

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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- CLOSING DATE** : 14 December 2018
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- 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. 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.
- ERRATUM:** kindly note that the Deputy Director (Branch Co-ordinator): Branch: Finance and Administration with Ref No: DBE/42/2018 advertised in Public Service Vacancy Circular 44 dated 02 November 2018, has been withdrawn. We apologise for any inconvenience caused.

OTHER POSTS

- POST 47/01** : **DEPUTY DIRECTOR REF NO: DBE/56/2018**
Branch: Social Mobilisation and Support Services
Directorate: Health Promotion
- SALARY** : R826 053 per annum (All inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : A three year relevant post matric qualification (NQF Level 6) in Health Promotion, Public Health, Health Sciences, Psychology or Social Sciences is a minimum requirement. A Masters Degree will be an added advantage. Four (4) years' relevant experience at supervisory/middle managerial level is required. This should be supported by an understanding of the policy mandate to provide sexuality education and health education/ promotion coupled with extensive experience in the development, implementation and management of programmes for children and/or adolescents. Strong financial management skills are a prerequisite for the position. An understanding of current education, school health policies and trends as well as the evidence and interventions aimed at young women and girls, is required. Very strong communication skills (both verbal and written) are essential as are conceptual, organisational and administrative skills, networking skills, the ability to liaise with officials at all levels of government as well as with key stakeholders in the field. 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 middle management 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 leading the sector's response to HIV, TB and learner pregnancy in schools and addressing the behavioural, social and structural drivers within the Department's Care and Support for Teaching and Learning framework.
- DUTIES** : The successful candidate will co-ordinate the development of policies, strategies, guidelines and programmes to reduce new HIV and TB infections amongst learners, and to mitigate the impact of HIV and TB infection on the education

sector. He/she will be responsible for leading programmes to prevent and manage teenage pregnancy in schools, in addition to conceptualising and managing projects, and leading the development of conditional grant frameworks, business plans, managing budgets and personnel, implementing and monitoring programmes and reporting. She/he will also co-ordinate and facilitate social mobilisation and advocacy campaigns; liaise and co-operate with departmental units, work closely with provincial education departments, national government departments, universities, research organisations as well as NGOs and civic organisations; represent the Directorate, both internally and externally as required; liaise with and report to project funders and manage internal and external partnerships. Applicants must have a valid driver's license and be willing to travel extensively.

ENQUIRIES : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
NOTE : Shortlisted candidates will be required to make a presentation to the interview panel as well as to undergo a writing test.

POST 47/02 : **DEPUTY DIRECTOR: NATIONAL SCHOOL NUTRITION PROGRAMME REF NO: DBE/57/2018**
 Branch: Social Mobilisation and Support Services
 Directorate: National School Nutrition Programme (NSNP)

SALARY : R826 053 per annum (All inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : A three year relevant post matric qualification (NQF level 6) is a minimum requirement), coupled with 4 years relevant experience at supervisory/middle managerial level in a nutrition related field (must submit academic record or statement of results with application). Knowledge of relevant education policies and current trends in the field of education and nutrition. Knowledge of the Curriculum Assessment Policy Statements (CAPS). Knowledge of policy formulation. Knowledge of project and financial management. Knowledge of research methods and tools. Good knowledge of the public sector legislative and regulatory environment. Proven experience in report writing. A valid driver's license is a prerequisite. Skills required: Coordination, facilitation, analytical and creative skills. Strong report-writing skills and communication (verbal and written) skills. Attention to detail and high level of accuracy. Effective public relations and public speaking skills. Critical thinking skills and self-discipline. Ability to work well under pressure with minimum supervision. Leadership, management, conflict resolution skills; Strong organising, planning and problem solving skills, Supervisory and Inter-personal skills, Proven ability to engage in proactive and informative discussions at all levels; A high degree of sound judgement in dealing with Government Officials, counterparts, partners and other role-players. Computer skills in MS Word, Excel, Access ad PowerPoint.

DUTIES : Manage and coordinate the implementation of the National School Nutrition Programme in provinces. Manage all business processes relating to compliance with the Conditional Grants including timely and quality reports. Support, monitor and guide the Provinces in all pillars of the school nutrition programme ensuring that it is effective and responsive to the needs of learners, Plan, execute and coordinate the National School Nutrition Best Schools and District Awards, facilitate and support capacity building workshops for provincial and district officials Conceptualise and initiate project proposals related to school nutrition; Oversee the process of establishing and coordination of partners to enhance and improve the NSNP, Facilitate, manage and coordinate all activities of a Province (to be delegated) as per approved business plan, Manage and support all related programmes as per the Care and Support for Teaching and Learning Framework (CSTL), including National School Deworming Programme, Water, Sanitation and Hygiene, (WASH) health and hygiene among others; Compile and analyse quarterly performance reports. Solicit, collaborate and engage partners and other role-players on nutrition related issues. Supervise junior staff. Perform other tasks as delegated.

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

POST 47/03 : **ASSISTANT DIRECTOR: SCHOOL FEEDING REF NO: DBE/58/2018**
Branch: Social Mobilisation and Support Services
Directorate: National School Nutrition Programme (NSNP)

SALARY : R444 693 per annum
CENTRE : Pretoria
REQUIREMENTS : A three year relevant post matric qualification (NQF level 6) in nutrition or dietetics is a minimum requirement, supported by at least three years' experience in the relevant field of nutrition with a proven record in project management. An understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa. Knowledge of project and financial management. Co-ordination, facilitation, analytical and creative skills are essential. Conceptualisation and implementing nutrition education programmes and campaigns, experience in community nutrition will be an advantage. A valid driver's license is a prerequisite. Skills Required: The incumbent should have the following skills and attributes: project management, conceptual and analytical skills, financial management, coordination and training/facilitation skills, assessment of and provision of guidance on the nutritional needs of school-going children, report writing, strong communication (Verbal and written) and interpersonal skills, computer literacy skills (Ms Word, Excel, Access and PowerPoint), leadership, conflict resolution, negotiation skills and problem-solving as well as an ability to establish and work with a spectrum of stakeholders.

DUTIES : The incumbent will be required to: ensure the successful feeding of learners in provinces in compliance with NSNP Grant Framework. Monitor and report on programme implementation. Conceptualise, develop and write project proposals towards programme innovation and improvement. Develop nutrition metrics to implement data-driven improvements. Coordinate and support the National School Deworming Programme, Water, Sanitation and Hygiene (WASH) Programme as well as relevant research on child nutrition. Facilitate the development of national and provincial business plans. Facilitate capacity building workshops. Compile monthly and quarterly progress reports. Review and analyse menu options in accordance with South African Based Dietary Guidelines making recommendations to all provinces. Collaborate and coordinate activities with other role players on nutrition issues and actively engage in nutrition education. Liaise with Nutrition Education sub-directorate in developing resource material in line with the curriculum assessment and policy statement (CAPS). Perform delegated tasks and willingness to travel extensively.

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