

**BACKGROUND**

Matthew Goniwe School of Leadership and Governance (MGS LG) is a Section 21 organisation located in Vrededorp, Johannesburg. MGS LG is an entity of the Gauteng Department of Education and was established to research, develop, implement and evaluate cutting edge capacity building programmes in the areas of **school governance, leadership, management and teacher development** to empower school governors, principals, deputy principals, HoDs and educators for schools in the Gauteng Province. **The following posts are advertised as a priority to fulfil the mandate of the delivery of quality education in Gauteng schools**


<p><b>SENIOR MANAGER TEACHER DEVELOPMENT &amp; ICT PROGRAMMES</b></p> <p><b>REFERENCE NUMBER:</b> SM/ICT/2019 <b>DURATION:</b> 5 YEAR FIXED TERM <b>JOB GRADE:</b> D3 <b>REPORTS TO:</b> DIRECTOR TEACHER DEVELOPMENT &amp; ICT</p> <p><b>Job Summary</b> The Senior Manager: Teacher Development and ICT Training should ensure the efficient, effective, and strategic engagement with various stakeholders and the delivery of relevant training programmes of high standards to all interested parties. In addition, the Senior Manager: Teacher Development and ICT Training will work with other senior managers and branch heads to address the various training requirements. The Senior Manager: Teacher Development and ICT Training will also assist in the implementation of the ICT training offered as services across the organisation.</p> <p><b>Key Performance Areas and Responsibilities</b> The Senior Manager is responsible for the delivery of programmes from inception to the end. This includes:  <ul style="list-style-type: none"> <li>Managing all training</li> <li>Monitoring of training</li> <li>Conducting impact assessments</li> <li>Research and innovation</li> <li>Programme design and development</li> <li>Programme Implementation</li> <li>Monitoring and evaluation</li> </ul> </p> <p><b>Qualifications, Skills, Experience and Attributes</b>  <ul style="list-style-type: none"> <li>Master Diploma or Honours Degree in education, training, learning and development, or other related areas.</li> <li>The incumbent should have in knowledge and experience in education, training delivery, training analysis, materials development, teacher development, teacher training, implementation of ICT solutions to schools and institutions, and research and/or ICT training and experience.</li> <li>The incumbent should also have about 6 years of experience in the relevant or related educational fields, inclusive of experience in a management role.</li> </ul> </p>	<p><b>MANAGER MONITORING AND EVALUATION</b></p> <p><b>REFERENCE NUMBER:</b> ME/2019 <b>DURATION:</b> 5 YEAR FIXED TERM <b>JOB GRADE:</b> C4 <b>REPORTS TO:</b> DIRECTOR REASERACH PLANNING AND QA</p> <p><b>Job Summary</b> The incumbent will be required to lead and/or participate in conducting evaluation studies, which include annual evaluation reviews, programme evaluations, strategy evaluations, as well as project and policy evaluations. This role should provide operational support and be able to measure impact and return on investment of projects. Furthermore, the Manager: Monitoring and Evaluation should ensure that lessons learnt from evaluations are incorporated into the organisation's strategy, policies, and project design.</p> <p><b>Key Performance Areas and Responsibilities</b>  <ul style="list-style-type: none"> <li>Develop, implement and manage the institutional monitoring, design framework and evaluation agenda.</li> <li>Establish monitoring and evaluation partnerships with external service providers.</li> <li>Pursue monitoring and evaluation to ensure that quantitative and qualitative indicators and targets reflect trends and progress.</li> <li>Supervises the M&amp;E system to track progress towards meeting performance results, indicators, and targets.</li> <li>Ensures that all project-based M&amp;E activities are aligned with programme design to obtain optimal results.</li> <li>Collaborate with core business to identify monitoring and evaluation priorities.</li> <li>Develops evaluation plans for completing formative and summative programme evaluations</li> </ul> </p> <p><b>Qualifications, Skills, Experience and Attributes</b>  <ul style="list-style-type: none"> <li>Bachelor's degree of NQF Level 7 qualification in education, training, learning and development, research or other related areas.</li> <li>The incumbent should have technical, specialist, or analytical skills acquired through tertiary education or the equivalent experience in the fields that include education, training, learning and development, research, training delivery, training analysis, and strategic communication.</li> <li>The incumbent should have 3-5 years of experience, inclusive of experience in a supervisory role.</li> </ul> </p>	<p><b>MANAGER RESEARCH, PLANNING AND QUALITY ASSURANCE</b></p> <p><b>REFERENCE NUMBER:</b> RPQA/2019 <b>DURATION:</b> 5 YEAR FIXED TERM <b>JOB GRADE:</b> C4 <b>REPORTS TO:</b> DIRECTOR REASERACH PLANNING AND QA</p> <p><b>Job Summary</b> The incumbent will be responsible for coordinating institutional research, planning and implementing institutional research and data analysis concerning departmental school-based programmes and initiatives. This will also include working with other coordinators and administrators to plan and conduct research studies and analysis on all existing and future programmes. The Manager: Research, Planning and QA will also present research findings to all relevant members of MGS LG and guide staff in finding the suitable technologies for their relevant departments.</p> <p><b>Key Performance Areas and Responsibilities</b>  <ul style="list-style-type: none"> <li>Coordinates the development of institutional research framework and agenda.</li> <li>Coordinates the planning, design and implementation of institutional research and data analysis to be used for department-wide priorities and initiatives.</li> <li>Collaborate with other departments to plan research programmes.</li> <li>Collaborate with research institutions to carry forth institutional research.</li> <li>Plan and conduct research studies and analysis on all existing and future programmes.</li> <li>Analyse findings and data collected as part of programme evaluation and develop reports, including programme recommendations.</li> <li>Assists departments with research for curriculum development, in order to align courses, and identify measurable outcomes and objectives.</li> <li>Develops and maintains research database that may be utilised to develop and review curriculum.</li> <li>Applies research and data to improve the content, sequence, and outcomes of the teaching-learning process. Monitors professional research and disseminate ideas and information to others.</li> </ul> </p> <p><b>Qualifications, Skills, Experience and Attributes</b>  <ul style="list-style-type: none"> <li>Bachelor's degree or NQF Level 7 qualification in education, training, learning and development, research or other related areas.</li> <li>The incumbent should have technical, specialist, or analytical skills acquired through tertiary education or the equivalent experience in a number of fields that include education, training, learning and development, research, training delivery, training analysis, and strategic communication.</li> <li>The incumbent should have 3-5 years of experience, inclusive of experience in a supervisory role.</li> </ul> </p>
<p><b>SWITCHBOARD / RECEPTIONIST</b></p> <p><b>REFERENCE NUMBER:</b> REC/2019 <b>DURATION:</b> PERMANENT <b>JOB GRADE:</b> C1 <b>REPORTS TO:</b> MANAGER: HR MANAGEMENT</p> <p><b>Job Summary</b> The Switchboard/Receptionist should provide telephonic assistance to anyone that requires it and be the direct link for the organisation with its constituency and customers. The Switchboard/Receptionist will also be the front desk face of the organisation and professionalism will be highly placed.</p> <p><b>Key Performance Areas and Responsibilities</b>  <ul style="list-style-type: none"> <li>Receives clients, answers and transfers calls at the reception desk providing relevant information to clients.</li> <li>Coordinates venue bookings for internal and external customers.</li> <li>Orders stationery and maintains stocks and supplies for all relevant divisions within the organisation.</li> <li>Keeps equipment logbook for meetings and ensures that it is returned in same condition as borrowed.</li> <li>Receives and distributes of any type of incoming correspondence, be it by fax, mail, email, or delivery.</li> <li>Customer Service, Stock and Inventory Control, Logistical Support, Office Administration</li> <li>Any other duties as delegated by the Line Manager.</li> </ul> </p> <p><b>Qualifications, Skills, Experience and Attributes</b>  <ul style="list-style-type: none"> <li>Diploma or relevant communication's qualification and/or experience.</li> <li>The incumbent should have knowledge of basic clerical, operational, or customer service skills acquired through education, experience, or on the job training. This would include the ability to dealing and communicating with the public and customers in a polite manner, and that they are able to work well with people.</li> <li>The incumbent should also have about 3 years' experience in the relevant or related fields</li> </ul> </p>	<p><b>ADMINISTRATOR: HUMAN RESOURCES</b></p> <p><b>REFERENCE NUMBER:</b> ADM/HR/2019 <b>DURATION:</b> PERMANENT <b>JOB GRADE:</b> C2 <b>REPORTS TO:</b> MANAGER HUMAN RESOURCE MANAGEMENT</p> <p><b>Job Summary</b> The Administrator: HR is a key skilled role in the HR Back Office. The Administrator: HR does all required data entry, updates of personnel files, and prepares the required documentation for managers and employees alike. The Administrator: HR needs to have some background in labour law and educational policies. The Administrator: HR should continuously strive to improve the back office processes and assist in the automation and cost-cutting efforts of the organization</p> <p><b>Key Performance Areas and Responsibilities</b>  <ul style="list-style-type: none"> <li>Be the first point of contact for all HR-related queries.</li> <li>Administers HR-related documentation, such as contracts of employment.</li> <li>Ensures the relevant HR database is up to date, accurate, and complies with legislation.</li> <li>Assists in the recruitment process.</li> <li>Liaises with recruitment agencies and other relevant organisations and individuals.</li> <li>Sets up interviews and issues relevant correspondence(s).</li> <li>Enters data about new hires and ensures that documentation is kept up to date and tracked.</li> <li>Communicates with employees about their required documentation and answers specific questions employees might have.</li> <li>Supports HR projects and initiatives.</li> <li>Other related duties as required</li> </ul> </p> <p><b>Qualifications, Skills, Experience and Attributes</b>  <ul style="list-style-type: none"> <li>Advanced Diploma or NQF Level 7 in human resource, industrial relations, employee relations, human resource development, administration, or related areas of study</li> <li>The incumbent should have knowledge of advanced clerical, operational, or customer service skills acquired through education, experience, or on the job training. This would include, human resource management, administration, industrial relations, employee relations, and human resource development.</li> <li>The incumbent should also have about 3 years of experience in the relevant or related HR fields</li> </ul> </p>	<p><b>ADMINISTRATOR: LEADERSHIP AND SCHOOL GOVERNANCE</b></p> <p><b>REFERENCE NUMBER:</b> ADM/LG/2019 <b>DURATION:</b> PERMANENT <b>JOB GRADE:</b> B5 <b>REPORTS TO:</b> SENIOR MANAGER LEADSHIP &amp; SCHOOL GOVERNANCE</p> <p><b>Job Summary</b> The Administrator should ensure effective engagement with stakeholders at various levels to ensure efficient delivery of all relevant administrative tasks required in ensuring delivery of training programmes of high standard.</p> <p><b>Key Performance Areas and Responsibilities</b>  <ul style="list-style-type: none"> <li>Manages administrator functions and logistical arrangements.</li> <li>Assist Project Managers in all administrative tasks relating to projects.</li> <li>Assist project related resources to ensure effective project management of projects.</li> <li>Assist Project Managers in ensuring that projects are completed within budget.</li> <li>Ensure effective engagement with stakeholders.</li> <li>Compile and distribute project related information to the relevant stakeholders.</li> <li>Participates fully in all the activities as might be delegated, such as scheduling and coordination of meetings, scribing and distribution of meeting agendas and minutes, etc</li> </ul> </p> <p><b>Qualifications, Skills, Experience and Attributes</b>  <ul style="list-style-type: none"> <li>Higher Certificate in education, training, learning and development, research or other related areas.</li> <li>Certificate in Office Administration/ Management would be advantageous.</li> <li>The incumbent should have knowledge of intermediate clerical, operational, or customer service skills, and MS Office advanced acquired through education, experience, or on the job training.</li> <li>This would include areas such as, education, training, research, and development.</li> <li>The incumbent should also have 1-3 years of experience in the relevant or related fields with previous experience as an administrator</li> </ul> </p>
<p><b>ADMINISTRATOR: ICT (2 POSITIONS AVAILABLE)</b></p> <p><b>REFERENCE NUMBER:</b> ADM/ICT/2019 <b>DURATION:</b> PERMANENT <b>JOB GRADE:</b> C2 <b>REPORTS TO:</b> SENIOR MANAGER ICT / ICT SPECIALIST</p> <p><b>Job Summary</b> The Administrator: IT should support the ICT Specialist, Senior Manager: ICT and be the first line of contact for all MGS LG staff requiring IT Support. The Administrator: IT should also provide backup to the IT support specialists with remote support when required and complete general IT administrative tasks.</p> <p><b>Key Performance Areas and Responsibilities</b>  <ul style="list-style-type: none"> <li>Answers and logs incoming IT support calls into the IT Management System and "Fix on First Call" over the phone or remotely if possible.</li> <li>Manages all incoming IT support emails into the IT Management System and directs to the necessary support queue, escalating requests to the appropriate party, as needed.</li> <li>Manages all other incoming support emails and distribute to other departments as necessary.</li> <li>When an urgent support request is made for a site (that at the time does not have the local IT Support Specialist present) arranges for the Mobile IT Support Specialist to visit the site to resolve the issue.</li> <li>Monitors the call logging system to ensure that all requests for support from each site are met and responded to in an efficient and effective manner.</li> <li>Ensures relevant IT support staff are made aware of the current support issues via agreed communication procedures</li> </ul> </p> <p><b>Qualifications, Skills, Experience and Attributes</b>  <ul style="list-style-type: none"> <li>NQF Level 5, A+, N+, MCSA Certificates or NQF Level 5 in IT related areas of study.</li> <li>The incumbent should have knowledge of skills acquired through tertiary education or experience.</li> <li>The incumbent should have experience in at least the following:  <ul style="list-style-type: none"> <li>Windows 7, 8 &amp; 10.</li> <li>MS Exchange, Active Directory and other mail protocols such as IMAP.</li> <li>Microsoft Office 2010 onwards and other common desktop applications.</li> <li>Remote control tools such as RDP.</li> <li>Networking skills including TCP/IP and the ability to configure network printers.</li> <li>Awareness of all mainstream mobile technologies (RIM, Android, Apple etc.) specifically when related to MGS LG's email systems.</li> <li>1st and 2nd line of helpdesk support experience.</li> <li>Experience supporting and maintaining an asset database.</li> </ul> </li> <li>The incumbent should also have about 3 years of experience in the relevant or related fields</li> </ul> </p>	<p><b>PERSONAL ASSISTANT</b></p> <p><b>REFERENCE NUMBER:</b> CFO/PA/2019 <b>DURATION:</b> PERMANENT <b>JOB GRADE:</b> C2 <b>REPORTS TO:</b> CHIEF FINANCE OFFICER</p> <p><b>Job Summary</b> The Personal Assistant: CFO should provide personal administrative support to his/her relevant Line Manager. Should possess interpersonal skills, accuracy and attention to detail. The Personal Assistant: CFO also requires professional verbal and written communication skills and MS Office skills. The Personal Assistant: CFO should also project a professional company image through in-person and phone interaction.</p> <p><b>Key Performance Areas and Responsibilities</b>  <ul style="list-style-type: none"> <li>Assists in general office administration and management.</li> <li>Works closely with the CFO on special projects and Audit and Finance &amp; Investment Committee activities.</li> <li>Maintenance of financial records.</li> <li>Draft reports.</li> <li>Assist with audits and ensure compliance.</li> <li>Perform risk management work.</li> <li>Coordinates meetings, conferences, and events.</li> <li>Maintains hard copies and an electronic filing system.</li> <li>Effective communication skills, including the ability to effectively communicate requests and instructions to individuals and groups.</li> <li>Possesses flexibility and adaptability to manage changing work requirements and varying volumes of work.</li> <li>Has the ability to work co-operatively and effectively within the team and the organisation.</li> <li>Drafts and types correspondence, reports, and other documents for the CFO.</li> <li>Provide full administrative and secretarial support to ensure smooth management of the day to day affairs, and most effective use of time</li> <li>Effectively manages and coordinates the CFO's diaries.</li> <li>Photocopies, distributes, and files documents as appropriate.</li> <li>Takes minutes of meetings, types them up, and distributes to the relevant finance team. Maintains records of decisions.</li> <li>Prepares various forms and documents related to the financial management practices.</li> <li>Schedules relevant meetings and prepares agendas</li> <li>Maintains and coordinates multiple calendars.</li> </ul> </p> <p><b>Qualifications, Skills, Experience and Attributes</b>  <ul style="list-style-type: none"> <li>National Diploma or NQF 6 in Executive Secretarial related work. A minimum of Grade 12/Matric with Accounting</li> <li>The incumbent should have intermediate clerical, financial, operational, or customer services skills, Advanced MS Office skills and knowledge that has either been acquired through education, experience, or on the job training.</li> <li>At least five (5) years or more relevant experience in executive secretarial duties. Proven experience of working in a senior secretarial capacity. Previous Secretarial/ Administration experience.</li> </ul> </p>	

**NB. Please mention the REFERENCE NUMBER to the post you are applying for on your application COVERING LETTER.**

Applications MUST be submitted via E-Mail to: [humanresources@mgsi.co.za](mailto:humanresources@mgsi.co.za)

Applications must include a comprehensive CV and recently certified copies of qualifications in order to be considered. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualification Authority (SAQA). Correspondence will be limited to **shortlisted candidates only**. If you have not been contacted within 3 months after the closing date of this advertisement, please accept that your application has been unsuccessful. MGS LG reserves the right not to make any appointment but can utilize applications for other similar positions internally.

**CLOSING DATE: FRIDAY 12 JULY 2019 at 16H30**

 Disabled candidates and women are encouraged to apply