

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 Sathage/Ms M Mahape
- CLOSING DATE** : 27 August 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 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 shortlisted applicants. Shortlisted 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.

MANAGEMENT ECHELON

- POST 32/01** : **DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE (REF NO: DBE/01/08/2018)**
Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)
- SALARY** : All-Inclusive remuneration package of R1 370 973 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An undergraduate qualification (NQF level 7) in the built environment (e.g. Quantity Surveyor) and post graduate qualification (NQF level 8) as recognized by SAQA. At least 10 years of experience being active in the relevant professional field; Member of a Professional Body for the relevant area of expertise; Registered as a Professional Practitioner with the relevant Professional Body; Qualification as a Professional Project Manager; A minimum of 8-10 years at Senior Management level. Proven track record of effectively managing a number of infrastructure projects simultaneously; Proven track record of managing project teams. The suitable candidate must have: Ability to organize and direct groups of professionals in the built environment sector. Construction programme and project management skills Advanced knowledge of built environment prescripts and legislation, e.g Building regulations, CIDB prescripts, construction procurement, practice notes, contract management etc and experience in the planning and execution of capital infrastructure projects, and government prescripts such as the Public Finance Management Act (PFMA), Treasury Regulations, SCM Policy Framework, Public Service Act and Regulations. Excellent networking, corporate governance and multi-tasking skills. Ability to work under pressure and willingness to work long hours A valid driver's license and advanced computer skills.
- DUTIES** : The successful incumbent will be directly accountable to the Director-General for the realisation of Government priorities related to the implementation of the infrastructure programme Manage the implementation of the Accelerated School Infrastructure Delivery Initiative; Manage the planning and monitoring of the Provincial Infrastructure Programme implemented through the Education Infrastructure Grant and the Equitable Share portion; Ensure operational efficiencies and strategic outputs of the unit Oversee the development, implementation and monitoring of programmes in line with organisational policies Ensure sound financial management and application of good corporate governance principles. Specific deliverables include the following: Manage the implementation of the ASIDI programme to ensure acceptable audit outcomes and achievement of set targets, including the management of implementing agents; Finalisation and implementation of the infrastructure Norms and Standards and the achievement of targets articulated therein Provide strategic leadership and manage the planning, financing, delivery, maintenance and monitoring of infrastructure provision

and resourcing (including provision of school furniture, equipment and scholar transport) of schools in the sector Implementation of the sector wide school maintenance programme. Ensure alignment between national and provincial infrastructure priorities and ensure a healthy working relationship with provinces Develop and manage strategies, policies, systems and plans related to infrastructure programmes in the sector. Manage the delivery of the infrastructure projects/programmes through interaction with and monitoring / oversight of the Implementation Agent(s) as well as the management of the Strategic Integrated Project 13 of the PICC.

**ENQUIRIES
NOTE**

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

POST 32/02

: **CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION (REF NO: DBE/02/08/2018)**
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication
(Those who previously applied need not re-apply as all applications will be considered)

**SALARY
CENTRE
REQUIREMENTS**

: All-Inclusive remuneration package of R1 127 334 per annum
: Pretoria
: An appropriate recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5 years' experience at senior managerial level. Experience in the communication field is essential. Process competencies: Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.

DUTIES

: The successful candidate will oversee and provide strategic direction to all Communication Directorates in order to ensure efficient delivery of communication services to the Ministry and the Department of Basic Education. Oversee and provide strategic direction in the development and implementation of communication strategies for the Ministry and the Department of Basic Education. Provide strategic direction in the development and Implementation of communication strategies for the Provincial Education Departments. Oversee, implement and manage communication campaigns for the Ministry and the Department of Basic Education. Ensure effective management and utilisation of the appropriate communication channels for the Ministry and the Department of Basic Education. Build and sustain a positive reputation for the Ministry and the Department of Basic Education. Effectively manage unplanned and urgent communication matters for the Ministry and the Department of Basic Education. Respond timeously to deadlines and provide quality inputs into matters that affect the Ministry and the Department of Basic Education. Ensure that the delegated tasks and assignments from the Minister, the Deputy Minister, the Director-General, HEDCOM, and CEM, aimed at enhancing the programmes and projects within the Department of Basic Education and the Provincial Education Departments, are undertaken. Ensure that the appropriate financial, administrative and personnel management procedures are in place and in accordance with the requirements of the Department of Basic Education, as well as the relevant Public Service and Administration Policies and the PFMA.

**ENQUIRIES
NOTE**

: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
: 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 32/03 : **DIRECTOR: INTERGOVERNMENTAL RELATIONS, COMMUNITY LIAISON AND PUBLICATIONS (REF NO: DBE/03/08/2018)**

Branch: Office of the Director-General

Directorate: Intergovernmental Relations, Community Liaison and Publications

(Those who previously applied need not re-apply as all applications will be considered)

SALARY
CENTRE
REQUIREMENTS

: All-Inclusive remuneration package of R948 174 per annum

: Pretoria

: An appropriate recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. At least five (5) years' experience at middle or senior management level. Candidates must have a sound knowledge, understanding and experience of the Basic Education Sector, Government policies, programmes and priorities; and 8 years proven practical relevant experience in external communication with a strong inter-governmental and community liaison focus; proven extensive practical and relevant experience in publication conceptualisation, design, layout and production skills; proven practical and relevant experience in photography and videography; excellent writing and editing skills; excellent interpersonal skills; planning, organising, financial management and project management skills. Candidates must have excellent verbal and written communications skills; excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook, Internet Explorer); and the ability to work accurately and independently. Candidates must also have sound inter-personal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. Candidates must be able to work well in a team. Must have the necessary financial management skills, including compiling and managing budgets, controlling cash flow, instituting risk management and administering tender procurement processes in accordance with the PFMA. Must have strategic capability and leadership skills with proven knowledge and experience in managing personnel.

DUTIES

: The incumbent will be expected to provide strategic advice and analysis on matters of intergovernmental relations and community liaison; Work to enhance inter-sectoral collaboration and play a key role in the advancement of the Department of Basic Education's priorities; Support the Chief Director in providing strategic communication leadership in the Basic Education Sector, Provincial Education Departments and statutory bodies; Lead the development of the Department of Basic Education's overall intergovernmental and community liaison strategy to support the sector in the advancement of the intergovernmental elements of key policy initiatives; Co-ordinate intergovernmental relations and community liaison for the Department of Basic Education; Promote intergovernmental co-operation and community liaison through approved protocols; Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation; Assist the Chief Director with the management of the HEDCOM Sub-Committee on Communications; Assist the Chief Director with the attendance and management of inter-governmental forums; Provide strategic advice and analysis on matters of publication designs and production, photojournalism, videography and internal-communication; Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Basic Education's priorities; Lead the development of the Department of Basic Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry; Co-ordinate the weekly publication of the Departmental Newsletter; Co-ordinate the management of internal communication platforms (e.g. intranet, e-mail

signatures, electronic and static notice boards, e-mail broadcast messages etc.); Coordinate the management of photojournalism, editing and videography services to all Directorates, the Director-General and the Ministry; Maintain a professional relationship with all internal and external stakeholders; Manage personnel and service providers; and Provide general strategic communications support to the Chief Director.

**ENQUIRIES
NOTE**

: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
: 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 32/04

: **DIRECTOR (REF NO: DBE/04/08/2018)**
Branch: Finance and Administration
Directorate: Logistical Services

**SALARY
CENTRE
REQUIREMENTS**

: All-Inclusive remuneration package of R948 174 per annum
: Pretoria
: A Bachelor's degree or an undergraduate qualification (NQF level 7) as recognised by SAQA; 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**

: Ms N Sathege Tel No: 012 357 3290/ Ms M Mahape Tel No: 012 357 3291
: 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 32/05

: **DIRECTOR (REF NO: DBE/05/08/2018)**
Branch: Planning and Delivery Oversight Unit
Directorate: School-Level Planning, Monitoring Development and Support

**SALARY
CENTRE
REQUIREMENTS**

: All-Inclusive remuneration package of R948 174 per annum
: Pretoria
: A relevant Bachelor's degree or an undergraduate qualification (NQF level 7) as recognised by SAQA; (a relevant postgraduate degree will be an added advantage) Five years' experience at middle/senior managerial level is required. Five years' experience in management and leadership at school level is a pre-requisite and provincial or district level experience an additional advantage ; Knowledge and understanding of leadership

and management requirements in schools including curriculum, extra-curricular; human resources and stakeholder management; First-level data analysis capacity; Good organisational, liaison, administrative and co-ordination skills; Good interpersonal and stakeholder liaison skills; Experience in research or formulation of research questions would be a distinct advantage. Good report writing capacity including the writing of analytical reports; Ability to communicate in at least three official languages two of which are indigenous African languages. Proven capacity to work under pressure.

DUTIES

: The successful candidate will be responsible for: Managing and providing strategic leadership to the School-level Planning, Monitoring Development and Support Directorate. Identifying conceptual, capacity and operational challenges to effective delivery of quality education in schools; Lead and support a team of provincially based officials to strengthen capacity of circuits and schools to effectively use data in supporting schools and individual teachers; Establish and maintain a database of specialists to be used to support struggling circuits and schools; Develop and manage processes, systems and programmes to minimise impact of community based challenges on learning and teaching; Lead and guide the Management and Support of Underperforming Schools in terms of SASA; Facilitate sharing of best practice; and establish and maintain an interactive web-platform for school managers to share best practice and learn from each other.

**ENQUIRIES
NOTE**

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

OTHER POST

POST 32/06

: **CHIEF ENGINEER (CIVIL/STRUCTURAL) (REF NO: DBE/06/08/2018)**
 Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)

**SALARY
CENTRE
REQUIREMENTS**

: All-Inclusive remuneration package of R991 281 per annum
 : Pretoria
 : An appropriate Bachelor's degree or equivalent qualification in Engineering. Registered as a Professional Engineer. 6 years post qualification experience and 5 years' experience at a supervisory level is required. An understanding of the relevant legislation and prescripts and experience in the planning and execution of capital infrastructure and maintenance projects. In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organise and direct groups of professionals in the built environment sector. Experience and a qualification in construction programme and project management will be an advantage. A valid driver's license will be a prerequisite for this post.

DUTIES

: To assist in the planning, implementation, monitoring and reporting on the delivery of the infrastructure built environment programmes and projects in line with the IDMS Framework. Manage processes relating to the management of infrastructure in the sector. Monitoring of matters relating to planning, design, procurement, construction, operation and maintenance of education infrastructure. Analyse and evaluate infrastructure planning documents like the User Asset Management Plans, Infrastructure Programme Implementation Plans, Construction Procurement Strategies, and Conditional Grant Evaluation Reports. Lead the sector processes relating to the implementation of the performance based incentive system. Analyse and evaluate physical resources planning frameworks, prioritisation model(s), Business Cases and Project Briefs. Manage the implementation of a facilities maintenance and management policy and provide guidance for the preparation of maintenance plans and disaster management plans. Participate in the procurement of Professional Service Providers

and Contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees of IAs and the Department of Basic Education. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage implementation of projects that are not allocated to an Implementing Agent [IA]. Lead task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines. Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department. Monitor the implementation of norms and standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure.

ENQUIRIES

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

POST 32/07

: **CHIEF QUANTITY SURVEYOR (REF NO: DBE/07/08/2018)**
Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)

SALARY
CENTRE
REQUIREMENTS

: All-Inclusive remuneration package of R854 154 per annum
: Pretoria
: An appropriate Bachelor's degree or equivalent qualification in quantity surveying or relevant qualification. Registration as a Professional Quantity Surveyor. 6 years Quantity Surveying post qualification experience is required. At least 5 years relevant experience at a supervisory level. An understanding of the relevant legislation and prescripts and experience in the planning and execution of capital infrastructure and maintenance projects. In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organize and direct groups of professionals in the built environment sector. Experience and a qualification in construction programme and project management will be an advantage. A valid driver's license will be a prerequisite for this post.

DUTIES

: To assist in the planning, implementation, monitoring and reporting on the delivery of the infrastructure built environment programmes and projects in line with the IDMS Framework. Participate in the procurement of professional service providers and contractors, including the preparation and approval of Bid Specifications and evaluations of tenders as member of the Supply Chain Management Committees of IAs and the Department of Basic Education. Monitor the implementation of Programmes and Projects by the Implementing Agents [IA] and the adherence to the Service Delivery Agreements. Manage implementation of projects that are not allocated to an Implementing Agent [IA]. Review and recommend Variation Orders in terms of contract management practice and financial implications in collaboration with professionals in the infrastructure unit; Recommend authorisation of payments in line with the conditions of the appointments, contract management practices and within financial delegations. Prepare and submit progress reports [financial and non-financial]. Monitor that infrastructure projects are planned within available funds. Monitor application of cost norms. Monitor expenditure on infrastructure projects within budgets. Control cost and scope variances on infrastructure projects. Analyse and evaluate infrastructure planning documents like the User Asset Management Plans, Infrastructure Programme Implementation Plans, Construction Procurement Strategies, and Conditional Grant Evaluation Reports. Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department. Monitor the implementation of norms and standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure.

ENQUIRIES

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