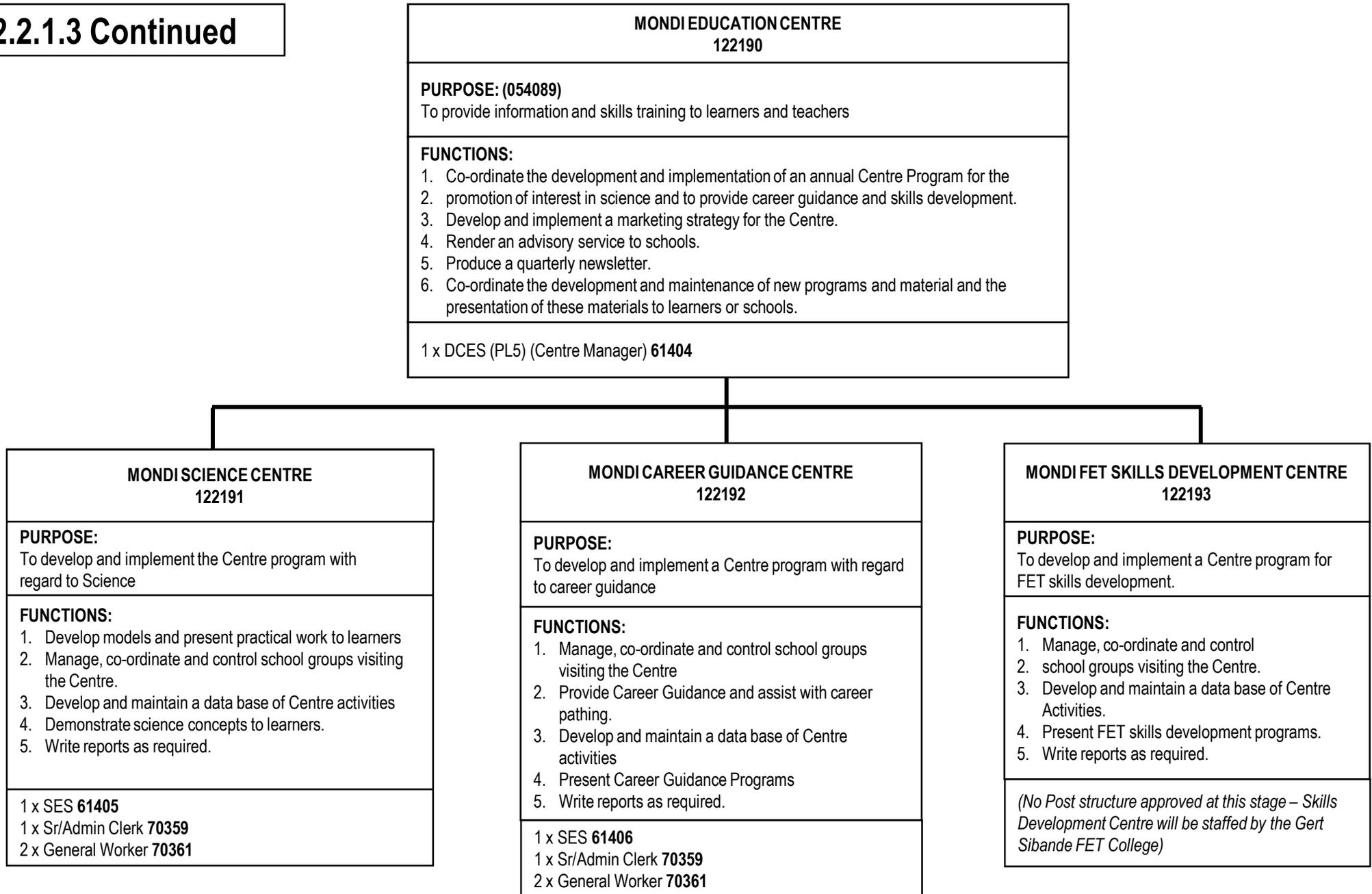
PURPOSE: (054089)
To initiate, develop, facilitate and co-ordinate all developmental education projects in support of the overall strategic plan.

- FUNCTIONS:**
1. Research, initiate, register and co-ordinate all educational projects.
 2. Establish a database of all existing and future projects.
 3. Liaise with donors, local and international.
 4. Carry out needs analysis and feasibility studies before project plans are finalised for implementation.
 5. Establish the following for educational projects:
 - standards
 - policy
 - development and implementation programmes
 - macro control systems.
 6. Liaise with the education financial planning component in regard of funding of educational projects.
 7. Empower directorates to properly manage projects.
 8. Develop strategies for monitoring and evaluation of projects and perform the monitoring and evaluation thereof.
 9. Report on the progress and impact thereof on the education system.
 10. Establish a forum where all role players will have the opportunity to discuss project matters.
 11. Create an enabling environment that will ensure the attraction of funded projects.

1 x CES (PL6) **61156**
3 x DCES (PL5) **61157**
1 x Sr Admin Officer **70841**
1 x Admin Officer **70842**

**MONDI EDUCATION DEVELOPMENT CENTRE
122190
(page 32)**

2.2.1.3 Continued



2.2.2

SPECIALIST TECHNICAL SUPPORT (posts will only be activated after detailed job descriptions have been developed)
PURPOSE: (054089) To manage, co-ordinate, inspect and evaluate all technical aspects of the buildings/construction sites
FUNCTIONS: <ol style="list-style-type: none"> 1. Manage, co-ordinate, inspect the satisfactory and professional execution of building projects. (Building Project Preliminaries) 2. Manage and evaluate all projects regarding works administration services. (Building Project- and Works Administration) 3. Manage, co-ordinate and inspect technical aspects of building projects at regional level. (Works Inspections)
1 x Project Leader (Quantity Surveying- /Construction/Engineering Specialist) 1 x Building Technician (SL12) – G/S 1 x Building Technician (SL12) – NKA 1 x Building Technician (SL12) – EHL 1 x Building Technician (SL12) – BBR

DIRECTORATE: PHYSICAL RESOURCE- & FACILITIES PLANNING 122200
PURPOSE: (054089) To render integrated physical resources planning and building project management within the MTEF
FUNCTIONS: <ol style="list-style-type: none"> 1. Develop and manage plans for the strategic provisioning of physical resources and institutional registration. 2. Prepare, administer and inspect building projects. 3. Assist with strategic financial planning.
1 x Director 70507 1 x Senior Secretary (SL6) 70613

GENERAL SUPPORT 122201 152001
PURPOSE: To render general administrative-, logistical- and typing support for every Subdirectorate individually
FUNCTIONS: As per individual job description
3 x Sr/General Support Clerk 70421

2.2.2.1

SUBDIRECTORATE: PHYSICAL RESOURCE PLANNING 122210 152100 (page 34)

2.2.2.2

SUBDIRECTORATE: PHYSICAL FACILITIES 122220 162000 (page 35)
--

2.2.2.1

**SUBDIRECTORATE:
PHYSICAL RESOURCE PLANNING
122210 152100**

PURPOSE: (054089)

To manage the strategic provisioning of physical resources and institutional registration within the MTEF

FUNCTIONS:

1. Determine demand and supply of physical resources.
2. Compile program for the implementation of facilities.
3. Advise on resources and allocate funds.
4. Compile composite provincial planning regarding physical facilities.
5. Evaluate proposed town layouts regarding education sites.
6. Compile composite space and cost norms for schools/institutions.
7. Compile composite accommodation schedules for education institutions.
8. Handle the registration/amended registration/cancellation of the registration of institutions, and the communication thereof to all stakeholders.
9. Communicate with all stakeholders in respect of new institutions scheduled to start functioning during the following school year.
10. Facilitate the signing of agreements with owners of schools on private property.

1 x Deputy Director (SL12) **70458**
2 x Assistant Director (SL10) **70459**
2 x Sr/Admin Clerk **70460**

2.2.2.2

SEE TECHNICAL SUPPORT FOR EACH DIVISION IN THIS SUB-DIRECTORATE (page 33)

SUBDIRECTORATE: PHYSICAL FACILITIES 122220 162200
PURPOSE: (056089) To prepare, administer and inspect building projects
FUNCTIONS: <ol style="list-style-type: none"> 1. Prepare for the execution of building projects. 2. Render building project- and works administration services. 3. Perform works inspections.
1 x Deputy Director (SL12) 70522

DIVISION: BUILDING PROJECT PRELIMINARIES 122221 162210
PURPOSE: To prepare for the execution of building projects
FUNCTIONS: <ol style="list-style-type: none"> 1. Implement priority list planning programmes. 2. Clear building size detail. 3. Procure property for building purposes. 4. Compile tender documents and liaise with the Provincial Tender Board. 5. Appoint consultants/contractors.
1 x Assistant Director (SL10) 70523 1 x Senior Admin Officer 70524 1 x Admin Officer 70525 1 x Sr/Admin Clerk 70607

DIVISION: BUILDING PROJECT- AND WORKS ADMINISTRATION 122222 162220
PURPOSE: To render building project- and works administration services
FUNCTIONS: <ol style="list-style-type: none"> 1. Monitor progress with the planning of projects. 2. Administer tenders. 3. Deal with norms control.. 4. Administer the budget. 5. Administer building service contracts. 6. Control the building project funds.
1 x Assistant Director (SL10) 70527 2 x Senior Admin Officer 70528 2 x Admin Officer 70529 2 x Sr/Admin Clerk 70606

DIVISION: WORKS INSPECTIONS 122233 162230
PURPOSE: To perform works inspections
FUNCTIONS: <ol style="list-style-type: none"> 1. Apply technical control of buildings
1 x Control Works Inspector 70530 1 x Chief Works Inspector 70531 1 x Sr/Works Inspector 70533 1 x Sr/Admin Clerk 70699

2.2.3

DIRECTORATE: MANAGEMENT INFORMATION AND TECHNOLOGY 122300

PURPOSE (054089)

To render effective information management and –technology services

FUNCTIONS:

1. Co-ordinate, classify and control the release of official statistics and data to other government departments and educational statutory bodies.
2. Manage the strategic development and operation of education and training management information systems, and the provisioning of data.
3. Establish, support and maintain effective and efficient information technology systems throughout the department.

1 x Director **70843**

1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT 122301

PURPOSE:

To render general administrative-, logistical- and typing support services for every subdirectorate individually

FUNCTIONS:

As per individual job description

3 x Sr/General Support Clerk **70421**

2.2.3.1

EDUCATION MANAGEMENT
INFORMATION OFFICER
122310
(page 37)

2.2.3.2

SUBDIRECTORATE:
EDUCATION MANAGEMENT
INFORMATION SYSTEMS (EMIS)
122320 152200
(page 38)

2.2.3.3

SUBDIRECTORATE:
INFORMATION COMMUNICATION
TECHNOLOGY (ICT)
122330 162400
(page 39)

2.2.3.1

EDUCATION INFORMATION OFFICER 122310

PURPOSE: (054089)

To co-ordinate, classify and control the release of official statistics and data to other government departments and educational statutory bodies.

FUNCTIONS:

1. Ensure that statistics and data released according to Section 30(i) comply with national and general standards with regard to accuracy and presentation.
2. Co-ordinate and control the release of official statistics and data to other government departments and educational statutory bodies.
3. Act as the only departmental official, apart from the HOD, with the authority to classify statistics and data of the provincial department.
4. Act as the only departmental official, apart from the HOD, with the authority to approve a data collection project, conducted by the provincial department.
5. Work with the National EMIS Officer in ensuring that the requirements of section 14 of the Statistics Act, determining statistical collections, are fulfilled.
6. Analyse, report on, and make recommendations on an ongoing basis for improvements to the electronic and non-electronic information systems.
7. Monitor compliance with national information systems standards where education information systems are being developed in the province.
8. Collaborate with the other provincial EMIS officers, and the national EMIS officer designated in terms of section 29, in the furtherance of the education information system vision at the national level.

1 x CES (PL6) (Education Information Officer) **61540**

2.2.3.2

**SUBDIRECTORATE:
EDUCATION MANAGEMENT INFORMATION SYSTEMS (EMIS) 122320 152200**

PURPOSE: (054089)

To manage the strategic development and operation of education and training management information systems, and the provisioning of data

FUNCTIONS:

1. Establish:
 - an information plan in support of and for the monitoring of progress towards the achievement of strategic goals, targets and core objectives, and to address the department's reporting requirements;
 - an information technology plan that supports the information plan; and
 - an operational plan for the implementation of the above.
2. Establish the provincial master list of schools, in line with national education directives.
3. Implement national data warehousing procedures.
4. Process and disseminate education and training data.
5. Provide technical assistance for monitoring the performance of the education and training system.
6. Provide guideline school budgets for the purpose of Norms and Standards, and the related monitoring of expenditure.
7. Capture and produce management reports on the continuous assessment for all grades.
8. Register every learner on accreditation.
9. Fulfil the requirements of the Information Act.
10. Fulfil the requirements of the Access to Information Act.
11. Write in house programmes for various sections of the Department.
12. Calculate, implement and co-ordinate the distribution of educator funded posts to institutions, and the maintenance of an updated educator post provisioning data base.

1 x CES (PL6) **61159**
1 x Senior Statistician (SL11) **70844**
1 x Senior Programmer (SL11) **70845**
1 x Senior Database Administrator (SL11) **70846**
3 x Senior System Analyst (SL10) **70847**
2 x Data Analyst (SL9) **70848**
1 x Admin Officer (SL7) **70849**
1 x Chief Data Typist **70451**
10 x Data Typist **70615**

2.2.3.3

**SUBDIRECTORATE:
INFORMATION COMMUNICATION TECHNOLOGY (ICT) 122330 162400**

PURPOSE: (056089)

To establish, support and maintain effective and efficient information technology systems throughout the Department

FUNCTIONS:

1. Establish, support and maintain effective and efficient information technology systems throughout the department.
2. Establish and maintain the departmental web site.

1 x Chief Data Technologist (SL12) **70746**

**DIVISION: TECHNICAL SERVICES
122331 162400**

PURPOSE: (056089)

To establish, support and maintain effective and efficient information technology systems throughout the Department

FUNCTIONS:

1. Manage the information technology infrastructure services.
2. Represent the department within the provincial IT structure.
3. Ensure that the department applies provincial IT policies.
4. Manage an effective electronic mailing service in the department.
5. Co-ordinate projects and strategies to facilitate technology.
6. Manage Intranet and Internet in the department.
7. Co-ordinate the research, development, implementation and maintenance of technology.
8. Manage computer based systems services.
9. Identify customer IT needs.
10. Render secretarial services to the departmental IT committee.
11. Manage customer training programs and training - related contracts.
12. Manage service level agreements with other departments.
13. Manage the wide- and local area networks.
14. Research new technology, software verification and its appropriateness.
15. Manage and implement virus protection software.

1 x Principal Data Technologist (SL11) **70850**
 2 x Senior Data Technologist (SL10) **70548**
 4 x Data Technologist (SL8) **70550**

**DIVISION: WEB SERVICES
122332**

PURPOSE: (056089)

To support and maintain the departmental web based services

FUNCTIONS:

1. Establish and maintain a web based education information system.
2. Support and maintain the departmental website.
3. Update the departmental Web page.
4. Establish, manage and maintain a Geographical Information System (GIS) at Head Office and Regional Offices

1 x WEB Specialist (Principal Data Technologist (SL11)) **70851**
 1 x GIS Specialist (Principal Data Technologist (SL11)) **70852**

3

**BRANCH: CHIEF FINANCIAL OFFICER
130000**

PURPOSE:

To render financial management- as well as human resource management services.

FUNCTIONS:

1. Render financial management services.
2. Render diverse HR Management services.

1 x Chief Financial Officer (Deputy Director-General - SL15) **70777**
1 x Senior Secretary (SL7/ 8) **70804**
1 x Senior State Accountant (Office Manager) (SL8) **70773**

3.1

**CHIEF DIRECTORATE:
FINANCIAL MANAGEMENT
131000
(page 41)**

3.2

**CHIEF DIRECTORATE:
HR MANAGEMENT
133000
(page 52)**

3.1

CHIEF DIRECTORATE: FINANCIAL MANAGEMENT 131000

PURPOSE: (056089)

To render financial management services

FUNCTIONS:

1. Render management accounting services.
2. Render financial accounting services.
3. Render supply chain management services.
4. Manage and control assets.

1 x Chief Director **70510**

1 x Senior Secretary (SL7) **70608**

3.1.1

DIRECTORATE: MANAGEMENT ACCOUNTING 131100

PURPOSE:

To render management accounting services

FUNCTIONS:

1. Render departmental budget management services.
2. Render bookkeeping management services.
3. Render system control (BAS) services.
4. Manage departmental debts and debt accounts, and the collection of revenue.

1 x Director **70553**

1 x Senior Secretary (SL6) **70613**

(page 42-43) 2008/11/01

3.1.2

DIRECTORATE: FINANCIAL ACCOUNTING 131200

PURPOSE:

To render financial accounting services

FUNCTIONS:

1. Render general expenditure management services.
2. Render departmental salary- and salary account management services.

1 x Director **70554**

1 x Senior Secretary (SL6) **70613**

(page 44-46)

3.1.3

DIRECTORATE: SUPPLY CHAIN MANAGEMENT 131300

PURPOSE:

To render supply chain management services

FUNCTIONS:

1. Render demand-, acquisition- and logistics management services.
2. Render departmental office auxiliary management services.

1 x Director **70511**

1 x Senior Secretary (SL6) **70613**

(page 47-50)

3.1.4

SUBDIRECTORATE: ASSET MANAGEMENT 131400

PURPOSE:

To manage and control assets

FUNCTIONS:

1. Manage the movable assets of the Department.
2. Maximise the value of government's property assets.
3. Render stock taking-, loss control management- as well as inspection services.

1 x Deputy Director (SL12) **70779**

(page 51)

3.1.1

SUBSTRUCTURE FOR DIRECTORATE: MANAGEMENT ACCOUNTING 131100

3.1.1.1

SUBDIRECTORATE: BUDGET 131110 171100

PURPOSE: (056089)
To accountably manage the departmental budget

- FUNCTIONS:**
1. Advise Program- and Responsibility Managers as well as treasury regarding budgetary matters.
 2. Co-ordinate budgetary inputs of departmental programs.
 3. Compile budgetary proposals.
 4. Liaise with Treasury regarding:
 - re-allocation of funds
 - approval of the budget
 - allocation of additional funds.
 5. Capture and balance "Original" budget on BAS.
 6. Maintain "Additional" budget on BAS with amendments to voted funds and veriments.
 7. Extract financial information from BAS to prepare reports as requested by management and Treasury.
 8. Implement norms and standards on funding for schools.
 9. Assist with financial planning.
 10. Build capacity, provide support and co-ordinate related decentralised tasks at regional level.

1 x Deputy Director (SL12) **70555**
1 x Assistant Director (SL10) **70556**
3 x State Accountant (SL08) **70557**
3 x Chief Accounting Clerk **70602**
10 x Sr/Accounting Clerk (SL04) **70605**

GENERAL SUPPORT 131101

PURPOSE:
To render general administrative-, logistical- and typing support services for each subdirectorate individually

FUNCTIONS:
As per individual job description

3 x Sr/General Support Clerk **70421**

3.1.1.2

SUBDIRECTORATE: BOOKKEEPING 131120 171300

(page 43)

3.1.1.3

DIVISION: SYSTEM CONTROL 131130 171300

(page 43)

3.1.1.4

SUBDIRECTORATE: DEPARTMENTAL DEBT AND REVENUE 131140 171300

(page 44)

3.1.1 cont.

SUBSTRUCTURE FOR DIRECTORATE: MANAGEMENT ACCOUNTING cont.

3.1.1.2

SUBDIRECTORATE: BOOKKEEPING 131120 171200

PURPOSE: (056089)

To deal with all bank reconciliation matters

FUNCTIONS:

1. Resolve bank reconciliation exceptions.
2. Make inquiries to the bank.
3. File bank statements/ VET reports/ EF 70 reports.
4. Cancel and re-issue cheques and Electronic Bank Transfers (EBT)
5. Reconcile the balance of the PMG account with the bank statement.
6. Resolve EBT rejections.
7. Prepare progress report on bank reconciliation exception clearing for management.
8. Control and maintain the following suspense accounts:
 - PMG Account
 - PMG Adjustment Account
 - Exception Account
 - Orders Payable Account
 - Deposit Account
 - ACB Debit Account
 - BAS EBT Control Account
 - EBT Rejection Account
 - Cancel Cheque-Re-issue Account (Persal cheques)
9. Monitor and control all suspense accounts that are used in BAS.
10. Maintain the following accounts:
 - General Account of the Vote (Opening journals)
 - Exchequer Grant Account (Opening journals and fund requisitions)
 - Fund Requisition Account (Fund requisitions)
 - Disallowance Miscellaneous Account
 - Dishonoured Cheque Account
 - Advance Petty Cash

1 x Deputy Director (SL12) **70559**
1 x Assistant Director (SL10) **70560**
4 x State Accountant (SL08) **70561**
2 x Chief Accounting Clerk **70600**
4 x Sr/Accounting Clerk (SL04) **70601**

3.1.1.3

DIVISION: SYSTEM CONTROL 131130 171300

PURPOSE: (056089)

To manage and control the system aspects of BAS and the Entity Register

FUNCTIONS:

1. Capture new segment details as required.
2. Capture/maintain parameters as required.
3. Capture/maintain transaction processing rules.
4. Capture item processing rules as required.
5. Capture/maintain security profiles of users.
6. Communicate with helpdesk (LOGIK) and users.
7. Provide BAS related training to users.
8. Monitor the availability of BAS and the network.
9. Manage new releases of BAS.
10. Capture and authorise entities.
11. Control Entity Register.
12. Prepare status report on Key Performance Areas.
13. Keep register for reserve stock of receipt-, deposit- and cheque stationary.
14. Monitor the registers in BAS to identify and resolve incomplete transactions (e.g. unauthorized payments, journals, etc.)

1 x Assistant Director (SL10) **70563**
3 x State Accountant (SL08) **70564**
2 x Chief Accounting Clerk **70691**
4 x Sr/Accounting Clerk (SL04) **70690**

3.1.1.4

SUBDIRECTORATE: DEPARTMENTAL DEBT AND REVENUE 131140
PURPOSE: (056089) To accountably manage departmental debts and debt accounts and the collection of revenue.
FUNCTIONS: <ol style="list-style-type: none">1. Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental debts.2. Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for efficient and accountable departmental revenue collection.3. Administer non-decentralised matters in regard of the above.
1 x Deputy Director (SL12) 70758



DIVISION: DEPARTMENTAL DEBT 131141

PURPOSE: (056089) To accountably manage departmental debts and debt accounts
FUNCTIONS: <ol style="list-style-type: none">1. Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental debts.2. Monitor the debt account.3. Open and administer files for individual debtors.4. Prepare submissions to legal section for possible engagement with state attorney.5. Prepare documentation for the possible write-off of debt.6. Communicate with debtors of the Department.7. Identify and handle accounts that are about to prescribe.8. Make proposals to management in regard of possible blacklisting.9. Prepare progress reports on the status of debt and debt clearing for management.
1 x Deputy Director (SL12) 70758 1 x Assistant Director (SL10) 70757 4 x State Accountant (SL08) 70755

DIVISION: REVENUE 131142

PURPOSE: To manage Persal Interface Control as well as all centralised functions iro salary accounts
FUNCTIONS: <ol style="list-style-type: none">1. Manage and reconcile revenue collections, including2. Capture receipts.3. Balance cash on hand with receipts issued.4. Bank moneys.5. Confirm deposit on BAS (supervisory function).6. File receipt and deposit documentation.7. Reconcile revenue collected and prepare payment in favour of the Provincial Revenue Fund.8. Control Revenue related suspense accounts.9. Exercise strict control i.r.o the receipt and deposit of revenue in regions.10. Build capacity, provide support and co-ordinate related decentralised tasks at regional level.
1 x Assistant Director (SL10) 70863 4 x State Accountant (SL08) 70864 2 x Accounting Clerk (SL04) 70865

3.1.2

SUBSTRUCTURE FOR DIRECTORATE: FINANCIAL ACCOUNTING 131200 172000

GENERAL SUPPORT 131201 172001

PURPOSE:

To render general administrative-, logistical- and typing support services for each subdirectorate individually

FUNCTIONS:

As per individual job description

2 x Sr/General Support Clerk **70421**

3.1.2.1

SUBDIRECTORATE: GENERAL EXPENDITURE 131210 1172100

PURPOSE: (056089)

To deal with general expenditure matters

FUNCTIONS:

1. Capture and authorise general payments, mainly to suppliers.
2. Capture and authorise credit notes received from suppliers.
3. Handle Telkom interface and maintain telephone register.
4. Distribute BAS cheques and EBT stubs to beneficiaries.
5. Keep record of general accounts and expenditure.
6. Exercise batch control and capture entities.
7. Reconcile and file all payment documents.
8. Deal with all aspects relating to general expenditure debt.
9. Build capacity, provide support and co-ordinate related decentralised tasks at regional level.

1 x Deputy Director (SL12) **70566**
1 x Assistant Director (SL10) **70567**
4 x State Accountant (SL08) **70568**
3 x Chief Accounting Clerk **70626**
6 x Sr/Accounting Clerk (SL04) **70625**
2 x Sr/Registry Clerk **70862**

3.1.2.2

SUBDIRECTORATE: SALARIES AND SALARY ACCOUNTS 131220 172200

PURPOSE: (056089)

To accountably manage departmental salaries and salary accounts

FUNCTIONS:

1. Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of departmental salaries.
2. Develop, co-ordinate, monitor and review all policy, delegations, systems and controls required for the efficient and accountable administration of salary accounts.
3. Administer non-decentralised matters in regard of the above.

1 x Deputy Director (SL12) **70570**

(See substructure on page 46)

3.1.2.2

SUBSTRUCTURE FOR SUBDIRECTORATE: SALARIES AND SALARY ACCOUNTS 131220

DIVISION: SALARIES 131221 172210

PURPOSE: (056089)

To deal with salary administration matters and salary reports

FUNCTIONS:

1. Deal with all salary administration functions including:
 - a. implementing and amending banking detail
 - b. processing S&T advances, S&T claims and exam claims
 - c. Implementation of HR/Salary advices and deductions
 - d. authorization of PERSAL transactions
 - e. preparation and payment of all submissions through the CFO's office
 - f. updating and maintenance of salary records both on PERSAL and on files
 - g. recalling irregular PERSAL Electronic Fund Transfer (EFT) transactions from the bank
 - h. implementation of all overpayment deductions for in service officials
 - i. issue of duplicate IRP – 5's
 - j. controlling and monitoring the process of termination of service, i.e.:
 - reversing officials' salary
 - obtaining details of all other outstanding debts owed to the department
 - instituting claims against pension benefits for debts owed to the department
 - implementing debt take on to the financial system.
2. Deal with all salary payroll and salary report matters including:
 - a. distribution of salary cheques, pay slips, IRP– 5 certificates and relevant PERSAL Reports
 - b. exercising central control over payroll verification
 - c. dealing with payroll verification in regard of Head Office pay points
 - d. managing and controlling third party schedules
 - e. managing, auditing, correcting and filing PERSAL exception reports
 - f. reconciliation of payments made to deduction institutions
 - g. Maintenance of a proper recording/filing system of all departmental payrolls, third party schedules and PERSAL Reports.
3. Render salary registry services.
4. Develop policies, systems and capacity in regard to the above.
5. Provide support and co-ordinate related decentralized tasks at regional level.

1 x Assistant Director (SL10) **70571**
4 x State Accountant (SL08) **70572**
3 x Chief Accounting Clerk **70680**
8 x Sr/Accounting Clerk (SL04) **70682**
1 x Chief Registry Clerk **70824**
2 x Sr/Registry Clerk **70681**

DIVISION: SALARY ACCOUNTS 131225 172220

PURPOSE:

To manage Persal Interface Control as well as all centralised functions iro salary accounts

FUNCTIONS:

1. Exercise central control over salary accounts.
2. Deal with the provision of correct budget allocations.
3. Clear PERSAL interface exceptions on BAS.
4. Do PERSAL cheque mapping after each successful (permanent or supplementary) PERSAL run.
5. Do additional PERSAL interface mapping as and when required.
6. Prepare submissions to treasury iro salary accounts.
7. Prepare submissions and submit transfer payments to the bank.
8. Prepare BAS payments for the re-issue of payments to officials and deduction institutions.
9. Manage and monitor salary CONTROL suspense accounts and salary DEDUCTION control suspense accounts (approximately 20 accounts)
10. Clear all outstanding amounts on suspense accounts on monthly basis.
11. Do monthly recalculation and reconciliation of employee tax for the preparation and submission of the department's tax reconciliation.
12. Do recalculation of employee tax (with PERSAL) to prevent possibility of tax debt in the future.
13. Handle all salary cheque fraud matters.
14. Develop policies, systems and capacity in regard to the above.
15. Provide support and co-ordinate related decentralized tasks at regional level.

1 x Assistant Director (SL10) **70574**
10 x State Accountant (SL08) **70575**

3.1.3

DIRECTORATE: SUPPLY CHAIN MANAGEMENT 131300 162000

PURPOSE: (056089)

To render supply chain management services for the department

FUNCTIONS:

1. Render demand-, acquisition- and logistical management services.
2. Render and control departmental office administration services.

GENERAL SUPPORT 131301 162001

PURPOSE:

To render general administrative-, logistical- and typing support services for every subdirectorate individually

FUNCTIONS:

As per individual job description

2 x Sr/General Support Clerk 70421

3.1.3.1

SUBDIRECTORATE: DEMAND, ACQUISITION AND LOGISTICAL MANAGEMENT 131310

PURPOSE: (056089)

To render demand-, acquisition- and logistical management services

FUNCTIONS:

1. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the following:
 - demand- and acquisition management services
 - procurement administration-, warehouse- and internal stock control management services

1 x Deputy Director (SL12) 70512

(page 48)

2008/11/01

3.1.3.2

SUBDIRECTORATE: TRANSPORT AND OFFICE ADMINISTRATION SERVICES 131320

PURPOSE: (056089)

To render and control office services

FUNCTIONS:

1. Manage and render diverse transport services.
2. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the rendering of office administration services.

1 x Deputy Director (SL12) 70534

(page 49)

47

3.1.3.1

SUBDIRECTORATE: DEMAND, ACQUISITION AND LOGISTICAL MANAGEMENT

131310 162100

DIVISION: DEMAND AND ACQUISITION MANAGEMENT

131311

PURPOSE:

To ensure that value for money is achieved

FUNCTIONS:

Render demand management services.
Render acquisition management services.

1 x Assistant Director (SL10) **70513**

DIVISION: LOGISTICAL MANAGEMENT

131314 162120

PURPOSE:

To render procurement administration-, warehouse- and internal stock control management services

FUNCTIONS:

1. Procure goods and services, and deal with all centralised aspects of procurement administration including:
 - placement of orders, filing of copies and safekeeping of order books
 - handling of purchases and processing of requisitions
 - observation of procurement norms and the PAS System
 - execution of postings.
2. Deal with the management and administration of warehouse(s) and store(s) including:
 - codification of stock items
 - setting stock and inventory levels
 - administering the placement of orders and order processing functions
 - managing the receipt and distribution of materials
 - ensuring the orderly arrangement and safety of goods in the warehouse
 - expediting orders
 - transport management i.e. delivery periods, quality and quantity
 - dealing with classifications and additions to asset register for immovable assets
3. Deal with all internal stock control issues, including:
 - handling of postings, evidence registration, delivery obligations and the recording thereof
 - exercising of control i.r.o. post delivery requests, purchases and procurement, correctness of VA2 Forms and safekeeping of face value forms
 - maintenance of suspense register
 - observation of financial regulations in terms of Internal Audit.

1 x Assistant Director (SL10) **70519**

3 x Sr. Prov. Admin. Officer **70658**

3 x Prov. Admin Officer **70659**

6 x Chief Prov. Admin Clerk **70661**

15 x Sr/Prov. Admin Clerk (SL04) **70660**

SUBDIVISION: DEMAND MANAGEMENT 131312

PURPOSE:

To render demand management services

FUNCTIONS:

1. Assess and identify the need for the supply of goods and services.
2. Specify the exact nature of the goods and services to be supplied.
3. Compile and maintain a database for the preferred and non-preferred suppliers of goods and services.
4. Deal with all centralised aspects of Demand Management.

1 x Sr. Provisioning Admin Officer **70825**

1 x Provisioning Admin Officer **70826**

1 x Chief Provisioning Admin Clerk **70827**

4 x Sr/Provisioning Admin Clerk (SL04) **70828**

SUBDIVISION: ACQUISITION MANAGEMENT 131313

162120

PURPOSE:

To render acquisition management services

FUNCTIONS:

1. Administer the compilation of bid documents.
2. Analyse the market and call for quotations/bids.
3. Collect quotations.
4. Evaluate tenders and bids in line with prescribed procedures and make recommendations.
5. Ensure that contract documentation is duly signed and available.
6. Manage the collection, updating, maintenance, filing and safekeeping of tender documents/contracts.
7. Serve as secretariat to the Bid Committee.

1 x Sr. Provisioning Admin Officer **70670**

1 x Provisioning Admin Officer **70672**

2 x Chief Provisioning Admin Clerk **70673**

4 x Sr/Provisioning Admin Clerk (SL04) **70671**

3.1.3.2 Sub-structure

SUBDIRECTORATE: TRANSPORT AND OFFICE ADMINISTRATION SERVICES 131320

DIVISION: TRANSPORT 131321

PURPOSE: (056089)

To manage and render diverse transport services

FUNCTIONS:

1. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the rendering of GG transport services.
2. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the rendering of subsidised transport services.
3. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the rendering of scholar transport services.

1 x Assistant Director (SL10) **70829**

(See substructure on page 50)

SUBDIVISION: OFFICE ADMINISTRATION 131327 162310

PURPOSE:

To manage and render office administration services

FUNCTIONS:

1. Research and dispose of accommodation, including the establishment and maintenance of lease agreements.
2. Provide telecommunication- and labour-saving facilities and equipment.
3. Maintain facilities and equipment to acceptable standards.
4. Administer payments for labour saving devices, telephones, cell phones etc..
5. Administer payments for lease contracts, water and utility accounts.
6. Manage and render switchboard- and reproduction services.

1 x Sr. Admin Officer **70707**
2 x Admin Officer **70592**
2 x Chief Admin Clerk **70593**
6 x Sr/Admin Clerk **70590**
2 x Sr/Telecom Operator **70545**
2 x Sr/Operator (Reproduction) **70666**

3.1.3.2 Sub-structure cont

**DIVISION: TRANSPORT
131321**



SUBDIVISION: GG TRANSPORT 131322
PURPOSE: To manage and render GG transport services in accordance with policy and delegations
FUNCTIONS: <ol style="list-style-type: none"> 1. Determine need for the supply and allocation of GG vehicles. 2. Exercise control in regard of the maintenance and expenditure related to the utilisation of government owned vehicles. 3. Deal with maintenance, repairs and fuel matters. 4. Ensure that all instructions pertaining to the use, operation and maintenance of government owned vehicles are complied with. 5. Do monthly inspections of GG vehicles and follow up irregularities. 6. Manage accidents and do follow-ups. 7. Deal with abuse of GG vehicles. 8. Compile monthly log sheets and reports and maintain transport data bases as required.
1 x Sr. Admin Officer 70830 1 x Admin Officer 70831 1 x Chief Admin Clerk 70696 2 x Sr/Admin Clerk 70692 1 x Driver (Extra Heavy MV) (SL4) 70708

SUBDIVISION: SUBSIDISED TRANSPORT 131323
PURPOSE: To manage and render subsidised transport services in accordance with policy and delegations
FUNCTIONS: <ol style="list-style-type: none"> 1. Determine subsidised transport requirements and supply. 2. Exercise control in regard of the maintenance and expenditure related to the utilisation of subsidised owned vehicles. 3. Ensure that the national policy and contract pertaining to the use, operation and maintenance of subsidised vehicles are complied with. 4. Do monthly inspections of log sheets and vehicles, and follow up irregularities. 5. Deal with insurance and maintenance matters. 6. Compile reports and maintain transport data bases as required.
1 x Sr. Admin Officer 70832 1 x Admin Officer 70833 1 x Chief Admin Clerk 70834 2 x Sr/Admin Clerk 70835

SUBDIVISION: SCHOLAR TRANSPORT 131324
PURPOSE: To manage and render scholar transport services in accordance with policy and delegations
FUNCTIONS: <ol style="list-style-type: none"> 1. Prepare financial estimates for the provision of scholar transport. 2. Determine need for new routes. 3. Administer tenders, service contracts and the budget for scholar transport. 4. Receive bids for the provision of scholar transport and make recommendations. 5. Verify and inspect scholar transport routes, including the transportation of learners. 6. Verify payments to service providers. 7. Monitor and oversee service agreement contracts.
1 x Sr. Admin Officer 70836 2 x Chief Admin Clerk (Scholar Transport) 70712 6 x Sr/Admin Clerk 70837

3.1.4

SUBDIRECTORATE: ASSET MANAGEMENT 131400

GENERAL SUPPORT 131401

PURPOSE:

To render general administrative-, logistical- and typing support services for the subdirectorate

FUNCTIONS:

As per individual job description

1 x Sr/General Support Clerk **70421**

DIVISION: MOVABLE ASSETS 131410

PURPOSE:

To manage the movable assets of the Department

FUNCTIONS:

1. Deal with the following aspects of Asset Planning:
 - Assess existing assets and planned acquisitions against service delivery requirements (section 38 (1) (iv) of PFMA)
 - Justify proposals for new assets
 - Evaluate all service delivery options
 - Evaluate assets performance e.g. physical conditions, functionality, utilisation and financial performance
2. Deal with the following aspects of Asset Acquisition Planning:
 - Develop an acquisition plan
 - Establish an acquisition history register
 - Receive and accept assets
 - Establish ownership and control
3. Deal with the following aspects of Operations:
 - Establish performance indications
 - Develop an operations-, safeguarding- and maintenance assets plan
 - Monitor and control the movement of assets
 - Deal with safeguarding and protection of assets
4. Deal with the following aspects of Asset Disposal:
 - Identify surplus, obsolete and under performing assets
 - Evaluate disposal alternatives
 - Develop a disposal plan
5. Deal with the following aspects of Asset Accounting:
 - Manage the valuation of assets
 - Manage the depreciation of assets and maintenance assets plan
6. Monitor and maintain the Asset Register in respect of movable assets owned by the Department.

1 x Assistant Director (SL10) **70780**
 1 x Sr. Provisioning Admin Officer **70781**
 1 x Provisioning Admin Officer **70782**
 1 x Chief Provisioning Admin Clerk **70783**
 3 x Sr/Provisioning Admin Clerk (SL04) **70784**

DIVISION: IMMOVABLE ASSETS 131420

PURPOSE:

To maximise the value of government's property assets

FUNCTIONS:

1. Translate government's policies on the management of assets into manageable programmes.
2. Determine the evaluation of property appreciation/depreciation over the lifespan of the facilities/assets.
3. Quantify cost of maintenance of facilities/assets to maximise optimal use.
4. Interrogate, interpret and assess the integrity of data received from property valuers.
5. Manage the value and returns on state property assets.
6. Maximise the value of departmental property.
7. Receive infrastructure plan and MTEF budget, and monitor delivery of infrastructure projects.
8. Manage the transfer of property.
9. Monitor and maintain the Asset Register in respect of immovable property owned by the Department.

1 x Assistant Director (SL10) **70785**
 1 x Sr. Provisioning Admin Officer **70786**
 1 x Provisioning Admin Officer **70787**
 1 x Chief Provisioning Admin Clerk **70788**
 3 x Sr/Provisioning Admin Clerk (SL04) **70789**

DIVISION: ASSET CONTROL 131430

PURPOSE:

To render stock taking-, loss control management- as well as inspection services

FUNCTIONS:

1. Deal with all aspects of stock taking including:
 - execution of stock taking i.r.o equipment, furniture and other goods and stocks in the Head Office, centralised institutions and warehouse
 - submission of stock taking reports per sub-inventory
 - compilation and updating of stock inventories
2. Administer loss control including:
 - Dealing with the disposal of redundant stock/property and equipment
 - dealing with losses (TIW)
 - dealing with sponsorships, donations, grants and petty cash
 - dealing with courses and other nominations.
3. Execute asset control inspections.

1 x Assistant Director (SL10) **70790**
 2 x Sr. Provisioning Admin Officer **70706**
 2 x Provisioning Admin Officer **70705**
 3 x Chief Provisioning Admin Clerk **70597**
 7 x Sr/Provisioning Admin Clerk (SL04) **70663**

3.2

CHIEF DIRECTORATE: HR MANAGEMENT 133000

PURPOSE: (054089)

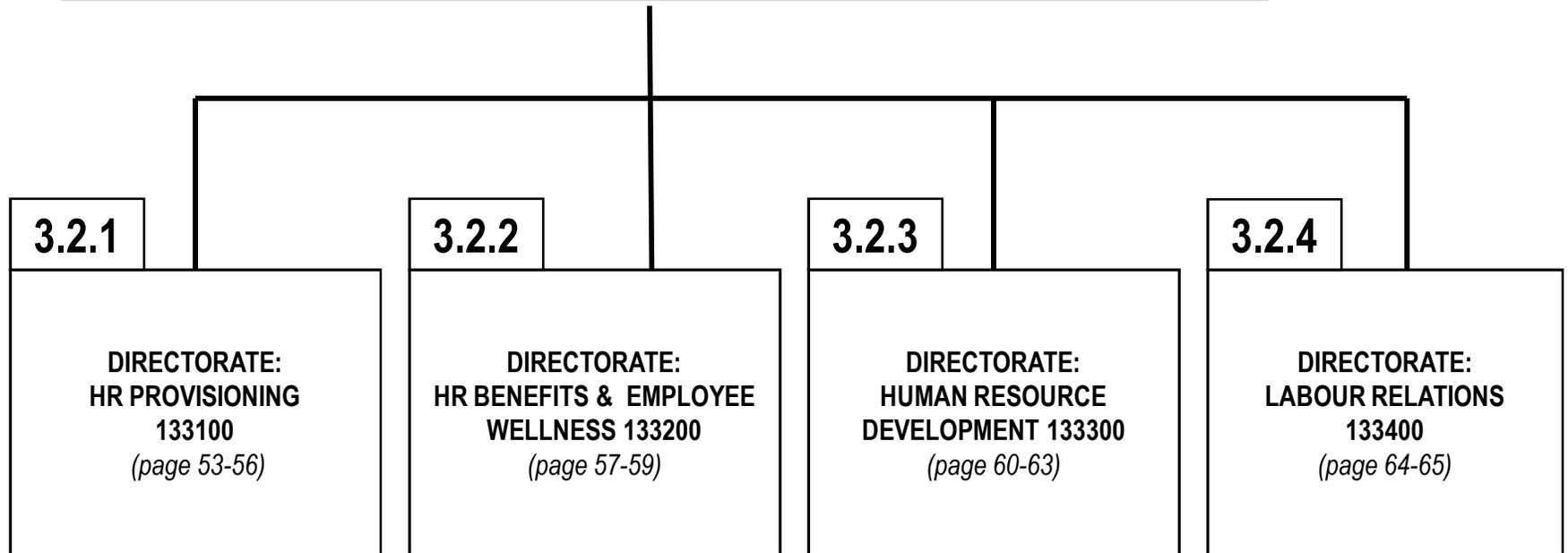
To ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of diverse human resource management- and human resource development- and labour relations services

FUNCTIONS:

1. Manage the provision of a representative, cost-efficient and strategically deployed workforce, in accordance with the department's core- and support functions.
2. Manage the provision of sound HR benefits administration and performance management, as well as employee assistance programmes
3. Render Human Resource Development Services.
4. Manage labour relations as well as all matters pertaining to incapacity/inefficiency and misconduct..

1 x Chief Director **70509**

1 x Senior Secretary (SL7) **70608**



3.2.1

DIRECTORATE: HR PROVISIONING 133100

PURPOSE: (056089)

To manage the provision of a representative, cost-efficient and strategically deployed workforce, in accordance with the department's core- and support functions.

FUNCTIONS:

1. Manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning.
2. Develop and manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service.
3. Provide human resources in line with HR- and Affirmative Action plans.

1 x Director **70853**

1 x Senior Secretary (SL6) **70613**

GENERAL DIRECTORATE SUPPORT 133101

PURPOSE:

To render general administrative-, logistical- and typing support services for every subdirectorate individually

FUNCTIONS:

As per individual job description

3 x Sr/General Support Clerk **70421**

3.2.1.1

**SUBDIRECTORATE:
ORGANISATIONAL DEVELOPMENT
AND DESIGN
133110
(page 54)**

3.2.1.2

**SUBDIRECTORATE:
HR ESTABLISHMENT AND DATA
133120
(page 55)**

3.2.1.3

**SUBDIRECTORATE:
HR STAFFING
133130
(page 56)**

3.2.1.1

SUBDIRECTORATE: ORGANISATIONAL DEVELOPMENT AND DESIGN 133110

PURPOSE: (056089)

To manage organisational development, the job evaluation system and equitable job design in line with strategic- and HR Planning.

FUNCTIONS:

1. Ensure the sound management of organisational development and the job evaluation system
2. Manage equitable job design.

1 x Deputy Director (SL12) **70810**

DIVISION: WORK STUDY AND JOB EVALUATION 133111

PURPOSE:

To ensure the sound management of organisational development and the job evaluation system

FUNCTIONS:

1. Provide work study support services in line with strategic- and HR Planning.
2. Develop, implement and monitor policy and procedures pertaining to job evaluation, -reviews and -grievances.
3. Assess, schedule and process requests for job evaluation.
4. Co-ordinate and facilitate the job evaluation process with the provincial unit.
5. Manage cases where posts have been upgraded or downgraded.
6. Fulfil the reporting requirements i.r.o job evaluation.

1 x Assistant Director (SL10) **70478**
2 x Job Analyst **70656**

DIVISION: JOB DESIGN 133112

PURPOSE:

To ensure equitable job design

FUNCTIONS:

1. Provide support in regard of job analysis, job description and job design.
2. Develop pro forma job descriptions for occupational groups with similar work content.
3. Make available job profiles and competencies to the Internship Committee.
4. Collaborate with the Internship Committee to align the internships with job profiles and competency needs.

1 x Assistant Director (SL10) **70854**
2 x Job Analyst **70492**

3.3.1.2

SUBDIRECTORATE: HR ESTABLISHMENT AND DATA 133120 161100

PURPOSE: (056089)

To develop and manage strategic plans for the provisioning of human resources, and the provision of an effective HR information service.

FUNCTIONS:

1. Control, monitor and maintain the departmental establishment, and manage and provide HR information services.
2. Control, monitor and maintain the PERSAL Personnel subsystem.

1 x Deputy Director (SL12) **70475**

DIVISION: HR PLANNING 133121

PURPOSE:

To research, develop and manage strategic plans for the provisioning of human resources, and manage and provide HR information services.

FUNCTIONS:

1. Research, analyse and co-ordinate the development of an integrated HR and Affirmative Action plan which is linked to the MTEF, aligned with the strategic plan and service performance improvement programme, incorporating:
 - the definition of the funded posts necessary to perform the functions i.e. the approved establishment;
 - plan with timeframes to address identified HR gaps and deficiencies through recruitment, retention, deployment and development;
 - an integrated affirmative action programme; reviewing- and reporting mechanisms to ensure that the HR planning goals are achieved.
2. Design, co-ordinate and monitor the implementation of HR deployment and/or transfer strategies.
3. Meet the reporting requirements i.r.o HR Planning.

1 x Assistant Director (SL10) **70477**
2 x Sr/HR Practitioner (SL08) **70491**

DIVISION: HR ESTABLISHMENT CONTROL 133122

PURPOSE:

To control, monitor and maintain the departmental establishment

FUNCTIONS:

1. Develop, co-ordinate, monitor and review policy, delegations, systems and practices pertaining to establishment administration.
2. Maintain the approved departmental organisational structure and post establishment in line with the HR Planning.
3. Maintain the approved institutional structure and the post establishment of institutions in line with the EMIS and PPM database.
4. Maintain the budget allocation codes on PERSAL in line with the BAS code structure.
5. Effect the annual grading of all principal posts.
6. Design and implement an effective quality assurance system in regard of the departmental establishment.
7. Provide advice and management information in regard of the establishment.
8. Develop capacity in regard of the above.
9. Administer related non-decentralised matters.
10. Advertise and schedule applications for vacant posts in offices and FET Colleges.
11. Co-ordinate and consolidate the issuing of provincial vacancy lists for posts in institutions.
12. Function as an information unit to extract and provide HR data from - inter alia – PERSAL, EMIS, and the approved structure.
13. Present the HR data in the required format.
14. Design and provide other components in the Department with customised HR databases.
15. Co-ordinate HRM's contribution to the Annual Report.

1 x Assistant Director (SL10) **70807**
1 x Chief HR Officer **70645**
2 x Principal HR Officer **70855**
2 x Sr/HR Clerk (SL04) **70856**

DIVISION: PERSAL CONTROL 133123

PURPOSE:

To control, monitor and maintain the PERSAL Personnel subsystem

FUNCTIONS:

1. Register Personnel Sub-controllers and users and maintain user profiles through selective allocation of functions.
2. Create and maintain departmental codes on the departmental code files.
3. Evaluate and either recommend or reject requested changes to PERSAL and submit these to Treasury through the SCC system.
4. Design and implement effective PERSAL control and audit measures.
5. Regularly monitor the audit and control reports available on PERSAL, as well as the programmatically generated exception reports.
6. Ensure the capturing of all bursary information on PERSAL.
7. Ensure that PERSAL utilities are effectively applied.
8. Establish a departmental PERSAL User Forum to ensure the dissemination of information, the effective application of the PERSAL System and the meeting of National Minimum Information Requirements (NMIR).
9. Orientate Personnel Sub-controllers and users and provide user support.

1 x PERSAL Controller (SL10) **70803**
2 x Sr/HR Practitioner (SL08) **70809**

3.2.1.3

SUBDIRECTORATE: HR STAFFING 133130

PURPOSE: (056089)

To plan and promote the provision of a representative, cost-efficient and strategically deployed workforce, in accordance with the department's core- and support functions.

FUNCTIONS:

Research, develop and manage strategic plans for the provisioning of human resources.

1. Manage the provisioning of human resources in line with HR- and Affirmative Action plans.
2. Render employment services iro educators and officials in offices accordance with policy and delegations.

1 x Deputy Director (SL12) **70802**

DIVISION: HR RECRUITMENT 133132

PURPOSE:

To manage the provisioning of human resources in line with strategic HR- and Affirmative Action plans

FUNCTIONS:

1. Develop, co-ordinate, monitor and review policy, delegations, systems, practices and grievance procedures pertaining to the recruitment and selection of human resources.
2. Develop, co-ordinate, monitor and review policy, delegations, systems and practices i.r.o. voluntary and compulsory severance.
3. Provide related management information services.
4. Develop capacity in regard of the above.
7. Deal with the administration of all related matters in regard of the non-decentralised files and records.

1 x Assistant Director (SL10) **70479**
2 x Sr/HR Practitioner (SL08) **70493**
1 x Principal HR Officer **70643**
3 x Sr/HR Clerk (SL04) **70644**

DIVISION: HR EMPLOYMENT 133133

PURPOSE:

To render employment services iro educators and officials in offices accordance with policy and delegations

FUNCTIONS:

1. Develop, co-ordinate, monitor and review policy, delegations, systems, practices and grievance procedures pertaining to the employment, promotion and transfer of human resources.
2. Deal with the administration of all new employment matters and re-instatement of salaries in regard of the non-decentralised files and records.
3. Deal with the administration of all promotions, transfers and rank translations in regard of the non-decentralised files and records.
4. Deal with the administration of all acting appointments in regard of the non-decentralised files and records.
5. Administer the employment of interns.
6. Deal with the administration of all freezing of salaries and vacating of posts in regard of the non-decentralised files and records.
7. Create and maintain valid employment records on files and on PERSAL.
8. Provide related management information services.
9. Develop capacity in regard of the above.

1 x Assistant Director (SL10) **70857**
1 x Chief HR Officer **70808**
1 x Principal HR Officer **70858**
3 x Sr/HR Clerk (SL04) **70859**

2008/11/01

3.2.2

DIRECTORATE: HR BENEFITS AND EMPLOYEE WELLNESS 133200

PURPOSE: (056089)

To manage the provision of HR benefits administration and performance management, as well as employee assistance programmes

FUNCTIONS:

1. Manage the benefits of human resources and promote sound HR performance management practices
2. Provide employees with comprehensive assistance, care and support programmes in the workplace

1 x Director **70474**
1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT 133201

PURPOSE:

To render general administrative-, logistical- and typing support services for every subdirectorate individually

FUNCTIONS:

As per individual job description

1 x Sr/General Support Clerk **70421**
(Already Admin posts for EHWP)

3.2.2.1

**SUBDIRECTORATE:
HR BENEFITS AND PERFORMANCE
133210
(page 58)**

3.2.2.2

**SUBDIRECTORATE:
EMPLOYEE HEALTH & WELLNESS
(EHWP)133220
(page 59)**

3.2.2.1

SUBDIRECTORATE: HR BENEFITS AND PERFORMANCE 133210 161200

PURPOSE: (056089)

To professionally manage the benefits of human resources and to promote sound HR performance management practices

FUNCTIONS:

1. Manage all aspects of HR benefits.
2. Promote the professional management of the performance of all officials.

1 x Deputy Director (SL12) **70476**

DIVISION: HR BENEFITS PROJECTS 133211

PURPOSE:

To professionally manage Projects related to HR remuneration and -benefits

FUNCTIONS:

1. Develop, co-ordinate, monitor and review Projects related to HR Remuneration and -benefits, including:
 - all HR career matters
 - all matters pertaining to housing and leave
 - all matters pertaining to pensions and compensation benefits
 - the rendering of PERSAL registry services
2. Provide related management information.
3. Develop decentralised capacity in regard of the above.

1 x Assistant Director (SL10) **70867**
3 x Sr/HR Practitioner (SL08) **70494**

DIVISION: HR BENEFITS ADMINISTRATION 133212 161210

PURPOSE:

To professionally manage the benefits of human resources

FUNCTIONS:

1. Develop, co-ordinate, monitor and review policy, delegations, systems, practices and grievance procedures required for the efficient, equitable and accountable administration of HR benefits, including the administration of:
 - all HR career matters
 - all matters pertaining to housing and leave
 - all matters pertaining to pensions and compensation benefits
 - the rendering of PERSAL registry services
2. Maintain detailed personnel records, both on file and on PERSAL.
3. Provide related management information.
4. Develop decentralised capacity in regard of the above.
5. Deal with the administration of all related matters in regard of the non-decentralised files and records.

1 x Assistant Director (SL10) **70480**
1 x Chief HR Officer **70650**
2 x Principal HR Officer **70647**
7 x Sr/HR Clerk (SL04) **70646**
1 x Chief Registry Clerk (will also supervise the Salary Registry) **70648**
3 x Sr/Registry Clerk **70649**

DIVISION: HR PERFORMANCE 133213 161220

PURPOSE:

To promote the output-focused and developmental management of the performance of officials and office-based educators in order to enhance organisational efficiency, effectiveness and professionalism

FUNCTIONS:

1. Research, develop, co-ordinate and review a performance assessment instrument(s).
2. Develop, co-ordinate, monitor and review policies, delegations, practices and grievance procedures pertaining to:
 - induction
 - code of conduct and working hours
 - undertaking of remunerative work outside the work place
 - regular performance assessment aimed at improved performance
 - rewarding good performance
 - managing poor performance
 - career planning
3. Provide related management information services.
4. Provide a professional HRPM advisory support service to managers and the development of capacity i.r.o the above.
5. Deal with the administration of all related matters in regard of the non-decentralised files and records.

1 x Assistant Director (SL10) **70481**
3 x Sr/HR Practitioner (SL08) **70495**
2 x Principal HR Officer **70639**
*6 x Sr/HR Clerk (SL04) **70638**
(* number of posts to be reduced by 50% after decentralisation and capacitating)

3.2.2.2**SUBDIRECTORATE: EMPLOYEE HEALTH AND WELLNESS (EHWP)133220 161400****PURPOSE: (056089)**

To provide employees with comprehensive assistance, care and support programmes in the workplace

FUNCTIONS:

1. Provide care and support to employees infected with and affected by HIV/AIDS.
2. Enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues.

1 x Deputy Director (SL12) **70749**

DIVISION: HIV/AIDS IN THE WORKPLACE 133221

161410

PURPOSE:

To provide care and support to employees infected with and affected by HIV/AIDS.

FUNCTIONS:

1. Prevent stigmatization, victimisation and discrimination.
2. Create and promote a healthy and supportive working environment.
3. Encourage voluntary testing, counselling, diagnosis and treatment.
4. Develop strategies and interventions to promote condom distribution and use.
5. Promote awareness amongst employees to prevent new infections.
6. Minimise the impact of HIV/AIDS on individual and organisational performance.

1 x Assistant Director (SL10) **70750**
2 x Senior Special Programs Officer (SL8) **70752**

DIVISION: EMPLOYEE ASSISTANCE 133222

161420

PURPOSE:

To enhance employee and workplace effectiveness through prevention, identification and resolution of personal and productivity issues.

FUNCTIONS:

1. Psychologically, emotionally, socially and spiritually counsel employees on:
 - alcoholism and drug abuse
 - absenteeism, stress and tardiness
 - abuse and violence
 - divorce and bereavement
2. Identify individual employees' behavioural problems based on work performance.
3. Refer employees for diagnosis, treatment and rehabilitation.
4. Scrutinise progress and medical reports and take corrective action.
5. Render expert advice to senior managers on the impact of the application of policies, regulations and acts on employees with social problems.

1 x Assistant Director (SL10) **70751**
2 x Senior Special Programs Officer (SL8) **70753**

SECTION: EMPLOYEE WELLNESS ADMIN SUPPORT

133223 161430

PURPOSE:

1. Manage and render advanced administration support services in regard of Employee Wellness Programmes.

FUNCTIONS:

1. Co-ordinate the flow of mail and documents and maintain a highly confidential filing system.
2. Manage the co-ordination and follow-up of employee engagements and referrals.
3. Create and maintain relevant databases) and integrated information systems.
4. Manage the arrangement of courses, workshops and conferences.
5. Maintain a sound provisioning and financial system.
6. Prepare management information, memos and reports.
7. Coordinate the submission of monthly, quarterly and annual reports.

1 x Admin Officer **70766**
1 x Sr/ Admin Clerk **70767**

3.2.3

DIRECTORATE: HUMAN RESOURCE DEVELOPMENT 133300
PURPOSE: (054089) To improve organisational effectiveness by ensuring the development of human resources
FUNCTIONS: <ol style="list-style-type: none"> 1. Plan, develop and maintain a workplace skills development strategy. 2. Assist in meeting strategic staffing needs and alleviation of unemployment through the provision of practical and accelerated work experience programmes and skilling of the youth. 3. Develop Public Service Staff (PSS) through training and education.
1 x Director 70508 1 x Senior Secretary (SL6) 70613

GENERAL DIRECTORATE SUPPORT 133301
PURPOSE: To render general administrative-, logistical- and typing support services for every subdirectorate individually
FUNCTIONS: As per individual job description
3 x Sr/General Support Clerk 70421

SUBDIRECTORATE: SKILLS DEVELOPMENT PLANNING AND CONTROL 133310
PURPOSE: To plan, develop and maintain a workplace skills development strategy
FUNCTIONS: <ul style="list-style-type: none"> • Plan, develop, co-ordinate and report on the workplace skills development strategy. • Ensure compliance of development programmes with set standards. <ol style="list-style-type: none"> 1. Maintain the link between the department and the SETA and other SETA's. 2. Represent the SDF in other structures and meetings.
1 x Skills Development Facilitator (SL12) 70951

(Page 60)

SUBDIRECTORATE: LEARNERSHIP AND INTERN CO-ORDINATION 133320
PURPOSE: To assist in meeting strategic staffing needs and alleviation of unemployment through the provision of practical and accelerated work experience programmes and skilling of the youth.
FUNCTIONS: <ol style="list-style-type: none"> 1. Provide for learnerships that lead to recognised qualifications 2. Co-ordinate the identification of relevant skills programmes and learnerships.
1.x Deputy Director (SL12) 70860

(Page 61)

SUBDIRECTORATE: PUBLIC SERVICE STAFF DEVELOPMENT 133330
FUNCTIONS: <ol style="list-style-type: none"> 1. Develop and review an integrated HRD Policy and Plan with reference to the following: <ul style="list-style-type: none"> • ensure that sufficient funds are available for training; • analyse training needs on all three levels i.e.: <ul style="list-style-type: none"> - departmental (strategic planning; HR Planning) - component (operational performance surveys) - individual (performance reviews and career pathing); • determine present and future competencies required for specific occupations/jobs and whether/what specific training is required; • specify a time bound strategy for addressing the training gaps which reflect training providers and is aligned to the NQF; • determine the department's approach with regard to granting training/ education assistance. 2. Facilitate the implementation of personal development plans. 3. Develop, facilitate and present short courses, seminars and workshops. 4. Conduct orientation sessions for registered service providers. 5. Guide, monitor and evaluate training. 6. Initiate and manage bursaries.
1 x Deputy Director (SL12) 70462

(Page 62)

3.2.3.1

SUBSTRUCTURE FOR SUBDIRECTORATE: SKILLS DEVELOPMENT PLANNING & CONTROL 133310

DIVISION: SKILLS DEVELOPMENT CO-ORDINATION 133311
PURPOSE: To plan, develop, co-ordinate and report on the workplace skills development strategy
FUNCTIONS: <ol style="list-style-type: none">1. Conduct Skills Audit.2. Compile & implement a Workplace Skills Plan and submit Annual Training Report.3. Identify accredited service providers and skills programmes.4. Facilitate the establishment of the provincial skills development committee.5. Ensure that any education, training and development programme implemented, comply with set standards.6. Develop and maintain a database on all the provincial training and trainees.7. Evaluate skills programmes that have already been implemented and make recommendations.
1 x Assistant Director (SL10) 70743 1 x Admin Officer 70744

DIVISION: ETD QUALITY ASSURANCE 133312
PURPOSE: To ensure compliance of development programmes with set standards
FUNCTIONS: <ol style="list-style-type: none">1. Develop a database on all the provincial training and trainees.2. Maintain database for all learners, per skills programmes, learnerships and internships.3. Monitor and evaluate the impact of the training implemented.4. Track the development progress of employees already trained.5. Report on the impact of training.6. Design quality management system.7. Assist provincial training providers to attain accreditation.
1 x DCES (PL5) 61541 1 x Sr Admin Officer 70896

3.2.3.2

SUBSTRUCTURE FOR SUBDIRECTORATE: SKILLS PROGRAMMES AND LEARNERSHIPS 133320

DIVISION: LEARNERSHIPS 133321
PURPOSE: To provide for learnerships that lead to recognised qualifications .
FUNCTIONS: <ol style="list-style-type: none">1. Conduct research and identify relevant learnerships for the Department.2. Liaise with the ETDP SETA and other SETA's on the implementation of the learnerships.3. Co-ordinate the signing of learnerships agreement with learners/SETA's, the department and the service providers.4. Serve in the Provincial Learnerships Coordinating Committee.5. Negotiate with host employers for the placement of learners (unemployed) enrolled in learnerships.6. Facilitate the identification of the relevant learnerships, learners and service providers.7. Co-ordinate the mentoring, coaching and assessment of the learners enrolled in learnerships.8. Keep a database on implemented learnerships and the trained learners.
1 x Assistant Director (SL10) <u>70869</u> 1 x Admin Officer <u>70870</u>

DIVISION: INTERNSHIP CO-ORDINATION 133322
PURPOSE: Assist in meeting strategic staffing needs and alleviation of unemployment through the provision of practical and accelerated work experience programmes and skilling of the youth.
FUNCTIONS: <ol style="list-style-type: none">1. Co-ordinate, monitor and evaluate all internships.2. Serve on the Departmental Internship Committee..3. Apply the criteria collaboratively with managers of components to measure the effectiveness of internship programmes, the selection of mentors and the selection of interns.4. Co-ordinate the mentoring, coaching and assessment of interns.5. Keep database on implemented internships.
1 x DCES (PL5) <u>61542</u> 1 x Admin Clerk <u>70871</u>

3.2.3.3

SUBSTRUCTURE FOR SUBDIRECTORATE: PSS DEVELOPMENT 133330 121310

DIVISION: PSS (PUBLIC SERVICE STAFF) TRAINING 133331
PURPOSE: To co-ordinate and manage all training in respect of short courses, seminars and workshops.
FUNCTIONS: <ol style="list-style-type: none">1. Analyse training needs in respect of short courses, seminars and workshops<ul style="list-style-type: none">• Facilitate the implementation of Personal Development Plans.• Determine whether/what specific training is required in terms of present and future competencies required for specific occupations/jobs• Specify a time bound strategy and programme for addressing the training gaps.• Develop, facilitate and present courses, seminars and workshops• Guide, monitor and evaluate training.• Conduct orientation sessions for registered service providers.• Facilitate the participation of directorates and schools in the Premier's service excellence awards project.
1 x Assistant Director (SL10) 70463 1 x Sr/Admin Clerk 70872

DIVISION: DATA AND BURSARY MANAGEMENT 133332
PURPOSE: To initiate and manage bursaries.
FUNCTIONS: <ol style="list-style-type: none">1. Co-ordinate and manage training data.2. Co-ordinate and manage bursary data.3. Assist with the analysis of training needs.4. Advise on the awarding of bursaries in line with the skills development plan and the training needs identified.5. Conduct research on the impact of training funded through bursaries.6. Manage and administer bursaries.
1 x Assistant Director (SL10) 70873 1 x Chief Admin Clerk 70464 2 x Sr/Admin Clerk 70678

3.2.4

DIRECTORATE: LABOUR RELATIONS 133400

PURPOSE: (054089)

To professionally manage labour relations as well as all matters pertaining to incapacity/inefficiency and misconduct

FUNCTIONS

1. Co-ordinate, manage and monitor collective bargaining activities.
2. Address grievances and regulate, promote and administer sound dispute resolution mechanisms.
3. Manage all matters pertaining to incapacity/ inefficiency and employee behavior.

1 x Director **70806**

1 x Senior Secretary (SL6) **70613**

GENERAL DIRECTORATE SUPPORT 133401

PURPOSE:

To render general administrative-, logistical- and typing support services for every subdirectorate individually

FUNCTIONS:

As per individual job description

3 x Sr/General Support Clerk **70421**

3.2.4.1

SUBDIRECTORATE: COLLECTIVE BARGAINING 133410

PURPOSE:

To co-ordinate, manage and monitor collective bargaining activities

FUNCTIONS:

1. Regulate labour matters within the educator and public servants sectors, including:
 - systematic development of provincial policy on labour relation matters;
 - co-ordination and monitoring of implementation of labour policies and agreements;
 - management and monitoring of time off and secondment for teacher union or employee organisation activities; and
 - rendering support to the negotiation teams at national/ provincial level.
2. Promote and administer collective bargaining, including liaison with teacher unions/ employee organisations and departmental structures on matters of national/provincial concern.
3. Development of decentralised capacity in regard of the above

1 x Deputy Director (SL12) **70874**

1 x Assistant Director (SL10) **70482**

3.2.4.2

SUBDIRECTORATE: GRIEVANCE AND DISPUTE RESOLUTION AND PREVENTION 133420

PURPOSE:

To address grievances and regulate, promote and administer sound dispute resolution and -prevention mechanisms

FUNCTIONS:

1. Advance sound labour relations through the addressing of grievances.
 - Receive and register grievances
 - Impartially preside over grievances of employees
 - Provide information to aggrieved employees and adhere to time limits
 - Liaise with line function to attempt to resolve grievances
 - Communicate outcome of grievance to employees
 - Prepare six-monthly report to the Commission
2. Promote labour peace through dispute resolution and -prevention.
 - Lease with regions to receive information on disputes
 - Liaise with trade unions with regard to dispute resolution
 - Liaise with bargaining councils, conciliators and arbitrators on registered disputes
 - Receive and analyse reports on disputes
 - Prepare documentation for conciliation and arbitration
 - Represent the employer in conciliation and arbitration meetings
 - Prepare submissions for mandates
3. Create and maintain databases for grievances and disputes

1 x Deputy Director (SL12) **70734**

1 x Assistant Director (SL10) **70876**

1 x Sr/HR Practitioner (SL08) **70496**

3.2.4.3

SUBDIRECTORATE: BEHAVIOUR MANAGEMENT 133430

PURPOSE:

To professionally manage all matters pertaining to incapacity/ inefficiency and employee behavior

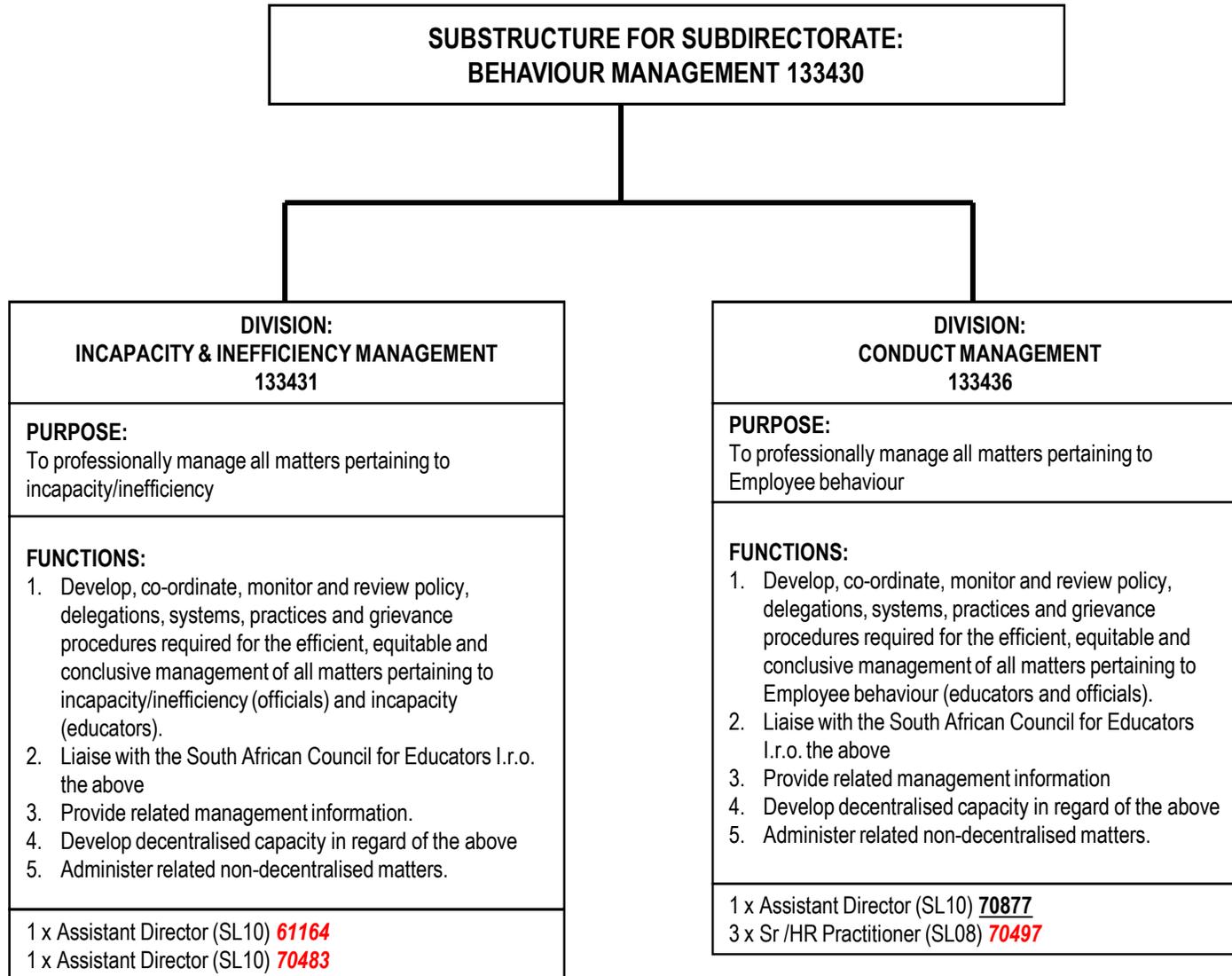
FUNCTIONS:

1. Professionally manage all matters pertaining to incapacity/inefficiency (officials) and incapacity (educators)
2. Professionally manage all matters pertaining to Employee conduct (educators and officials)

1 x Deputy Director (SL12) **70875**

(See substructure on page 65)

3.2.4.3



4

CHIEF DIRECTORATE: TRANSVERSAL SERVICES 180000

PURPOSE: (054089)

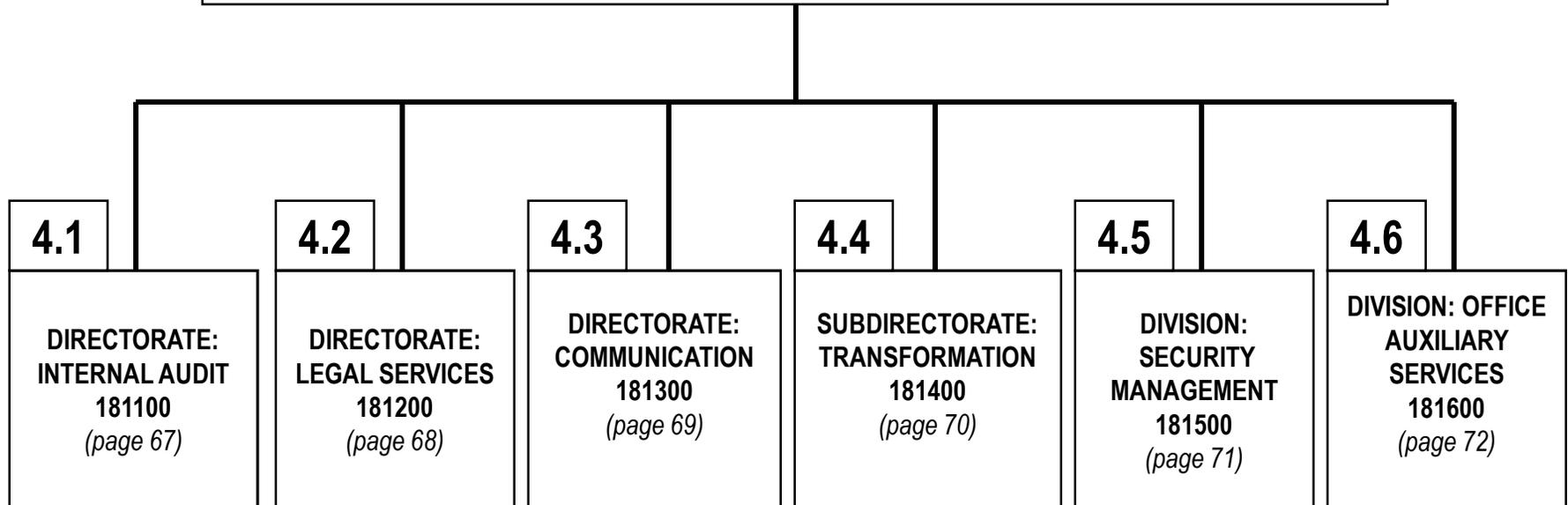
To ensure the development, planning, implementation, monitoring, assessment and co-ordination of policy and systems for the rendering of diverse transversal services

FUNCTIONS:

1. Render internal audit services.
2. Render legal services.
3. Render communication services.
4. Manage the transformation of the Department.
5. Render security management services.
6. Manage and render office auxiliary services.

1 x Chief Director **70878**

1 x Senior Secretary (SL7) **70608**



4.1

DIRECTORATE: INTERNAL AUDIT 181100
PURPOSE: (054089) To manage and render internal audit services with a view to promote good governance
FUNCTIONS: 1. Conduct performance/compliance audits. 2. Render internal control services.
1 x Director 70414 1 x Senior Secretary (SL6) 70613

GENERAL SUPPORT 181101
PURPOSE: To render general administrative-, logistical- and typing support services for every subdirectorate individually
FUNCTIONS: As per individual job description
3 x Sr/General Support Clerk 70421

SUBDIRECTORATE: COMPLIANCE AUDITS 181110
PURPOSE: To conduct performance/compliance audits
FUNCTIONS: 1. Conduct investigations of high risk in the department. 2. Advise the department in the drawing up and management of the budget. 3. Promote ethics and code of conduct. 4. Ensure adherence to all national and provincial regulations.
1 x Deputy Director 70415 2 x Assistant Director 70611 4 x Internal Auditor (SR7) 70612

SUBDIRECTORATE: INTERNAL CONTROLS 181120
PURPOSE: To render internal control service.
FUNCTIONS: 1. Identify and analyse risks and losses within the department. 2. Establish and manage the departmental database for loss control. 3. Protect government assets. 4. Ensure maximum utilization of the resources within the department. 5. Analyse financial data within the department.
1 x Deputy Director 70416 2 x Assistant Director 70654 4 x Internal Auditor (SR7) 70655

SUBDIRECTORATE: COMPUTER SYSTEMS AUDITING AND SPECIAL INVESTIGATIONS 181130
PURPOSE: To render computer systems auditing and special investigations services .
FUNCTIONS: 1. Facilitate risk management processes, monitor IT reviews and communicate concerns and recommendations. 2. Undertake investigations of a special nature in support of departmental processes and operations.
1 x Deputy Director 70879 2 x Assistant Director (1 per main function) 70880 4 x Internal Auditor (SR7) (2 per main function) 70881

DIRECTORATE: LEGAL SERVICES 181200163000**PURPOSE: (056089)**

To render a legal service for the department

FUNCTIONS:

1. Render all legal advisory services to the department.
2. Develop and maintain provincial education and training legislation.
3. Interpret legislation and regulations.
4. Render an advisory service for provincial legislation.
5. Administer legislation concerning statutory bodies.
6. Liaise with the State attorney and the State Law Advisors.
7. Monitoring of compliance.
8. Render contract management services.

1 x Director **70882**

1 x Senior Secretary (SL6) **70613**

GENERAL SUPPORT 181201

163001

PURPOSE:

To render general administrative-, logistical- and typing support services for the entire Subdirectorate

FUNCTIONS:

As per individual job description

2 x Sr/General Support Clerk/ Legal Typist **70421**

**SUBDIRECTORATE:
LITIGATION AND ADVISORY SERVICES 181210****PURPOSE:**

To provide legal advisory and litigation services

FUNCTIONS:

1. Attend to all litigation matters.
2. Conduct research on legislation and case law.
3. Advise the Department on the merits of cases.
4. Brief and consult the State Attorney on cases.
5. Draft the required Notices and Court documents.
6. File and service Court documents.
7. Draw impact case analysis report for the Department.
8. Work with Compliance and Contract Manager to ensure the Department is trained and inducted on pertinent legal issues with view to prevent further or similar cases.
9. Attend to all legal advisory services on any subject of the law.
10. Deal with appeals for the MEC.

1 x Senior Legal Admin Officer (SL12) **70551**

1 x Legal Admin Officer (SL10) **70552**

SUBDIRECTORATE: CONTRACT MANAGEMENT AND COMPLIANCE MONITORING 181220**PURPOSE:**

To ensure that the Department complies with all legislative requirements and to draft and manage all contracts entered into by the Department

FUNCTIONS:

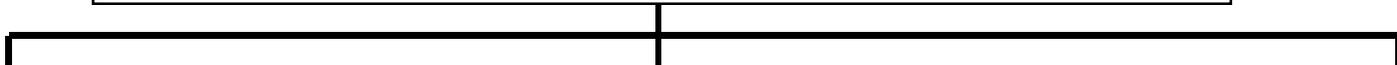
1. Create register of all contracts, and monitor SLA's.
2. Negotiate contracts, draw interpretative guidelines for contracts and service level agreements. Draw contract management manual and compliance manuals on relevant procedures.
3. Compile quarterly needs analysis reports, as well as impact analysis reports.
4. Work with compliance monitor to train Department on contracts.
5. Ensure compliance with Government policies, legislation, and any other relevant regulations.
6. Update Department on new legal developments and pertinent court cases.
7. Draw and advise on provincial legislation and the need for policy development .
8. Work with legal advisory and litigation units and contract managers to ensure the Department is trained and inducted on pertinent legal issues with view to prevent further or similar cases.
9. Conduct legal research and publish articles on legal services issues to keep the Department on track.
10. Investigate and assist the Department on risk management by providing advice on risk areas and strategy in managing risks.
11. Assist the Department in compiling an anti-corruption strategy and to manage corruption.

1 x Senior Legal Admin Officer (SL12) **70883**

1 x Legal Admin Officer (SL10) **70884**

DIRECTORATE: COMMUNICATION 181300 154000
PURPOSE: (056089) To render communication services
FUNCTIONS: <ol style="list-style-type: none"> 1. Develop and maintain good relations with the media. 2. Develop and maintain good relations between the department and it's internal and external publics. 3. Co-ordinate and manage production and publication matters.
1 x Director 70885 1 x Sr Secretary (SL6)

GENERAL SUPPORT 181301
PURPOSE: To render general administrative-, logistical- and typing support services for every subdirectorate individually
FUNCTIONS: As per individual job description
3 x Sr/General Support Clerk 70421



SUBDIRECTORATE: MEDIA LIASON AND MONITORING 181310 154100
PURPOSE: (056089) To develop and maintain good relations with the media
FUNCTIONS: <ol style="list-style-type: none"> 1. Develop, monitor and maintain a media communication policy and a policy on releasing official information (integrated with departmental communication policy). 2. Develop and maintain a media liaison and monitoring strategy. 3. Co-ordinate departmental media liaison activities. 4. Plan and co-ordinate press conferences. 5. Manage and co-ordinate departmental talk shows. 6. Render a news-clipping service. 7. Function as a rapid response unit. 8. Participate in relevant and related activities.
1 x Deputy Director 70467 1 x Assistant Director 70664 2 x Sr/Communication Officer (SL7) 70665

SUBDIRECTORATE: COMMUNITY- AND INTRA- DEPARTMENTAL LIASON 181320 154200
PURPOSE:(056089) To develop and maintain good relations between the department and it's internal and external publics
FUNCTIONS: <ol style="list-style-type: none"> 1. Develop, evaluate and maintain effective integrated communication policy and programmes. 2. Implement a departmental Public Relations Programme. 3. Advise management on public perceptions i.r.o. departmental policies and activities. 4. Plan, manage and execute communication strategies for departmental initiatives/ projects/ campaigns 5. Respond to public information needs and enquiries. 6. Promote a stable and conducive working-, teaching- and learning environment. 7. Provide a visitor service. 8. Plan and co-ordinate departmental functions, events, campaigns and exhibitions.
1 x Deputy Director 70886 1 x Assistant Director 70610 2 x Sr/Communication Officer (SL7) 70609

SUBDIRECTORATE: PRODUCTION AND PUBLICATIONS 181330 154300
PURPOSE:(056089) To co-ordinate and manage production and publication matters
FUNCTIONS: <ol style="list-style-type: none"> 1. Produce the departmental news letter and any other publications. 2. Ensure that relevant departmental information is on the Internet and other related information services. 3. Develop and maintain a communications data base. 4. Co-ordinate all media production activities e.g. desktop-publishing, audio visual services and related technical support services. 5. Do recordings and editing during departmental functions, events and press conferences. 6. Render language-, translation-, speech writing and editing services. 7. Render a communications library service.
1 x Deputy Director 70887 1 x WEB-Site Content Manager (SL9) 70888 1 x Chief Media Production Officer (SL9) 70676 1 x Chief Language Practitioner (Editing and Translation Services) (SL9) 70889 2 x Sr/Communication Officer (SL7) 70677

SUBDIRECTORATE: TRANSFORMATION

181400 110020

PURPOSE: (056089)

To ensure the transformation of civil society

FUNCTIONS:

1. Conduct research on equity, transformation and gender issues.
2. Render advice on the development and implementation of transformation-, gender and equity plans.
3. Monitor the implementation of transformation-, gender and equity plans.
4. Ensure recognition of the status of children and their rights.
5. Ensure the empowerment and recognition of women and their rights.
6. Ensure representation, recognition and development of persons with disabilities.
7. Facilitate transformation (redress) within the department.
8. Ensure gender equality.
9. Liaise with all stakeholders on matters relating to transformation, gender and equity.
10. Regularly obtain and keep relevant statistics and records.
11. Render administrative support services.

1 x Deputy Director (SR 11) **70584**1 x Assistant Director (SR 9) **70585**1 x Sr/ Admin Clerk **70587**

SECURITY MANAGEMENT UNIT
181500**PURPOSE: (056089)**

To render Departmental Security Services

FUNCTIONS:

1. Formulate departmental security policy.
2. Ensure the availability and existence of proper security systems.
3. Give advice on security systems and general security measures within the department.
4. Ensure safety of departmental documentation, personnel, communication, computers and physical assets.
5. Conduct the vetting / screening of officials.
6. Conduct investigations on security related matters.
7. Manage the provisioning and payment of security services.
8. Identify all risks and threats to the security of departmental employees, equipment, furniture, records and systems.
9. Evaluate and make recommendations aimed at the improvement of the effectiveness of security systems, measures and procedures.
10. Render security services and manage the contracts related thereto.

1 x Deputy Director (SR11) **70890**
1 x Assistant Director (SR 9) **70580**
1 x Senior Admin Officer **70891**
1 x Provisioning Admin Clerk **70892**

DIVISION: OFFICE AUXILIARY SERVICES 181600**PURPOSE:**

To manage and render office auxiliary services

FUNCTIONS:

1. Formulate policy and standards, develop procedural frameworks, execute macro planning, co-ordinate implementation and design macro control systems in regard of the rendering of the following office auxiliary services:
 - Departmental archives and records management services;
 - main registry-, fax- and messenger services;
 - Switchboard/ call centre management
2. Develop regional capacity in regard of the above.
3. Deal with the administration of all related matters in regard of the non-decentralised documents and records.
4. Render cleaning-, conference-, tea- and general assistance services.

1 x Assistant Director **70535**
 1 x Sr. Admin Officer **70536**
 1 x Admin Officer **70697**
 1 x Chief Registry Clerk **70694**
 7 x Sr/Registry Clerk **70693**
 1 x Sr Librarian (SL07) **70711**
 1 x Library Assistant **70542**
 2 x Cleaner **70546**