



**LIMPOPO**  
PROVINCIAL GOVERNMENT  
REPUBLIC OF SOUTH AFRICA

DEPARTMENT OF  
**EDUCATION**

Ref No :S3/1/1/1

Enq : MAKAMA MM

Tel: 015 – 284 6507

**TO: All Heads of Departments - Limpopo Provincial Administration**  
**All District Directors**  
**All Circuit Managers**

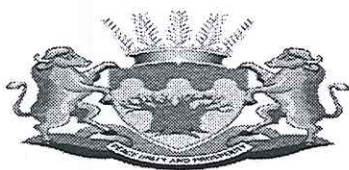
**DEPARTMENTAL CIRCULAR NO. 138 OF 2020**

**ADVERTISEMENT OF THE POST OF DIRECTOR EXAMINATIONS & ASSESSMENT**  
**ADMINISTRATION & CHIEF EDUCATION SPECIALIST (CIRCUIT MANAGER):**  
**DEPARTMENT OF EDUCATION**

1. Applications are hereby invited from suitably qualified candidates for the filling of vacant posts of Director: Examinations & Assessment and Chief Education Specialist (Circuit Managers), which exists in the Limpopo Department of Education. The details of the posts involved are outlined on the attached, **Annexure A**.
2. Applications should be submitted on Form Z83 obtainable from all Public Service Departments/ Institutions or on the Internet at [www.gov.za](http://www.gov.za). The Z83 forms must be completed in full, and must be accompanied by a detailed/ comprehensive recent CV as well as originally certified copies of educational qualifications and ID. Certified copies of certified copies will be disqualified. Faxed or e-mailed applications will not be considered.
3. Please bring the contents of this circular to the attention of all your employees.

**DEDEREN KO**  
**ACTING HEAD OF DEPARTMENT**

01/12/2020  
**DATE**



# **LIMPOPO**

**PROVINCIAL GOVERNMENT**  
REPUBLIC OF SOUTH AFRICA

## **DEPARTMENT OF EDUCATION**

### **ADVERTISEMENT OF THE POST OF DIRECTOR EXAMINATIONS & ASSESSMENT ADMINISTRATION & CHIEF EDUCATION SPECIALIST [CIRCUIT MANAGER]**

**Post No. 1:**

**Name of Post** : Director  
**Directorate** : Examination & Assessment Administration  
**Ref No.** : LDOE 111/11/2020  
**Post Status** : Permanent  
**Salary Notch** : R1 057 326,00 (all inclusive package)  
**Salary Level** : 13  
**Post Station** : Head Office (Polokwane)

**MINIMUM REQUIREMENTS:**

- An undergraduate qualification (NQF 7) as recognised by SAQA.
- A post - graduate qualification in Education Management will be an added advantage.
- A minimum of 5 years' continuous Middle Management experience in examinations and assessment. Extensive appropriate experience in the Administration of examinations.
- National School of Governance (NSG) pre-entry SMS Certificate.
- Valid South African driver's license (with exception of person with disability).
- Good understanding of the Curriculum, Examinations and Assessment policies and implementation, educational management, governance and service delivery.



- Proven management skills in education management. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and Strategies.

### **CORE AND PROCESS COMPETENCIES:**

Strategic Capability and Leadership; People Management and Empowerment, Team work; Programme and Project Management; Financial Management; Change Management; Computer Literacy; Knowledge Management, Service Delivery Innovation; Problem Solving and Analysis; Client Orientation and Customer Focus; Communication; Public Service Knowledge; Negotiation, Policy formulation and Analytic thinking. Ability to work under pressure.

### **KEY RESPONSIBILITIES:**

- To provide strategic leadership, oversight, management, support, coordination, monitoring of the administration of external examinations and assessment process for public ordinary schools.
- Coordinate the setting, flow and editing of question papers and assessment instruments.
- Secure printing, packaging, distribution and safekeeping of question papers, assessment instruments and examination materials for all the grades.
- Efficiently and effectively manage the examinations and assessment logistical and auxiliary services.
- Efficient and effective administration of the conduct of examinations and assessment.
- Effective provision of the marking administration support.
- Efficient and effective monitoring of the implementation of internal moderation systems for school based assessments across all grades.
- Develop Guidelines/ Practices/ Frameworks/ Monitoring & Evaluation.

### **Post no. 2:**

**Name of Post** : Chief Education Specialist/Circuit Manager

**Ref No.** : Listed below

**Post Status** : Permanent

**Salary Notch** : R909 000,00 (all inclusive package)

**Salary Level** : 12

### **CAPRICORN NORTH DISTRICT:**

BAHANANWA CIRCUIT REF No: LDoE 121/11/2020

BOCHUM EAST CIRCUIT REF No: LDoE 122/11/2020

MAUNE CIRCUIT REF No: LDoE 123/11/2020

VLAKFONTEIN CIRCUIT REF No: LDoE 124/11/2020

BAHLALOGA CIRCUIT REF No: LDoE 125/11/2020

**CAPRICORN SOUTH DISTRICT:**

NOKOTLOU CIRCUIT REF No: LDoE 126/11/2020

**MOGALAKWENA DISTRICT:**

MAHWELERENG CIRCUIT REF No: LDoE 127/11/2020

MOGALAKWENA CIRCUIT REF No: LDoE 128/11/2020

**WATERBERG DISTRICT:**

PALALA SOUTH CIRCUIT REF No: LDoE 129/11/2020

VAALWATER CIRCUIT REF No: LDoE 130/11/2020

**MOPANI EAST DISTRICT:**

MAMAILA CIRCUIT REF No: LDoE 131/11/2020

SEKGOSESE EAST CIRCUIT REF No: LDoE 132/11/2020

NAMAKGALE CIRCUIT REF No: LDoE 136/11/2020

**MOPANI WEST DISTRICT:**

MAKHUTSWE CIRCUIT REF No: LDoE 133/11/2020

**VHEMBE EAST DISTRICT:**

DZINDI CIRCUIT REF No: LDoE 134/11/2020

LUVUVHU CIRCUIT REF No: LDoE 135/11/2020

MUDASWALI CIRCUIT REF No: LDoE 137/11/2020

**SEKHUKHUNE EAST DISTRICT:**

MALEGALE CIRCUIT REF No: LDoE 138/11/2020

**SEKHUKHUNE SOUTH DISTRICT:**

EENSAAM CIRCUIT REF No: LDoE 139/11/2020

MOTETEMA CIRCUIT REF No: LDoE 140/11/2020

**REQUIREMENTS:**

- A recognized three (03) or four (04) year qualification, which includes professional teacher education.
- Nine (09) years' experience in the educational field.
- Registration with SACE as professional educator.
- Valid South African driver's license (with exception of person with disability).

**COMPETENCES:**

- Sound knowledge of examination and assessment processes and procedures: paper provisioning and marking processes.
- Ability to analyse and generate marking generative reports.
- Preparedness to work outside office during peak periods.



- Liaise with respective District and National role-players on Examination and Assessment Related matters.
- Sound knowledge in bulk printing and packaging.

#### **KEY PERFORMANCE AREAS:**

- Development specifications for printing of examination material.
- Manage printing, packing and distribution of question papers.
- Manage the Archiving of examination material and development of Auditing instruments for the sections activities.
- Manage selection of markers processes.
- Manage and coordinate marking of Senior Certificate, Amended Senior Certificate and ABET.
- Manage and coordinate administration of ANA.
- Provide support and participate in the training of identified personnel in relation to the conduct of National Senior Certificate, Amended Senior Certificate, ANA and ABET

#### **NOTES :**

4. Applications should be submitted on Form Z83 obtainable from all Public Service Departments/ Institutions or on the Internet at [www.gov.za](http://www.gov.za) / [www.labour.gov.za](http://www.labour.gov.za). The Z83 forms must be completed in full, and must be accompanied by a comprehensive recent CV as well as originally certified copies of all educational qualifications, ID document and driver's license. Faxed or e-mailed applications will not be considered.
5. Applicants are requested to complete Part A, B and C of the Z83 in full and the reference numbers must be clearly indicated on the Z83 application form.
6. All applicants must be SA Citizens/Permanent Residents or Non-SA Citizens with a valid work permit. Applicants with foreign qualifications must submit a SAQA evaluation report with their qualification(s) at the time of application, if not the qualification will not be considered. Applicants must declare any pending criminal, disciplinary or any other allegations or investigations against them. Should this be uncovered post the interview the application will not be considered for the post and in the unlikely event that the person has been appointed such appointment will be terminated.
7. The successful candidate should be in possession of the Senior Management Pre-entry Programme Certificate offered by the National School of Government. The course is available at the NSG under the name "Certificate for entry into the SMS" and the full details can be sourced by following the link:  
<https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>

8. Successful candidates will be subjected to personnel suitability checks, which covers criminal records, citizenship, employment reference, educational qualifications and where applicable financial records. All shortlisted candidates for Director post will be subjected to a technical exercise which intends to test the candidate's relevant technical elements of the post/job. Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments).
9. The contents of this circular will also be posted on the following websites [www.edu.limpopo.gov.za](http://www.edu.limpopo.gov.za) / [www.limpopo.gov.za](http://www.limpopo.gov.za) / [www.dpsa.gov.za](http://www.dpsa.gov.za).
10. Correspondence will be limited to short-listed candidates only due to the large number of applications we envisage to receive and if you have not heard from us within ninety (90) days of the closing date, please accept that your application has been unsuccessful. However, should there be any dissatisfaction, applicants are hereby advised to, within 90 days, request reasons from the Department for any administrative action which has adversely affected them in terms of section 5, sub-section 1 and 2 of the Promotion of Administrative Justice Act 3 of 2000.
11. The Department reserve the right not to make any appointment(s) to the posts advertised subject to positive security clearance outcome. The employment decision shall be informed by the Employment Equity Plan of the Department.
12. Applications should be addressed to:

The Acting Head of Department, Department of Education, Private Bag X9489, POLOKWANE, 0700 or handed in at Office No. H03, Registry, Records Management Directorate at 113 Biccard Street, POLOKWANE.

Enquiries should be forwarded to Ms. Malla RA @ (015) 284 6528, Ms. Mmowa LS @ (015) 208 6569, Ms. Ngwepe MP @ (015) 284 6535, Ms. Phalafala RM @ (015) 284 6524, Mr. Nethengwe S @ (015) 284 6582, Mr. Makama MM @ (015) 284 6507, and Mr. Langa LM @ (015) 284 6534.

13. **The closing date for submission of applications is Friday, 11 December 2020, TIME 16H00**

*Limpopo Department of Education is an equal opportunity, affirmative action employer with clear employment equity targets. Whites, Indians, Women and people with disabilities are encouraged to apply.*

