

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** : 21 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 shortlisted applicants. Shortlisted 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 POST

- POST 19/01** : **ASSISTANT DIRECTOR: ARTS AND CULTURE ENRICHMENT PROGRAMMES**
REF NO: DBE/33/2019
Chief directorate: Social Inclusion and Partnerships in Education
Branch: Care and Support in Education
Directorate: Sport and Enrichment in Education
- SALARY** : R470 040 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's degree or a three-year relevant post matric qualification in social sciences, performing arts or education (a relevant postgraduate qualification will be an added advantage). This should be supported by 3 years' experience in education, arts education and sport administration. Excellent communication, inter-personal and writing skills are vital. Proven experience in the management of large scale sports or arts and culture projects will be an advantage. A valid driver's license, be willing to work long hours and travel extensively. Note: The position requires a proactive person with strong conceptual, strategic and operational leadership skills. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to promote arts and culture enrichment programmes and also support school sport.
- DUTIES** : The successful candidate will manage school arts Education Enrichment Programmes; develop guidelines and frameworks that support the implementation of Arts and Cultural enrichment activities; co-ordinate and promote Arts and Cultural programmes in the Basic Education sector; draw up the Annual National School Arts Festival Plan in collaboration with Department of Arts and Culture and other partners; undertake research monitoring and evaluation on school arts and culture enrichment programmes; co-ordinate and compile reports from provinces regarding Arts and Cultural programmes; manage and engage with partners in the field of Arts Education; liaise and support curriculum section dealing with Arts Education; assist to formalise partnerships between the Department and other relevant stakeholders; assist to manage and monitor the implementation of partnership programmes; coordinate and manage multi-stakeholder meetings on the delivery of Arts and Culture and other Enrichment Programmes; assist to liaise and co-operate with provincial education departments, national government departments, universities, research organisations, as well as NGOs and civic

organisations on arts and culture; compile monthly, quarterly and annual progress reports; meeting with individual organisations regarding proposals to the Department; compile submissions; compile responses to Parliamentary questions; handle general enquiries on Sport, Arts and Culture; draft agendas and minutes as required; represent the directorate, both internally and externally as required; liaise with and report to project funders as required; perform any other tasks as required by the Director and Deputy Director: Sport and Enrichment in Education.

ENQUIRIES

:

Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321

NOTE

:

All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.