

## DEPARTMENT OF EDUCATION

- APPLICATIONS** : Please forward your application, quoting the reference number to: The Director General, Department of Education, Private Bag X895, Pretoria, 0001 or hand deliver to: Sol Plaatje House, 123 Schoeman street, Pretoria.
- CLOSING DATE** : 30 June 2009
- NOTE** : Applications received after the closing date or faxed applications will not be considered Applications must be submitted on form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive Cv and certified copies of qualifications. NB: As of 1<sup>st</sup> July 2006, all new appointments in the Public Service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a government medical subsidy. Correspondence will only be entered into with short-listed applicants. Interviewed candidates will be subjected to a competency assessment.

## MANAGEMENT ECHELON

- POST 22/05** : **CHIEF DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT: NATIONAL EDUCATION EVALUATION AND DEVELOPMENT (NEEDU) (REF: K48975/1)**  
Branch: System Planning and Monitoring.  
Directorate: Educator Performance Management and Development  
The Department of Education is in a process of establishing the National Education Evaluation and Development Unit (NEEDU) that will be responsible for conducting independent assessments of schools and teachers. In order to prepare for the unit, an interim NEEDU project management unit is being set up to assist the DoE in putting in place the necessary structures and systems. More information is available from the Ministerial committee report on NEEDU from the DoE website.

- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R746 189 per annum  
: Pretoria  
: Applications are therefore invited from persons with an appropriate postgraduate degree or an equivalent qualification to head the chief directorate: Human Resource Management and Development sub-unit. A minimum of five years managerial experience is essential. The successful candidate will be a dynamic leader and team builder, with excellent research, human resource development and communication skills. The research skills should include establishing, maintaining and managing information that allow for planning of organizational structures and systems. The successful candidate should have experience in policy making as well as people and financial management skills. The ability to provide strategic leadership and to work under pressure will be a strong recommendation.

- DUTIES** : The appointee will: \*Manage the development, evaluation and maintenance of policies and systems, including financial management system that will govern the efficient functioning of the unit. \* Manage the development of the organogram, job descriptions and code of conducts. \*Manage the recruitment of staff for NEEDU. \*Manage the process of identifying office space and the resourcing of such offices. The appropriate will report to the CEO of the Project Management Unit.

- ENQUIRIES NOTE** : Ms H Moeng Tel 012 312 5477  
: The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Interviewed candidates will be subjected to a competency assessment

- POST 22/06** : **CHIEF DIRECTOR: RESEARCH AND POLICY DEVELOPMENT: NATIONAL EDUCATION EVALUATION AND DEVELOPMENT (NEEDU) (2 YEARS CONTRACT): (REF K 48975/2)**

- SALARY CENTRE REQUIREMENTS** : All-inclusive salary package of R746 189 per annum  
: Pretoria  
: Applications are therefore invited from persons with an appropriate postgraduate degree or an equivalent qualification to head the chief directorate: Research and policy development sub-unit. A minimum of five years managerial experience in education and educator performance evaluation is essential. The successful candidate will be a dynamic leader and team builder, with excellent research, policy development and should include establishing, maintaining and managing information that allow for planning of school evaluations, interventions and support. The successful candidate should have experience in policy making as

well as people and financial management skills. The ability to provide strategic leadership and to work under pressure will be a strong recommendation.

- DUTIES** : The appointee will: \*Manage the development, evaluation and maintenance of policy, programmes and systems for school and educator assessments. \* Manage the development of assessment instruments, reporting templates and computer software. \*Manage the piloting of such instruments. \*Manage the development of policy and programmes to intervene and support schools and educators. The appointee will report to the CEO of the Project Management Unit.
- ENQUIRIES** : Ms H Moeng Tel 012 312 5477
- NOTE** : The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Interviewed candidates will be subjected to a competency assessment.

#### OTHER POSTS

- POST 22/07** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT: NATIONAL EDUCATION EVALUATION AND DEVELOPMENT (NEEDU) (2 YEARS CONTRACT): (REF K 48975/3)**  
The purpose of this post is to provide management support in the Chief Directorate: Research and policy development sub-unit within the National Education Evaluation and Development Unit (NEEDU).The information is available from the Ministerial committee report on NEEDU from the DoE website.

- SALARY** : All inclusive salary package of R407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal candidates will be in possession of an appropriate Bachelor's degree or equivalent qualification with at least five years relevant experience in research and policy development. He/She must have an understanding of school evaluations, interventions and support. In addition he/she is required to have well-developed qualitative and quantitative skills, be computer literate with skills and knowledge of Microsoft applications (Excel, Word, Access and PowerPoint). Additional requirements include: \*an understanding of current educational policies \*the ability to write reports \*Verbal and written communication skills \* Interpersonal skills and team work \*Project management skills.\* Ability to work under pressure \*Time management and willingness to travel and work long hours. A post-graduate qualification will be an added advantage. The appointee will report to the Chief Director HRM&D.

- DUTIES** : The successful candidate will be required to: \*Manage the development, evaluate and monitor policy, programmes and systems for school and educator assessments. \* Conceptualise and develop assessment instruments, reporting templates. Manage the piloting of such instruments. \*Manage the capturing and storing of reports and related data in electronic format. Develop and manage innovative intervention programmes to support schools and educators.

- ENQUIRIES** : Ms H Moeng Tel 012 312 5477
- NOTE** : Interviewed candidates will be subjected to a competency assessment

- POST 22/08** : **DEPUTY DIRECTOR: HUMAN RESOURCE MANAGEMENT AND DEVELOPMENT: NATIONAL EDUCATION EVALUATION AND DEVELOPMENT (NEEDU) (2 YEARS CONTRACT): (REF K 48975/4)**  
The purpose of this post is to provide management support in the Chief Directorate: Human Resource Management and Development sub-unit within the National Education Evaluation and Development Unit. (NEEDU).More information is available from the Ministerial committee from the DoE website.

- SALARY** : All inclusive salary package of R407 745 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Ideal candidates will be in possession of an appropriate Bachelor's degree or equivalent qualification with at least five years relevant experience in research and human resource development. He/She must have an understanding of establishing, maintaining and managing information that allow for planning of organizational structures and systems. The successful candidate will have experience in policy making as well as people and financial management skills. In addition he/she is required to have well-developed qualitative and quantitative skills, be computer literate with skills and knowledge of Microsoft applications (Excel, Word, Access and PowerPoint). Additional requirements include: \*an understanding of current educational policies \*the ability to write reports \*Verbal and written communication skills \* Interpersonal skills and team work \*Project management skills.\* Ability to work under pressure \*Time Management and willingness to travel and work long hours. A post-graduate qualification will be an

added advantage. The appointee will report to the Chief Director Research and Policy Development

**DUTIES** : The successful candidate will be required to: \*Manage the development and evaluation of policies and systems that will govern the efficient functioning of the sub-unit. \* Conceptualise and develop job descriptions and code of conduct. \*Assist in the recruitment and training of staff for NEEDU. \*Develop and manage innovative intervention programmes related to human resource development \*Provide logistical support to officials deployed in the provinces.

**ENQUIRIES** : Ms H Moeng Tel 012 312 5477

**NOTE** : Interviewed candidates will be subjected to a competency assessment

**POST 22/09** : **SENIOR ADMINISTRATIVE OFFICER NEEDU (2 POSTS) (REF K 48975/5)**  
(Two Years Contract)

**SALARY** : R145 920 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : To be eligible for appointment, a candidate should have a recognized three years bachelor degree with specialization in Public Administration / Management Financial Management or Financial Accounting and at least two years experience in the field of administration and / or information management, knowledge and competencies on office administration, financial management systems and cash flow statement, knowledge of Ms Office package; knowledge of information management and customer service management, events management skills and verbal and written communication skills.

**DUTIES** : The incumbent will assist with the information management, execute all administration duties, assist with financial administration, provide support to the Chief directorate, assist in handling correspondence and submissions, and perform other tasks.

**ENQUIRIES** : Ms H Moeng Tel 012 312 5477

**NOTE** : Interviewed candidates will be subjected to a competency assessment.

**POST 22/10** : **SENIOR SECRETARY GRADE II: NEEDU REF: K48975/6)**  
(Two Years Contract)

**SALARY** : R76 194 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or equivalent qualification. They must have an understanding of the operations of Public Service Sector. They must have good interpersonal and communication skills. They should have strong computer skills and good working knowledge of Microsoft programmes such as word, Excel and Outlook. Applicants should have excellent organizational skills, the ability to work with diaries, experience in managing a filing system, and secretarial experience.

**DUTIES** : Making and receiving telephone calls; Managing the diary of the Chief Directors; Setting up meetings and booking venues; Receive visitors and arrange catering; Submit claims for travel expenditure and arrange travel for Chief Directors; Managing files of the Chief Directors' office; Ensuring smooth processing of correspondence; Tracking and processing of documents; Prepare supporting material for meetings, presentations, reports and projects.; General secretarial duties, including photocopying and faxing; and Performing any other duties delegated by the Chief Directors.

**ENQUIRIES** : Ms H Moeng Tel 012 312 5477

**NOTE** : Interviewed candidates will be subjected to a competency assessment.

**POST 22/11** : **ADMINISTRATION CLERK GRADE I: NEEDU (2 POSTS) (K48975/7)**  
(Two Year Contract)

**SALARY** : R47 787 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Senior Certificate or equivalent qualification, experience in Office administration and Computer Literacy

**DUTIES** : Provide operational and admin support to the directorate in various tasks, typing, fax, photocopying, scanning and filing the documents.

**ENQUIRIES** : Ms H Moeng Tel 012 312 5477

**NOTE** : Interviewed candidates will be subjected to a competency assessment