

**PROVINCIAL ADMINISTRATION: GAUTENG
DEPARTMENT OF EDUCATION**

- APPLICATIONS** : Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg. Postal address: The Director: Recruitment and Selection, Gauteng Department of Education, P.O. Box 7710, Johannesburg, 2000.
- CLOSING DATE** : 31 August 2018
- NOTE** : Applications must be submitted on a Z83 form, obtainable from any public service department or website, which must be completed in full and originally signed. An updated CV as well as certified copy of your identity document and qualifications must be attached. The specific reference number of the post must be quoted. Failure to comply with these instructions will disqualify applications from being processed. Correspondence will be limited to short-listed candidates only. If you have not been contacted within three (3) months of the closing date of this advertisement, please accept that your application was unsuccessful. Department reserves the right not to make appointment(s) to the advertised post(s). Suitable candidates will be subjected to personnel suitability checks (criminal record check, citizenship verification, financial/asset record check, qualification/study verification and previous employment verification). Following the interview and technical exercise, the selection panel will recommend candidates to attend a generic management competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic management and development for SMS posts.

MANAGEMENT ECHELON

- POST 33/49** : **DISTRICT DIRECTOR: EKURHULENI SOUTH REF NO: HO2018/08/01**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: District Operations Management
- SALARY** : R948 174 per annum (All-inclusive package)
- CENTRE** : Ekurhuleni South District
- REQUIREMENTS** : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.
- DUTIES** : Manage the provision of support to institutions: Ensure proper coordination for all support and activities to and with institutions. Manage the support provided to circuit teams e.g. educations support, learning implementation. Facilitate the HR and Corporate support to district office and circuit teams. Ensure the maintenance of teaching and learning activities in schools within the district. Manage the strategic support direction and planning in the districts: Formulate strategies for efficient support to circuits and institutions. Ensure the implementation, monitoring and evaluation of departmental policies and strategies. Implement corrective intervention plans for districts to ensure effective learning take place in institutions. Manage all resources of the District Office: Supervise and manage sub-ordinates and other participants in the Branch activities. Responsible for the financial management of the component's activities. Plan, organise and control activities pertaining to functions of the Districts. Adhere to and promote statutory prescripts and the Code of Conduct for the Public Service. Ensure compliance with National policy frameworks and standards. Report to and participate in all appropriate provincial, departmental and other structures and processes. Compile and take full

responsibility for regular reports forwarded to the Chief Directorate: District Operations Management.

ENQUIRIES : Mr. Hector Tsosane Tel No: 011 843 6533

POST 33/50 : **DIRECTOR: EXAMINATION MANAGEMENT REF NO: HO2018/08/02**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Examinations and Assessment

SALARY : R948 174 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/ senior management experience. Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate. Valid South African driver's license is essential.

DUTIES : To provide strategic leadership, oversight, management support, coordination, monitoring in the administering of external examinations and internal assessment processes for ordinary and public schools this includes (developing relevant policies, reviewing policies, mediating and provide support in the implementation of examination and assessments policies). Ensure integrity and credibility of marking of examination at all levels which include appointment and payment of markers and the overall marking processes. Provide data in the release of results at Grade 12 and ABET Level 4). To manage the administration and coordination of the training of invigilators in all grades. To support, coordinate and monitor school based assessment in all Grades (Grade 1 to 12). To monitor and analyse the performance of all learners in all grades. Monitor policy implementation relating to examinations & assessment in the FET band the National Senior Certificate, Senior Certificate & AET examinations. Establish systems and processes for the maintenance of integrity and credibility of examinations. Manage the development of credible examination items. Manage and supervise the production, printing, packing and distribution of question papers. The successful incumbent must be willing to travel and work long hours and liaise with other GDE Directorates, Examinations and stakeholders that have an interest in examinations & assessment in the FET band.

ENQUIRIES : Mr. Hector Tsosane Tel No: 011 843 6533

POST 33/51 : **DIRECTOR: EDUCATION RESEARCH & KNOWLEDGE MANAGEMENT REF NO: HO2018/08/03**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Education Planning & Research

SALARY : R948 174 per annum (All-inclusive package)
CENTRE : Head Office, Johannesburg
REQUIREMENTS : An appropriate NQF level 7 qualification in Educational Research, Measurement, Educational Psychology, Statistics, Economics or a closely related field is required. A Masters (NQF level 9) would be an added advantage, with at least a minimum of 5 years middle/ senior management experience. Evidence of research or administrative leadership is highly desirable. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Broad political and technical understanding of current education research trends and proven ability to successfully interact with colleagues in the field on substantive issues. Track record of strategic thinking and problem solving. Demonstrated ability to scaffold and support the professional and scientific growth of research staff. Strong verbal and written communication skills. Ability to communicate research findings and trends to policymakers, scholars, and the media. Experience in successfully managing research budgets and relevant financial metrics. Strong management

skills, including the ability to handle multiple tasks, meet deadlines, and lead and motivate professional staff. Computer literate. Valid South African driver's license is essential.

DUTIES : Lead the work on design, analysis and reporting for departmental, provincial, national and international educational research. Provide leadership in developing research plan and evaluate the feasibility of research initiatives. Support and facilitate the development of researchers and research initiatives, and provide leadership in bringing research capabilities into strategic research projects and programmes. Consult on proposal development in responses to requests for proposals for internal and external research projects. Provide leadership in the design and implementation of complex research projects involving the coordination of tasks and staff, consult with staff as needed, and monitor all research activities and projects for the unit. Implement quality control procedures to ensure the high quality of research reports. Provide advice and guidance in respect of all services, policies, systems and development. Serve as liaison between the department and client groups such as policy and/or advisory boards, other government agencies, foundations, and universities. Disseminate and contribute to the dissemination of research findings through publication of books, articles, and research reports and participation in seminars, symposia, and professional organizations. Provide professional leadership in and foster collaboration within the research community at large. Manage efficient directing of all knowledge management requirements and designs. Develop an organisational knowledge system for the management of storage, access and flow of information. Administer and ensure the implementation of an organisational knowledge system for the management of storage, access and flow of information, and ensure maintenance thereof. Develop and ensure implementation and maintenance of an integrated knowledge management plan. Advocate integrated knowledge management and use in Department.

ENQUIRIES : Mr. Hector Tsosane Tel No: 011 843 6533

POST 33/52 : **DIRECTOR: FURTHER EDUCATION & TRAINING (FET) CURRICULUM COORDINATION REF NO: HO2018/08/04**
(5 Years Fixed Term Contract Performance Based)
Chief Directorate: Coordination of Curriculum Implementation

SALARY CENTRE REQUIREMENTS : R948 174 per annum (All-inclusive package)
: Head Office, Johannesburg
: An appropriate NQF level 7 qualification, with at least a minimum of 5 years middle/senior management experience. A post graduate qualification in Education or Curriculum Development would be an added advantage). Proven management skills in education management or equivalent. Knowledge of advance analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and strategies. Competencies: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Intermediate or Advanced Computer literate. Valid South African driver's license is essential.

DUTIES : To manage the development and coordination of FET curriculum policy frameworks, subjects, learning programmes and learning support for FET Grades 10-12. To contribute to national curriculum policy development with respect to subjects. To co-ordinate the implementation of national curriculum frameworks at a provincial level to ensure national curriculum programmes and interventions in respect of FET are implemented consistently across districts. To coordinate curriculum specific research and development within FET subjects. To coordinate curriculum as per provincial needs in FET Grades 10-12. To monitor, support and evaluate all FET curriculum interventions within the subject context. To provide FET programme support to districts and formulate strategies for efficient implementation of FET curriculum programmes.

ENQUIRIES : Mr. Hector Tsosane Tel No: 011 843 6533