

## 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](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 N Sathage/Ms M Mahape
- CLOSING DATE** : 29 June 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 ID and 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. 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.

## OTHER POSTS

- POST 23/01** : **DEPUTY DIRECTOR (REF NO: DBE/31/2018)**  
Branch: Office of the Director-General  
Directorate: Research Monitoring and Evaluation
- SALARY** : All-Inclusive remuneration package of R779 295 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : This position will involve high responsibility for management of and reporting on evaluations in the sector, and therefore has the following requirements: An appropriate Bachelor's degree or equivalent qualification; at least four years of relevant technical experience in research, monitoring and evaluation with 4 years' experience at a supervisory level is required, in particular project management, coordinating research projects, and coordinating work amongst team members; at least two years of experience in managing evaluations in the education sector this should involve aspects such as the coordination of large data collection exercises, data management, questionnaire design for school-based surveys and service provider management; knowledge of basic education regulations and policies; ability and experience in writing research reports where the candidate was the primary author of at least two technical evaluation or research reports; ability to make presentations to stakeholders; ability to analyse, interpret and report on quantitative as well as qualitative data; working experience of statistical packages such as SPSS or STATA; ability to develop monitoring tools; and high level skills in the use of the MS Office Suite. A knowledge of the latest research on education system reform and a proven personal track record of undertaking research, monitoring and evaluation in the basic education sector will be highly advantageous. Knowledge of relevant national education datasets, and especially working experience of such datasets, will be highly advantageous.
- DUTIES** : Monitor and evaluate the policy outputs of the education system and to co-ordinate research. Coordinate and support the national evaluations in the basic education sector. Design, manage and support large scale evaluations and research studies

commissioned by the Department. Facilitate capacity building on planning, monitoring and evaluation. Liaise and network with research organisations, including presenting DBE research at conferences. Write research reports, evaluation reports and sector monitoring reports. Develop monitoring tools for the basic education sector.

**EQUIRIES** : Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291  
**CLOSING DATE** : 29 June 2018  
**NOTE** : Shortlisted candidates will be subjected to a competency-based assessment.

**POST 23/02** : **DEPUTY CHIEF EDUCATION SPECIALIST: SCHOOL BASED ASSESSMENT (SBA) (REF NO: DBE/29/2018)**

Branch: Planning, Information and Assessment  
Directorate: Examination and Assessment

**SALARY** : R453 246 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of an appropriate three year Bachelor's degree (or equivalent qualification) with a minimum of 8 years teaching experience, which must include 3 years management experience. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to School Based Assessment. The other requirements for the post are the following: Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations and in depth knowledge of the quality assurance of school based assessment. Training experience. Ability to manage teams of people coming from diverse backgrounds. Good communication and report writing skills. Good computer skills including MS Word, MS Excel, MS Power Point and MS Access. Project Management will serve as an advantage. Ability to work under pressure. A valid driver's licence and willingness to travel.

**DUTIES** : The incumbent will be responsible for the management of the quality assurance of School Based Assessment (SBA) at a national level and this will entail: Improving the SBA quality assurance systems across the nine Provincial Education Departments (PED`s). Manage the quality assurance and moderation of SBA across the nine Provincial Education Departments. Develop and review SBA policies and guidelines. Recruit, train, support and evaluate SBA, PAT and oral assessment moderators. Facilitate SBA feedback to teaching and learning.

**EQUIRIES** : Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291  
**CLOSING DATE** : 29 June 2018

**POST 23/03** : **DEPUTY CHIEF EDUCATION SPECIALIST: (MARKING PROCESS) (REF NO: DBE/30/2018)**

Branch: Planning, Information and Assessment  
Directorate: Examination and Assessment

**SALARY** : R453 246 per annum

**CENTRE** : Pretoria

**REQUIREMENTS** : Applicants must be in possession of an appropriate three year Bachelor's degree (or equivalent qualification) with a minimum of 8 years teaching experience, which must include 3 years management experience. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to marking of national question papers. The other requirements for the post are the following: Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations. In depth knowledge of marking systems and quality enhancements for marking and marking feedback. In depth knowledge of the quality assurance of systems relating to marking processes. Training experience. Ability to manage teams of people coming from diverse backgrounds. Good communication and report writing skills. Good computer skills including MS Word, MS Excel, MS Power Point and MS Access. Project Management will serve as an advantage. Ability to work under pressure. A valid driver's licence and willingness to travel.

**DUTIES**

: The incumbent will be responsible for the management of the marking of the National Senior Certificate (NSC) and Senior Certificate (SC) examinations and the quality assurance of the marking processes at a national level and this will entail: improving the marking systems across the nine Provincial Education Department (PED`s), ensure quality marking across the nine Provincial Education Departments during marking of National Senior Certificate and Senior Certificate Examinations. Facilitate marking feedback to teaching and learning. Manage the centralised marking of small subjects at a national level for the NSC and SC, Develop innovative and effective quality assurance systems for marking processes and manage training and evaluation of chief markers and internal moderators.

**EQUIRIES**

: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291

**CLOSING DATE**

: 29 June 2018