

Which Province has provided

4432 young people with full time bursaries in the last 2 years?



FREE STATE PROVINCIAL GOVERNMENT



Free State Provincial Government is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Province through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

ENQUIRIES: Mr. J.P. Joubert, (051) 404 4745

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): FIRST ADDITIONAL LANGUAGE: GRADE 1-3: ECD & GET CURRICULUM MANAGEMENT DIRECTORATE: POST LEVEL 5 (1 POST): REF NO: OBE1/2011/11

SALARY: R299 499 pa (Salary Level 10)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS: An appropriate recognised 3 or 4 year qualification which must include appropriate training as a Foundation Phase school teacher plus at least 8 years of actual teaching experience in the Foundation Phase; A thorough knowledge of the developmental stages of children from birth to 9 years. A thorough knowledge of Grade 1-3 curriculum; Proven experience in collaborating with other relevant state departments in offering a service to young learners; A sound knowledge of transformational issues and capacity building processes in education. Proven experience in managing people, projects, finances, material development for the Learning Programme/subject applied for and the ability to plan strategically. Computer literate in using Microsoft Office and MS-Word (experience in MS-Excel and Power-point will be a strong recommendation). Analytical and report writing skills. As travelling is required, a valid driver's licence is essential.
DUTIES: Be responsible for the management, control and promotion of First Additional Language in the Foundation Phase; Develop material to enhance teaching and learning in Grade 1-3 and collaborate with the Inclusive Education Unit for adaptation for learners experiencing barriers; Give professional support and development to stakeholders working in Grade 1-3 by means of school and support visits and collaborating with other relevant state departments; Coordinate and support the effective implementation of CAPS in the Foundation Phase.
PRACTICAL TEST: Candidates must be willing to take part in a practical test as part of the selection process.
ENQUIRIES: Ms. Pulane Phala, (051) 4098417

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): MANAGEMENT OF GRADE R: ECD & GET CURRICULUM MANAGEMENT DIRECTORATE: POST LEVEL 5 (1 POST): REF NO: OBE1/2011/12

SALARY: R299 499 pa (Salary Level 10)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS: An appropriate recognised 3 or 4 year qualification which must include appropriate training as a Grade R educator as the candidate will be mostly involved with balancing management of expansion of Grade R and the provision of quality curriculum at Grade R level. At least 8 years' relevant experience. A thorough knowledge and interpretation of Grade R Policy. A thorough knowledge of the developmental stages of children from birth to seven years. A sound knowledge of transformational issues and capacity building processes in education. Have a thorough knowledge of the Norms and Standards of Grade R funding; Have a thorough knowledge of the Education White Paper no. 5 on ECD; Proven experience in policy development; Proven experience in financial management; Proven experience in managing people, projects, finances and the ability to plan strategically; Computer literate in using Microsoft Office and MS-Word (experience in MS-Excel and Power-point will be a strong recommendation); Analytical and report writing skills. As travelling is required, a valid driver's licence is essential.
DUTIES: Be responsible for the roll-out of Grade R in the province; Ensure that new Grade R classes are identified and funded; Ensure that structures are in place to enable funding to take place; Develop strategies to improve the management procedures at community-based centres; Develop guidelines and strategies to govern the implementation of Grade R; Align provincial policies and strategies to relevant legislation and national guidelines; Be responsible for the advocacy of Grade R policies and procedures to stakeholders in the province; Supervise the implementation of partner provisioning (Grade R offered for a public school at an independent institution). Support systems in ECD regarding the registration of Grade R; Manage the process of the improvement of Grade R educator's qualification; Be responsible to keep data up to date on Grade R services in the Free State; Be responsible to keep data on the ECD services offered in the Free State; Be responsible for compiling reports on Grade R implementation; Liaise with all relevant directorates on the successful implementation of Grade R
PRACTICAL TEST: Candidates must be willing to take part in a practical test as part of the selection process.
ENQUIRIES: Ms. Keitumetse Plaatjie, (051) 4098402

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): SUBJECT ADVISOR COORDINATOR: CURRICULUM FET SCHOOLS: GRADES 10-12: POST LEVEL 5 (1 POST): REF NO: OBE1/2011/13

SALARY: R299 499 pa (Salary Level 10)
CENTRE: Xhariep District Office: Short term Bloemfontein, Long term Trompsburg
REQUIREMENTS: A recognised three-year qualification obtained after Grade 12, which must include training as a teacher plus at least 8 years' relevant experience in the FET phase, the 8 years must include experience in NCS and CAPS (FET). As travelling is required, a valid driver's licence is essential.
RECOMMENDATIONS: A thorough knowledge of the National Qualifications Framework and NCS and CAPS (FET). A sound knowledge of transformational issues and capacity building processes in education; Proven experience in managing people, projects and finances and the ability to plan strategically; Computer literate; Analytical and report writing skills.
DUTIES: Be responsible for the management, administration, control and promotion of FET Subject Advisors at District level. Give administrative support to Subject Advisors in rendering effective support services to schools. Provide support to schools in the implementation of effective learning, teaching and assessment strategies to implement NCS and CAPS (FET). Coordinate and initiate the CPD of educators related to effective learning and teaching with special reference to the implementation of NCS and CAPS (FET) and Curriculum planning. Work with Learning Area Committees at district level to promote learning and teaching in general. Monitor and ensure effective education service delivery of Subject Advisors at school sites and in workshops in order to promote the Culture of Learning and Teaching in schools. Ensure alignment of curriculum implementation to national and provincial objectives, norms and standards. Conduct a needs analysis of schools in the relevant phase and promote the improvement of learning and teaching in FET phase. Support the CES and District Director in monitoring schools curriculum improvement plans in the FET phase. Form the communication forum between district top management and fieldworkers. Manage and promote liaison between the districts and provincial Subject Coordinators. Coordinate and support partnership projects related to the improvement of curriculum development. Ensure coherence and alignment of activities across the District. Manage performance of FET Subject Advisors.
ENQUIRIES: Mrs. Motsoeng, (051) 404 4895

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): SUBJECT ADVISOR CO-ORDINATOR: ECD CURRICULUM: POST LEVEL 5 (1 POST): REF NO: OBE1/2011/14

CENTRE: Lejweleputswa District, Welkom

DEPARTMENT OF ECONOMIC DEVELOPMENT, TOURISM AND ENVIRONMENTAL AFFAIRS

Directions to applicants: Applications must be submitted on form Z.83, obtainable from any Public Service Department and must be accompanied by certified copies of qualifications (a transcript of results must be attached), driver's license, identity document and a C.v. (Separate application for every vacancy). Applicants are requested to complete the Z83 form properly and in full. Qualification certificates must not be copies of certified copies. Applications received after the closing date and those that do not comply with these instructions will not be considered. The onus is on the applicants to ensure that their applications are posted or hand delivered timeously. Candidates who possess foreign qualifications and/or short courses certificates must take it upon themselves to have their qualifications evaluated by the South African Qualifications Authority (SAQA), and must please attach proof of the level of their qualifications after evaluation on all applications. No e-mailed or faxed applications will be considered. Applicants are respectfully informed that if no notification of appointment is received within 4 months of the closing date, they must accept that their application was unsuccessful.
CLOSING DATE: 4 November 2011 at 16:00

ENVIRONMENTAL MANAGEMENT CONTROL ENVIRONMENTAL OFFICER GRADE B: WASTE MANAGEMENT AND POLLUTION CONTROL: REFERENCE NO: DETEA 11/08/05

SALARY: An all-inclusive salary package of R501 678 - R706 560 per annum. Salary will be determined by experience according to OSD regulatory framework. The total package includes 70% of the basic salary, a state contribution to the Government Employee Pension Fund and flexible portion that may be structured in terms of the applicable guidelines
CENTRE: BLOEMFONTEIN
REQUIREMENTS: Appropriate Bachelor's Degree/Diploma in Environmental Management/Sciences field or relevant equivalent qualifications. Thorough knowledge of the National Environmental Management Act, as amended, and experience of 2010 EIA Regulations and its proposed amendments. Extensive EIA experience the Environmental sector. Thorough knowledge of integrated environmental management and its application. Knowledge of sustainable development ideals and objectives. Working experience in the administration and review of EIAs and the dynamics of EIA administration systems. Advanced computer literacy and relevant experience. Good communication skills (written, verbal and graphic). Good organizing, planning and reporting skills. Ability to work individually and in a team. Successful candidate will be expected to travel extensively. Valid Code B/EB driver's license and the ability to undertake long journeys alone.
RECOMMENDATIONS: Postgraduate qualification in Environmental Management/Sciences will be an added advantage. Attendance of environmental management or EIA courses and GIS skills will serve as an added advantage.
DUTIES: Ensure the effective and efficient administration and implementation of the relevant provisions of the National Environmental Management Act, 2008 (Act 56 of 2008), Environment Conservation Act (Act 73 of 1989) and National Environmental Management Act (Act 108 of 1998), as amended, as well as the regulations promulgated thereof. Provide solid waste disposal permits. Ensure compliance with environmental legislation, including review of waste related EIA applications received in the department. Respond to emergency/accidental spillages causing or having the potential to cause environmental pollution (especially soil and water contamination). Co-ordinate the implementation of strategies and action plans in accordance with relevant legislation, policies as well as provincial strategic goals. Coordination of the National Waste Management Strategy (NWMS) and Action Plans as well as Provincial Waste Information System (WIS) linked to municipalities. Provide capacity building and support for local municipalities to develop their own Integrated Waste Management Plans (IWMP). Co-ordinate the implementation of the Polokwane Declaration through; establishment of recycling centres in municipalities, participate in campaigns and programmes organised by other Sub-directorates which will give effect to the objectives of the NWMS, the Polokwane Declaration as well as other relevant policies, strategies and action plans. Overall administrative management of projects, activities and human resources management. General financial management and budgetary control and business planning. Participate in the drafting of waste related policies/legislation. Liaise with stakeholders in all spheres of government in pursuit of co-operative governance to give effect to strategic objectives. Represent the Department in conferences, forums, meetings and workshops at local, inter-provincial and national level as required. Manage human and financial resources in the sector.
ENQUIRIES: Mr. B. Mathebula, Tel. No: 051-4004918

DEPARTMENT OF EDUCATION

Free State Department of the Education is an equal opportunity affirmative action employer. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts and candidates whose appointment/promotion/transfer will promote representativity will receive preference.

Introduction and general measures:

All applications must be submitted on a Z.83 form, obtainable from any Public Service Department, as well as from FSDoE, or the official website: (HYPERLINK "http://www.fsdoe.fs.gov.za/www.fsdoe.fs.gov.za). Applications must be accompanied by original certified, copies of: formal and informal qualifications, valid driver's licence, identity document and a detailed C.v. Separate applications must be submitted for every vacancy. It is our intention to promote representativity (race, gender and disability) in the Department through the filling of these posts. Candidates whose transfer/promotion/appointment will promote representativity, according to the Departmental Employment Equity Plan and targets, will receive preference. Applicants must clearly quote the relevant reference number and forward the applications to the address as indicated in the advertisement. N.B.: Please note that: Incomplete and late applications will not be considered. Failure to comply with the procedure outlined above, will lead to an application being rejected. Applicants are informed that applications, copies of qualifications and CVs will not be returned; Faxed applications will not be accepted; Salary progression on the salary scales is subject to performance assessment; The FSDoE reserves the right not to fill advertised positions; and Applicants' educational qualifications will be verified and references will be checked.
Please forward your application, quoting the relevant reference number on your Z83 application as well as on the envelope: The Director: Human Resource Administration, Department of Education, Private Bag X20565, Bloemfontein 9300 (Kathelo Building, 4th Floor).
NOTE: It is expected of candidates to be available for selection interviews on a date, time and place determined by the Free State Department of Education. Applicants are respectfully informed that, if no notification of appointment is received within 4 months of the closing date, they must accept that their application had been unsuccessful. This advertisement will also appear on the website of the Department at HYPERLINK "http://www.fsdoe.fs.gov.za/www.fsdoe.fs.gov.za".
CLOSING DATE FOR APPLICATIONS: 18 November 2011
ALL APPLICATIONS TO: Director: HRA, Free State Department of Education, Private Bag X 20565, Bloemfontein, 9300 (Kathelo Building, 4th Floor).

CHIEF EDUCATION SPECIALIST (CES): AET (ADULT EDUCATION AND TRAINING): CURRICULUM AND ASSESSMENT: POST LEVEL 6 (1 POST): REF NO: OBE1/2011/01

SALARY: All-inclusive Middle Manager's remuneration package of R537 030 per annum to be restructured according to the individual's personal needs. (Salary Level 12)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS: An appropriately recognised Bachelors Degree or equivalent three year qualification at NQF Level 6, which must include training as an educator and at least 9 years teaching experience of which 5 years must be at a level of co-ordinating and managing ABET level 1-4 curriculum and assessment. A qualification in Adult Education and Training will be an added advantage. Candidates must be highly competent in the MS Office packages (Word, Excel & Power Point). As travelling is required, a valid driver's licence is essential. Candidates must be willing to work after normal office hours as most AET centres operate in the afternoons and evenings. Candidates must be able to work under pressure and meet deadlines.
RECOMMENDATIONS: Sound knowledge and understanding of the ABET Act, Skills Development Act, South African Qualifications Authority Act, National Qualifications Framework Act and other relevant policies. Extensive knowledge and understanding of the AET curriculum & assessment procedures and practices. In depth understanding of the outcomes based education system. Advanced report writing and financial management and project management skills.
DUTIES: Design systems and plans to facilitate an integrated implementation of the AET qualifications, curriculum and programmes within the policy and strategic framework of the Department of Higher Education and Training and the Free State Department of Education. Develop and monitor strategies and projects that will enhance teaching and learning. Co-ordinate the procurement and or development of Learning and Teaching Support Materials (LTSM) and the policies for usage and retrieval thereof. Compile internal assessment and retrieval thereof. Compile internal assessment guidelines and instruments in accordance with applicable policy. Develop and co-ordinate implementation of interventions that will improve learners' performance. Foster partnerships with the FET Colleges and other stakeholders in curriculum delivery. Budget for AET programmes and ensure effective, economic and efficient usage of the allocated funds. Provide leadership and support to istrict officials. Prepare and submit all prescribed reports.
PRACTICAL TESTS: Candidates must be willing to take part in practical tests as part of the selection process.
ENQUIRIES: Ms. N.1. Gxwati, (051) 404 8800/02

ERRATUM
Please note that the below mentioned post is replacing the post that was advertised as CES: GOVERNANCE in the Free State Provincial news papers dated 7 October 2011

CHIEF EDUCATION SPECIALIST: FET COLLEGES: POST LEVEL 6: (1 POST) REF NO: OBE1/2011/02

SALARY: All-inclusive Middle Manager's remuneration package of R537 030 per annum to be restructured according to the individual's personal needs. (Salary Level 12)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS: An appropriately recognized Bachelor's Degree or equivalent three year qualification at NQF level 6, which must include training as a teacher and 9 years relevant experience supported by an extensive management background. Candidates must possess a high level of computer literacy (Microsoft excel would be an added advantage). A valid Driver's license is essential; Candidates must be willing to work under pressure and irregular hours.
RECOMMENDATIONS: A sound knowledge of transformational issues in the FET College sector. Experience in managing people, projects, finances, labour relations, human resources management and development and good governance practices relevant to the FET College sector. Ability to engage in strategic planning, research, analytical and report writing skills, a sound knowledge of and insight into the relevant legislation policies and procedures governing the FET Colleges sector. Good management, administrative and organizational skills.
DUTIES: Ensure effective, efficient and economic management and governance of the FET Colleges in the province. Provide operational leadership in the execution of duties to staff at the provincial head office and give professional support and advice to FET College management to ensure implementation of all relevant legislation, policies and procedures. Management of human resources, performance management and finances of the Chief Directorate: FET Colleges and AET. Implement effective controls to ensure, effective financial and risk management, internal control and audit systems, Supply Chain management systems, implementation of PFMA and other relevant legislation applicable in the public sector.
PRACTICAL TEST: Candidates must be willing to take part in a practical test as part of the selection process.
ENQUIRIES: Ms. Z Alexander, (051) 404 8805 or (051) 4048828

CHIEF EDUCATION SPECIALIST (CES): ECD & GET CURRICULUM MANAGEMENT: INTER SEN: GET CURRICULUM MANAGEMENT AND IMPLEMENTATION: (MST): POST LEVEL 6 (1 POST): REF NO: OBE1/2011/03

SALARY: All-inclusive Middle Manager's remuneration package of R537 030 per annum to be restructured according to the individual's personal needs. (Salary Level 12)
REQUIREMENTS: An appropriately recognised 3 or 4 year qualification which must include appropriate training as an educator supported by extensive management 4, background and 9 years relevant experience. A thorough knowledge of National Curriculum Statement. Knowledge of and insight into Mathematics, Science and Technology and relevant legislation and policies at Inter-Sen. sound knowledge and experience in curriculum delivery and professional support. As travelling is required, a valid driver's licence is essential. Candidates must be willing to work irregular hours and under pressure. Computer literacy (experience in MS-Excel and Power-point) analytical and report writing skills. A sound knowledge of transformational issues and capacity building processes in education. Proven experience in managing people, projects, finances and the ability to engage in strategic planning.
RECOMMENDATIONS: A sound knowledge of transformational issues in the FET College sector. Experience in managing people, projects, finances, labour relations, human resources management and development and good governance practices relevant to the FET College sector. Ability to engage in strategic planning, research, analytical and report writing skills, a sound knowledge of and insight into the relevant legislation policies and procedures governing the FET Colleges sector. Good management, administrative and organizational skills.
CENTRE: Head Office, Bloemfontein
DUTIES: Be responsible for the management and coordination of Mathematics, Science and Technology across the GET phase in order to promote these subjects in relation to the strengthened curriculum. Provide operational leadership in the coordination of subject advisory services and Curriculum Management. Guiding and leading the development and implementation of policy guidelines in relation to teaching and learning including assessment in GET. Providing support and guidance to district officials and schools. Guiding and leading the development of a provincial framework for managing and facilitating collaboration with other departmental line function managers within the district office, national curriculum structures and other stakeholders in the province to promote the smooth implementation of curriculum throughout the province. Managing the Human Resources, performance management and finances within the sub directorate.
PRACTICAL TEST: Candidates must be willing to take part in a practical test as part of the selection process.
ENQUIRIES: Ms. BS Tshabalala, (051) 447 1458

CHIEF EDUCATION SPECIALIST (CES): ECD & GET CURRICULUM MANAGEMENT: GET CURRICULUM

MANAGEMENT AND IMPLEMENTATION: POST LEVEL 6 (1 POST): REF NO: OBE1/2011/04

SALARY: All-inclusive Middle Manager's remuneration package of R537 030 per annum to be restructured according to the individual's personal needs. (Salary Level 12)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS: An appropriately recognised 3 or 4 year qualification which must include appropriate training as an educator supported by extensive management background and 9 years relevant experience. A thorough knowledge of National Curriculum Statement. Knowledge of and insight into relevant legislation and policies in GET. A sound knowledge and experience in curriculum delivery and professional support. As travelling is required, a valid driver's licence is essential. Candidates must be willing to work irregular hours and under pressure. Computer literacy (experience in MS-Excel and Power-point) analytical and report writing skills. A sound knowledge of transformational issues and capacity building processes in education. Proven experience in managing people, projects, finances and the ability to engage in strategic planning.
DUTIES: Be responsible for the management and coordination of curriculum to schools in relation to the strengthened curriculum. Provide operational leadership in the coordination of subject advisory services and Curriculum Management. Guiding and leading the development and implementation of policy guidelines in relation to teaching and learning including assessment in GET. Providing support and guidance to district officials and schools. Guiding and leading the development of a provincial framework for curriculum redress in response to the implementation of strengthened curriculum. Managing and facilitating the development of strategic and operational provincial plans for the orientation of teachers to the NCS as well as for the ongoing support to teachers in relation to implementation of Curriculum Assessment Policy Statements. Managing the coordination of National, provincial and district partnership projects related to curriculum delivery with a view to enhance learner attainment in the classroom. Managing and facilitating collaboration with other departmental line function managers within the district office, national curriculum structures and other stakeholders in the province to promote the smooth implementation of curriculum throughout the province. Managing the Human Resources, performance management and finances within the sub-directorate.
PRACTICAL TEST: Candidates must be willing to take part in a practical test as part of the selection process
ENQUIRIES: Ms. BS Tshabalala, (051) 447 1458

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): SMGD: SCHOOL MANAGEMENT, GOVERNANCE AND DEVELOPMENT: POST LEVEL 5 (11 POSTS)

SALARY: R299 499 pa (Salary Level 10)
CENTRE:
1. **Lejweleputswa District Office, Welkom (x 2):**
REF NO: OBE1/2011/07
2. **Fezile Dabi District, Sasolburg (x4):**
REF NO: OBE1/2011/08
3. **Thabo Mofutsanyana District Office, Phuthaditjhaba (x2):**
REF NO: OBE1/2011/06
4. **Motheo District Office, Bloemfontein (x2):**
REF NO: OBE1/2011/05
5. **Xhariep District: Short term BFN, Long term Trompsburg (x1):**
REF NO: OBE1/2011/09
REQUIREMENTS: A recognised three-year qualification obtained after Grade 12, which must include training as a teacher plus at least 8 years' relevant experience including 5 years' managerial experience. As travelling is required, a valid driver's licence is essential. Candidates must be prepared to work irregular hours.
DUTIES: Guide and support SGB's in the compilation and implementation of all relevant School policies and procedures. Guide and support all Principals and SMTs in the Circuit/Sub-District in the implementation of the NCS and CAPS in all phases. To ensure that a high quality of education is provided to all learners in his/her schools through the implementation and achievement of the QLTC objectives. To facilitate the formation and functionality of Local Education Forums for the support and implementation of Town/Cluster Based Strategy for education. To monitor and control the School Improvement Plans and School Academic Improvement Plans in schools. To ensure that schools manage the ANA effectively in order to achieve the Schooling 2014 targets of achievement. Turn failing and fluctuating schools into institutions of excellence by ensuring that Grade12 results in his/her schools are consistently above 75% and work towards achieving 100%. Ensure that every school implements PDMS and IQMS effectively so as to inform staff development appropriately. Be computer literate so as to check the SA-SAMS discs and records submitted by schools to the District office and EMIS. Facilitate communication between schools, Circuit/Sub-District and all Sections within the District, Head office and other government Departments where necessary, NGOs, FBOs and CBOs, for service delivery. Ensure that each school has a sound administrative and management system that eliminates and manages all risks. Monitor financial management of schools and ensure compliance with all regulations and legislation. To support, guide, monitor, control and evaluate all Principals in his/her Circuit/Sub District as his/her immediate down-line managers, for successful and effective school management.
ENQUIRIES:
Motheo District:
Mr. T Mtholo, (051) 404 4745
Thabo Mofutsanyana District:
Mr. W Du Preez, (058) 8631701
Lejweleputswa District:
Mr. MS Mokoibo, (057) 353 2901
Fezile Dabi District:
Mrs. L.J. Mabote, (016) 973 9118
Xhariep District:
Mr. SD Tspane, (051) 404 4883

DEPUTY CHIEF EDUCATION SPECIALIST (DCES): EXAMINATION IRREGULARITIES: EXAMINATION AND ASSESSMENT DIRECTORATE: POST LEVEL 5 (1 POST): REF NO: OBE1/2011/10

SALARY: R299 499 pa (Salary Level 10)
CENTRE: Head Office, Bloemfontein
REQUIREMENTS: A recognised three-year qualification obtained after Grade 12, which must include training as a teacher plus at least 8 years' relevant experience. As travelling is required, a valid driver's licence is essential. Extensive proven experience in an examination and assessment environment.
DUTIES: Provide Strategic direction and management with regard to examination and assessment irregularities. Investigate and solve administrative and serious irregularities at centres for the National Senior Certificate, Senior Certificate and ABET Level 4 examinations to eradicate irregularities and to ensure the release of results. Manage the monitoring of the National Senior Certificate, Senior Certificate, and ABET Level 4 examinations to ensure compliance with National Policy on the Conduct, Administration and Management of these examinations. Represent the Department on provincial and inter-provincial examinations and assessment structures. Coordinate training programmes for officials of the Directorate to empower them for the improvement of service delivery of the Department as a whole. Supervision of down-line staff for printing and scanning of documents and asset control. Coordinate and oversee the maintenance requirements and security of offices of the Examinations and Assessment Directorate.