Support Staff to the Chief Director

1 CES : Curriculum Division Co-ordinator
1 Personal Assistant (Ass Dir)
1 Secretary (Admin Off)
1 State Accountant
1 Admin Clerk

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT

PURPOSE: TO PROMOTE, CO-ORDINATE AND MONITOR THE IMPLEMENTATION OF POLICY FOR CURRICULUM AND PROFESSIONAL DEVELOPMENT, ASSESSMENT & EXAMINATIONS

FUNCTIONS:
1. The management and co-ordination of programmes for curriculum development
2. The management and co-ordination of programmes for professional development of educators
3. The development of guidelines regarding learner and educator assessment procedures
4. The provisioning of professional leadership and management of systems in a co-ordinated manner towards ensuring quality education
5. The establishment and management of a Library/ Teaching Media support Services and resources centres in districts and at head office
6. The establishment of innovative hubs and the promotion of tele-collaborative learning
7. The management and administration of examinations; assessments and learner achievement processes
8. The management of the maths, science and technology strategy.
9. Initiate curriculum policies for schools of focused learning (i.e. Dinaledi schools)

1 Chief Director

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DIRECTORATE: CURRICULUM: ECD AND GET PROGRAMMES

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DIRECTORATE: CURRICULUM: FET AND ABET PROGRAMMES

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DIRECTORATE: ASSESSMENT AND EXAMINATIONS

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DIRECTORATE: TELE-COLLABORATIVE LEARNING

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT (continued)

DIRECTORATE: CURRICULUM : ECD AND GET PROGRAMMES

PURPOSE: TO MANAGE CURRICULUM DELIVERY TO EARLY CHILDHOOD DEVELOPMENT AND GENERAL EDUCATION TRAINING BANDS

FUNCTIONS:

1. Co-ordinating the development of operational policy for curriculum delivery programmes and learning frameworks within the ECD and GET phases/ bands
2. Promoting and co-ordinating the development of educators that will ensure the implementation of policy and planning for General Education and Training and ECD bands.
3. The management, development and co-ordination of policy for learning frameworks, learning areas and learning programmes within the GET and ECD bands.
4. Establishment of pace-setters and other curriculum planning and monitoring tools

SUB-DIRECTORATE: OFFICE SERVICE POOL
1 PA: Snr Admin. Officer
1 Secretary
1 Admin Clerk

1 Director

SUB-DIRECTORATE: CURRICULUM PLANNING: ECD & FOUNDATION PHASE

1 CES: Curriculum Co-ordinator
4 DCES: Curriculum Learning Area Planners (1 ECD + 3 Foundation Phase)
1 Admin. Officer
2 Admin. Clerk

SUB-DIRECTORATE: CURRICULUM PLANNING: INTERSEN PHASE/GET

1 CES: Curriculum Co-ordinator
9 DCES: Curriculum Learning Area Planners (Grade 4 -Grade 9)
1 Admin. Officer
2 Admin. Clerk

SUB-DIRECTORATE: PROFESSIONAL DEVELOPMENT & SUPPORT: GET/ECD

1 CES: Professional Development Co- ordinator
1 DCES: Foundation Phase and ECD
1 DCES: Intermediate Phase
1 DCES: Senior Phase
1 Admin. Officer
2 Admin. Clerks

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT (continued)

DIRECTORATE: CURRICULUM : FET AND ABET PROGRAMMES

PURPOSE: TO MANAGE CURRICULUM DELIVERY SUPPORT PROGRAMMES: FET AND ABET

FUNCTIONS:
1. Co-ordinating the development of operational policy for curriculum delivery programmes within the ABET and FET phases/bands
2. Promoting and co-ordinating the development of educators that will ensure the implementation of policy and planning for the Further Education and Training and ABET bands.
3. The management, development and co-ordination of policy for learning frameworks, learning areas and learning rogrammes within the FET and ABET bands.

SUB-DIRECTORATE: OFFICE SERVICE POOL
1 PA: Snr Admin. Officer
1 Secretary
1 Admin Clerk

1 Director

SUB-DIRECTORATE: CURRICULUM PLANNING: FET BAND

1 CES: Curriculum Planning Co-ordinator
15 DCES: Curriculum Subject/Learning Field Curriculum Planners
1 Admin. Officer
2 Admin. Clerk

SUB-DIRECTORATE: CURRICULUM PLANNING: FET COLLEGES & ABET

1 CES: ABET&FET Colleges Curriculum Planning Co-ordinator
1 DCES:ABET LEVEL 1-2;3
1 DCES: ABET LEVEL 4
4 FET Colleges Curriculum Planners
1 Admin. Officer
2 Admin. Clerk

SUB-DIRECTORATE: PROFESSIONAL DEVELOPMENT & SUPPORT: FET & ABET

1 CES: Professional Development Co-ordinator
1 DCES: ABET and FET College Programmes
1 DCES: FET Programmes
1 Admin. Officer
2 Admin. Clerks

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT (continued)

DIRECTORATE: ASSESSMENT AND EXAMINATIONS

PURPOSE: TO DEVELOP AND MANAGE ASSESSMENT AND EXAMINATION PROCEDURES

FUNCTIONS:
1. Administer assessment procedures throughout the system
2. Administer examination processes throughout the system
3. Render accreditation and certification services
4. Monitor and manage the School Based Assessment (SBA) policy implementation
5. Conduct Diagnostic analysis of learner outcomes
6. Evaluate learner performance throughout the system
7. Manage the data warehousing and archiving of learner results and records.
8. Design, develop and provide assessment instruments/tools

SUB-DIRECTORATE: OFFICE SERVICE POOL
1 PA: Snr Admin. Officer
1 Secretary
1 Admin Clerk

1 Director

Sub-Directorate: Examination Instrument Development and Moderation

1 CES
3 DCES (GET/FET/ABET)
3 SES (Translators & Editors)
1 Admin. Officer
3 Admin. Clerks
2 Chief Typist
6 Typists

Sub-Directorate: Internal Assessment Management GET and FET /ABET Bands

1 CES
3 DCES (GET/FET/ABET)
1 DCES: Exams Co-ordination
3 SES: District Cluster Co-ordination
1 Admin. Officer
3 Admin. Clerk

Sub-Directorate: Marking Processing and Script Management

1 CES
1 DCES
3 SES: Co-ordination
1 Admin. Officer
3 Admin. Clerk
1 Registry Clerk

Sub-Directorate: Examination Administration, Certification & IS Support

1 Deputy Director:

UNIT: Certification and IT/ IS Support

1 Assist Director: IT/IS
1 SES: Data Analyst
1 Head Data Typist (Admin Off)
2 Snr Admin. Officers
6 Admin Clerks
6 Data Clerks

UNIT: Exam Administration and Logistics

1 Assist Director: Exams Administration
1 Assistant Director: Corporate Services Functions
1 Receptionist/Switch Board Operator
1 Driver
2 General Assistant/Cleaners
2 Snr Admin Off
2 Admin. Officers
3 Chief Admin. Clerks
4 Admin. Clerks
1 Registry Clerk

CHIEF DIRECTORATE: CURRICULUM MANAGEMENT (continued)

DIRECTORATE: TELE-COLLABORATIVE LEARNING

PURPOSE: TO DEVELOP INNOVATIVE SYSTEMS TO SUPPORT E-LEARNING AND MATHS, SCIENCE AND TECHNOLOGY

FUNCTIONS:

1. To manage and co-ordinate the use of multi-media information communication services, including resource centres
2. To develop and integrate the e-Learning policy into the curriculum through innovative systems
3. Ensure the appropriate development and selection of learning and teaching support materials to schools
4. Develop; maintain and co-ordinate the implementation of the provincial e-learning framework
5. Oversee the develop and functioning of school libraries and the processing of library materials
6. Ensure the evaluation , development and updating of learning and teaching support materials.
7. Establish and Administer the ECDoE: HO Library and Information Service
8. Data warehousing and mining of knowledge and the management thereof
9. Commission/Conduct research in curriculum related areas
10. Co-ordinate all education strategies and developmental programmes e.g. Maths, Science and Technology Education (MSTE)

SUB-DIRECTORATE: OFFICE SERVICE POOL
1 PA: Snr Admin. Officer
1 Secretary
1 Admin Clerk

1 Director

SUB-DIRECTORATE : Library Technology and Multi-Media Information Services

1 CES: Resource Centres Co-ordinator
1 DCES: GET/ECD
1 DCES: FET/ABET/FET Colleges
1 Senior Librarian
1 Principal Librarian
2 Library assistants
1 Admin. Officer
2 Chief Admin. Clerks

SUB-DIRECTORATE : MATHS, SCIENCE AND TECHNOLOGY EDUCATION

1 CES: MSTE
1 DCES: MATHS
1 DCES: SCIENCE
1 DCES; TECHNOLOGY
1 Admin. Officer
1 Admin. Clerk

SUB-DIRECTORATE : E-Learning/ M-Learning

1 CES: e-Learning/M-Learning
1 DCES: GET/ECD
1 DCES: FET/ABET
1 Admin. Officer
2 Admin. Clerks

SUB-DIRECTORATE: Curriculum Information Management System and Research

1 CES: CIMS
1 DCES: GET/ECD
1 DCES: FET/ABET
3 SES
1 Admin. Officer
2 Admin. Clerks