

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** : Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery to: The Department of Basic Education, 222 Struben Street, Pretoria.
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 09 November 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 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. 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. 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.

MANAGEMENT ECHELON

- POST 43/01** : **DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DBE/32/10/2018**
 Purpose: Strategic Planning and Reporting unit requires a seasoned manager to manage all performance planning and performance reporting activities of the Department in line with the mandates of the basic education sector articulated in the Action Plan to 2019: towards the Realisation of Schooling 2030 and the National Development Plan. The unit carries out effective strategic analysis, planning and reporting to improve institutional performance reporting, use of evidence information and planning alignment, compliance and effectiveness in terms of compliance with oversight and institutional prescripts. In doing so, the Director will deliver strategic performance planning, reporting and monitoring support to Senior Management in the DBE and to sector principals in line with the sectoral mandates.
 Branch: Strategic, Research and Communication
 Chief Directorate: Strategic Planning, Research and Coordination
 Directorate: Strategic Planning and Reporting

- SALARY** : All-inclusive remuneration package of R1 005 063 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. At least 5 years' experience in use of performance information in management, planning, reporting in a substantive service delivery department. 5 years experience at middle/senior managerial level is required. Agency, ability to work under pressure and to manage strict deadlines. Understanding of the audit processes and how they relate to planning and reporting compliance and improvement. Ability to network and undertake rapid analyses in order to strengthen and deepen operational and institutional planning at national level with national and provincial counterparts and entities. Quality assurance is critical in the development of plans and reports and attention to detail in coordination, management and production are imperative. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.
- DUTIES** : This strategic senior manager post requires a candidate who will provide strategic direction to the Component including advice on planning, reporting and performance information management, audit innovations in consolidating planning and reporting accountability in the DBE, and improved institutional compliance and performance. Develop and present detailed and aligned presentations, briefings, plans and reports on monthly, quarterly, annual, three year and five year departmental activities including analysis of provincial and other national plans and reports which have implications for

the sector. Verify evidence and performance information standards and deepen the use of same as guided by oversight bodies and prescripts. Ensure alignment of all activities with sectoral mandates, and facilitate the same in with external and internal stakeholders.

**ENQUIRIES
NOTE**

: Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: 012 357 3294
: All shortlisted candidates for SMS posts 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. 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 43/02

: **CHIEF ENGINEER (CIVIL/STRUCTURAL) REF NO: DBE/33/10/2018**
Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)

SALARY

: All-Inclusive remuneration package of R991 281 - R1 133 427 per annum. Salary will be in accordance with Occupational Specific Dispensation (OSD).

CENTRE

: Pretoria

REQUIREMENTS

: 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 J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: 012 357 3294