

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

- APPLICATIONS** : Department of Basic Education, and submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver to: The Department of Basic Education, 222 Struben Street, Pretoria. Please visit the Department of Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION** : Ms M Thubane/ Mr A Tsamai
- CLOSING DATE** : 10 March 2017
- 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 ID and 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 Shortlisted Applicants. Shortlisted candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POSTS

- POST 07/15** : **CHIEF EDUCATION SPECIALIST: EDITING AND QUALITY ASSURANCE (GET/FET) REF NO: DBE/17/2017**

- SALARY** : All-inclusive remuneration package of R757 431 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate Bachelor's degree (or equivalent qualification) with a minimum of 7 years of teaching experience and 5 years of editing experience. A minimum of 5 years managerial/ supervisory experience. A qualification in editing and translation is a strong recommendation. Experience in the editing of question papers for large scale examinations is a pre-requisite. Candidates must also have the ability to work well in a team and under pressure. He/she must have computer skills including MS Office software (Word, Excel, Power Point and Access).
- DUTIES** : Manage the editing, translation and quality assurance of NSC, SC and GET question papers and tests. Take responsibility for the editing, proofreading and translation of all question papers, tests, test items and assessment tasks designed for the GET and FET bands. Take responsibility for the quality assurance of all question papers and tests. Ensure language simplification of all question papers and tests. Undertake a fairness review of all question papers and tests.
- ENQUIRIES** : Mr A Tsamai Tel no: 012 357 3321
- NOTE** : Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

- POST 07/16** : **CHIEF EDUCATION SPECIALIST: EXAMINATION MONITORING AND EVALUATION REF NO: DBE/18/2017**

- SALARY** : All-inclusive remuneration package of R757 431 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate three year Bachelor's degree or equivalent qualification with a minimum of 7 years teaching experience, which must include at least 5 years management experience relating to public examinations. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to monitoring and evaluation. Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations. In-depth knowledge of examination systems and the challenges relating to these systems. In-depth knowledge and experience in monitoring and evaluation of large systems, and monitoring of examinations. Training experience. Ability to manage teams of people

coming from diverse backgrounds. Good communication and report writing skills. Good computer skills including MS Word, MS Excel, MS Power Point and MS Access. Project Management will serve as an advantage. Ability to work under pressure. A valid driver's licence and willingness to travel.

DUTIES : The incumbent will be responsible for the coordination, monitoring and evaluation of the National Senior Certificate and Senior Certificate examination systems at a national level and this will entail: mediation of standards relating to examination systems across the nine PEDs; The coordination of the examination processes across the nine PEDs; Improving the monitoring systems at a national and provincial level; Conducting sample monitoring at provincial, district and school level; Managing the appointment, training and deployment of part-time monitors; Consolidating the national report on monitoring and evaluation.

ENQUIRIES : Mr A Tsamai Tel no: 012 357 3321

NOTE : Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 07/17 : **DEPUTY DIRECTOR: ADMINISTRATION AND FINANCE REF NO: DBE/16/2017**

SALARY : All-inclusive remuneration package of R726 276 per annum

CENTRE : Pretoria

REQUIREMENTS : Applicants must be in possession of an appropriate Bachelor's degree or equivalent qualification with a minimum of 4 years relevant experience at a supervisory level. Knowledge of examination administration. A sound understanding of government policies and prescripts. Knowledge of the PFMA and Treasury Regulations. Strategic thinking and leadership skills. Experience in budget management and financial reporting. Good interpersonal relations. Excellent presentation and verbal communication skills. Candidate must also have the ability to work well in a team and under pressure. He/she must have good computer skills including Ms Office software (Word, Excel, Power Point and Access).

DUTIES : Manage all the logistical and administrative functions relating to travel and accommodation of examiners, moderators and monitors appointed in the Chief Directorate. Establish, implement and monitor financial management and internal controls to ensure compliance with prescribed legislation in terms of the Public Finance Management Act (PFMA) and Treasury Regulations. Manage the budget planning of the Chief Directorate. Manage all payments relating to subsistence and travel as well as remuneration of examiners, moderators, and monitors across the Chief Directorate. Manage the expenditure control of the Chief Directorate. Provide administrative and logistical support to the Directorate and coordinate the administrative support across the Chief Directorate. Manage all HR related responsibilities in the Chief Directorate. Manage the assets and equipment allocated to the Chief Directorate. Provide administrative support relating to procurement of goods and services for the Chief Directorate.

ENQUIRIES : Mr A Tsamai Tel no: 012 357 3321

NOTE : Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.

POST 07/18 : **DEPUTY DIRECTOR: SCHOOL SAFETY REF NO: DBE/12/2017**

Branch: Social Mobilisation and Support Services

Directorate: School Safety

Applications are invited from appropriately qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for the development and maintenance of policies, strategies and programmes aimed at ensuring safe and secure learning environments and the establishment of sustainable partnerships on school safety for learners and educators.

SALARY : All-Inclusive remuneration package of R726 276 per annum

CENTRE : Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's degree or an equivalent three-year qualification in the social/human sciences (a relevant postgraduate qualification will be an added advantage) with at least 4 years relevant experience. This should be supported by substantial experience in the design and management of programmes, and in monitoring and evaluation. An understanding of current education and/or school safety policies and trends is desirable. Strong conceptual and report writing skills, good communication, inter-personal and networking skills

- are essential, as well as the ability to liaise with officials at all levels of government and key stakeholders in the field. The successful candidate will be a self-starter who works well independently as well as in a team. Applicants must have a valid driver's licence and be willing to travel extensively.
- DUTIES** : He/ She will: Develop policies, strategies and programmes to ensure safe and secure learning environments, Implement the national framework for school safety, Establish sustainable partnerships on school safety and creating safety nets for vulnerable children, Liaise and co-operate with provincial education departments, national government departments, universities, research organizations as well as NGOs and civic organizations, Monitor and evaluate policies, strategies and programmes to promote and maintain a rights culture including gender equity and an ethos of respect and non-violence, Represent the Directorate both internally and externally as required, Liaise with and report to project funders, Manage internal and external partnerships.
- ENQUIRIES** : Ms M Thubane Tel no: (012) 357 3297 and Mr A Tsamai Tel no: (012) 357 3321
- NOTE** : Shortlisted candidates will be required to make a presentation to the interview panel.
- POST 07/19** : **DEPUTY DIRECTOR: HIV, TB AND TEENAGE PREGNANCY PROGRAMME**
REF NO: DBE/13/2017
 Directorate: Health Promotion
 Applications are invited from appropriately qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for leading the sector's response to HIV, TB and learner pregnancy in schools and addressing the behavioural, social and structural drivers.
- SALARY** : All-Inclusive remuneration package of R726 276 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's degree or a three year post-matric qualification in Health Promotion, Public Health, Health Sciences, Psychology or Social Sciences plus 4 years relevant experience. A Master's Degree will be an added advantage. This should be supported by an understanding of the policy mandate to provide sexuality education and health education/ promotion coupled with extensive experience in the development, implementation and management of programmes for children and/or adolescents. Strong financial management skills are a prerequisite for the position. An understanding of current education, school health policies and trends as well as the evidence and interventions aimed at young women and girls, is required. Very strong communication skills (both verbal and written) are essential as are conceptual, organisational and administrative skills, networking skills, the ability to liaise with officials at all levels of government as well as with key stakeholders in the field. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation principles to their work. Applicants must have a valid driver's licence and be willing to travel extensively.
- DUTIES** : The successful candidate will co-ordinate the development of policies, strategies, guidelines and programmes to reduce new HIV and TB infections amongst learners, and to mitigate the impact of HIV and TB infection on the education sector. He/ She will be responsible for leading programmes to prevent and manage teenage pregnancies in schools, in addition to conceptualising and managing projects, Leading the development of conditional grant frameworks and business plans, Managing budgets and personnel, Implementing and monitoring programmes and reporting. He/ She will also co-ordinate and facilitate social mobilisation and advocacy campaigns; Liaise and co-operate with departmental units, Work closely with provincial education departments, national government departments, universities, research organisations as well as NGOs and civic organisations; Represent the Directorate, both internally and externally as required; Liaise with and report to project funders and manage internal and external partnerships.
- ENQUIRIES** : Ms M Thubane Tel no: (012) 357 3297 and Mr A Tsamai Tel no: (012)357 3321
- NOTE** : Shortlisted candidates will be required to make a presentation to the interview panel as well as to undergo a writing test.

- POST 02/20** : **DEPUTY CHIEF EDUCATION SPECIALIST: EDITOR AND TRANSLATOR REF NO: DBE/15/2017**
 Branch: Planning, Information and Assessment
 Chief Directorate: National Assessment and Public Examinations
 Directorate: Examinations and Assessment in schools
- SALARY CENTRE REQUIREMENTS** : All-inclusive remuneration package of R422 409 per annum
 : Pretoria
 : An appropriate Bachelor's degree or equivalent qualification, with majors in English or Afrikaans, with a minimum of 6 years teaching experience. Experience as a teacher and in editing is a strong recommendation. A qualification in editing and translation is a strong recommendation. Knowledge and experience of working in the examinations and assessment environment plus experience in large scale examinations will serve as an added advantage. Candidate must also have the ability to work well in a team and under pressure. Candidate must have good computer skills including Ms Office software (Word, Excel, Power Point and Access)
- DUTIES** : Editing and translation of question papers for the National Senior Certificate, Senior Certificate and other National Assessments and tests. Proof-reading and quality assurance of question papers and marking guidelines. Editing of policy documents, reports and other correspondence relating to examinations and assessment. Provide general language support to the Chief Directorate responsible for examinations. Ensure language simplification of all question papers and tests. Undertake a fairness review of all question papers and tests
- ENQUIRIES NOTE** : Mr A Tsamai Tel no: 012 357 3321
 : Shortlisted candidates will be required to undergo a competency test and will be subjected to security clearance.
- POST 07/21** : **ASSISTANT DIRECTOR: PERFORMANCE INFORMATION MANAGEMENT AND REPORTING REF NO: DBE/08/2017**
 Directorate: Strategic Planning and Reporting
- SALARY CENTRE REQUIREMENTS** : R389 145 per annum
 : Pretoria
 : A 3 year post-matric qualification in social, economic or financial sciences with auditing as a subject plus 3 years relevant work experience. Experience in managing, evaluating and analysing performance information in a concurrent function department or a similarly complex organisation with at least 600 people with decentralised units; excellent written and verbal communication skills; excellent understanding of the link between institutional performance and sector performance in a concurrent function; ability to produce quality assured work under pressure and manage deadlines; experience of analysing performance information for alignment and verification; evidence of showing attention to detail; ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range of performance information and indicators.
- DUTIES** : Key results areas are in developing, managing, coordinating, analysing, verifying and building capacity on performance information in the DBE and the sector. The individual appointed will do the following in discharging his/her duties in relation to key stakeholders and programme managers: support performance information reporting in the DBE in order to strengthen operational, quarterly, annual and medium-term MTEF/Outcome/SDIP,MPAT performance reporting. Refine and provide advice on indicator descriptions for performance information to be used in planning and reporting obligations of the DBE and Sector PPMs. Manage, coordinate and establish processes and tools to deepen performance information use including inputs for programme and Branch reviews dealing with Performance Information and MPAT reporting. Analyse and report on alignment of plans and reports of provinces and public entities. Develop performance information management, verification and registry systems as well as documentation to support the performance information function and use these to support provincial and national efforts to improve institutional performance. Prepare presentations, plans, reports, updates and progress reports using performance information.
- ENQUIRIES NOTE** : Ms M Thubane (012) 357 3297 and Mr A Tsamai Tel no: (012) 357 3321
 : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

POST 07/22 : **ASSISTANT DIRECTOR: HUMAN RIGHTS AND NATION BUILDING REF NO: DBE/09/2017**
Branch: Care and Support
Directorate: Social Cohesion and Equity in Education

SALARY CENTRE : R389 145 per annum
: Pretoria

REQUIREMENTS : An appropriate recognised Bachelor's degree or equivalent qualification in the fields of Education or Social Sciences, at least 3 years working experience in the education field. Extensive knowledge and insight of Life Orientation or life skills, Human Rights Education, Democracy and Constitutional Values are required. Candidates must have a sound understanding of Social Cohesion, Human Rights and Nation Building discourse. Good knowledge of relevant education legislation, regulations, Acts, agreements, policies, associated schedules and procedures such as the South African Schools Act, 1996 (SASA), National Education Policy Act (NEPA), Child Act and Constitution of the Republic of South Africa. Excellent oral, written and communication skills, strong negotiation, presentation and facilitation skills, conflict and strategic management skills are required. Excellent organisational, time management, administrative and computer skills are essential. Ability to work closely and cooperatively with internal and external stakeholders, NGOs, Chapter Nine institutions and other Government Departments. Ability to work both in a team and independently with limited supervision. Willingness to work extended hours when required and to travel extensively. Must have a valid driver's licence.

DUTIES : Develop policies, guidelines, programmes and plans on Human Rights Education, Rights and Responsibilities Programme, Commemoration of significant and Historic Anniversaries and Events, Social Cohesion and Nation Building programmes and align these to the National Development Plan Outcomes. Establish intervention strategies to manage diversity, racial integration and prevent violation of human rights in schools. Oversee compliance with Human Rights Principles as stipulated in the Constitution of the Republic of South Africa. Compile monthly, quarterly and annual reports. Establish and maintain partnerships with State Departments, Statutory bodies, Stakeholders, various institutions and Human Rights and Civil Society organizations and structures. Promote, monitor and evaluate rights-based and socially cohesive strategies working closely with Provincial Departments of Education. Perform other tasks as required by management.

ENQUIRIES NOTE : Ms M Thubane Tel no: (012) 357 3297 and Mr A Tsamai Tel no: (012) 357 3321
: Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

POST 07/23 : **ASSISTANT DIRECTOR: SPORT AND ENRICHMENT IN EDUCATION REF NO: DBE/10/2017**

Branch: Care and Support in Education
Chief Directorate: Partnerships in Education
Directorate: Sport and Enrichment in Education
Applications are invited from appropriately qualified persons for this position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to promote school sport and enrichment programmes including choral music.

SALARY CENTRE : R389 145 per annum
: Pretoria
REQUIREMENTS : A recognised Bachelor's degree or equivalent qualification in the social sciences, sports sciences, performing arts or education (a relevant postgraduate qualification will be an added advantage) with 3 years relevant experience. This should be supported by substantial experience in education, sports administration and/or the performing arts. Excellent communication, inter-personal and writing skills are vital. Proven experience in the management of large scale sports or arts and culture projects will be an advantage.

DUTIES : The successful candidate will: Assist in managing the School Sport Programme, Organise Inter-Provincial School Sport meetings (including stakeholder meetings), Implement the Annual School Sport Plan in collaboration with Sport and Recreation

South Africa (SRSA), Assist to develop and distribute information regarding the SA Schools National Championships to provinces (i.e. Tournament Manuals, etc), Ensure implementation of the reporting template for provincial and national events, Monitor district league tournaments, including provincial and national events, Support and monitor provincial and national School Sport initiatives such as the Sport Focus Schools, building of facilities by the partners, etc, Support multi-stakeholder meetings on the delivery of the School Sport Programme, Liaise with provincial education departments, national government departments, universities, research organisations, sports federations, as well as NGOs and civic organizations on school sport and choral music, Support the Choral Music Programme, Support all logistics for the provincial and national eisteddfod championships, Implement the development programme for the adjudicators, conductors, data capturers and programme directors at provincial and national levels, Monitor and Support the Farm School Programme. Applicants must have a valid driver's licence, be willing to work long hours and travel extensively.

ENQUIRIES

: Ms M Thubane Tel no: (012) 357 3297 and Mr A Tsamai Tel no: (012) 357 3321

NOTE

: Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

POST 07/24

: **ASSISTANT DIRECTOR: ORAL HISTORY AND HERITAGE EDUCATION REF NO: DBE/11/2017**

Directorate: Social Cohesion and Equity in Education

SALARY

: R389 145 per annum

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate recognised Bachelor's degree or equivalent qualification in the fields of Education, Social Sciences or Development Studies plus at least 3 years working experience in the education field. Extensive knowledge and insight of Social Science, History or Geography is required. Candidates must be registered with SACE and have a Valid Driver's Licence. Candidates must have a sound understanding of History and Heritage Education. An understanding of Education policies and legislation such as the South African Schools Act, 1996 (SASA), National Education Policy Act (NEPA), Child Act and Constitution of the Republic of South Africa. Excellent oral, written and communication skills, strong negotiation, presentation and facilitation skills. The ability to work closely and cooperatively with internal units and external stakeholders, NGOs, Chapter Nine Institutions and other Government Departments. Excellent organisational, time management, administrative and computer skills are essential. Ability to work both in a team and independently with limited supervision. Willingness to work extended hours when required and to travel extensively.

DUTIES

: Develop policies, guidelines, strategies and programmes on Oral History Heritage, Civic and Democracy Education. Promote and monitor Oral History, Heritage and Democracy programmes, co-ordinate all related Programmes to Provincial Departments of Education, Oversee compliance with the Promotion of National Unity and Reconciliation Project as stipulated in the Government Gazette, No 38157. Establish and maintain partnerships with state departments, statutory bodies, stakeholders, various institutions, history and civil society organizations and structures. Perform other tasks as required by management.

ENQUIRIES

: Ms M Thubane Tel no: (012) 357 3297 Tel no: Mr A Tsamai (012) 357 3321

NOTE

: Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.