

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** : 7 July 2009 Applications received after the closing date or faxed applications will not be considered
- NOTE** : 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 1st 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

OTHER POSTS

- POST 23/35** : **ASSISTANT DIRECTOR: DATA MANAGEMENT (REF: K 49193/1)**
Branch: System Planning and Monitoring
Directorate: Education Management Information Systems
- SALARY REQUIREMENTS** : R217 482 per annum
: Ideal candidates will be in possession of a Bachelor's degree or equivalent in Statistics or related fields. Skill in computer applications such as PC databases, spreadsheets, statistical packages, experience in project management, research and statistical methods, experience and collection, storage, analysis and dissemination of education-related data will be a strong recommendation. Good writing skills and an understanding of the education system and legislative framework will be an added advantage. It is recommended that the incumbent should have a strong analytical background. The candidate should have at least 4 years' relevant experience.
- DUTIES** : The successful candidate will be required to work in the area of Education Data Management, to: Conduct Data integration and validation and to facilitate access to education and other relevant databases – Support the development of a data quality control system – Conduct special sample surveys and, in doing so, provide support in co-ordinating all nationally-driven projects for provincial implementation Provide support in the analysis of data, dissemination and writing reports on statistical data
- ENQUIRIES NOTE** : Ms M Mosholiba (012) 312 5899
: Interviewed candidates will be subjected to a competency assessment.
- POST 23/36** : **SENIOR ADMINISTRATIVE OFFICER (PERSONAL ASSISTANT TO THE DEPUTY DIRECTOR-GENERAL) (REF: K 49193/2)**
Branch: General Education
- SALARY REQUIREMENTS** : R145 920 per annum
: Applications are invited from confident, professional secretaries with a post-matric diploma and at least four years' relevant experience. Applicants must have experience in the use of computer applications, such as MS Word, Excel, Outlook and PowerPoint and have a proven record of good and effective administrative, organisational and communication skills at all levels. The ability to work under pressure, both independently and as part of a team, will be a strong recommendation. Computer and writing skills are essential.
- DUTIES** : The successful candidate will be required to: Provide high-quality secretarial and personal assistant support to the Deputy Director-General. Provide general office support, including creating and managing a register of incoming and outgoing documents, creating and managing an effective and efficient filing and tracking system, convening and providing support at meetings and workshops drafting letters and memoranda as required by the Deputy Director-General. Be proactive. Attend to queries and customer complaints promptly and professionally. Provide a high standard of customer service and interaction. Manage the office diary efficiently and keep it up-to-date at all times. Be well-

informed and up-to-date regarding prescripts/policies and procedures applicable to his/her work to ensure efficient and effective support to the office of the Deputy Director-General.

**ENQUIRIES
NOTE**

: Ms M Moshoaliba (012) 312 5899
: Short-listed candidates will be required to undertake a writing and computer competency test prior to the interview.

POST 23/37

: **SENIOR SECRETARY GRADE IV (18 MONTH CONTRACT) (REF: K 49193/3)**
Unit: Kha Ri Gude Mass Literacy Campaign
The Kha Ri Gude Literacy Unit is a service delivery department within the DOE which is charged with the implementation of a mass literacy Campaign for more than 600000 learners.

**SALARY
REQUIREMENTS**

: R117 501 per annum
: Minimum qualifications are a Senior Certificate with at least eight years relevant experience at executive level. The Unit seeks to appoint a proactive individual with good time management skills, interpersonal, and communication skills to deal with people from a wide range of backgrounds and levels of seniority. The applicant must have high levels of language proficiency, both written and oral, be able to draft reports and reply to correspondence. The incumbent must possess:
• Planning and organizational skills to schedule and manage the revision of more than 40 titles and to liaise with editors and typesetters. • Organisational skills for arranging national and provincial training workshops across all nine provinces, including workshops for the Blind. • The ability to work under pressure, autonomously and as part of a team. The incumbent must have proven high level skills and experience in using a range of computer applications including knowledge of MS Word (typing at least 65 wpm), Dictaphone typing skills, MS Excel (for charts and tables), MS Outlook, MS PowerPoint and Adobe.

DUTIES

: The successful candidate will • Provide general administrative functions for the CEO and three Directors, including setting up of knowledge management and tracking systems, processing of documents, drafting letters and dealing with correspondence, and resource materials. • Assist the CEO with materials development functions • Schedule, coordinate and liaise between the language editors, layout designers and the materials development team on book production • Refer and monitor editorial corrections to relevant materials developers • Create and update statistical records • Handle queries on different aspects of the work of the Unit pertaining to delivery, facilitation and payments • Manage the diary of the Chief Executive and other professional staff • Arrange meetings, using the electronic diary to schedule, update and cancel appointments and provide executive administrative support • Liaise with the external project managers of the project • Arrange travel and accommodation, compile and submit subsistence and travel claims • Perform any other delegated duties.

**ENQUIRIES
NOTE**

: Ms M Moshoaliba (012) 312 5899
: All applicants will be expected to undergo a computer skill, typing and a writing test. The incumbent should be prepared to work over weekends and after hours when required.