

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.

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 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. Interviewed candidates will be subjected to a competency assessment.

MANAGEMENT ECHELON

POST 24/03 : **DIRECTOR-GENERAL (REF: K49262)**
Branch: Higher Education and Training.

SALARY : All-inclusive salary package of R1 203 522 per annum
CENTRE : Pretoria
REQUIREMENTS : This position of Director General for the newly created Department of Higher Education and Training is available for a person who is a graduate in the Social, Education or Management Sciences, and in addition has extensive professional and practical experience as an effective senior manager, and can command respect in the education sector. He/She must also have significant experience in providing leadership in the sector, especially in the higher education and training sub-sectors. The successful candidate will be an effective communicator and skilled negotiator with a proven ability to define, develop and manage strategic tasks in the field of higher education, further education and skills training. He/she will have experience in and a proven ability to create and lead an effective and efficient team that will foster a higher education and training system that is responsive to the skills needs, human resource requirements and overall developmental objectives of our country.

DUTIES : The overall leadership and management of the Department of Higher Education and Training; Initiating and managing processes that lead to the development of policy and legislation in order to assist the Minister to determine policy, and norms and standards as required by the constitution; evaluating, reviewing and communicating all aspects of higher education and training policy and practice to assist in the maintenance and further development of the system; monitoring and reporting on the implementation of policy, norms and standards, assessing their impact on the quality of the higher education and training processes and identifying policy gaps; Providing support to higher education institutions, FET colleges and relevant skills development institutions such as Sector Education and Training Authorities in the implementation of national policy, norms and standards.

ENQUIRIES : Mr A Schoeman Tel 012 312 5164/5348

CLOSING DATE : 28 June 2009

NOTE : Interviewed candidates will be subjected to a competency assessment

POST 24/04 : **CHIEF DIRECTOR: CURRICULUM AND ASSESSMENT (REF: K 49403/1)**
Branch: General Education

The Department of Education is looking for an experienced educator with in-depth understanding and experience of the South African education system. Of particular importance for this position is experience in curriculum development and support in South Africa and outside the country, the National Curriculum Statement as it applies to Grades R – 12 and the broad education policy framework that guides the provision of education in South African.

SALARY : All-inclusive salary package of R746 189 per annum

CENTRE : Pretoria

REQUIREMENTS : The successful candidate will be in possession of an appropriate post-graduate degree or equivalent, with proven experience in high level planning and management. They will be a strategic thinker and good communicator, capable of leading within a complex and diverse environment.

DUTIES : The successful candidate will be responsible for the development and maintenance of policies and programmes to ensure quality implementation of the NCS, including having responsibility for quality programmes in Grade R and

for children experiencing barriers to learning. A minimum of five years managerial experience is required.

ENQUIRIES : Ms H Moeng Tel 012 312 5477
CLOSING DATE : 14 July 2009
NOTE : Interviewed candidates will be subjected to a competency assessment.

OTHER POSTS

POST 24/05 : **DEPUTY DIRECTOR (REF: K 49403/2)**
Branch: Social and School Enrichment
Directorate: Rural Education

SALARY : All inclusive salary package of R407 745 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a recognised three-year Bachelor's degree or an equivalent qualification (a relevant postgraduate qualification will be an added advantage), supplemented by six years relevant experience in rural education, and development programmes and strategies. *Knowledge and understanding of education legislation and national policies, programmes and strategies relating to rural development is essential. *Experience in strategic planning, policy making and overseeing implementation, co-ordination, monitoring and evaluation thereof will be an added advantage. *Knowledge of and experience in research is critical. *Furthermore, the candidate must be an analytical, dynamic and innovative team player, with strong verbal and written communication skills. *The candidate must be computer literate and have an ability to meet strict deadlines.

DUTIES : Monitor policies and strategies that affect the quality of education in rural areas; *Liaise with provincial departments of education in relation to the implementation of strategies for education in rural areas; *Develop and implement new programmes to ensure access and retention of learners in rural and farm schools as well as improve the quality of rural and farm schools; *Represent the directorate, both internally and externally as required; *Coordinate internal and external partnerships established to improve and develop education in rural areas; and *Perform other tasks as required by the Director: Rural Education.

ENQUIRIES : Ms H Moeng Tel 012 312 5477
CLOSING DATE : 14 July 2009
NOTE : Short-listed candidates will be requested to make a presentation and do a written test Interviewed candidates will be subjected to a competency assessment

POST 24/06 : **SENIOR SECRETARY GRADE II (REF: K 49403/3)**
Branch: General Education
Chief Directorate: Quality Promotion and Assurance

SALARY : R76 194 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in possession of a Senior Certificate or equivalent as well as a Diploma in Office Management with appropriate experience as an Office Assistant and Secretarial duties. He/she should have strong computer skills and good knowledge of Microsoft programmes such as Word, PowerPoint, Excel and Outlook, as well as good typing skills. The applicant must have good interpersonal and communication skills. He/she should have excellent organizational skills, the ability to work with diaries, experience in managing a filing system record keeping. Knowledge and understanding of the education environment will be an added advantage.

DUTIES : The successful candidate will be responsible for duties in the Office of the Chief Director: • Manage all telephone calls — screening incoming and outgoing calls in the office of the Chief Director and ensuring the efficient flow of information • Render secretarial support to the Chief Director, i.e., typing, coordination of daily activities, packaging of submissions, management of electronic diary, proper preparation and recording of all meetings and appointments • Responding to telephonic queries as and when required • Provide professional support to the Chief Director, i.e., maintain filing system, complete transport and subsistence claims, make reservations for local and overseas travels and following up on arrangements • Assist in preparing meetings and refreshments, organising workshops preparing agendas and minutes and assist with the compilation of reports • Record incoming and outgoing mail, distribute to relevant managers and assist with tracking of documentation.

ENQUIRIES : Ms H Moeng Tel 012 312 5477
CLOSING DATE : 14 July 2009
NOTE : Interviewed candidates will be subjected to a competency assessment

POST 24/17 : **PROVISIONING ADMINISTRATION CLERK GRADE I (REF: K 49403/4)**
Branch: Administration
Directorate: Logistical Services

SALARY : R76 194 per annum
CENTRE : Pretoria
REQUIREMENTS : A Senior Certificate (Grade 12) or equivalent qualification with relevant experience in transit and warehouse activities. The candidate must be able to work under pressure and is expected to have excellent verbal and written communication skills.

DUTIES : The incumbent will be responsible for: Receiving goods from different suppliers at transit. Ensuring quality, quantity and correctness of the receipts. ensuring timely delivery to end users and warehouse. Maintaining the 0-9 filing system and performing expedition and follow-ups of late deliveries. Ensuring the safety of goods/items in the warehouse as well as at transit section.

ENQUIRIES : Ms H Moeng Tel 012 312 5477
CLOSING DATE : 14 July 2009
NOTE : Interviewed candidates will be subjected to a competency assessment.