



COMMUNICATION AND CUSTOMER CARE

Steve Vukile Tshwete Education Complex • Zone 6 • Zwelitsha • Private Bag X0032 • Bhisho • 5605 •
REPUBLIC OF SOUTH AFRICA * Tel: +27 (40) 608 4319 Fax: 086 538 7962/040 608 4430 Website:
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- POST** : **SUPERINTENDENT-GENERAL (HOD) (Ref: EDU001)**
- SALARY SCALE** : **All inclusive salary package of R1 275 732 per annum, subject to signing of performance agreement and contract of the five (5) years.**
- CENTRE** : **Zwelitsha Head Office**
- REQUIREMENTS** : An appropriate recognized post graduate degree or equivalent qualification supported by extensive senior management experience. Extensive knowledge of public administration and related legislation. Knowledge and experience of administration support to the political office bearers. Knowledge of the Public Finance Management Act and extensive practical experience in managing the finance of a large public service organization. Knowledge of Education Legislative Framework. Demonstrable competencies in programme management, strategic planning, leadership, financial management, knowledge management, innovation, organizational development, people management, problem solving and analysis, communication, change management, organizational transformation, team building, corporate leadership.
- RESPONSIBILITIES** : *As an Accounting Officer in control of the department, the successful candidate will be responsible for:*
Providing leadership and direction to the Department in accordance with the policies of the Government. Implementation of National Government policies as well as formulation of policies for the Provincial Department. The management of the various resources of the Department in accordance with the approved budget. Planning the work of the Department including the setting the clear objectives, programmes and time frames. Relationship building and stakeholder engagement. Implementation of applicable PGDP priorities including IGR. Implementation of Departmental Ten-Point Plan Priorities. Participation in cluster priorities. Implementation of the amended curriculum policy.
- APPLICATIONS** : Please forward your applications, quoting the relevant reference number and the name of publication in which you saw this advertisement, for the attention of the Director: Human Resources Administrations, Private Bag X 0032, Bhisho, 5605.
- ENQUIRIES** : Mr. M.T Mhlauli at 040-6084201/2.
- GENERAL** : Applications must be submitted on Z83 obtainable for any Public Service Department and should be accompanied by a Curriculum Vitae, together with originally certified qualifications, Identity Document and Valid Driver's Licence. It will be expected of all candidates to be available for interviews on date, time and place as determined by the department. Short listed candidate will be expected to pay their own traveling costs. Only short listed candidates will be contacted.
All details on Z83 must be appropriately completed or the application will not be considered. The names of three referees must be submitted. You can regard your application as unsuccessful if you have not heard from as within three months of the closing date.
NB: No faxed applications will be accepted. Applications must be submitted on Z83 Form obtainable from any Public Service Department and should be accompanied by certified copies of qualifications, detailed CV and three names of contactable references.
The Provincial Administration of the Eastern Cape is equal opportunity and affirmative action employer. It will be expected of candidates to be available for

selection interviews on date, time and place will be determined by the Department. Only shortlisted candidates will be contacted. Shortlisted candidates will be expected to undergo competency profiling and security clearances.

The Eastern Cape Provincial Government is an equal opportunity and affirmative action employer. In line with the employment equity plan of the department, this advertisement intends to achieve equity in the workplace. People from the designated groups are therefore encouraged to apply.

CLOSING DATE : 14 September 2010