

**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 Sathege/Ms M Mahape
- CLOSING DATE** : 16 July 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.
- ERRATUM:** kindly note that following additional information to the post advertised in the vacancy circular 22 dated 15 June 2018: Director: Health Promotion; Chief Directorate: Care and Support in Schools; Branch: Care and Support Services. We apologise for any inconvenienced caused.

**MANAGEMENT ECHELON**

- POST 26/04** : **DEPUTY DIRECTOR-GENERAL (REF NO: DBE/06/2018)**  
Branch: Teacher, Education Human Resources and Institutional Development
- SALARY CENTRE REQUIREMENTS** : All-Inclusive remuneration package of R1 370 973 per annum  
Pretoria
- REQUIREMENTS** : Applications are invited from suitably qualified and skilled persons for the above-mentioned very senior position in the Department of Basic Education. Applicants should have an undergraduate qualification (NQF level 7) and post graduate qualification as recognised by SAQA in the Social, Education or Management Sciences, and in addition must have 8-10 years' experience at senior managerial level. The ideal candidate will have vision, a mature sense of leadership and proven management abilities. He/she will provide direction and strategic leadership in a conducive environment to recruit, support and develop a core of quality, committed and caring educators for the education system, maintaining labour peace and well-led institutions capable of delivering quality education. The following skills, knowledge and attributes are required: financial management, programme and project management, strategic leadership, knowledge management, problem solving skills and communication skills.
- DUTIES** : The incumbent will be responsible for: Ensuring that policies are developed for the provision, utilisation, employment and management of labour relations of educators; Ensuring that policies, systems and programmes are developed to ensure quality support to educators and institutions; Establishing a credible teacher development system and that teachers are able to identify their development needs and programmes to help them deliver on the curriculum; Providing a coherent teacher development strategy; Establishing a credible system for identifying and responding to the development needs of educators; Providing strategic leadership to the Branch.

**ENQUIRIES** : Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291  
**NOTE** : The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively. All shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements 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.

#### **OTHER POSTS**

**POST 26/05** : **CHIEF EDUCATION SPECIALIST: (BIRTH TO FOUR YEARS) (REF NO: DBE/35/2018)**  
Branch: Curriculum Policy, Support and Monitoring  
Directorate: Early Childhood Development

**SALARY** : R812 724 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applications must be in possession of an appropriate three or four year qualification which includes professional teacher education. Furthermore, applicants must have at least nine years' experience in the ECD sector, including experience in programmes for children Birth to 4 (four) years, supporting and supervising teachers and practitioners in provinces and districts. The successful candidate will be expected to have extensive knowledge of and insight into policies and legislation for Early Childhood Development, including but not limited to education policies. Sound knowledge of issues, challenges and initiatives pertaining to the development of policies and programmes for the Basic Education Sector is essential. The successful candidate should possess sound research skills, strategic planning skills, verbal and written communication skills, and computer literacy skills. In addition, experience in policy making processes and monitoring implementation thereof is crucial, Sound knowledge of, curriculum management and implementation and training in the field of Early Childhood Development are also crucial requirements for this position. The incumbent should be able to take initiative with regard to ECD related challenges. The ability to manage a team and experience in working collaboratively with other government departments and ECD stakeholders will be an added advantage.

**DUTIES** : The incumbent will be an Office-based Chief Education Specialist, capable of strategic and managerial leadership to co-ordinate the implementation of programmes within Early Childhood Development (Birth to 4 years): Provide professional leadership through the establishment and implementation of policies, systems and structures that allow for effective management of key deliverables in ECD. These will include but not limited to the following: Development of costed plans at national and provincial levels; Monitor and support the implementation of the National Curriculum Framework for Children from Birth to Four, inclusive of provision of minimum resources for curriculum implementation; Manage the development of materials for parents, caregivers and practitioners on the importance of play-based learning; Monitor and support the on-line training of ECD practitioners on play-based learning; Monitor and support the training of ECD practitioners towards a Level 4 ECD qualification as a minimum; Co-ordinate the reporting on the implementation of the National Strategy for Learner Attainment (NSLA) as it pertains to ECD; Strengthen inter-sector, inter-departmental and inter-provincial collaboration in improving the quality of ECD provisioning. Any other reasonable function assigned by the employer within the job function.

**ENQUIRIES** : Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291  
**NOTE** : Shortlisted candidates will be required to complete a practical competency test prior to the interview.

**POST 26/06** : **DEPUTY DIRECTOR: EDUCATION LABOUR RELATIONS POLICY AND CONDITIONS OF SERVICES (COLLECTIVE BARGAINING) (REF NO: DBE/36/2018)**

Branch: Teacher and Professional Development  
Directorate: Education Labour Relations and Conditions of Service

**SALARY CENTRE REQUIREMENTS**

All-Inclusive remuneration package of R826 053 per annum  
Pretoria  
A Degree/National Diploma in Labour Relations; Possession of a valid Drivers' Licence; Willingness to travel frequently and work long hours. Five years working experience as an educator, including three years' experience in labour relations matters in the Education sector; 4 years relevant experience at supervisory level. Participation in collective bargaining in the ELRC and/or PSCBC. Knowledge of labour laws, regulations and procedures; Knowledge of the Employment of Educators Act, Public Service Act, PFMA. Knowledge of conditions of service for educators; Knowledge of the Personnel Administrative Measures and the rules applicable to educators.; Knowledge of Public Service rules and Regulations; Ability to interpret Laws, Rules, Regulations and Collective Agreements; Knowledge of bargaining processes including negotiation skills; Ability to maintain effective relationships with stakeholders, colleagues and Public; Ability to communicate effectively, both verbally and in writing.

**DUTIES**

Contribute to the continued improvement of the conditions of employment of educators. Develop conditions of service and regulations for educators. Develop policies and initiatives to enable positive trends in employment practices for educators. Participates in meetings between labour and employer to discuss and attempt to resolve issues of mutual concern. Schedule or coordinate Employer Caucus meetings and serve as secretariat to the Employer Caucus. Offers labour relations advisory services to stakeholders, educators and public. Resolve disputes emanating from matters of mutual interest. Liaise with Provincial Education Departments on labour relations matters. Monitor implementation of Collective Agreements and policies concerning working conditions of educators to ensure compliance. Provide support to the negotiating team at the ELRC and or PSCBC. Draft and develop proposals for collective bargaining for educators. Performs related work as assigned.

**ENQUIRIES**

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

**POST 26/07**

**DEPUTY DIRECTOR: EDUCATION LABOUR RELATIONS SUPPORT (COMPLAINTS AND INVESTIGATIONS) (REF NO: DBE/37/2018)**

Branch: Teacher and Professional Development  
Directorate: Education Labour Relations and Conditions of Service

**SALARY CENTRE REQUIREMENTS**

All-Inclusive remuneration package of R826 053 per annum  
Pretoria  
An appropriate degree or equivalent qualification in Law or Labour Relations ;Possession of a valid Drivers' Licence; Willingness to travel frequently and work long hours; At least three years working experience in labour relations in the Education sector, including experience in conducting investigations.4 years relevant experience at supervisory level. Participation or experience in collective bargaining in the ELRC and/or PSCBC. Knowledge of labour laws, regulations and procedures; Knowledge of the Employment of Educators Act, Public Service Act, PFMA Knowledge of techniques in investigations; Knowledge of Public Service rules and Regulations; Ability to analyse reports; Ability to interpret Laws, Rules, Regulations and Collective Agreements; Ability to maintain effective relationships with stakeholders, colleagues and Public; Ability to communicate effectively, both verbally and in writing.

**DUTIES**

Provide responsive and high quality support and advice to stakeholders, educators and public on all labour related complaints received by the Department. Schedule or coordinate meetings of the Directorate. Prepare and submit required reports related to labour relations matters. Maintain records, prepare reports and compile correspondence relative to the work. Investigate reported cases and compile reports and or provide advice on them. Prepare and submit required monthly and quarterly reports related to labour relations matters. Perform related work as assigned.

**ENQUIRIES**

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

<b><u>POST 26/08</u></b>	:	<b><u>ASSISTANT DIRECTOR: RISK MANAGEMENT (REF NO: DBE/34/2018)</u></b> Branch: Office of the Director-General Directorate: Internal Audit, Risk Management and Forensic Investigations
<b><u>SALARY</u></b>	:	R444 693 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	Applications must be in possession of an appropriate three year Bachelor's degree (or equivalent qualification) in Risk Management/ Internal Auditing with a minimum of three (3) years of experience in risk management. IRMSA membership will be an added advantage. The incumbent should possess excellent communication skills, independence, and excellent time management and adhere to stringent deadline dates.
<b><u>DUTIES</u></b>	:	Develop, maintain and ensure the implementation of risk management policies, guidelines and procedures in line with relevant legislation and frameworks. Review risk management strategies, policies, guidelines and procedures and ensure compliance. Analyse, in conjunction with Branches, the effectiveness and failure of existing strategies, policies and procedures, and develop interventions or measures to address existing gaps. Conduct workshops in order to assist management in developing the strategic risk registers. Facilitate processes relating to the Risk Management Committee. Assist with setting processes in place for Business Continuity Management.
<b><u>ENQUIRIES</u></b>	:	Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
<b><u>POST 26/09</u></b>	:	<b><u>ASSISTANT DIRECTOR SCHOOL SAFETY/PREVENTION AND MANAGEMENT OF BULLYING (REF NO: DBE/38/2018)</u></b> Branch: Care and Support Services Directorate: School Safety
<b><u>SALARY</u></b>	:	R444 693 per annum
<b><u>CENTRE</u></b>	:	Pretoria
<b><u>REQUIREMENTS</u></b>	:	We seek an individual with an appropriate and recognised Bachelor's degree or an equivalent three-year qualification in the social/human sciences (a relevant postgraduate qualification will be an added advantage). This should be supported by 3 years' experience in the design and management of programmes, and in monitoring and evaluation. An understanding of current education and/or school safety policies and trends is desirable. Strong conceptualisation and report writing, good communication, inter-personal and networking skills are essential as well as the ability to liaise with officials at all levels of government and key stakeholders in the field are required. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation principles to their work. Applications are invited from appropriately qualified persons for this Assistant Director position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for the development and maintenance of policies, strategies and programmes aimed at ensuring safe and secure learning environment and establishment of sustainable partnerships on school safety for learners and educators in schools.
<b><u>DUTIES</u></b>	:	She/he will: Develop policies, strategies and programmes to ensure safe and secure learning environments. Implement the national framework for school safety. Establish sustainable partnerships on school safety and creating safety nets for vulnerable children. Liaise and co-operate with provincial education departments, national government departments, universities, research organizations as well as NGOs and civic organizations. Monitor and evaluate policies, strategies and programmes to promote and maintain a rights-based culture including gender equity, and an ethos of respect and non-violence. Represent the Directorate both internally and externally as required. Liaise with and report to project funders. Manage internal and external partnerships.
<b><u>ENQUIRIES</u></b>	:	Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
<b><u>NOTE</u></b>	:	Applicants must have a valid driver's license and be willing to travel extensively. Shortlisted candidates may be required to make a presentation to the interview panel and take a writing assessment.