

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 N Sathège/Ms M Mahape
- CLOSING DATE** : 14 August 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. 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 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. An indication in this regard will facilitate the processing of applications.

MANAGEMENT ECHELON

- POST 30/01** : **CHIEF DIRECTOR REF NO: 22435/01**
Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
- SALARY** : All-Inclusive remuneration package of R 1 068 564 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : The Department of Basic Education requires a person with excellent leadership and strategic management skills, who is in possession of an undergraduate qualification (NQF level 7) as recognised by SAQA and a LLB degree and who is admitted as an Attorney or Advocate. A Master's degree in Law will be an added advantage. At least 10 years working experience in the legal field and with a minimum of 5 years experience at a senior managerial level. Experience in Educational Law is an absolute pre-requisite. Skills: Excellent written and verbal communication. Computer skills. Research and policy formulation. Presentation skills. Analytical and problem-solving skills. Candidates must be confident, trustworthy, accurate, adaptable and diplomatic.
- DUTIES** : The incumbent will head the Chief Directorate: Legal and Legislative Services and will be fully involved in the management of two Directorates: Litigation and Advisory Services and Legislative Services. He/she will be responsible for providing legal advice to the entire Department, provide litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE). Coordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation. Administer legislation of statutory bodies. Rendering a legal interpretation and advisory service to the DBE. Manage court cases on behalf of the Minister and DG of DBE. Draft advice on national and international agreements and negotiate the terms of the agreement with parties.
- ENQUIRIES** : Ms N Sathège Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291

- NOTE** : All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance
- POST 30/02** : **CHIEF DIRECTOR REF NO: 22435/02**
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
- SALARY** : All-Inclusive remuneration package of R 1 068 564 per annum
CENTRE : Pretoria
REQUIREMENTS : The minimum requirement for the post is an undergraduate qualification (NQF level 7) as recognised by SAQA with knowledge of and proven experience in high-level planning and management. The successful applicant will be expected to have extensive knowledge of, and insight into programmes that enhance curriculum outcomes in the basic education system. A minimum of five (5) years' experience at Senior Managerial Level. SKILLS: Strategic capability and leadership; Programme and Project management; Financial management; Change management; Knowledge management; Service delivery Innovation (SDI), Problem solving and analysis; People management and empowerment; Client orientation and Ccustomer focus, communication.
- DUTIES** : The incumbent will expected to: Develop and implement interventions to support improvement of learner performance in the system; Manage the enhancement of participation and performance of learners in languages, Mathematics and Physical Science in schools, with a focus on historically disadvantaged learners; Enhance the use of ICT to support teaching and learning in all schools; Increase learner participation and success rate to meet the National Development Plan and Action Plan 2019 towards Schooling 2030; Increase ICT access and utilisation to learners and teachers in support of curriculum implementation for improved learning outcomes; Provide quality LTSM ensuring that every learner has a textbook for every subject in the grade; Establish and support of MST institutes; Ensure that MST education is resourced cost effectively; Monitor and evaluate the impact of MST and curriculum enhancement interventions; Collaborate with state institutions, National and international bodies as well as NGOs; Develop and ensure implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Strengthen School Based Assessment to enhance teaching practice; Develop and implement a strategy to promote the utilisation of data to enhance quality and efficiency; Develop and implement business processes on the work done to inform Norms and Standards.
- ENQUIRIES** : Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
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POST 30/03 : **CHIEF DIRECTOR REF NO: 22435/03**
Branch: Teacher and Professional Development
Chief Directorate: National Institute for Curriculum and Professional Development (NICPD)

SALARY : All-Inclusive remuneration package of R 1 068 564 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills, as well as proven management ability. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen the delivery of teacher development programmes, programmes for effective recruitment of new teachers as well as needs identification for teachers. The incumbent will also coordinate and develop mechanisms for effective school management and governance. A recognised undergraduate qualification (NQF level 7) as recognised by SAQA in education with 5 years of experience at a senior managerial level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management.

DUTIES : She/he will: Provide strategic leadership and operational management of the Chief Directorate, which includes the following directorates: Initial Teacher Education, School Management and Governance, Curriculum and Teacher Development Research, Continuing Professional Teacher Development and LTSM and Innovation. Liaise and co-operate with provincial education departments, other national government departments, universities, research organizations, Teacher Unions, entities like SACE, NECT and ETDP SETA as well as NGOs and civic organizations. Monitor and evaluate policies and strategies to promote the work of the chief directorate. Represent the department, both internally and externally as required.

ENQUIRIES : Ms N Sathage Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
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POST 30/04 : **DIRECTOR REF NO: 22435/04**
Branch: Finance and Administration
Directorate: Logistical Services

SALARY : All-Inclusive remuneration package of R 898 743 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's degree or equivalent qualification ; Extensive appropriate experience and background in budgets, procurement/supply chain management, bid administration and office services, including the management of transport services, government transport services. Five years experience at Middle/senior management level is required; Knowledge of the PFMA, Treasury Regulations, PPPFA, and PPPF Regulations is a minimum requirement; Practical experience in LOGIS and BAS is a definite advantage. High level strategic planning and development capability is also a requirement.

DUTIES : The successful candidate will: Manage procurement services and provision of quality goods and equipment and ensure that all records are kept according to prescripts; Manage an effective and efficient tendering service on all tenders in the

Department and to render a contract administration service for the Department; Provide strategic management of the directorate; Oversee an effective administration support and telecommunication service to the Department; Manage transport service, registry and messenger service to the Department; Ensure compliance with applicable legislation and Manage staff of the Directorate.

**ENQUIRIES
NOTE**

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POST 30/05

: **DIRECTOR REF NO: 22435/05**
Branch: Planning, Information and Assessment
Directorate: National Assessments

**SALARY
CENTRE
REQUIREMENTS**

: All-Inclusive remuneration package of R 898 743 per annum
: Pretoria
: Applicants must be in possession of an undergraduate qualification (NQF level 7) as recognised by SAQA with a minimum of ten years teaching or related educational experience, which must include at least 5 years experience at middle/senior management level; experience relating to curriculum implementation or assessment. Applicants must have extensive and relevant knowledge relating to both formative and summative assessment, specifically in the GET band of the Basic Education sector. The other requirements for the post are the following: Extensive and sound knowledge of education policies relating to the GET band, with particular reference to curriculum, assessment and examinations; In-depth knowledge of assessment systems and the challenges relating to these systems; In-depth knowledge of standardised national assessments and how these are implemented; Ability to manage teams of people coming from diverse backgrounds; Good communication and report writing skills; Ability to co-ordinate and manage the finances of the Directorate in line with PFMA and procurement processes; Good computer skills including Ms Word, Ms Excel, Ms Power Point and MS Access; Ability to work under pressure; a valid driver's licence and willingness to travel.

DUTIES

: The incumbent will be responsible for the management and coordination of the National Assessment Programme for the GET band and this will entail: Establishment of a model for national assessment in the GET band; Develop policy for the implementation of an integrated national assessment programme; Manage the development of test items that will be used for systemic, summative and formative purposes; Manage the implementation of systemic assessment; Promote the effective implementation of formative assessment at classroom level; Improving the administration of summative assessment at school level; Manage the international and regional assessments conducted on a periodic basis; Establish systems for the quality assurance of school based assessment (SBA) across all PED's.

**ENQUIRIES
NOTE**

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POST 30/06 : **DIRECTOR REF NO: 22435/06**
Branch: Planning, Information and Assessment
Directorate: Education Management Information Systems (EMIS)

SALARY : All-Inclusive remuneration package of R 898 743 per annum
CENTRE : Pretoria
REQUIREMENTS : Applications are invited from suitably and appropriately qualified and skilled persons for this senior management position in the Planning, Information and Assessment Branch of the Department of Basic Education. The position requires someone with a high level of innovation and proficiency in the development of the information systems and statistics. The successful candidate will need the following: an undergraduate qualification (NQF level 7) as recognised by SAQA in Computer Science with a major in Statistics. A post-graduate qualification in Statistics or Computer Science will be an added advantage. A minimum of 5 years' work experience in Education Statistics environment at the management level and systems development. Proven experience in project management and the development of management information systems; Knowledge of education system; education policies and education practices; Financial Management, People Management and empowerment, Good Communication (written, verbal, liaison); Advanced computer skills in a variety of computer software packages; System analysis; Work flow and data flow mapping experience, Basic programming, Ability to work under pressure and to cope with high work load; willingness to work long hours and to travel.

DUTIES : The incumbent will be required to perform the following duties: Lead a team of specialists in the successful completion of the Directorate's projects, activities and programmes. Coordinate all activities of budgeting, organizing, directing and management of the directorate. Design systems to improve the efficiency and productivity of education information systems. Develop strategic objectives for the integration of education administration and management systems. Examine existing process models in order to design improved solutions for operational data systems. Develop technical and functional specifications for internal systems. Facilitate the development and implementation of national and provincial education information management projects. Render support to other directorates in the area of tool development. Represent the department in various internal and external meetings and conferences. Assess current basic education processes for analysis, re-engineering and/or automation. Conduct gap analysis between current formalised business processes available nationally or provincially. Develop standardised business processes for data collection, verification and analysis. To engineer, compile and formalise business processes to implement policy and legislation. Develop a basic education management information system in collaboration with SITA. Monitor and support PEDs in the implementation of their EMIS business plans. To accelerate the modernisation of the School Administration and Management System (SA-SAMS). Support the promotion of the communication strategy and plan to advocate SA-SAMS. Provide training and support to PEDs on SA-SAMS. Develop and maintain a functional District system to strengthen and support districts. Monitor and support provinces in the implementation of external stakeholder (Intergovernmental) relations on data. Coordinate communication between intergovernmental departments and Education on data issues and support intergovernmental department campaigns. Establish processes and mechanisms to address learners without ID numbers from the Education system in collaboration with Home Affairs and Stakeholder Forums. Promote system integration and interoperability in the education sector. Develop and monitor compliance of Education Information policy, standards (such as dictionary, coding etc) and models Ensure compliance with EMIS Policy/Regulations on systems and provide support on monitoring implementation of system policy, standards and models. Monitor data upload, operate, process and maintain a basic education management information system (LURITS) in collaboration with PEDs to manage education data. Collect data and information from PEDs, Department, Stats SA and other sources for consolidation and integration of all EMIS data. Monitor, provide support and advice to PEDs and the

ENQUIRIES
NOTE

Department with regard to the implementation of LURITS and EMIS. Establish 'highway' of LURITS information transaction between DBE and SITA.

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

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OTHER POSTS

POST 30/07

ASSISTANT DIRECTOR: INTEGRATED QUALITY MANAGEMENT SYSTEMS (IQMS) REF NO: DBE/40/2017

Branch: Teacher and Professional Development

Directorate: Educator Performance Management and Development and Whole School Evaluation

SALARY
CENTRE
REQUIREMENTS

R417 552 per annum

Pretoria

The Department of Basic Education (DBE) has measures monitor the implementation of the Integrated Quality Management System (IQMS) in our education system. This is aimed at improving the performance levels of our educators and the learners in our education system. As part of this process, the DBE is inviting applications from interested individuals to be appointed at the level of an Assistant Director. Applicants must be in possession of an appropriate Bachelor's degree or equivalent qualification in the field of education plus three (3) years relevant supervisory experience in basic education. Knowledge and understanding of teacher appraisals and performance management systems. Knowledge of relevant education policies and legislation. Strong verbal and written communication skills. Research and report-writing skills. Good computer skills in Microsoft Office Programmes: Word, Excel, PowerPoint. Management of a database. Interpretation of teacher performance data. Ability to work under pressure. Willingness to work extensive hours and to travel. Project management. A valid driver's license. The ability to pay attention to detail and work well within a team environment.

DUTIES

Under the supervision of the DBE, the incumbent will work with provinces to set up and enhance systems in the implementation of performance management for school-based educators. Design and coordinate monitoring processes for the implementation of the appraisal system for educators. Conduct monitoring and oversight visits. Support provinces on the management and quality assurance of appraisal scores. Develop a plan to identify, prioritise and address the developmental needs of educators in order to improve teaching. Support the development of IQMS instruments on SA-SAMS. Compile and present quarterly and annual progress reports on targeted programmes undertaken. Engage in the administration and quality assurance of reports.

ENQUIRIES
NOTE

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

Interviewed candidates will be subjected to a competency assessment.

POST 30/08

ASSISTANT DIRECTOR REF NO: DBE/41/2017

Branch: Infrastructure

Directorate: Physical Resources Planning and Rural Schooling

SALARY
CENTRE
REQUIREMENTS

R417 552 per annum

Pretoria

The Directorate: Physical Resource Planning 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 an efficient, effective and self confident team player with highly developed computer analysis and management abilities, strong analytical and system thinking skills, a high level of proficiency in verbal and written communication and report writing skills with an ability to collate and analyze data. An appropriate Bachelor's degree/ equivalent qualification in information technology and computer analytical skills PLUS the following knowledge areas: Database design concepts; Database development and maintenance concepts which includes 3 years relevant experience. Report development (i.e. Crystal Reports, Microsoft Access, etc); System and Business Specification & Processes. SDLC (Software Development Life Cycle) concepts and protocols; The candidate should be self driven, innovative and creative; In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), a maturity in interpersonal relationships, an ability to work independently and in teams, under pressure and adhere to deadlines, together with an ability to assist, organize and direct groups of professionals.

DUTIES : The incumbent will be required to assume preferably all, but in all probability the majority of the following duties: Engage with an existing infrastructure data base and establish simple mechanisms with which to interrogate the data base in response to: Determine educational infrastructure backlogs; Provide intelligent answers and explanations to queries raised in the educational infrastructure environment; Assist with the standardisation and identification of management information requests i.e. data mining, slicing & dicing and reporting. Present graphic diagrams/illustrations of statistical outputs from interactive engagements with the data base; Generate infrastructure reports from the database and other data sources; Provide support to the NEIMS unit with uploading, updating and verifying information on the system and generation of accurate reports advise on matters relating to the existing data base in terms of its further development. Participate in task teams comprising education and built environment professionals on statistical findings emanating from and generated by the data base. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure data management. Support the DBE in the establishment/development of a programme management and monitoring system based on existing database and other data sources

ENQUIRIES : Ms N Sathage Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
NOTE : Interviewed candidates may be subjected to a competency assessment.

POST 30/09 : **ASSISTANT DIRECTOR: REPORTING, PUBLICATION AND INFORMATION DISSEMINATION REF NO: DBE/42/2017**
 Branch: Planning, Information and Assessment
 Directorate: Education Management Information Systems (EMIS)

SALARY : R417 552 per annum
CENTRE : Pretoria

REQUIREMENTS : An appropriate Bachelor's Degree or equivalent qualification in Statistics, Social Sciences, Information Technology or related fields. The candidate should have at least three years' relevant experience. Skills in computer applications such as databases and spreadsheets, working experience of statistical software such as SPSS or STATA. Ability to work with large datasets and dissemination of education-related data will be a strong recommendation. Experience in project management, research and statistical methods. Good writing skills and an understanding of the education system and legislative framework will be an added advantage. It is recommended that the incumbent should have a strong analytical background.

DUTIES : Interpretation and validation of data/information prepared for clients and publications, Disseminating of data to clients and extracting, organising, cleaning and structuring data to provide reliable and timely information. Responding to statistical education questions from clients and Parliamentary. Maintaining a Query Logging System (QLS), monthly, quarterly and annually. Extracting and compiling data tables in MS-Excel and MS-Access, good working knowledge of developing and analysing reports by using Statistical Packages (e.g. STATA). Developing data

collection tools and providing advisory service on data collection methodologies to other directorates and providing them with support to analyse data and reports on statistical data. Validating and completing standard questionnaires from UNESCO and other international reporting.

ENQUIRIES
NOTE

- : Ms N Sathege Tel no: (012) 357 3290/Ms M Mahape Tel no: (012) 357 3291
- : Interviewed candidates may be subjected to a technical exercise.