

**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)
- CLOSING DATE FOR ATTENTION** : 28 December 2018
- 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 be considered.

**MANAGEMENT ECHELON**

- POST 49/08** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: DBE/CDODG/02**  
Branch: Office of the Director-General
- SALARY CENTRE REQUIREMENTS** : R1 189 338 per annum (All-Inclusive remuneration package)  
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. 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 be responsible to oversee the administration of the office of the Director-General. Provide general support services to the Director-General. Support the Director-General in the execution of his duties, particularly with regards to FOSAD, government clusters, SMM, MMM, HEDCOM, CEM and Parliament. Manage the parliamentary offices in Pretoria and Cape Town during sessions. Manage business processes and workflow in the office of the Director-General including an efficient record keeping system. Liaise with the Ministry and other Branches within the Department. Support the Director-General in his monitoring and oversight role in the provinces. Provide strategic support for provincial interventions. Ensure effective liaison and system co-ordination of support services. Manage identified projects for the Director-General.
- 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 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 49/09** : **DEPUTY DIRECTOR (NEEDU EVALUATOR) REF NO: DBE/59/2018**  
12 Months Contract  
Branch: Planning and Delivery Oversight Unit (PDOU)  
Chief Directorate: National Education Evaluation and Development Unit (NEEDU)
- SALARY** : R826 053 per annum (All-Inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Three year relevant post matric qualification (NQF level 6) in the educational field is a minimum requirement, supported by an extensive experience in teaching, plus four (4) years relevant experience at supervisory/middle managerial level is required. A sound knowledge of the education policy and legislation environment. Extensive knowledge of GET and FET curriculum and must be a specialist in the Foundation Phase. Must have strong language competency in isiNdebele and or Siswati. An understanding of Whole-School Evaluation (WSE), Integrated Quality Management System (IQMS) and standard setting process. Strong communication (verbal and writing) skills. Proven experience of both qualitative and quantitative research methodology. Sound analytical skills. Report writing and presentation, including MS PowerPoint presentation skills. Knowledge of matrix and project management. The ability to work under pressure and meet deadlines. Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook). Ability to work independently without supervision to meet targets. Willingness to work extensive hours and be prepared to travel. A valid driver's licence. Possession of own transport that is capable of reaching schools in harsh road conditions. A passion to making a positive contribution to South African education.
- DUTIES** : Liaise with district officials and school management teams to prepare for evaluations. Conduct independent evaluation in sampled schools, districts and provincial offices following prescribed evaluation protocol and evaluation instruments. Provide a clear assessment of the state of teaching and learning in all schools, districts and provincial offices evaluated, this will include collecting and analysing data. As an integral part of a school evaluation process, observe educators in practice using approved instruments. Write, edit and analyse reports as well as provide recommendations for improvement. Collate reports from different members of the evaluation team. Analyse evaluation reports to identify emerging trends within districts and schools. Verify the findings of a school self-evaluation. Contribute to standards setting in education. Perform any other functions as deemed appropriate by the Chief Executive Officer within the ambit of labour law.
- ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/ Ms N Monyela Tel No: 012 357 3294  
**NOTE** : Shortlisted candidates will be required to undertake a writing test as part of the interview process.