

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 Basic 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 N Sathege/Ms M Mahape
- CLOSING DATE** : 31 July 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 Short-Listed Applicants. Short-listed 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 28/01** : **CHIEF EDUCATION SPECIALIST: (ECONOMIC AND MANAGEMENT SCIENCES (SENIOR PHASE: GRADES 7-9) REF NO: DBE/37/2017**
Branch: Curriculum Policy, Support and Monitoring
Directorate: Curriculum Implementation and Quality Improvement (GET)
- SALARY** : All-Inclusive remuneration package of R812 724 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate three-year or four year qualification which includes professional teacher education with specialisation in Accounting together with either Business Studies or Economics. The applicant must have at least nine years' teaching experience, including management experience in the Economic and Management Sciences subject, and supporting and supervising teachers in a province, district/s or circuit/s. A specialised qualification in teaching Economic and Management Sciences in the Senior Phase (Grades 7-9) would be an added advantage. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for the General Education and Training (GET) band, Grades R-9. Sound knowledge of issues, challenges and initiatives pertaining to teaching and learning as well as promotion and progression policies in South Africa are essential. It is required that the applicant will have proven research and development skills, strategic planning, verbal and written communication skills, ability to work in a team, knowledge of project management, experience in policy making processes, management of budgets, computer literacy, and sound knowledge of and experience in the development of curriculum and assessment in the Economic and Management Sciences subject. The applicant must be able to take initiative with regards to challenges, be able to promote, plan and implement effective teaching and learning of the Economic and Management Sciences subject. Applicants must be registered with SACE as a professional educator.
- DUTIES** : The incumbent will be a curriculum specialist in Economic and Management Sciences, capable of strategic leadership in the education system including: Strategic management of the curriculum in the Senior Phase in terms of legislation and policy for the GET band; Monitor, evaluate and appraise the implementation of the Curriculum and Assessment Policy Statements (CAPS) for the Economic and Management Sciences subject; Liaise with Provincial Departments of Education to render professional assistance in capacity building related to learning, teaching and assessment in the Economic and Management Sciences subject; Conceptualise, design and manage projects for the Economic and Management Sciences subject within the Department's line function; Engage with relevant role

- players and stakeholders; Develop materials for the Economic and Management Sciences subject; Write reports, submissions, speeches and policy documents; and any other duties deemed necessary and appropriate from time to time.
- ENQUIRIES NOTE** : Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 3573291
 : The applicant must be prepared to undergo an intensive selection process which involves interviews, completing tasks on focused activities within a specified time e.g. developing, writing and delivering presentations on supplied topics.
- POST 28/02** : **CHIEF EDUCATION SPECIALIST: (LANGUAGES: ENGLISH AND AFRIKAANS GRADES 4-9) REF NO: DBE/36/2017**
 Branch: Curriculum Policy, Support and Monitoring
 Directorate: Curriculum Implementation and Quality Improvement (GET)
- SALARY CENTRE REQUIREMENTS** : All-Inclusive remuneration package of R812 724 per annum
 : Pretoria
 : Applicants must be in possession of an appropriate three-year or four year qualification, which includes professional teacher education qualification with specialisation in English or Afrikaans. The applicant must have at least nine years' teaching experience, including management experience in the English and Afrikaans subjects in Grades 4 - 9, and supporting and supervising teachers in a province, district/s or circuit/s. A specialised qualification in teaching English or Afrikaans in the Intermediate Phase (Grades 4-6) and/or Senior Phase (Grades 7-9) would be an added advantage. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for the General Education and Training (GET) band, Grades R-9. Sound knowledge of issues, challenges and initiatives pertaining to teaching and learning as well as promotion and progression policies in South Africa are essential. It is required that the applicant will have proven research and development skills, strategic planning, verbal and written communication skills, knowledge of project management, experience in policy making processes, management of budgets, computer literacy and sound knowledge of and experience in the development of curriculum and assessment in the field of Languages (English and Afrikaans). The applicant must be able to work in a team, take initiative with regards to challenges, be able to promote, plan and implement effective teaching and learning of the English and Afrikaans subjects. Applicants must be registered with SACE as a professional educator.
- DUTIES** : The incumbent will be a curriculum specialist in Languages (English and Afrikaans), capable of strategic leadership in the education system including: Strategic management of the curriculum in the Intermediate and Senior Phases in terms of legislation and policy for the GET Band; Monitor, evaluate and appraise the implementation of Curriculum and Assessment Policy Statements (CAPS) for the English and Afrikaans subjects; Liaise with Provincial Departments of Education to render professional assistance in capacity building related to learning, teaching and assessment in the English and Afrikaans subjects; Conceptualise, design and manage projects for the English and Afrikaans subjects within the Department's line function; Engage with relevant role players and stakeholders; Develop materials for the English and Afrikaans subjects; Write reports, submissions, speeches and policy documents; and Any other duties deemed necessary and appropriate from time to time.
- ENQUIRIES NOTE** : Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
 : The applicant must be prepared to undergo an intensive selection process which involves interviews, completing tasks on focused activities within a specified time e.g. developing, writing and delivering presentations on supplied topics.
- POST 28/03** : **DEPUTY DIRECTOR REF NO: DBE/32/2017**
 Branch: Office of the Director-General
 Directorate: Strategic Planning and Reporting
- SALARY CENTRE REQUIREMENTS** : All-Inclusive remuneration package of R779 295 per annum
 : Pretoria
 : Key requirements: An appropriate three-year Bachelor's Degree or an equivalent qualification, A minimum of 4 years' relevant experience at a supervisory level with at least 2 of those years in the use of performance information management, planning and reporting in a substantive service delivery department. The successful candidate will have: proven 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; strategies for enriching detail in sectoral plans and reports, initiate interventions with relevant networks and structures, strategies of ensuring that performance information and reporting is optimised, knowledge of Government Planning Frameworks, and Strategic Management within the Public Sector, excellent written and verbal communication skills; excellent understanding of the link between institutional performance and sector performance in a concurrent function; proven ability to produce quality assured work under pressure and manage deadlines; proven experience of analysing performance information for alignment and verification; evidence of showing attention to detail; Proven 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. All short listed candidates will be expected to demonstrate their skills in a short task as part of the interview.

DUTIES

: Manage all performance planning and performance reporting activities of the DBE in line with the strategic objectives of the DBE and the sector, as well as the relevant mandates; Carry out effective strategic analysis to improve performance reporting, information and planning alignment, compliance and effectiveness; Manage all performance planning of the Department in line with the Strategic objectives of the DBE and sector, as well as the relevant mandates; Produce quality credible plans on DBE mandates for quality basic provision; Institutionalise an integrated strategic planning process and deliver strategic performance planning, reporting and monitoring support to Senior Management in the DBE; Advocate for, and improve the use of performance information and analyses of provincial plans in respect of medium and long term strategic goals, priorities and objectives, and to advise on strengthening performance information use in planning process in the DBE and the broader sector. The individual appointed will do the following in discharging their duties in relation to key stakeholders and programme managers: Refine and provide advice on refining indicator descriptions for performance information to be used in planning and reporting obligations of the DBE and Sector PPMs. Support processes and tools to deepen performance information use including inputs for programme and branch reviews dealing with Performance Information and MPAT reporting and improvement processes among others. Analyse and report on alignment of plans and reports of provinces and public entities. Develop performance information management, verification and registry systems and documentation to support the performance information function and use these to support provincial and national efforts to improve institutional performance through better performance information in departments in the sector. Prepare presentations, plans, reports, updates and progress reports using performance information.

ENQUIRIES

: Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape or Tel no: (012) 357 3291

NOTE

: Shortlisted candidates will be required to undergo a competency test.

POST 28/04

: **DEPUTY DIRECTOR 2 POSTS REF NO: DBE/34/2017**

Branch: Curriculum Policy, Support and Monitoring
Directorate: Curriculum Innovation and E-Learning

SALARY CENTRE

: All-Inclusive remuneration package of R779 295 per annum
: Pretoria

REQUIREMENTS

: An appropriate, Bachelor's degree or equivalent qualification is a pre-requisite for this post and this should include at least 4 years actual and appropriate experience at a supervisory level and proven track record in e-learning implementation. Knowledge of ICT at the level of classroom practice is very important for this post. A clear understanding of the role of Information and Communication Technologies (ICT) in education and its implementation thereof are critical for the post, while a postgraduate qualification in e-learning or related studies will be an added advantage. The candidate must have: Excellent analysis and formulation skills. A good understanding and knowledge of national education policy, legislation and regulatory environment. He/she must have a clear understanding of the DBE's Action plan, the South African Education and Training System and the implementation of the National Curriculum Statement. An exceptional understanding of ICT in Education, infrastructure and connectivity issues, e-learning, knowledge management and information strategies for education. He/she must have extensive knowledge of, and insight into relevant policies, policy formulation processes and monitoring in terms of ICT and curriculum implementation. Good understanding of quantitative and qualitative research

methodology. The successful candidate must further have a valid driver's licence, advance computer utilisation and good communication (both written and verbal) skills. The successful candidate must be adaptable, disciplined, innovative, self-confident, work independently and must be able to work with a team. The post is focusing on: Relationship management, monitoring and support to provinces in the implementation of ICT in Education. This person must therefore have a sound knowledge and understanding of hardware, software, connectivity, ICT professional development and issues related to e-content as well as provincial implementation of ICT in Education. The person will also have to drive the research agenda of ICT in Education for the Department of Basic Education which includes research in professional development, infrastructure, digital content, connectivity, new technologies, impact of ICT on teaching and learning implementation models and strategies and the development of supporting guidelines.

DUTIES : He/she will be required to: Analyse policies related to the integration of ICT in Education, develop ICT in Education strategies to be implemented in provinces, develop frameworks/guidelines for the co-ordination and support to provinces in terms of ICT integration in educational setting. Requirements of applications: All applicants must submit a motivation letter with their applications.

ENQUIRIES : Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape or Tel no: (012) 357 3291
NOTE : Short-listed candidates may be required to do a practical test on e-Learning practices prior to the interview.

POST 28/05 : **DEPUTY DIRECTOR REF NO: DBE/39/2017**
 Branch: Sector Infrastructure
 Directorate: Infrastructure Planning and Monitoring
 The Directorate: Physical Resource Planning and Rural Schooling is responsible for inter alia, managing, monitoring and reporting on several Education infrastructure conditional grants and national programmes, overseeing the development, implementation, coordination, application and monitoring of policies in relation to infrastructure development and physical resources planning for the Education system. The Directorate is seeking a proactive, efficient, effective, self confident team player with highly developed interpretive and conceptualization/formulation abilities, strong analytical and system thinking skills, a high level of proficiency in verbal and written communication and report writing skills. He / She must be computer literate in basic programmes like MS Word, Excel, Access, and PowerPoint.

SALARY : All-Inclusive remuneration package of R779 295 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate Bachelor's degree/National Diploma or equivalent qualification in the built environment. At least 4 years of relevant experience at a supervisory level. An understanding of the relevant legislation and prescripts and experience in the planning and execution of capital infrastructure and maintenance projects. In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and to adhere to deadlines, together with an ability to organize and direct groups of professionals in the built environment sector. Experience and a qualification in construction programme and project management will be an advantage. A valid driver's license will be a prerequisite for this post.

DUTIES : Manage processes relating to the management of the Education Infrastructure Grant in the sector, Monitoring of matters relating to planning, design, procurement, construction, operation and maintenance of education infrastructure. Analyse and evaluate infrastructure planning documents like the User Asset Management Plans, Infrastructure Programme Implementation Plans, Construction Procurement Strategies, and Conditional Grant Evaluation Reports, Lead the sector processes relating to the implementation of the performance based incentive system, Analyse and evaluate physical resources planning frameworks, prioritisation model(s), Business Cases and Project Briefs. Manage the implementation of a facilities maintenance and management policy. Lead task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines, Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department. Monitor the implementation of norms and

		standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure. Manage the planning and implementation of education infrastructure projects
<u>ENQUIRIES NOTE</u>	:	Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape or Tel no: (012) 357 3291
	:	Shortlisted candidates may be required to undergo a competency test.
<u>POST 28/06</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST: (DISTRICT COORDINATION, MONITORING AND SUPPORT REF NO: DBE/35/2017)</u>
		Branch: Planning and Delivery Oversight Unit
		Directorate: District-level Planning and Implementation Support
<u>SALARY CENTRE REQUIREMENTS</u>	:	R453 246 per annum
	:	Pretoria
	:	A recognised relevant Bachelor's degree or equivalent qualification. Eight (8) years experience in education management and leadership at provincial or district level. Knowledge and understanding of the basic education sector and impediments to the delivery of quality education to all schools. The successful candidate must have first-level data analysis capacity. He/she must have good organisational, liaison, administrative and co-ordination skills, good interpersonal and stakeholder liaison skills (verbal and written). Experience in research or formulation of research questions would be a distinct advantage. Good report writing skills including the writing of analytical reports and advanced computer literacy will serve as an added advantage. Applicants must have a valid driver's licence, be willing to travel extensively and proven capacity to work under pressure.
<u>DUTIES</u>	:	The successful candidate will be responsible for: Conceptualising and implementing special intervention programmes to provide strategic implementation and improvement support to districts; Identifying key areas of planning, conceptual or capacity challenge to effective delivery of quality education; Replicating and facilitating sharing of best practice with education districts; Providing additional support and overseeing implementation of support strategies to districts identified as "underperforming or at risk"; and Organising and providing secretarial services to quarterly meetings of Minister and DBE Senior Management with districts; Conducting an annual analysis of credibility and implementation of district improvement plans (DIPs); Providing intensive support to districts through specialist teams for the analysis and utilisation of assessment data to improve performance; Providing assistance for the development of district-/circuit-level improvement strategies based on performance data analysis; Developing and overseeing the implementation of key competencies and skills for district officials.
<u>ENQUIRIES NOTE</u>	:	Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape or Tel no: (012) 357 3291
	:	Interviewed candidates will be subjected to a competency assessment.
<u>POST 28/07</u>	:	<u>DEPUTY CHIEF EDUCATION SPECIALIST REF NO: DBE/38/2017</u>
		Branch: Curriculum Policy, Support and Monitoring
		Directorate: Inclusive Education
<u>SALARY CENTRE REQUIREMENTS</u>	:	R453 246 per annum
	:	Pretoria
	:	Applicants must be in possession of an appropriate three-year or four year qualification which includes professional teacher education qualification supplemented by at least eight years experience in the educational field including experience in Inclusive Education at provincial, district or circuit level. Applicants must be registered with SACE and have extensive knowledge of, and insight into educational policies relating to Inclusive Education with specific reference to curriculum support to learners with a range of disabilities and the use of assistive technology. A broader knowledge of the National Curriculum Statement and Inclusive Education are essential requirements. Research skills, verbal and written communication skills, knowledge of policy making processes, advocacy, computer literacy, knowledge of curriculum differentiation, project management, management of budgets and ability to work in a team are additional requirements.
<u>DUTIES</u>	:	The incumbent to this position will be centrally involved in the exciting and challenging task of developing curriculum delivery strategies to increase the participation of learners with disabilities in special and ordinary schools. Therefore the individual will be involved in: developing and implementation of guidelines for adaptive and formative assessment; managing advocacy and capacity building programmes around the implementation of inclusive education consistent with Education White Paper 6 and the National Curriculum Statement R-12; coordinate

programmes for strengthening teaching and learning in special and in full-service schools, including the development and monitoring of the implementation of guidelines for curriculum differentiation in the GET and FET bands; and monitoring the functionality of district-based (DBSTs) and school-based support teams (SBSTs); and any other duties deemed necessary from time to time. In general, key responsibilities will include the strengthening of policy relating to inclusive education, monitoring and evaluation of its implementation including organizing advocacy events, writing information materials, as well as writing reports, speeches and policy documents.

**ENQUIRIES
NOTE**

: Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape or Tel no: (012) 357 3291
: The applicant must be prepared to undergo an intensive selection process including an interview and completion of assigned tasks on focused activities within a specified time.

POST 28/08

: **ASSISTANT DIRECTOR REF NO: DBE/33/2017**
Branch: Office of the Director-General
Directorate: Coordination and Secretarial Support

**SALARY
CENTRE
REQUIREMENTS**

: R417 552 per annum
: Pretoria
: An appropriate Bachelor's degree or equivalent qualification; three years' experience in managing high-level secretariat support functions, processes and outputs; excellent organisational, administrative and coordination skills; sound interpersonal and stakeholder liaison skills; excellent verbal and written communication skills; knowledge and experience of governance issues and report writing at corporate level; computer literacy; ability to work under pressure and inordinate hours; willingness to travel and a valid driver's license.

DUTIES

: Coordinate and manage the provision of high-level secretariat support service to a range of structures, including CEM, HEDCOM; Broad, Senior and Ministerial Management, as well as the Social Protection, Community and Human Development Cluster; coordinate the participation of the Department of Basic Education in interdepartmental work including at Cluster level; manage decision support systems and processes to optimise functions of governance structures; serve as a custodian of executive decisions of governance structures and develop a mechanism to ensure executive decisions are acted upon.

**ENQUIRIES
NOTE**

: Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape or Tel no: (012) 357 3291
: The successful candidate will be required to undergo a competency test.