

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

- APPLICATIONS** : Department of Basic Education, Attention: Ms M Thubane and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery 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
- CLOSING DATE** : 09 June 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 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 Applicant

OTHER POSTS

- POST 21/07** : **DEPUTY CHIEF EDUCATION SPECIALIST (9 POSTS) (LEARNERS WITH SEVERE TO PROFOUND INTELLECTUAL DISABILITIES) REF NO: DBE/25/2017**
(2 - Years Renewable Contract)
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum Implementation and Monitoring
Directorate: Inclusive Education
- SALARY CENTRE** : R422 409 per annum
9 Provincial Education Departments Eastern Cape (Bisho), Free State (Bloemfontein), Gauteng (Johannesburg), KwaZulu-Natal (Pietermaritzburg), Limpopo (Polokwane), Mpumalanga (Nelspruit), Northern Cape (Kimberley), North West (Mmabatho) and Western Cape (Cape Town).
- REQUIREMENTS** : Applicants must be in possession of an appropriate three or four year Bachelor's degree or equivalent qualification which includes professional teacher education. At least 8 year's relevant experience in education and in the coordination of support provision to learners with disabilities. Should be registered with SACE as professional educator. A qualification or experience in project and financial management will be an added advantage. The successful candidate will be expected to have extensive knowledge of and insight into education legislation and policies. The incumbent will be responsible for the co-ordination and financial management of the conditional grant on Learners with Severe to Profound Intellectual Disabilities. The incumbent must be able to take initiative with regards to resolving challenges, be able to promote inclusive education for effective teaching and learning of learners with severe to profound intellectual disabilities. Ability to work in a team and interact with other provincial departments and other relevant stakeholders will be added advantages. The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills.
- DUTIES** : As project manager, the incumbent will be responsible for providing strategic leadership in the management of the provincial conditional grant for Learners with Severe to Profound Intellectual Disability. Conditional grant management includes among others, government budgeting and procurement processes, development of business plans and grant frameworks, reporting, monitoring and performance evaluation. Ensuring submission of statutory reports for compliance with applicable legislations and frameworks. The incumbent must be able to take initiative with regards to resolving challenges in the effective management of the grant. As a new conditional grant, the successful candidate is also expected to provide training and or initiate training and workshops for personnel and officials providing inclusive education. Preparing presentations and reports for the department.

ENQUIRIES : Ms M Schoeman Tel. 012 357 4084 or Ms T Levin (012) 357 4092.
NOTE : Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

POST 21/08 : **ASSISTANT DIRECTOR: REF NO: DBE/26/2017**
(2 – Years Renewable Contract)
Directorate: Inclusive Education

SALARY : R417 552 per annum
CENTRE : Pretoria
REQUIREMENTS : Applicants must be in possession of a recognised three-year Bachelor's degree or equivalent qualification in finance supplemented by at least 3 years' relevant working experience in financial management and reporting. Thorough knowledge and experience in the preparation of financial statements, understanding of Public Finance Management Act (PFMA), Treasury Regulations, MTEF and other relevant policies and prescripts. Understanding of government budgeting and procurement processes and ability to effectively and correctly interpret and apply policies and prescripts. Advanced computer skills are a requirement. Experience in management of Treasury conditional grants will be an added advantage. The job involves travelling and therefore a valid driver's licence is a requirement.

DUTIES : The candidate will be responsible for the financial management and reporting on Learners with Severe to Profound Intellectual Disabilities Grant. Coordinating and monitoring transfer of grant allocations to provincial education departments. Ensuring submission of statutory reports for compliance with applicable legislations and frameworks. Constantly monitoring financial expenditure of provincial education departments on the grant and develop early warning system for effective financial management. Liaising and corresponding with stakeholders such as the National Treasury, Provincial Treasuries, Auditor-General (AG), etc. Managing the audit process of the financial statements and preparing responses to the Auditor-General, preparing presentations and compiling action plans to address audit findings.

ENQUIRIES : Ms M Schoeman Tel. 012 357 4084 or Ms T Levin (012) 357 4092.
NOTE : Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

POST 21/09 : **EXAMINER REFNO: EX 01/2017**

SALARY : Compensation will be in accordance with Personnel Administration Measure (PAM)

CENTRE : Pretoria

REQUIREMENTS : Must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as an examiner in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school based educator and outside the circuit or district in the case of a subject advisor. Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSC Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner.

DUTIES : Setting high quality question papers for the Grade 12 NSC and SC examinations, for approval by Umalusi, in the subject area of your specialisation. Develop the accompanying marking guidelines for Grade 12 NSC and SC examination question papers. Participates in the Marking Standardisation Meeting for the question paper. Develop the diagnostic report for the question paper. Develop exemplar question papers for the subject, as and when the need arises. Review items developed by item writers. Develop national question paper for the subject in Grade. 10 and Grade 11, if the need arises. Conduct external moderation of the marking.

<u>ENQUIRIES</u>	:	Ms E Nobongoza (012) 357 3598
<u>CLOSING DATE</u>	:	2 June 2017
<u>NOTE</u>	:	The Department of Basic Education (DBE) is responsible, inter alia, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Additional Criteria: All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills. All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview. LIST OF SUBJECTS: Subjects for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/ Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Languages Home First Additional Second Additional, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati and South African Sign Language (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.
<u>POST 21/10</u>	:	<u>INTERNAL MODERATOR REF NO: IM/02/2017</u>
<u>SALARY</u>	:	Compensation will be in accordance with Personnel Administration Measure (PAM)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	Must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as an examiner in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school based educator and outside the circuit or district in the case of a subject advisor. Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSC Examinations. Must be prepared to work over weekends and during school holidays. In addition, an internal moderator must have served for a minimum of two years, as an examiner in the setting of national question papers.
<u>DUTIES</u>	:	Responsible for the independent evaluation of the question paper after it is set, so as to ensure that it is ready for final approval by Umalusi. Convene the Marking Standardisation Meeting where the marking guideline is finalised. Prepare a report on the standard and quality of the question paper, after it is written. Coordinate the finalisation of the Diagnostic Report for the subject.

ENQUIRIES : Ms E Nobongoza (012) 357 3598
CLOSING DATE : 2 June 2017
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POST 21/11 : **SBA MODERATOR REF NO: SBA/03/2017**

SALARY : Compensation will be in accordance with Personnel Administration Measure (PAM)

CENTRE : Pretoria

REQUIREMENTS : Must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as an SBA moderator in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSS Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of moderator. Have a valid driver's licence and be willing to travel.

DUTIES : Responsible for the quality assurance of SBA (i.e. including PATS and orals), which includes: audit of SBA systems, moderation of assessment tasks and teacher files and moderation of learner evidence. Develop exemplar tasks for SBA.

ENQUIRIES : Ms A Govan (012) 357 3500

CLOSING DATE : 2 June 2017

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POST 21/12

: **MARKING MODERATOR REF NO: MM/04/2017**

SALARY

: Compensation will be in accordance with Personnel Administration Measure (PAM)

CENTRE

: Pretoria

REQUIREMENTS

: Must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as a Chief Marker, Deputy Chief Marker or Senior Marker in the subject at the provincial level and documentary evidence must be provided to confirm this. Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSS Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner. Have a valid driver's licence and be willing to travel.

DUTIES

: Responsible for the moderation of marking at the marking centres during the marking of the SC and NSC.

ENQUIRIES

: Ms A Govan (012) 357 3500

CLOSING DATE

: 2 June 2017

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with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following: Additional Criteria: All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills. All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview. LIST OF SUBJECTS: Subjects for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/ Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Languages Home First Additional Second Additional, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati and South African Sign Language (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

- POST 21/13** : **EXAMINATION MONITORS REF NO: EM/05/2017**
- SALARY** : Compensation will be in accordance with Personnel Administration Measure (PAM)
- CENTRE** : Pretoria
- REQUIREMENTS** : Must be in possession of a Bachelor's degree, or an equivalent qualification, with specialization in education. Must have served as a school principal of a secondary school, or a subject advisor or a circuit manager or involved in the management of examinations and assessment processes or other related curriculum processes. Must be available to render their services for the entire day, on selected days of the week. Must have experience in the management of examinations at the school level.
- DUTIES** : Responsible for the monitoring of the entire examination cycle which includes: an audit of the provincial examination systems and monitoring of the preparations for the NSC and SC examinations. Monitoring of the writing, marking, capturing and release of the results.
- ENQUIRIES** : Ms K Mantshongo (012) 357 3824
- CLOSING DATE** : 2 June 2017
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for SBA and PAT Moderators Accounting, Business Studies, Economics, English First Additional Language (FAL), Geography, History, Life Orientation, Life Sciences, Mathematics, Mathematical Literacy, Physical Sciences, Agricultural Technology, Agricultural Management Practices, Dance Studies, Design, Dramatic Arts, Music, Tourism, Visual Arts, Consumer Studies and Hospitality Studies. Subjects for Examiners for Non-Languages Agricultural Technology, Agricultural Sciences, Agricultural Management Practices, Accounting, Business Studies, Computer Applications Technology, Consumer Studies, Civil Technology: Civil Services/Construction/Woodworking, Dance Studies, Design, Dramatic Arts, Electrical Technology: Electrical (Power Systems)/ Electronics/Digital Electronics, Economics, Engineering Graphics and Design, Geography, History, Hospitality Studies, Information Technology, Life Sciences, Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Languages Home First Additional Second Additional, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati and South African Sign Language (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

- POST 21/14** : **SPECIAL EXAMINER: BRAILLE OR DEAF REF NO: SE/BD/06/2017**
- SALARY** : Compensation will be in accordance with Personnel Administration Measure (PAM)
- CENTRE** : Pretoria
- REQUIREMENTS** : Must have a qualification in/understanding of special needs education to adapt papers to be accessible to blind/deaf learners without compromising the standard of the paper.
- DUTIES** : Adapting Grade 12 NSC and SC examinations papers to be accessible to blind/deaf learners. Adapt the accompanying marking guidelines for Grade 12 NSC and SC examinations paper. Participate in the Marking Standardisation Meeting for questions paper. Adapt the exemplar question papers for the subject, as and when the need arises. Adapt national question papers for the subject in Grade 10 and 11 if the need arises. Conduct external moderation of the marking.
- ENQUIRIES** : Ms K Mantshongo (012) 357 3824
- CLOSING DATE** : 2 June 2017
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Mathematics, Mathematical Literacy, Music, Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork, Physical Sciences, Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Languages Home First Additional Second Additional, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati and South African Sign Language (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.

- POST 21/15** : **EDITORS: REF NO: ED/07/2017**
- SALARY** : Compensation will be in accordance with Personnel Administration Measure (PAM)
- CENTRE** : Pretoria
- REQUIREMENTS** : Must be in possession of a Bachelor's degree, or an equivalent qualification, with majors in English and/or Afrikaans/African Languages. Have at least six years' editing experience in the editing of examination, assessment and curriculum material related to education. At least two years' of this experience should be in the last three years. Recent teaching experience 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. Must be prepared to work over weekends and public holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of editor. Must have good computer skills, including MS Office (Word and Excel) .Knowledge of specialised fields of study (e.g. the arts/sciences/ technologies) is recommended.
- DUTIES** : Editing: correcting language lapses and grammatical errors in draft question paper/assessment material. Correlation: ensuring that exactly the same questions are asked in both languages of assessment; and that the marking guidelines correspond with the question paper. Translation of assessment material. Layout and design of assessment material, using the in-house style. Proofreading of the typed, edited document against the original. Quality Assurance: ensuring that assessment material meet the prescribed standards.
- ENQUIRIES** : Ms K Mantshongo (012) 357 3824
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Religion Studies, Tourism, Visual Arts, Life Orientation, Technical Mathematics, Technical Sciences, Subjects for Examiners for Languages Home First Additional Second Additional, Afrikaans, English, IsiXhosa, IsiZulu, IsiNdebele, Sepedi, Sesotho, Setswana, Tshivenda, Xitsonga, SiSwati and South African Sign Language (Home Language). Subjects for Specialists for the adaptation of question papers, Adaptation for Braille and Adaptation for the deaf. Please note that the above posts are on part-time basis, you need not resign from your current job.