DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

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 J Masipa/Ms N Monyela

CLOSING DATE: 15 November 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 (Certified copies must not be older than 3 months). 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. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers’ License and registration certificate must be attached if required).

OTHER POSTS

POST 38/01: DEPUTY DIRECTORS: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE REF NO: DBE/59/2019 (X3 POSTS)

(One-Year Renewable Contract)
Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of School Performance

SALARY: R733 257 per annum (All-Inclusive remuneration package)

CENTRE: (Pretoria (X1 Post)
KwaZulu-Natal (X1 Post)
Free State (X1 Post)

REQUIREMENTS: Three year relevant (NQF level 6) post matric qualification in Education, coupled with four (4) years’ relevant experience at supervisory/middle managerial level in the Basic Education sector. Knowledge of the key challenges and their mitigating strategies aimed at ensuring that each learner has Learning and Teaching Support Materials (LTSM) for all subjects. The ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan. Demonstrable experience in the development and implementation of policies as well as monitoring of the implementation at a National level. Experience in administrative related work, data analysis, logistic management, financial management and strategic management. Knowledge: Ability to interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes, Ability to promote adherence to government policy and overall financial function. Ability to monitor payments to ensure that the required financial procedures are adhered to. Ability to maintain effective communication channels enabled with current technologies, applied knowledge in financial legislation, policies and procedures. Good knowledge and skills in LOGIS applications and SCOA allocations. Skills: Project Management, Financial Management, Computer literacy, Data Management, Analytical, Presentation, Report writing, Power point presentation, Data analysis and generate report, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management.

DUTIES: The successful candidate will be responsible for the following: Developing LTSM Policy. Managing data analysis. Managing printing and delivery of LTSM and workbooks. Strategic and Financial Planning of the Directorate projects and preparation of submissions on each project. Monitoring and reporting on
the availability of LTSM and workbooks in all schools, keeping an updating data on learner number and languages for each school, monitoring and reporting on the utilization of LTSM and workbooks by schools, communicating all information relating to LTSM and workbooks to the sector. Provide timeous report on shortages and deliveries of LTSM, liaising with provinces on any matter relating to LTSM and workbooks, organising meetings on LTSM and workbooks between DBE and provinces, monitoring and reporting on the distribution of provincial stock, organising the national team to join the Directorate team in the monitoring of schools; and attending interprovincial LTSM meetings.

**ENQUIRIES**

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

**POST 38/02**

SENIOR LEGAL ADMINISTRATION OFFICER REF NO: DBE/61/2019

Branch: Finance and Administration
Chief Directorate: Legal and Legislative Services
Directorate: Legislative Services

**SALARY**

R473 820 – R1 027 935 per annum (MR6). Salary will be in accordance with Occupational Specific Dispensation (OSD)

**CENTRE**

Pretoria

**REQUIREMENTS**

An appropriate recognised Law degree or an equivalent qualification plus credible management experience in the legal field with specific focus on drafting of legislation. Minimum of eight (8) appropriate post qualification legal experience. Six (6) years’ experience in drafting of legislation. Admission as an Attorney or Advocate. Knowledge of education law will serve as an advantage. Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Management experience. Knowledge of civil procedure, Good contract management skills. Good legal administration skills. Good problem – solving skills. Good presentation skills. Excellent communication (verbal and written) skills. Strong analytical skills. Computer literacy. Willingness to work irregular hours, skills in interpretation of statutes and in conducting research.

DUTIES

The incumbent will be responsible for drafting and/or amending legislation that is administered by the Department and pilot it through Parliament. Commenting on draft legislation of other departments. Providing legal advice, guidance and opinions to the Minister, Senior Management and the rest of the Department on legal matters. Providing legislative support to provincial education departments. Monitoring, coordinating and evaluating the effective implementation of education legislation. Vetting and drafting of contracts.

**ENQUIRIES**

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

**NOTE**

Short-listed candidates will be required to undertake a computer test prior to the interview.

**POST 38/03**

ASSISTANT DIRECTOR: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE REF NO: DBE/60/2019

(One-Year Renewable Contract)

Branch: Curriculum Policy, Support and Monitoring
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of School Performance

**SALARY**

R376 596 per annum

**CENTRE**

Pretoria

**REQUIREMENTS**

A three year relevant post matric qualification (NQF level 6) in Public Administration, Supply Chain Management or Financial Accounting plus extensive 3 years relevant experience in Administrative related work. Knowledge: Ability to communicate with official and public in a professional manner, work under pressure, willingness to travel and work extended hours and ability to provide document management services and administrative support within the Directorate; interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes. Ability to promote adherence to government policy and overall financial function. Ability to monitor payments to ensure that the required financial procedures are adhered to. Ability to maintain effective communication channels enabled with current technologies. Applied knowledge in financial legislation, policies and procedures. Good knowledge and skills in LOGIS/BAS applications and SCOA allocations and filling. Skills: Financial management, Computer literacy,
Analytical, Presentation, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management.

**DUTIES**

The successful candidate will be responsible for the following: Verifying of the correctness of invoices against commitments, record invoices into the invoice register and follow-up of invoices for goods and services received. Updating of payment records by daily recording the required information for all invoices to determine age analysis of payments and Recording of accruals for both vote and trade on a daily basis. Capturing of requests on LTSM and workbook printing and delivery, Administer printing and delivery data and service provider information, which entails request for banking details and supplier information of new suppliers, Inventory management which entails capturing of inventory requests in the system, Issuing of inventory items from the warehouse, Updating of the bin cards for all receipts and issues, filing of inventory manual requests, Replenishing stock according to stock levels as determined by LOGIS system and execution of quarterly verifications. Managing of the Call Centre.

**ENQUIRIES**

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