ANNEXURE A

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.

MANAGEMENT ECHELON

POST 22/01: CHIEF DIRECTOR: MEDIA LIAISON AND NATIONAL AND PROVINCIAL COMMUNICATION REF NO: 26313/01
Branch: Office of the Director-General
Chief Directorate: Media Liaison and National and Provincial Communication

SALARY: All-Inclusive remuneration package of R 1 189 338 per annum
CENTRE: Pretoria
REQUIREMENTS: An appropriate recognised three (3) year Bachelor’s Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5-10 years’ experience at senior managerial level; Extensive experience in the media and communication 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, and Conflict Management; The candidate must be confident; trustworthy, accurate, adaptable and diplomatic; The candidate must have a good understanding of Development Communication; The applicant must demonstrate ability to solve problems; Applicants must have a valid driver’s license and be willing to travel extensively.

DUTIES: The successful candidate will oversee and provide strategic direction to all Communication Directorates in order to ensure efficient and innovative delivery of communication services to the Ministry and the Department of Basic Education; Oversee and provide strategic direction in the development and implementation of communication strategies for the Ministry and the Department of Basic Education; Provide strategic direction in the development and Implementation of communication strategies for the Provincial Education Departments; Oversee and manage the implementation of the Cabinet-approved Government Communication Policy; Oversee, implement and manage communication campaigns for the Ministry and the Department of Basic Education. Ensure effective management and utilisation of the appropriate communication channels for the Ministry and the Department of Basic Education; Build and sustain a positive reputation for the Ministry and the Department of Basic Education; Effectively manage unplanned and urgent communication matters for the Ministry and the Department of Basic Education; Respond timeously to deadlines and to provide quality inputs into matters that affect the Ministry and the Department of Basic Education; Ensure that the delegated tasks and assignments from the Minister, the Deputy Minister, the Director-General, HEDCOM, and CEM, aimed at enhancing the programmes and projects within the Department of Basic Education and the Provincial Education Departments, are undertaken; Ensure that the appropriate financial, administrative and personnel management procedures are in place and in accordance with the requirements of the Department of Basic Education; as well as the relevant Public Service and Administration Policies and the PFMA.

ENQUIRIES: Ms N Sathege 012 357 3290/ Ms M Mahape 012 357 3291
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 N Sathege/Ms M Mahape
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, Driver’s license and qualifications. NB as of 1 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. **NB:** 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.

**CLOSING DATE:** 12 July 2019

**POST 22/02**: 

**PROJECT MANAGER: RURAL EDUCATION REF NO: 26219/01 (2 YEAR CONTRACT)**

Branch: Curriculum Policy Support and Monitoring  
Chief Directorate: Curriculum Implementation and Monitoring  
The position requires a proactive person with strong conceptual, strategic and operational leadership skills, as well as proven management ability. The successful candidate will be responsible for the development, Implementation, monitoring and evaluation of the Rural Education Assistants Project (REAP).

**SALARY**:  All-inclusive remuneration package of R 1 005 063 per annum

**CENTRE**: Pretoria

**REQUIREMENTS**:  
An appropriate three-year Bachelor's Degree in Education, Humanities or Social Science or an undergraduate qualification (NQF 7) or equivalent qualification as recognized by SAQA with at least five (5) years’ experience at middle or senior management level in the Education sector. A relevant post graduate qualification will be an added advantage. A sound knowledge and understanding of rural context especially as this relates to rural schools. In addition, an understanding of local, regional and international instruments and cutting edge thinking related to rural development within the areas of project management. Extensive knowledge of education policies; good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure and be willing to travel extensively; A valid driver’s license. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change management.

**DUTIES**:  
The Project Manager will be responsible for management of Donor Budget and reporting preparation on monthly basis, planning, procurement and execution of the REAP. The manager will be accountable for ensuring that everyone on the team knows and executes his or her role. The specific responsibilities of the REAP Project Manager include: developing the REAP management plans; managing recruitment, selection and placement of the Education Assistants, Project Coordinators and the Project Management Team; managing project stakeholders; managing communication; managing the project management team; monitoring implementation through REAP Provincial coordinators, REAP Provincial Task Teams and the REAP District Task Teams; managing the project risk; project schedule and time frames; managing the project budget and the project delivery.

**ENQUIRIES** : Ms N Sathege 012 357 3290/ Ms M Mahape 012 357 3299

**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 N Sathege/Ms M Mahape

**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 1 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: 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**

05 July 2019