

## 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** : 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 01 December 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 1<sup>st</sup> 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 45/01** : **CHIEF EDUCATION SPECIALIST (DISTRICT COORDINATION, MONITORING AND SUPPORT) (REF NO. DBE/53/2017)**  
Branch: Planning and Delivery Oversight Unit  
Directorate: District-level Planning and Implementation Support

- SALARY** : All-inclusive remuneration package of R812 724 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have a recognised three or four qualification degree or equivalent qualification plus nine (9) years relevant experience in education management and leadership at national, provincial or district level. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for education districts. It is required that the applicant will have proven research and development skills, strategic planning, verbal and written communication skills, experience in policy making processes and the management of budgets. In addition, the successful candidate must have sound knowledge of issues, challenges and initiatives pertaining to the delivery of quality education and support given to schools by education districts. The successful candidate will have good management, organisational, liaison, administrative and co-ordination skills, good interpersonal and stakeholder liaison skills. Good project management and report writing skills including the writing of analytical reports and advanced computer literacy will serve as an added advantage. The applicant must be able to work in a team, take initiative with regards to challenges, be able to promote, plan and implement effective monitoring and support of schools by districts. Applicants must be registered with SACE as a professional educator. Applicants must have a valid driver's licence, be willing to travel extensively and proven capacity to work under pressure.

- DUTIES** : The incumbent will be responsible for: Managing and providing strategic leadership and management to the Implementation and Improvement Support Sub-Directorate; Policy development, implementation, monitoring and support; Conceptualising and implementing special intervention programmes to provide strategic implementation and improvement support to provinces and 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 oversee implementation of support strategies to districts identified as "underperforming or at risk"; 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; Preparation of operational and risk management plans and the writing of monthly, quarterly and annual reports in line with the reporting time frames; and Developing and overseeing the implementation of key competencies and skills for district officials.

**ENQUIRIES**  
**NOTE**

: Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)  
: Shortlisted candidates 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 45/02**

: **CHIEF EDUCATION SPECIALIST: INCLUSIVE EDUCATION (REF NO. DBE/54/2017)**

Branch: Curriculum Policy, Support and Monitoring  
Directorate: Inclusive Education

**SALARY**  
**CENTRE**  
**REQUIREMENTS**

: All-Inclusive remuneration package of R812 724 per annum  
: Pretoria  
: Applicants must have a recognised three or four year qualification. A master's degree in the related field of study will be an added advantage. At least nine (9) years experience at managerial level in the inclusive education environment in a province, district/s or circuit/s, providing specialist services in areas of curriculum development and assessment, experience in the development of individual support plans, in-depth knowledge and understanding of early identification and addressing of barriers to learning, inclusive pedagogy, whole school change towards inclusivity, Technical occupational curriculum and structuring of transversal support at district and school levels; knowledge and understanding of the relevant education policies and legislation including Education White Paper 6. Strong analytical, verbal and written communication skills, project management and computer skills are essential. Ability to work under pressure and as part of a team is critical. A valid driver's license and willingness to travel are additional requirements.

**DUTIES**

: The incumbent will report to the Director of Inclusive Education and his or her responsibilities will include: Strengthening of full-service and inclusive schools, and improving the quality of teaching and learning as well as functionality, by ensuring that curriculum differentiation is central in the functioning of the schools. Strengthening the district support for ordinary schools. Developing a framework for co-ordinating access to specialist services including assistive devices. Implementing the relevant DBE policy guidelines and frameworks. Innovating and co-ordinating the progressive conversion of ordinary schools to full-service schools; and co-ordinating the provision of appropriate and accessible teaching and learning materials as well as assistive devices and technologies. Providing support to other initiatives of the Directorate Participating in the periodic development of international and national reports as well as monitoring the implementation of the Inclusive Education policy and provision of support.

**ENQUIRIES**  
**NOTE**

: Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)  
: Shortlisted candidates will be expected to undertake a mandatory competency assessment task. The Department of Basic Education is implementing White Paper 6: Special Needs Education: Building an Inclusive Education and Training System. Central in the implementation of this policy is a response to learner diversity including disabilities. The response is guided from a variety of international and national instruments including the UN Convention on the Rights of People with Disabilities, the White Paper on the Rights of Persons with Disabilities, the Policy on Screening, Identification, Assessment and Support (SIAS), Curriculum Differentiation, development and introduction of differentiated curriculum for learners with Severe Intellectual Disability (SID), stakeholder engagement, etc.

- POST 45/03** : **DEPUTY DIRECTOR (BRANCH COORDINATOR) REF NO. DBE/55/2017**  
Branch: Social Mobilisation and Support Services
- SALARY CENTRE REQUIREMENTS** : All- Inclusive remuneration package of R779 295 per annum  
: Pretoria  
: An appropriate and recognised Bachelor's degree or National Diploma. This should ideally be supported by substantial experience in administration, project, and financial management including four (4) years' experience at a supervisory level. Computer literacy, excellent communication, inter-personal and writing skills are essential. Candidates should have experience of interacting and engaging with high-level strategic planning processes and the ability to organise and manage workflow. Knowledge and experience in Government administrative policies, procedures and planning, project management and the use of electronic information resources is crucial. The incumbent will be required to be a proactive individual, able to work under enormous pressure and must be capable of working independently without constant supervision. Applicants must have a valid driver's license and be willing to travel as required.
- DUTIES** : The successful candidate will be responsible for the management of operations, business process and workflow of the Branch, supporting the consolidation of Branch inputs and reports for various audiences, including the management of budgets and cash flows for the Office of the Deputy Director-General. Provide executive support to the Branch Head and administrative support to the senior managers in the Branch. Prepare a budget for the office of the Deputy Director-General. Keep track of the Branch finances and advise the Branch Head timeously should corrective measures be necessary. Prepare letters, memoranda and submissions. Develop agendas and collate minutes and decisions of various meetings. Establish Branch and office procedures as well as operating systems. Liaise with managers within the Branch as well as with other executive assistants, executive managers and the Parliamentary Office. Collate and prepare Strategic and Operational Plans of the Branch. Manage collation of quarterly reports, annual report and monthly programme reports. Quality assure Branch documents and manage monthly cash flow of the office of the Branch Head. The incumbent will also be required to manage some projects on behalf of the Branch Head.
- ENQUIRIES NOTE** : Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)  
: the successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Shortlisted candidates may be required to make a presentation to the interview panel, as well as undergo a writing test. 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 operations management skills and abilities. The successful candidate will be responsible for the management of workflow for a Branch consisting of two (2) Chief Directorates and six (6) Directorates responsible for learner support, health and wellbeing.
- POST 45/04** : **DEPUTY DIRECTOR: SPORT AND ENRICHMENT IN EDUCATION (REF NO. DBE/56/2017)**  
Branch: Social Mobilisation and Support Services  
Directorate: Sport and Enrichment in Education
- SALARY CENTRE REQUIREMENTS** : All- Inclusive remuneration package of R779 295 per annum  
: Pretoria  
: An appropriate and recognised Bachelor's degree or National Diploma in the social sciences, sports sciences, performing arts or education (a relevant postgraduate qualification will be an added advantage). This should be supported by substantial experience in education, sports administration and/or the performing arts including four years experience at a supervisory level. 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 be responsible for: Manage the School Sport Programme. Co-ordinate and attend Inter-Provincial School Sport meetings (including stakeholder meetings). Draw up the Annual School Sport Plan in

collaboration with Sport and Recreation South Africa (SRSA). Develop and distribute information regarding the SA Schools National Championships to provinces (i.e. Tournament Manuals, etc.). Design report template for provincial and national events. Monitor district league tournaments, including provincial and national events. Follow-up on reports from provinces. Co-ordinate and compile reports from provinces. Co-ordinate, support and monitor provincial and national School Sport initiatives such as the Sport Focus Schools, building of facilities by the partners, etc. Formalise partnerships between partners and the Department. Manage and monitor the implementation of partnership programmes. Coordinate and manage multi-stakeholder meetings on the delivery of the School Sport Programme. Liaise and co-operate with provincial education departments, national government departments, universities, research organizations, sports federations, as well as NGOs and civic organizations on school sport and choral music. Coordinate and manage meetings for the eisteddfod. Coordinate the prescription and typesetting of music for the upcoming championships. Coordinate and manage all logistics for the provincial and national eisteddfod championships. Coordinate and manage the development programme for the adjudicators, conductors, data capturers and programme directors at provincial and national levels. Coordinate and manage the Farm School Programme. Monitor and evaluate the provincial championships. Monitor and evaluate policies and strategies to promote choral music and sports. Formalise partnerships on choral music between partners and the Department. Compile monthly progress reports and set targets for the next month. Meet with individual organisations regarding proposals to the Department. Compile of Submissions. Compile of responses to Parliamentary Questions. Handle general enquiries on School Sport and Choral Music. Draft Agendas and Minutes as required. Represent the Directorate, both internally and externally as required. Liaise with and report to project funders. Perform any other tasks as required by the Director: Sport and Enrichment in Education.

**ENQUIRIES** : Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)  
**NOTE** : The successful candidate will sign an annual performance agreement. Applicants must have a valid driver's license, be willing to work long hours and travel extensively. Short-listed candidates will be required to make a presentation to the interview panel, as well as to undergo a competency test. 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.

**POST 45/05** : **DEPUTY DIRECTOR (REF NO: DBE/57/2017)**  
 Branch: Office of the Director-General  
 Directorate: Co-ordination and Secretarial Support

**SALARY** : All-Inclusive remuneration package of R779 295 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate Bachelor's degree or National Diploma; at least four (4) years' relevant experience at supervisory level and 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 meetings of statutory bodies such as CEM and HEDCOM, various departmental structures such as Broad Management, Senior Management and Ministerial Management, among others, and inter-governmental structures, including 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.
<b><u>ENQUIRIES</u></b>	:	Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)
<b><u>CLOSING DATE</u></b>	:	01 December 2017
<b><u>NOTE</u></b>	:	The successful candidate will be required to undergo a competency test and will be subjected to a security clearance.
<b><u>POST 45/06</u></b>	:	<b><u>DEPUTY DIRECTOR: MONITORING, LEARNER TRANSPORT AND SCHOOL FURNITURE (REF NO. DBE/58/2017)</u></b> Branch: Sector Infrastructure Directorate: Physical Resources Planning
<b><u>SALARY CENTRE</u></b>	:	All-Inclusive remuneration package of R779 295 per annum Pretoria
<b><u>REQUIREMENTS</u></b>	:	An appropriate Bachelor's degree or National Diploma. A qualification in project management. At least four (4) years of relevant experience at a supervisory level. An understanding of the relevant legislation and prescripts and experience in the provision of learner transport and school furniture. Competencies needed: Strategic planning skills. Programme and project management skills. Financial management skills. Policy analysis and development skills. Innovative and creative. Communication skills. Problem-solving skills. People management and empowerment skills. Client orientation and customer focus skills. Stakeholder management skills. Planning and organising skills. Attributes: Good interpersonal relationship. Ability to work under pressure. Innovative and creative. Ability to work in a team and independently. Confidentiality and sensitivity. Adaptive. Independent thinking. Cost consciousness. Honesty and Integrity. A valid driver's license will be a prerequisite for this post.
<b><u>DUTIES</u></b>	:	The incumbent will be responsible for a wide variety of tasks which include, but not limited to the following: Monitor the provision of learner transport in provinces, facilitate and coordinate quarterly interprovincial meetings, Draft quarterly reports on the provision of learner transport; Monitor the provision of school furniture in provinces; Draft quarterly report on the provision of furniture; Assist in the development and implementation and monitoring of policies, legislation, minimum technical norms and standards, practice guidelines in respect of learner transport and school furniture; Monitoring the provision of infrastructure in provinces and Conduct research to develop and formulate policies, procedures and programmes directly related to resourcing in education infrastructure
<b><u>ENQUIRIES NOTE</u></b>	:	Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294) 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, as well as the provision of learner transport and school furniture. The directorate is seeking a proactive, efficient, effective, self-confident team players 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.
<b><u>POST 45/07</u></b>	:	<b><u>DEPUTY DIRECTOR (REF NO. DBE/59/2017)</u></b> Branch: Planning, Information and Assessment Directorate: Financial Planning and Budget Monitoring
<b><u>SALARY REQUIREMENTS</u></b>	:	All-Inclusive remuneration package of R779 295 per annum An appropriate Bachelor's degree or National Diploma with Accounting/Economics will be an advantage, four (4) years of which must have been supervisory level. Experience and/or knowledge in costing of education inputs, developing education funding policies, monitoring and evaluating policies. Ideally the successful candidate will have previously worked in an education institution/department or

NGO. Advanced skills in MS Word, MS PowerPoint, MS Excel/spreadsheet applications. Ability to analyse, interpret and compile reports on both financial and non-financial matters. Good written and verbal communication skills. Ability to liaise effectively with a range of related stakeholders at national and provincial level.

**DUTIES** : Develop, maintain and monitor education funding policies; Determine and cost the required education inputs; Collect and analyse relevant data on education funding policies and any other data relevant to the work of the directorate; Liaise and meet with other branches of the department and provincial education departments regarding development, implementation and monitoring of education funding policies and other relevant issues; Develop implementation plans and provide support to provincial education departments on the implementation of funding policies; Report on the level of management, systems and budgetary compliance with individual education funding policies; Engage with National Treasury regarding concurrence and financing policy implementation; Compile answers to parliamentary questions and other relevant queries; Perform administrative tasks and financial management related to the post as well as other related functions as negotiated with the Director.

**ENQUIRIES** : Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)

**POST 45/08** : **ASSISTANT DIRECTOR (REF NO. DBE/60/2017)**  
Branch: Planning, Information and Assessment  
Directorate: Financial Planning and Budget Monitoring

**SALARY** : R417 552 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in a possession of an appropriate Bachelor Degree or National Diploma. A degree with Accounting/Economics will be an advantage. At least three (3) years' relevant work experience in the costing of education inputs as well as the monitoring and evaluation of education funding and finance policies. Knowledge of education budgeting processes. Ideally the successful candidate will have previously worked in an education institution/department or NGO. Above-average skills in MS Word, MS PowerPoint, MS Excel/spreadsheet applications. Ability to analyse, interpret and compile reports on both financial and non-financial matters. Good written and verbal communication skills. Ability to liaise effectively with a range of related stakeholders at national and provincial level.

**DUTIES** : Assist with the development, maintenance, monitoring and evaluation of education funding policies; Assist with the determination and costing of the required education inputs; Collect and analyse relevant education finance and funding data; Conduct surveys and other monitoring activities in order to collect information regarding implementation of funding policies; Support the compiling of reports on the level of management, systems and budgetary compliance with individual education funding policies; Liaise and meet with other branches of the department and provincial education departments regarding development, implementation and monitoring of education funding policies and other relevant issues; Compile submissions and reports; Compile answers to parliamentary questions and other relevant queries; Arrange and take minutes of relevant meetings; Perform administrative tasks and financial management related to the post as well as other related functions as negotiated with the Director.

**ENQUIRIES** : Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)

**POST 45/09** : **ASSISTANT DIRECTOR: BOOKKEEPING (REF NO: DBE/61/2017)**  
Branch: Finance and Administration  
Directorate: Financial Services

**SALARY** : R417 552 per annum  
**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in a possession of an appropriate Bachelor Degree or National Diploma with accounting as subject; At least three (3) years' relevant experience. The following will serve as strong recommendations: in depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, SAFETYNET and Basic Accounting System (BAS); Interpersonal and Communication skills and

the ability to work under pressure with strict deadlines will be an advantage; and knowledge of donor funding transactions.

**DUTIES**

: The successful candidate will be expected to handle documents and information with strict confidentiality; Managing the bookkeeping section; Tracking payment of invoices on the system; Ensuring that invoices are authorised within 30 days; Handling audit queries; Ensuring monthly reconciliation of accounts are done; Assisting with the preparation of the Interim and Annual Financial Statements; Monitoring the transfers of conditional grants; Managing the suspense accounts; Managing the collection and safekeeping of departmental revenue; Managing the departmental petty cash; Recording and keeping of donor funds transactions; Obtaining approvals from the DG; Ensuring safekeeping of financial documents according to prescripts; Developing and updating policies within the section; and ensuring that the Departmental policies, prescripts, PFMA Treasury Regulation, DORA and procedures are adhered to

**ENQUIRIES**

: Ms J Masipa (012 3573295)/ Ms N Monyela (012 357 3294)