

Post: Professional Development Executive Officer): NAPTOSA Professional Development Institute (PDI) (seconded position)

Location: NAPTOSA HEAD OFFICE, PRETORIA

Description of post: Professional Development Executive Officer to head up the NAPTOSA Professional Development Institute (PDI) and carry out duties as assigned by the Senior Executive Officer/ Executive Director

The core description of this post includes, *inter alia*:

- To support and promote the core values of the Professional Development Institute
- To implement and coordinate NAPTOSA's professional development initiatives in conjunction with NAPTOSA provincial structures
- To undertake operational functions necessary to ensure delivery of training and teacher workshops provincially at community level
- To interact and work in conjunction with provincial administrative teams to ensure effective running, monitoring, evaluation and reporting of development programmes
- To facilitate the communication and advocacy of development programmes within local educational communities
- To support the development and training of course facilitators
- To source and develop relevant course and support materials
- To organise and present workshops for the PDI
- To participate in Curriculum-based Committees of NAPTOSA and the Department of Basic Education (DBE)
- Office functions as allocated

Requirements: A suitable teaching qualification with a wealth of teaching experience, preferably at the level of Departmental Head (PL2), and eligible for **secondment** from the Department of Basic Education / relevant Provincial Department of Education. A sound knowledge of curriculum and related matters. Excellent organisational, communication and professional writing skills. The ability to participate both as a team member and team coordinator. The successful candidate should be prepared to travel extensively (and regularly) in order to initiate, administer, monitor and report on developmental programmes in both urban and rural areas around the country. To this end the candidate must be a licensed driver, prepared to use his/her own vehicle for business purposes (travel claims payable), although air travel is envisaged for greater distances. Must be computer literate, able to run Virtual Conferences and build an Online Professional Development Network.

The successful candidate will also be required to:

1. Enter into an annual performance contract
2. Sign a two-year contract, subject to secondment arrangements (possibly renewable - subject to funding and performance)

Allowances can be negotiated dependent on qualifications, skills and experience.

The date of appointment is 1 January 2022 or as soon as possible thereafter.

NAPTOSA reserves the right to verify qualifications, credit and other ratings/records.

Please forward your application letter, clearly marked APPLICATION: PDEO post, together with your CV (not exceeding 3 pages) by e-mail, to the Executive Director's PA at executivepa@naptosa.org.za

Please note that no faxed, posted or hand-delivered applications will be accepted (e-mail only)

CLOSING DATE FOR APPLICATIONS: FRIDAY 26 NOVEMBER 2021