

## 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. 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 NOTE** : Ms J Masipa/Ms N Monyela
- : 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 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 considered.

## MANAGEMENT ECHELON

- POST 46/04** : **DEPUTY DIRECTOR-GENERAL: INFRASTRUCTURE REF NO: DBE/DDGI/01**  
Branch: Accelerated School Infrastructure Delivery Initiative (ASIDI)
- SALARY CENTRE REQUIREMENTS** : R1 446 378 per annum (All- Inclusive remuneration package)  
: Pretoria
- : An undergraduate qualification (NQF level 7) in the built environment (e.g. Engineer, Architect, or Quantity Surveyor) and post graduate qualifications as recognised 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 organise 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** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294  
**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.

**CLOSING DATE** : 30 November 2018

**POST 46/05** : **DIRECTOR: INCLUSIVE EDUCATION (IE) REF NO: DBE/DIE/02**  
 Branch: Curriculum Policy, Support and Monitoring  
 Directorate: Inclusive Education (IE)

**SALARY** : R1 005 063 per annum (All inclusive remuneration package)  
**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised Bachelor's degree or an undergraduate qualification (NQF level 7) as recognized by SAQA. A master's degree in the related field of study will be an added advantage. At least 5 years' experience at managerial level in the inclusive education environment, providing specialist services in areas of curriculum development and assessment, experience in the development of individual support plans, in-depth knowledge and understanding of early identification and addressing of barriers to learning, inclusive pedagogy, whole school change towards inclusivity, and structuring of transversal support at district and school levels; knowledge of and understanding of the relevant education policies and legislation including Education White Paper 6. Strong analytical, verbal and written communication skills, project management and computer skills are essential. Ability to work under pressure to meet deadlines whilst providing leadership to a team is critical. Good general management skills. A thorough understanding of and experience in all processes involved in project management. The ability to coordinate and manage the finances of the directorate in line with PFMA and procurement processes. Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes and project management. Planning and organising skills, Strong leadership, advanced computer skills. Good interpersonal relations and the ability to handle pressure. A valid driver's licence.

**DUTIES** : The Management and the Administration of the Directorate. The Implementation of the National Strategy for Learner Attainment (NSLA). The implementation of the Screening, Identification, Assessment and Support (SIAS) Policy and Curriculum Differentiation. Curriculum development and implementation including but not limited to South African Sign Language (SASL) CAPS, the Technical Occupational Stream and CAPS for Grades R-5. Managing the implementation of the Policy and Learning Programme for Children/Learners with Severe to Profound Intellectual Disability (C/LSPID). Managing the implementation of the Policy on Home Education. Providing leadership in the establishment and effective functionality of support structures at district (District-based Support Teams) and school level (School-based Support Teams) while measuring their impact. Providing leadership and management of the progressive designation of full Service Schools as well as

Special School Resource Centres and providing leadership and management in the implementation of the Policy on Accommodations and Concessions and Provide strategic leadership in terms of stakeholder engagement in the sector. Strategic Integrated Project 13 of the PICC.

- ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294  
**NOTE** : 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.
- CLOSING DATE** : 30 November 2018
- POST 46/06** : **DIRECTOR: CONTINUING PROFESSIONAL TEACHER DEVELOPMENT (CPTD) REF NO: DBE/DCPTD/03**  
Branch: Teachers, Education Human Resources and Institutional Development  
Directorate: Continuing Professional Teacher Development (CPTD)
- SALARY** : R1 005 063 per annum (All inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : An appropriate recognised Bachelor's Degree an undergraduate qualification (NQF level 7) as recognized by SAQA. A relevant post-graduate qualification will serve as an advantage. Extensive 5 senior managerial experience in the field. Good communication (verbal and written) skills and computer literacy are essential. Extensive experience in curriculum and teacher development is a prerequisite. Should be a strategic thinker who has the ability to lead within a diverse environment. Should be able to work under pressure. In addition, applicants must have. The ability to maintain sound interpersonal relations. Knowledge of administrative procedures, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations applicable to the Public Service. A good understanding of the Sector.
- DUTIES** : Managing and developing innovative and effective teacher development system and programme. Driving the Continuing Professional teacher development (CPTD) management system. Developing continuing professional development courses that are pedagogically sound and content rich. Developing and maintaining an ICT platform to make quality professional development opportunities accessible to all teachers. Monitoring and evaluation of the impact and efficacy of the teacher development initiatives. Communicating improved teacher development strategies and practices. Providing strategic leadership to staff and developing annual plans. Managing the finances of the Directorate in line with the Public Finance Management Act.
- ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294  
**NOTE** : 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.
- CLOSING DATE** : 30 November 2018

**POST 46/07** : **DIRECTOR: QUALITY LEARNING AND TEACHING CAMPAIGN (QLTC) REF NO: DBE/DQLTC/04**  
Branch: Ministerial Services  
Directorate: Quality Learning and Teaching Campaign (QLTC)

**SALARY CENTRE REQUIREMENTS** : R1 005 063 per annum (All inclusive remuneration package)  
: Pretoria  
: An appropriate recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognised by SAQA; At least 5 years' experience at senior managerial level. Experience in the Education 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 appointee will: establish and empower all-inclusive functional QLTC structures at all levels i.e Provinces, Districts, Schools (including the mobilisation of communities and stakeholders. Facilitate the adoption of schools under the Adopt a school programme (NEDLAC Accord). Strive towards ensuring adherence to the non-negotiable and the TTT's by teachers, officials, learners and parents. Support, monitor and report on the progress of the underperforming schools and Districts. Strive towards the creation of labour peace and the speedy resolution of dispute amongst parties at all levels including ELRC. Timeously alert the Chief Director of any emerging factors that could preclude the achievement of any of the performance agreement undertakings, including the contingency measures that he/she proposes to take to ensure the impact of such deviation from the original agreement is minimised. Establish and maintain appropriate internal controls and reporting systems in order to meet performance expectations. Discuss and thereafter document for the record and future use any revision of targets as necessary as well as progress made towards the achievement of performance agreement measures.

**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.

**CLOSING DATE** : 30 November 2018

**OTHER POST**

**POST 46/08** : **DEPUTY DIRECTOR REF NO: DBE/54/2018 (X3 POSTS)**  
Branch: Curriculum Policy, Support and Monitoring  
Directorate: Curriculum Innovation and E-Learning

**SALARY CENTRE REQUIREMENTS** : R826 053 per annum (All-Inclusive remuneration package)  
: Pretoria  
: An appropriate recognised Bachelor's degree or equivalent qualification at least Four (4) years' relevant experience at supervisory level in e-learning implementation. All applicants must submit a motivation letter with their applications. Knowledge of ICT at the level of classroom practice is very important for this post. A clear understanding of the role of Information and Communication Technologies (ICT) in education and its implementation thereof are critical for the post, while a postgraduate qualification in e-learning or related studies. The candidate must have: Excellent analysis and formulation skills. A good understanding and knowledge of national education policy, legislation and

regulatory environment particularly the White Paper on e-Education (2004). He/she must have a clear understanding of the DBE's Action Plan, the South African Education and Training System and the implementation of the National Curriculum Statement. An exceptional understanding of ICT in Education, infrastructure and connectivity issues, e-learning, knowledge management and information strategies for education. He/she must have extensive knowledge of, and insight into relevant policies, policy formulation processes and monitoring in terms of ICT and curriculum implementation. Good understanding of quantitative and qualitative research methodology. The successful candidate must further have a valid driver's licence, advance computer utilisation and good communication (both written and verbal) skills. The successful candidate must be adaptable, disciplined, innovative, self-confident, work independently and must be able to work with a team. The post is focuses on: Relationship management, monitoring and support to provinces in the implementation of ICT in Education. This person must therefore have a sound knowledge and understanding of hardware, software, connectivity, ICT professional development and issues related to e-content as well as provincial implementation of ICT in Education. The person will also have to drive the research agenda of ICT in Education for the Department of Basic Education which includes research in ICT professional development, ICT infrastructure, digital content, connectivity, new technologies, impact of ICT on teaching and learning implementation models and strategies and the development of supporting guidelines.

- DUTIES** : He/she will be required to: Analyse policies related to the integration of ICT in Education, develop ICT in Education strategies to be implemented in provinces, develop frameworks/guidelines for the co-ordination and support to provinces in terms of ICT integration in educational setting.
- ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
- NOTE** : Shortlisted candidates may be required to do a practical test on e-Learning practices prior to the interview.
- CLOSING DATE** : 07 December 2018