

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** : 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** : 17 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 POST

- POST 08/01** : **ASSISTANT DIRECTOR: INTERNATIONAL RELATIONS AND MULTILATERAL AFFAIRS REF NO: DBE/21/2017**
Directorate: International Relations and Multilateral Affairs
- SALARY** : R389 145 per annum
- REQUIREMENTS** : A recognised Bachelor's Degree or equivalent qualification with atleast 3 years relevant experience in conducting international relations and donor relations management. A degree or equivalent qualification in International Relations, Political Sciences or Development Studies will serve as an advantage. Excellent oral, written and communication skills, strong negotiation and presentation skills, ability to work closely and cooperatively with internal and external associates, excellent organisational, time management, administrative and computer skills, an understanding of Education policies and legislation and willingness to work extended hours when required.
- DUTIES** : Develop, promote, monitor and coordinate Basic Education related bilateral and multilateral cooperation, Liaise with the Department of International Relations and Cooperation and members of the Diplomatic Corps and Donor Agencies on matters concerning the promotion of bilateral and multilateral cooperation, promote and coordinate implementation of programmes emanating from bilateral and multilateral agreements within the Department of Basic Education and Provincial Departments of Education, promote and coordinate DBE's reporting against international commitments and provide protocol services.
- ENQUIRIES** : Ms M Thubane Tel no: (012) 357 3297
- NOTE** : Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.