

## 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 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

## MANAGEMENT ECHELON

- POST 04/02** : **DIRECTOR-GENERAL: BASIC EDUCATION REF K54663**
- SALARY** : R1 203 522 per annum (all-inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : This position of Director-General, for the Department of Basic Education, is available for a person who has a relevant postgraduate degree or equivalent qualification in Education, Social or Management Sciences, and in addition have extensive professional and practical experience as an effective senior manager. He/ she must have significant experience in providing leadership in the sector, especially in the basic education 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 basic education and to lead a team composed of sound educational professionals responsible for Strategic Planning and Reporting; Curriculum Policy, Support and Monitoring; Teachers, Education Human Resources and Institutional Development; Planning, Quality Assessment and Monitoring and Evaluation; Social Responsibility and Auxiliary Services; and Financial and Administration in the Department of Basic Education.
- DUTIES** : The Director-General will be responsible for the management of Basic Education on national level, which would include: Supporting co-ordination and implementation of departmental, sector-wide and cluster programmes of action. Developing curriculum and assessment policy and support, monitor and evaluate curriculum implementation, supported by Umalusi. Promoting quality teaching and institutional performance through effective supply, development and utilisation of human resources supported by the ETDP SETA, ELRC and SACE. Promoting education quality and effective service delivery in the basic education system through research, monitoring and evaluation, planning and assessment, supported by NEEDU. Providing social support and auxiliary services to learners and teachers. Providing financial and administrative support to the Department.
- ENQUIRIES** : Mr A Schoeman Tel 012 312 5348  
**CLOSING DATE** : 19 February 2010, Applications received after the closing date or faxed applications will not be considered

- POST 04/03** : **DEPUTY DIRECTORS-GENERAL 4 POSTS REF. K54687/1**
- SALARY** : R921 054 per annum (all inclusive salary package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants are invited from suitably qualified and skilled persons for these senior positions in the newly created Department of Higher Education and Training. Applicants should have a relevant postgraduate degree or equivalent qualification in the Social, Education or Management Sciences, and in addition have extensive professional and practical experience as effective senior managers. For all four positions, the ideal candidates will have a vision for the development of a coherent and differentiated post-school education and training system. They will be team-players with a mature sense of leadership and proven management abilities.  
Branch: Universities  
The successful candidates will have strategic skills and the ability to provide strategic direction in the development of an effective higher education and training system. They will have a firm understanding of the development challenges the country faces, and be effective communicators with key

stakeholders and the public and will manage the government's regulatory and financial responsibilities. The Deputy Director-General (Universities) will provide effective and efficient leadership through: the development and implementation of the National Plan for Universities and ongoing monitoring and evaluation of the sub-system; the drafting of legislation and policy; the rendering of legal advice and support to the universities sub-system; liaison with constituencies in the university sub-system and with other constituencies in other sub-systems; the registration of private universities; oversight of the National Student Financial Aid Scheme; liaison with the Council for Higher Education; the allocation and transfer of subsidy and conditional grant funding to public universities; the support of partnerships between universities and universities of technology with colleges and the skills development agencies; and co-ordination and management of the Higher Education Management and Information System.

Branch: Vocational And Continuing Education And Training Including Fet Colleges And Adult Basic Education And Training

The Deputy Director-General (Vocational and Continuing Education and Training including FET colleges and Adult Basic Education and Training) will provide effective and efficient leadership through: strategic planning, monitoring and evaluation of the sub-system as part of the national post-school education and training system for youth and adults; the development and maintenance of a coherent, responsive, qualifications framework for the College sub-system integrally linked to the qualifications frameworks for the universities and skills development sub-systems; the development of innovative College programmes responding to skills development in partnership with the universities and skills development agencies; support to the management and governance structures of public Colleges; leading quality improvements in teaching and learning including the facilitation of the development of programmes to support college personnel and the assessment system; the development of responsive student support systems in colleges; and the regulation of private FET provision through the registration of private Colleges, higher education institutions, industry and industry bodies.

Branch: Skills Development

The Deputy Director-General: Skills Development will provide effective and efficient leadership through: the management of financial and personnel resources of the Branch. Develop and oversee the implementation of the National Skills Development Strategy (NSDS) aligned to the Human Resources Development. Support National Skills Authority to discharge its functions. Support the activities of the Quality Council for Trades and Occupations. Co-ordinate activities of Sector Educator and Training Authorities (SETAs) and ensure synergies with FET colleges and Universities. Support the National Skills Fund processes, projects and systems to disburse funding in line with the NSDS and DHET priorities. Develop and maintain systems to support learnerships, internships and apprenticeships for artisans and other trade and occupations, skills levies collection and disbursement. Co-ordinate the development of policies and procedures governing work place skills plans, Sector Skills Plans and the National Scarce and critical skills lists. Monitor, evaluate and report on the implementation and impact of the skills development interventions. Contribute to the enhancement of the country's skills levels and the Human Resources Development strategy goals.

Branch: Corporate Services

The DDG Corporate Services will ensure that the administration of the DHET is efficient and effective. He/ she will ensure a professional human resource service; and ensure that appropriate support is available for the effective utilisation of information and information technology as strategic resources to enable the Department to execute its functions. The successful applicant will be responsible for all corporate administrative functions including logistics and security.

- ENQUIRIES** : Ms H Moeng Tel 012 312 5477
- CLOSING DATE** : 19 February 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Interviewed candidates will be subjected to a competency assessment.
- POST 04/04** : **DIRECTOR: LEGAL AND LEGISLATIVE SERVICES REF. K54687/2**  
Chief Directorate: Legal and Legislation Services
- SALARY** : R615 633 per annum (All-inclusive remuneration package)

- CENTRE REQUIREMENTS** : Pretoria  
 : The Department of Higher Education and Training requires a person, with excellent leadership and strategic management skills, who is in possession of at least a LLB or a B Proc degree, and who is admitted as an attorney or advocate, supported by at least 10 years working experience of which at least 5 years experience is in the legal field and with a minimum of 2-3 years managerial experience. Experience in Education Law will be a strong recommendation. Skills required: excellent written; verbal communication and computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity and be diplomatic. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.
- DUTIES** : The appointee will head the Directorate: Legal and Legislative Services and will be fully involved in drafting and monitor implementation of education legislation (Bills, Acts and Regulations pertaining to the DHET); co-ordinating; monitoring, evaluating and supporting the effective implementation of HET legislation. Administer legislation of statutory bodies; rendering a legal interpretation and advisory service to the Department and HET institutions. Manage court cases on behalf of the Minister and DG of DHET. Draft advice on national and international agreements and negotiate the terms of the agreement with parties.
- ENQUIRIES** : Ms H Moeng Tel 012 312 5477  
**CLOSING DATE** : 19 February 2010, Applications Received After The Closing Date Or Faxed Applications Will Not Be Considered
- NOTE** : Interviewed candidates will be subjected to a competency assessment.
- POST 04/05** : **SENIOR ADMINISTRATIVE OFFICER REF. K54664**  
 Branch: Social And School Enrichment  
 Directorate: Race And Values In Education
- SALARY** : R161 970 per annum Applications are invited from appropriately qualified persons for this position in the Social and School Enrichment Branch of the Department of Education in Pretoria.
- CENTRE REQUIREMENTS** : Pretoria  
 : Applicants must be in possession of a post-matric qualification with thorough knowledge of financial management system and proven two years experience in administration. Knowledge of Treasury Regulations and the Public Finance Management Act and experience in the management of monthly cash flow statements are essential, including an understanding of procurement policies, risk and fraud management, management of leave, etc. The candidate must have above-average computer Skills (MS Office), excellent communication (written and verbal), good general office management skills and excellent interpersonal skills.
- DUTIES** : The successful candidate will be responsible for Managing the MTEF budget process and monthly cash flow statement; Providing administrative, logistical and financial support to the Directorate: Race and Values in Education; Providing general office support, including filing, tracking and processing of documents and correspondence; Compiling and managing and update monthly Financial Updates; Assuming secretarial functions when required; Compiling and manage a database of key partners;
- ENQUIRIES** : Ms M Moshooliba 012 312 5899  
**CLOSING DATE** : 24 February 2010, Applications received after the closing date or faxed applications will not be considered
- NOTE** : Interviewed candidates will be subjected to a competency assessment.