Western Cape Government

Western Cape Education Department

RECRUITMENT AND SELECTION

SMS OFFICE BASED PUBLIC SERVICE VACANCY BULLETIN NO. 3/2026

SENIOR MANAGEMENT POSTS

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FOREWORD

The WCED promotes and applies the principles of Employment Equity and is committed to effective and efficient service delivery. Persons with disabilities are welcome to apply and an indication in this regard as part of the on-line registration process will be appreciated. Applicants with disabilities, that are short-listed, are requested to provide information on how the selection process can be adapted to suit their needs for purposes of reasonable accommodation. Kindly indicate disability status to facilitate the process.

1. GENERAL INSTRUCTIONS:

NB: PLEASE READ THE INSTRUCTIONS CAREFULLY BEFORE APPLYING:

- These posts are advertised on the department's on-line system.

- The website can be access via https://www.westerncape.gov.za/education, click on vacancies and click on the link: E-Recruitment System for Office-Based and Public Service.

- Applicants can register their profiles and apply for posts on-line.

- Applicants must ensure that they click on the correct post and post number when applying for posts.

- Applicants are to take cognisance of the following:

  Applicants already registered on the system: E-Recruitment for Educators need not register again.
  All information must be captured on the online profile.
  The system will generate a Curriculum Vitae (CV) for you.
  The uploading of documents is not necessary.
  When shortlisted for an interview, certified copies of all supporting documentation (e.g. qualifications, driver's licence, identity document, etc.) as well as proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate (mentioned below), must be submitted to the interview committee.

- Non-RSA citizens/Permanent resident permit holders must submit a copy of his/her Permanent Resident Permit as part of the supporting documentation when invited for an interview.

- **Only on-line applications will be considered.**

2. GENERAL INFORMATION:

- These are Senior Management Service (SMS) positions.

- All shortlisted candidates for SMS posts will be exposed to a **technical exercise** and **competency-based interview** that intends to test relevant elements of the job.

- Following the interview and technical exercise candidates will undertake a **competency-based assessment (CBA)** before final decisions are made in respect of the filling of posts. This CBA will test generic managerial competencies using the mandated Department of Public Service and Administration (DPSA) SMS competency assessment tools.

- The appointment will be subject to a **security clearance** and the signing of **an annual performance agreement**. Furthermore, the appointment is subject to **personnel suitability checks** that include qualifications, previous employment, criminal records and credit verification as well as reference checking, as directed by the DPSA, the department will also conduct checks against both the National Child Protection Register and the National Register for Sexual Offenders. In addition to the standard personnel suitability checks, the department will also conduct checks against **the DPSA Central Register** for **Verification** of **Dismissals** and **Resignations** pending disciplinary cases.

- We offer an attractive **all-inclusive remuneration package** that consists of a basic salary and a flexible portion.

- Members of the SMS are required to **disclose their financial interests.**

- In terms of the Directive on Compulsory Capacity Development, Mandatory Training Days & Minimum Entry Requirements for SMS that was introduced on 1 April 2015, a requirement for all applicants for SMS posts from 1 April 2020 is a successful completion of the Senior Management Pre-Entry Programme as endorsed by the National School of Government (NSG). The course is available at the NSG under the name Certificate for entry into SMS and the full details can be obtained by following the below link:

https://www.thensg.gov.za/training-course/sms-pre-entryprogramme. **Short listed candidates will be required to provide proof of completion of the NSG Public Service Senior Management Leadership Programme Certificate for entry into the SMS.**

3. GENERAL COMPETENCIES

The following inherent general competency requirements are attached to all these posts in respect of knowledge, skills and personal attributes:

Knowledge of:

Advanced knowledge of public policy analysis and public policy development processes • advanced knowledge of strategy development, strategy management and strategy monitoring and review processes • advanced knowledge of modern systems of governance and administration • advanced knowledge of public finance, people management • advanced knowledge of public communication, public education, public participation and public discourse management processes • knowledge of public management theory and practice • knowledge of global, regional and local political, economic and social affairs impacting on the provincial government of the Western Cape • knowledge of Constitutional, legal and institutional arrangements governing the South African public sector

Skills:

Strong conceptual and formulation skills • strong leadership skills in complex situations • team building and strong interpersonal skills • excellent verbal and written communication skills • outstanding planning, organising and people management skills • computer literacy.

Personal attributes:

A highly developed interpretative and conceptualisation/ formulation ability • the ability to render advice and guidance in an objective and dedicated manner • the ability to multi-task, deal with ambiguity and manage under rapidly changing and pressurised circumstances • the ability to persuade and influence • the ability to lead and direct teams of professionals and service providers.

4. GENERAL KEY PERFORMANCE AREAS AT SENIOR MANAGEMENT LEVEL

The following inherent general key performance areas are applicable to all these posts in respect of strategic -, people- and financial management:

Strategic Management:

To define and review on a continual basis the purpose, objectives, priorities and activities of the respective Branch• Participation in the Branch's strategic planning process • Active involvement in the development and management of the strategic and business plans for the relevant Branch• To evaluate the performance of the Branch on a continuing basis against predetermined key measurable objectives and standards • To report to the Superintendent-General on a regular basis on the activities of the Branch and on matters of substantial importance to the Department • To monitor and ensure compliance with relevant legislation and prescripts in respect of adequate and appropriate record keeping of the activities of the Branch and of the resources employed by it.

People Management:

Participation in the recruitment of staff in the numbers and grades appropriate to ensure the achievement of the Branch's Business Plan• Motivate, train and guide staff within the Branch to achieve and maintain excellence in service delivery• Actively manage the performance, evaluation and rewarding of staff within the Branch• Monitor information capacity building within the Branch• Active involvement in the compilation of a people management plan, a service delivery improvement programme and an information resources plan for the relevant Branch• Promote sound labour relations within the Branch• Actively manage and promote the maintenance of discipline within the Branch.

Financial Management:

Active participation in the budgeting process at Branch level • Preparing of the Annual and Adjustment Budgets for the Branch• Direct responsibility for the efficient, economic and effective control and management of the Branch's budget and expenditure • Direct responsibility for ensuring that the correct tender and procurement procedures are adhered to in respect of purchases for the Branch• Reporting to the Superintendent-General on all aspects of the Branch's finances • Performing diligently all duties assigned by the Superintendent-General• Overall responsibility for the management, maintenance and safekeeping of the Branch's assets • Ensuring that full and proper records of the financial affairs of the Branch are kept in accordance with any prescribed norms and standards.

NB: It is expected of incumbents of senior management posts to work under pressure, work long hours, to travel frequently and to meet strict deadlines.

5. COMMUNICATION

- Communication will be limited to those applicants who have been short-listed.

- Applicants are respectfully informed that, if no notification of appointment is received within 3 months after the closing date, they should accept that their application(s) was/were unsuccessful.

6. SELECTION PROCESS

- It is expected of short-listed candidates to be available for selection interviews on a date, time and place determined by the WCED.

- All shortlisted candidates, including the SMS, **shall undertake two pre-entry assessments**. One will be **a practical exercise to determine a candidate's suitability** based on the **post's technical and generic requirements** and the other must be **an integrity (ethical conduct) assessment** as directed by the Department of Public Service and Administration (**DPSA**).

- Candidates will be required to complete a work assignment.

- **The WCED reserves the right not to make an appointment to any of the advertised posts.**

7. CLOSING DATE

8. Closing date for on-line applications: 20 November 2026 by 12:00 midnight. It is the responsibility of the applicant to ensure that applications are submitted via the on-line system by the closing date and time.

Reference No	Post Title	Branch/Chief Directorate	Contact Person	Contact Number
338	District Director: Cape Winelands Education District Office	Districts	Ms H Van Ster	021 - 467 2089
340	Chief Director: Business Intelligence Management	Education Planning	Mr S Abrahams	021 467 2051

339	Chief Director: Physical Resources Management	Education Planning	Mr S Abrahams	021 467 2051
337	Chief Director: Assessment and Examinations	Curriculum and Assessment Management	Mr B Loriston	021 467 2946

Contact

Email: **Recruitment.Office@westerncape.gov.za** / **Recruitment.Institution@westerncape.gov.za**

Tel: +27 21 0861 819 919 (Recruitment and Selection Helpdesk)

Western Cape Education Department

www.westerncape.gov.za