

## 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: Mr A Tsamai and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria.
- CLOSING DATE** : 18 May 2018
- 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. 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)

## OTHER POST

- POST 18/01** : **DEPUTY CHIEF EDUCATION SPECIALIST: REF NO: DBE/23/2018**  
Branch: Teacher and Professional Development  
Chief Directorate: Education Human Resources Development  
Directorate: Education Management and Governance Development
- SALARY** : R453 246 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : A recognised three or four year qualification, which includes professional teachers education, At least eight (8) experience in the Educational field. At least three (3) years experience in Education Management and Governance. A candidate must be registered with SACE as professional educator. Good understanding of the education system and particularly in school leadership as well as good understanding of how Education System works. The successful candidate will be capable of policy development and analysis. Project management and project budgeting. The ability to work within a team and independently as well as work well under pressure in order to meet deadlines. Good communication (verbal and written) skill. Good computer literacy (MS Office software). Working experience as a School Principal, District or Provincial Official will serve as an advantage.
- DUTIES** : The incumbent will focus on school management aspect of the Directorate by managing project cycles, including the development of business plans, managing budget and cash flows and implementing these plans. Drafting parliamentary responses and correspondence for the Department of Basic Education. Liaising with provincial and district colleagues to improve the delivery against policies. Co-ordinate meetings and conferences with key role players. Represent the Directorate both internally and externally as required.
- ENQUIRIES** : Mr A Tsamai –Tel No: 012 357 3321/ Ms M Thubane- Tel No: 012 357 3297
- NOTE** : Shortlisted candidates may be required to undergo a competency test and will be subjected to security clearance.