DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through filling of these posts and candidates whose transfer, promotion, or appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees.

APPLICATIONS
Submitted via post to: Private Bag X895, Pretoria, 0001 or hand-deliver 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

FOR ATTENTION: Ms M Thubane
CLOSING DATE: 07 June 2019
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 ID and 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.

OTHER POSTS

POST 17/02: DEPUTY DIRECTOR (PROJECT MANAGERS SCHOOL IMPROVEMENT SUPPORT) REF NO: DBE/31/2019 (X3 POSTS)
(12 Months fixed contract)
Branch: Planning and Delivery Oversight Unit
Chief Directorate: Implementation Monitoring and Support/Delivery Specialist

SALARY: R733 257 per annum (All-Inclusive remuneration package)
CENTRE: Eastern Cape
KwaZulu-Natal
Limpopo

REQUIREMENTS:
A Bachelor’s degree or a three year relevant post matric qualification (NQF level 6), with four (4) years relevant experience at supervisory/middle managerial level. A post graduate degree will be an added advantage. A sound understanding of the basic education sector, basic education policy initiatives, as well as legislation in the sector. Have knowledge of research methodology and keep up with changing trends in education. Experience as Deputy Principal or Principal, or other relevant management experience. Three (3) years’ experience in the implementation and management of school improvement support initiatives. Excellent people management skills to manage a diverse team of school improvement support officials as well as professionally manage the challenges of working with circuit managers. Sound analytical skills. A valid Code 8 drivers’ license. 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 meet targets and work independently without supervision. Willingness to work extensive hours and be prepared to travel. 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: Under the supervision of the DBE, the incumbent will liaise with district officials, especially district directors and circuit managers; compile and present progress, quarterly and annual reports on programmes undertaken; compile, edit and consolidate reports; analyse reports to identify emerging trends within districts and circuits; make recommendations for further improvement and development; supervise, mentor and coach a team of school improvement support officials; perform any other functions (duties) as deemed appropriate from time to time by
the Director; plan for and conduct meetings with their provincial teams; provide feedback and support where necessary.

ENQUIRIES : Ms M Thubane Tel No: 012 357 3297 or Mr A Tsamai Tel No: (012) 357 3321.
NOTE : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

POST 17/03 : ASSISTANT DIRECTOR (SYSTEMS ADMINISTRATION, RESEARCH AND DATA PROCESSING REF NO: DBE/32/2019
(12 Months fixed contract)
Chief Directorate: Implementation Monitoring and Support/Delivery Specialist

SALARY : R470 040 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor’s degree or a three year relevant post matric qualification (NQF level 6) with three (3) years relevant experience. In-depth understanding of the South African educational context. Advanced computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook). Experience in carrying out research and analysis of data. Good knowledge of different programmes and methods to analyse qualitative and quantitative data. Excellent writing and presentation skills. Ability to work with a team and under pressure to meet deadlines.

DUTIES : The incumbent will align research findings with educational practices; conduct desktop research on different subjects; manage data capturing and organise data for statistical analysis; conduct quantitative data analysis and perform any other functions as deemed appropriate by the Director within the ambit of the labour law.

ENQUIRIES : Ms M Thubane Tel No: 012 357 3297 or Mr A Tsamai Tel No: (012) 357 3321.
NOTE : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance. The Department of Basic Education (DBE) has measures in place to support the implementation of school improvement support programmes. Such support often takes the form of assisting with strengthening the utilisation of data to craft data-driven interventions to improve learner performance, so as to bring about an improvement in the overall quality of our education system. As part of this process, the DBE is inviting applications for a suitably qualified individual to be appointed as a Systems Administrator.