

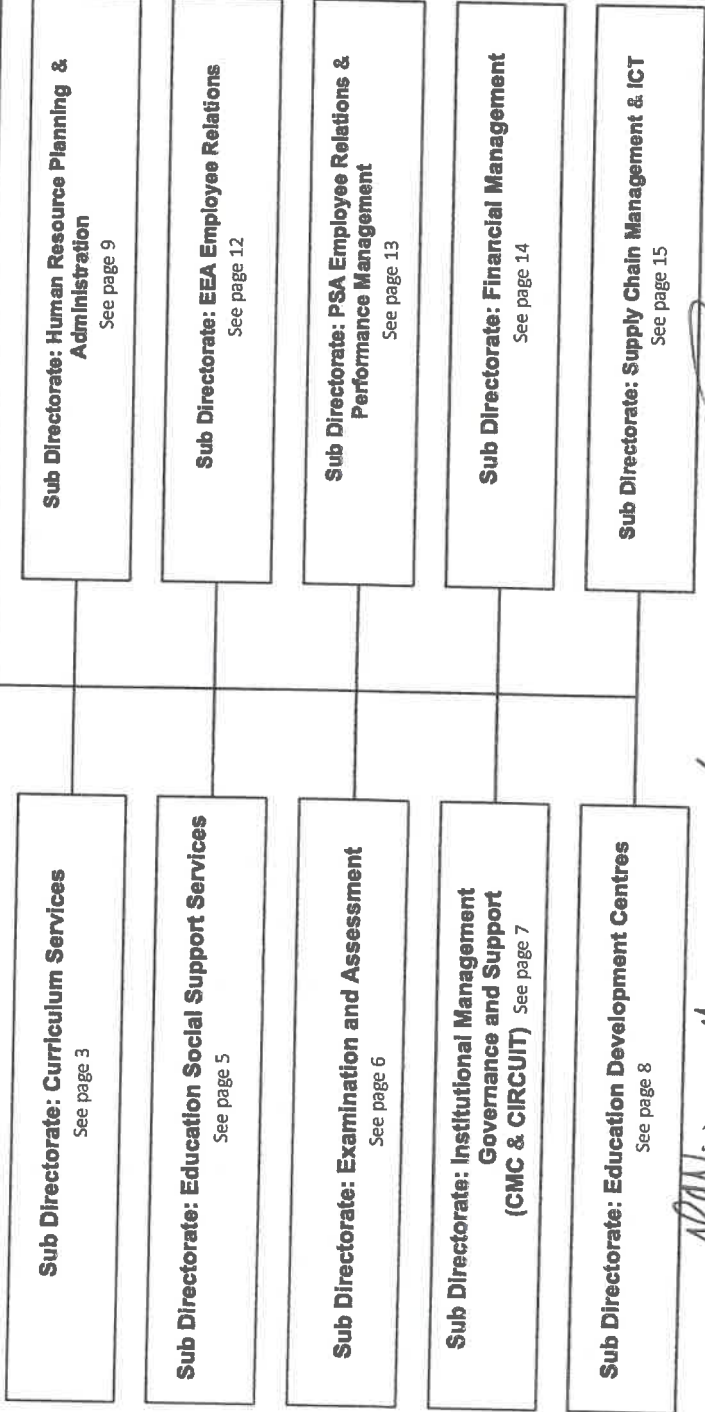


GENERIC ORGANISATIONAL AND POST ESTABLISHMENT STRUCTURE: EDUCATION DISTRICT OFFICE

- Purpose:** To provide integrated district education and corporate support services in the district office.
- Functions:**
- Coordinate Education Management Information System (EMIS), Youth and Special Programmes in the District.
 - Provide integrated curriculum advisory services.
 - Provide integrated education social support services.
 - Coordinate, assess and report on the provisioning of designated examination and learner assessment services.
 - Provide institutional management governance and support services.
 - Support the provisioning of integrated training and development enhancement programmes at District Education Development Centre.
 - Provide human resource planning and administration to the district office, circuit offices and public schools.
 - Provide employee relations and performance management to the district office, circuit offices and public schools.
 - Coordinate the provisioning of sound financial administration services in compliance with the provisions of the Public Finance Management Act, 1999 and related norms and standards.
 - Provide supply chain management and information communication technology services.

- 1 Director SL13
- 1 Secretary SL5

Unit: EMIS, Youth & Special Programmes
See page 2



Sub Directorate: Curriculum Services
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Sub Directorate: Human Resource Planning & Administration
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Sub Directorate: Education Social Support Services
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Sub Directorate: Examination and Assessment
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Sub Directorate: Institutional Management Governance and Support (CMC & CIRCUIT) See page 7

Sub Directorate: Financial Management
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Sub Directorate: Education Development Centres
See page 8

Sub Directorate: Supply Chain Management & ICT
See page 15

DDG(EPEM): *Ravi Kumar*

MEC: *[Signature]*

HOD: *[Signature]*

Date: 8/11/2019

Date: 11/11/2019

Date: 12/11/2019



UNT: EMIS, Governance & Special Programmes

Purpose: To coordinate EMIS, Governance, Resourcing and Special Programmes in the District.

Functions:

- Coordinate EMIS in the district
- Coordinate the implementation of youth and special programmes in the district
- Coordinate Governance, Resourcing and rationalisation of schools.
- Coordination of stakeholders, learner teacher support material and SGB programs in the District.

- 1 x DCES
- 3 x SES (OSD)
- 2 x Admin Officer SL7
- 3 x Admin Clerk SL5

DDG(EPEM).....
 Date:..... 8/11/2019

HOD:.....
 Date:..... 11/11/2019

MEC:.....
 Date:..... 12/11/2019



Sub-Directorate Curriculum Services

Purpose: To provide integrated curriculum advisory services.

Functions:

- Provide integrated curriculum advisory services for community-based ECD, Grade R, Foundation and Intermediate Phases inclusive of Grade 7.
- Provide integrated curriculum advisory services in Mathematics, Sciences & Technology subjects (Senior and FET Phase).
- Provide integrated curriculum advisory services in Social and Economic Studies subjects (Senior Phase and FET Phase).
- Provide integrated curriculum advisory services in humanities, arts and culture subjects for the Senior and FET Phases.
- Promote and implement e-Teaching and e-Learning in schools

1x CES (OSD)

Unit: Pre- and Primary Curriculum

Purpose: To provide integrated curriculum advisory services for community-based ECD, Grade R, Foundation and Intermediate Phases, inclusive of Grade 7.

Functions:

- Facilitate the implementation of curriculum policy imperatives for the relevant levels
- Provide subject advisory services.
- Facilitate processes to ensure compliance with LTSM policy imperatives.
- Provide examination and assessment policy and practice advisory services.
- Coordinate and facilitate the implementation of inclusive education policies throughout the curriculum
- Identify priority teacher development needs and report thereon.
- Coordinate and facilitate the implementation of curriculum-specific enhancement projects

PRE-PRIMARY
1x DECS (OSD)
2x SES (OSD)

PRIMARY
1x DECS (OSD)
8x SES (OSD)

Unit: Maths, Science and Technology (Senior and FET)

Purpose: To provide integrated curriculum advisory services in the Mathematics, Sciences and Technology subjects for the Senior and FET Phases

Functions:

- Facilitate the implementation of curriculum policy imperatives at schools.
- Provide subject advisory services.
- Manage compliance with LTSM policies and provisions
- Provide examination and assessment policy and practice advisory services.
- Coordinate and facilitate the implementation of inclusive education policies throughout the curriculum
- Identify priority teacher development needs and report thereon.
- Coordinate and facilitate the implementation of curriculum-specific enhancement projects.
- Coordinate and facilitate processes to enhance compliance with minimum subject delivery requirements

1x DCES (OSD)
6x SES (OSD)

Unit: Business & Commerce (Senior and FET)

Purpose: To provide integrated curriculum advisory services in business and commercial subjects for the Senior and FET Phases

Functions

- Facilitate the implementation of curriculum policy imperatives at schools.
- Provide subject advisory services.
- Manage compliance with LTSM policies and provisions
- Provide examination and assessment policy and practice advisory services.
- Coordinate and facilitate the implementation of inclusive education policies throughout the curriculum
- Identify priority teacher development needs and report thereon.
- Coordinate and facilitate the implementation of curriculum-specific enhancement projects.
- Coordinate and facilitate processes to enhance compliance with minimum subject delivery requirements

1x DCES (OSD)
2x SES (OSD)

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Date: 11/11/2019

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Date: 12/11/2019



Sub-Directorate Curriculum Services

Unit: Social Studies, Languages & Arts (Senior and FET)

Purpose: To provide integrated curriculum advisory services in humanities, arts and culture subjects for the Senior and FET Phases.

Functions:

- Facilitate the implementation of curriculum policy imperatives at schools.
- Provide subject advisory services.
- Manage compliance with LTSM policies and provisions
- Provide examination and assessment policy and practice advisory services.
- Coordinate and facilitate the implementation of inclusive education policies throughout the curriculum
- Identify priority teacher development needs and report thereon.
- Coordinate and facilitate the implementation of curriculum-specific enhancement projects.
- Coordinate and facilitate processes to enhance compliance with minimum subject delivery requirements

1x DCES (OSD)
8x SES (OSD)

Unit: E-Learning

Purpose: To promote and implement e-Teaching and e-Learning in schools

Functions:

- Support curriculum implementation through e-Teaching and e-Learning.
- Train and support teachers on ICT integration in teaching and learning
- Develop and distribute eContent to teachers and learners
- Monitor, support and sustain ICT solutions in schools
- Develop and maintain a database of ICT solutions in schools for teaching and learning
- Monitor, evaluate and report on the use of ICT solutions in schools

1x DCES (OSD)
2x SES: Pre- and Primary Schools (OSD)
2x SES: High & Special Schools (OSD)

DDG(EPEM): *P.W. Mavundla*
Date: 8/4/2019

HOD: *[Signature]*
Date: 11/11/2019

MEC: *[Signature]*
Date: 12/11/2019



<p>Sub-directorate: Education Social Support Services</p> <p>Purpose: To provide integrated education social support services.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Coordinate, assess and report on the implementation of inclusive education policies and programmes in schools. • Provide and coordinate school nutrition, scholar transport and hostel support services to learners • Coordinate the provisioning of school health services to learners • Coordinate, assess and report on the provisioning of curriculum enrichment and career guidance programmes to learners.
<p>1x CES (OSD)</p>

<p>Unit: Inclusive Education</p> <p>Purpose: To coordinate, assess and report on the implementation of inclusive education policies and programmes in schools.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Coordinate the implementation of the Inclusive Education Policy Framework in schools across the curriculum • Monitor, evaluate and report on the implementation of IE policy imperatives Special and Full Service Schools. • Coordinate processes to ensure the provisioning of counselling and related professional services to learners with special needs. • Provide and coordinate the provisioning of educational and other professional support services to learners. 	<p>1 DCES (OSD)</p> <p>OTHER PROFESSIONALS</p> <ul style="list-style-type: none"> 1 Education Psychologist Grade 2 (OSD) 1 Education Therapist Specialist Grade 1 (OSD) 1 Chief Education Counsellor/ Psychometris (OSD)
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<p>Sub-Unit: Nutrition, Transport and Hostels</p> <p>Purpose: To provide and coordinate school nutrition, scholar transport and hostel support services to learners.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Coordinate, monitor and report on the implementation of the school nutrition programme in the district • Coordinate the provisioning of scholar transport services, the designation of qualifying learners and routes. • Monitor, evaluate and report on the provisioning of learner transport services by implementing agents. • Coordinate the provisioning of hostel services at designated schools and the planning of new services 	<p>1 x Assistant Director SL9 2 x Admin Officer SL7 2x Admin Clerk SL5</p>
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<p>Sub-Unit: School Health</p> <p>Purpose: To coordinate the provisioning of school health services to learners</p> <p>Functions:</p> <ul style="list-style-type: none"> • Coordinate the provision of school health services at ordinary, full-service, special, and independent schools. • Liaise with the District Office of the Health Department, relevant local municipalities, NGO's and other health service providers and partners to secure the appropriate coverage of all schools in the district. • Coordinate the provisioning of primary health services to learners with HIV/AIDS and other chronic diseases in schools • Co-ordinate screening and support programmes for learners with eyesight, hearing, dental and related health conditions. • Coordinate periodic screening of learners for stunting, nutritional deficiencies and related nutrition-based health challenges • Monitor schools for the outbreaks of contagious diseases, report thereon and coordinate with the Health Department the implementation of containment measures. • Coordinate, monitor and report on the implementation of occupational health and safety measures affecting learners in schools 	<p>1 x Assistant Director SL9 2 x Admin Officer SL7 2x Admin Clerk SL5</p>
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<p>Unit: Curriculum Enrichment Programmes</p> <p>Purpose: To coordinate, assess and report on the provisioning of curriculum enrichment and career guidance programmes to learners.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Promote and coordinate processes for the provisioning of for school sport services. • Promote and coordinate processes for the provisioning of school music, including choral music, visual and performing arts programmes at schools. • Promote and coordinate processes for the implementation of debating, public speaking and leadership development programmes in schools. • Promote learner participation in exhibitions Expos, festivals and Olympiads, etc. • Coordinate processes for the provisioning and maintenance of libraries, resource and media centres in schools. 	<p>1x DCES (OSD) 3x SES (OSD)</p>
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 Date: 8/11/2019 Date: 12/11/2019



Directorate: Education District Office

<p>Sub-Directorate: Examination and Assessment</p> <p>Purpose: To coordinate, assess and report on the provisioning of designated examination and learner assessment services.</p> <p>Functions:</p> <ul style="list-style-type: none"> ● Control the distribution and safekeeping of assessment material and question papers. ● Provide examination centre services. ● Provide candidate assessment compliance and credibility services. ● Provide examination database management services. ● Facilitate the provisioning of certification services. ● Provide assessment outcome advisory services to schools and the district curriculum advisory unit. <p>1x CES (OSD) 2x DCES (OSD) 4x SES (FET, GET, ANA, IRR) (OSD) 3x Administration Officer SL7 4x Administration Clerk SL5 2x General Assistant SL2 1x Messenger/ Driver SL3</p>
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Date: 8/11/2019 Date: 11/11/2019 Date: 12/11/2019



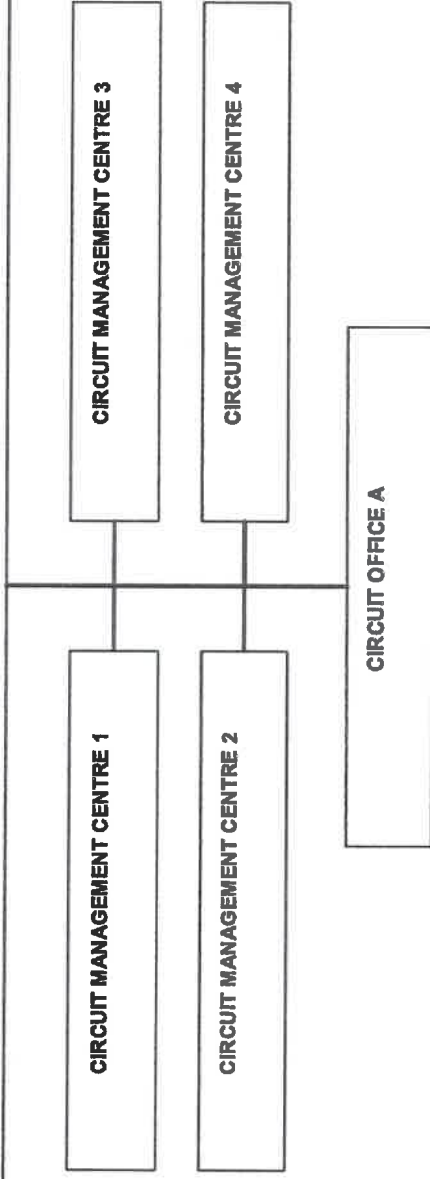
Sub-Directorate: Institutional Management Governance and Support

Purpose: To provide institutional management governance and support services.

Functions:

- Coordinate, assess and report on the implementation of all education policies and regulations in the district
- Coordinate the effective and efficient two-way flow of information from schools, circuits and upwards.
- Coordinate and ensure the operationalisation of all relevant education and corporate service policies and regulations in all schools in the district.
- Coordinate, assess and report on the operations all circuit structures in the district.
- Facilitate and coordinate inter-governmental arrangements and partnerships to secure the requisite professional and other support services for schools in the district.

1 x CES (OSD)
1 x Admin Clerk SL5



DDG(EPEM): *Kaw. impush* MEC: *[Signature]*

Date: *8/11/2019* Date: *12/11/2019*

HOD: *[Signature]* Date: *11/11/2019*



SUB DIRECTORATE: EDUCATION DEVELOPMENT CENTRES

Purpose: To support the provisioning of integrated training and development enhancement programmes at District Education Development Centre.

Functions:

- Provide in-school curriculum support.
- Provide the training of School and District Management Teams.
- Provide support on the provisioning of continued professional teacher development at district level.
- Manage the delivery of Education development Centre programmes at the District level.
- Provisioning of learner and teacher support and resource centres.

- 1 CES (OSD)
- 1 DCES (OSD)
- 1 Assistant Director SL9
- 1 SES: Resource Coordinator (OSD)
- 1 Admin Officer: ICT/ E-Learning SL7
- 3 Cleaner SL2
- 1 Groundsman SL2
- 3 Security Guard SL3
- 1 Admin Clerk SL5

DDG(EPEM): *Rahmyeh*

Date: 5/11/2019

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Date: 11/11/2019

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Date: 12/11/2019



Sub-Directorate: Human Resource Planning and Administration

Propose: To provide human resource planning and administration to the district office, circuit offices and public schools.
Functions:

- Provide human resource planning & provisioning services.
- Provide human resource administration services.

1x Deputy Director SL11

Unit: Human Resource Planning & Provisioning

Unit: Human Resource Administration

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Unit: Human Resource Planning & Provisioning
Purpose: To provide human resource planning & provisioning services.
Functions:

- Provide human resource management systems administration and compliance services
- Provide HR provisioning services.

1x Assistant Director SL9

Sub-Unit: HR Planning
Purpose: To provide human resource management systems administration and compliance services.
Functions:

- Coordinate and administer PPN allocations processes within the district.
- Coordinate person to post matching processes.
- Provide PERSAL district coordinator support services.
- Generate PERSAL management reports, initiate corrective action and report thereon.
- Monitor PERSAL suspense account transactions, initiate corrective action and report thereon.
- Conduct systems and policy compliance reviews in the District, develop control mechanisms and facilitate corrective action.
- Render audit support coordination services.
- Provide support to recruitment processes.

1x Chief Personnel Officer SL8
5x Personnel Officer SL7

Sub-Unit: HR Provisioning Services
Purpose: To provide HR provisioning services.
Functions:

- Provide substitute educator appointment administration services.
- Provide employee and post establishment reconciliation services.
- Provide district PERSAL control services.
- Provide HR management information services.

1x Chief HR Officer SL8
5x Personnel Officer SL7

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Date: 11/11/2019

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Date: 12/11/2019



<p>Unit: Human Resource Administration</p> <p>Purpose: To coordinate the provisioning of human resource administration services.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Provide recruitment, selection, appointment and employee placement staff services. • Provide condition of employment and service benefit administration services.
<p>1x Assistant Director: Human Resource Administration SL9</p>

<p>Sub-Unit : Recruitment & Selection</p> <p>Purpose: To provide recruitment, selection, appointment and employee placement staff services.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Provide employee recruitment planning and administration services. • Provide selection support services. • Provide employee appointment administration services. • Provide employee and post establishment reconciliation services.
<p>1x Chief HR Officer SL8 5x Personnel Officer SL7</p>

<p>Sub-Unit: Conditions of Service</p> <p>Purpose: To provide condition of employment and service benefit administration services.</p> <p>Functions:</p> <ul style="list-style-type: none"> • Provide employee benefit administration services. • Provide service termination administration services. • Provide leave administration services. • Provide permanent incapacity leave and ill health retirement administration services. • Provide HR management information services. • Provide human resource document and records management services.
<p>1x Chief HR Officer SL8 6x Admin Clerk SL5 2x Registry Clerk SL5</p>

DDG(EPEM): *P. Wines* Date: 8/11/2019

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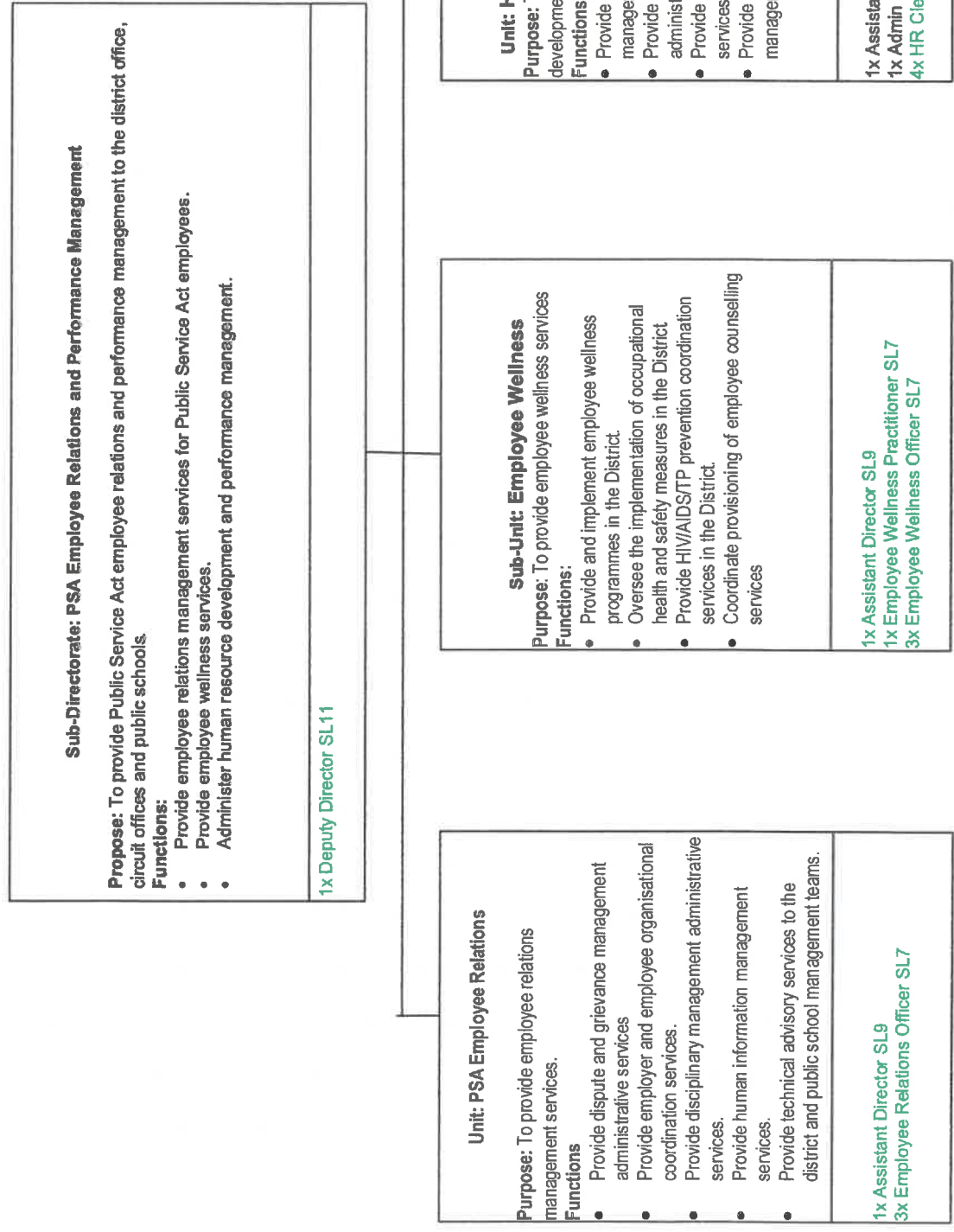
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<p>Sub-Directorate: EEA Employee Relations</p> <p>Purpose: To provide EEA employee relations management services.</p> <p>Functions</p> <ul style="list-style-type: none"> • Provide dispute and grievance management administrative services • Provide employer and employee organisational coordination services. • Provide disciplinary management administrative services. • Provide human information management services. • Provide technical advisory services to the district and public school management teams
<p>1x CES (OSD) 1x DCES (OSD) 3x Employee Relations Officer SL7</p>

DDG(EPEM): *RWintyenti* HOD: *[Signature]* MEC: *[Signature]*

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Sub-Directorate: Financial Management

Purpose: To coordinate the provisioning of sound financial administration services in compliance with the provisions of the Public Finance Management Act, 1999 and related norms and standards.

Functions:

- Render expenditure management services
- Render financial accounting, bookkeeping and reporting services.
- Provide district budget planning and management services.
- Provide financial compliance, internal control and pre-audit services.

1x Deputy Director: Financial Management SL11

Unit: Expenditure Management

Purpose: To render expenditure management services

Functions:

- Provide, coordinate and oversee source document verification and payment processes on BAS and PERSAL.
- Administer compensation of employee financial processes including systems interface and payroll verification processes.
- Monitor and evaluate the performance of district wide expenditure control and governance processes and facilitate corrective action.
- Analyse expenditure trends and provide technical advisory services.
- Provide expenditure administration services for the District Office and Section 20 Public Schools.

1x Assistant Director: Expenditure Management SL9
3x State Accountant SL7
9x Accounting Clerk SL5
2x Records Clerk SL5

Unit: Financial Accounting and Reporting

Purpose: To render financial accounting, bookkeeping and reporting services.

Functions:

- Provide clearance of suspense accounts administration services.
- Provide revenue administration planning, collection, reconciliation and safeguarding services.
- Administer banking and relevant reconciliation processes.
- Maintain in line with system standards the departmental financial management information and cost centre management systems.
- Provide financial systems control services.
- Provide departmental debt management services.

1x Assistant Director: Financial Accounting SL9
2x State Accountant SL7

Unit: District Budget Coordination

Purpose: To provide district budget planning and management services

Functions

- Coordinate departmental district budgetary processes.
- Compile district budget inputs.
- Monitor district and cost centre budget performance and report thereon.

1x Assistant Director: District Budget Planning SL9
2x State Accountants SL7

Unit: Compliance, Internal Control and Pre-Audit

Purpose: To provide financial compliance, internal control and pre-audit services.

Functions:

- Implement departmental internal control policy frameworks and instruments
- Implement financial oversight mechanisms for Section 21 Schools and Independent Schools.
- Render pre-audit services for expenditure transactions.
- Provide financial loss and fraud prevention services

1x Assistant Director: Financial Compliance SL9
3x State Accountant SL7

DDG(EPEM): *AWingensh*
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 Date: 11/11/2019

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 Date: 17/11/2019



Sub Directorate: Supply Chain Management & ICT

Purpose: To provide supply chain management and information communication technology services.

Functions:

- Provide demand and acquisition management services.
- Provide contract management services
- Provide logistic, stores, asset and fleet management services.
- Provide ICT support services to the district, circuit offices and public schools.

1x Deputy Director SL11



Unit: Demand and Acquisition Management Services

Purpose: To provide demand and acquisition management services.

Functions:

- Coordinate the development of specifications, terms of references and administer quotation/bidding procedures.
- Provide district demand planning and management support services.
- Generate orders for the procurement of goods and services in line with approved quotation or bid awards.
- Administer and maintain the Procurement System.

1x Assistant Director: Demand and Acquisition SL9
1x SCM Officer SL7
2x Admin Clerk SL5

Unit : Contract Management Services

Purpose: To provide contract management services

Functions:

- Coordinate and oversee contractual and service level agreement arrangement within ECDoE.
- Develop and maintain ECDoE's Contract Register.
- Monitor, evaluate and report on contract management practices.

1x Assistant Director: Contract Management SL9
2x SCM Officer SL7

Unit: Logistical Management and Auxiliary Services

Unit: ICT

Purpose: To provide ICT support services to the district, circuit offices and public schools.

Functions:

- Provide connectivity, ICT infrastructure and user support services
- Maintain ICT transversal systems, data integrity and system security.
- Administer the implementation of ICT policy norms and standards.

1x Assistant Director SL9
2x Network Controller SL7
2x Network Security/Server Administrator SL7
2x IT Technician SL7

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Date: 11/11/2019

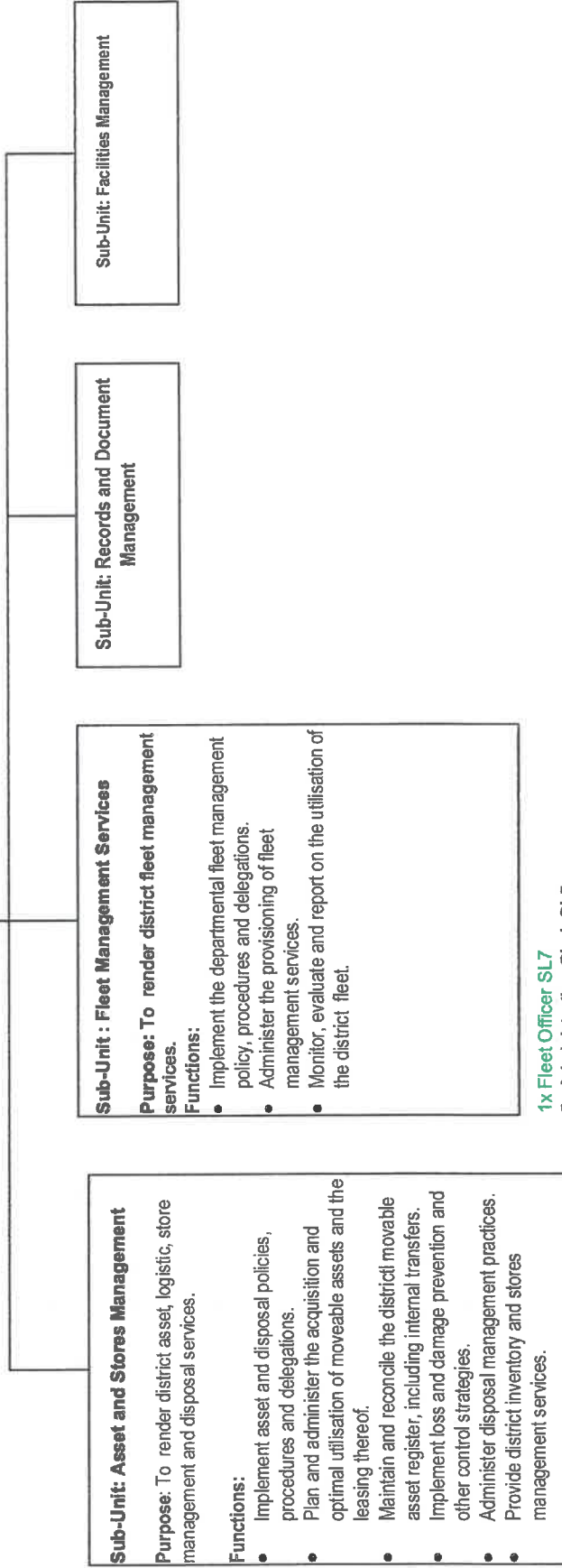
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Unit: Logistical Management and Auxiliary Services
Purpose: To provide logistic and stores, asset and disposal and fleet management services.
Functions:

- Render district asset, logistic, store management and disposal services.
- Render fleet management services.
- Provide knowledge, records and document management services.
- Provide office and facilities management services.

1x Assistant Director: Logistical Management SL9

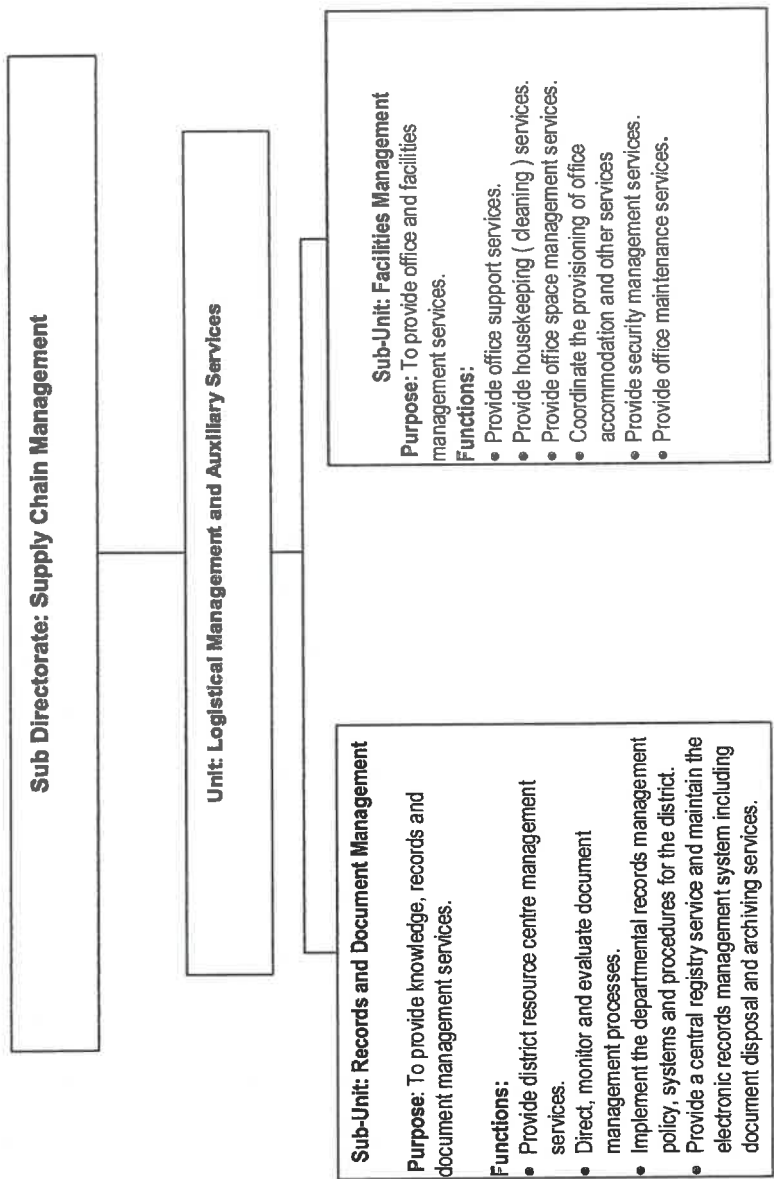


1x SCM Officer SL7
8x Admin Clerk SL5

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 Date: 11/11/2019

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 Date: 12/11/2019



1x Admin Officer SL7
3x Registry Clerk SL5

1x Administration Officer SL7
6x Housekeeper SL2
1x Handyman SL3
2x General Assistant SL2

DDG(EPEM).....
Date: 9/11/2019

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