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

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 POST

POST 42/03: DEPUTY DIRECTOR: SYSTEM ADMINISTRATOR REF NO: DBE/62/2019
Branch: Planning, Information and Assessments
Chief Directorate: National Assessments and Public Examinations
Directorate: Examinations and Assessment in Schools

SALARY: R869 007 per annum (All-inclusive remuneration package)

CENTRE: Pretoria

REQUIREMENTS: A relevant Bachelor’s Degree/National Diploma or equivalent recognised qualification in Information Technology (IT), Information Systems or any other related qualification. A minimum of four (4) years’ relevant experience at a supervisory/middle managerial level in business application or system analysis is essential. Experience in the management of the Integrated Examination Computer systems (IECS), which is a system used in the management of exam processes, is a pre-requisite. Understanding of policies related to the Conduct of National Examinations and the Umalusi directives in relation to examination bodies. Knowledge of data management, data manipulation, statistics and data analysis. Knowledge of certification in the South African context. A Postgraduate qualification will be an added advantage. Knowledge of financial management, risk management, people management, information management and project management. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. In addition, applicants should have an understanding of Batho Pele principles; the capability to deal with classified information; a valid driver’s license and the willingness and ability to work under pressure.

DUTIES: The incumbent will: manage the development and enhancement of the National Senior Certificate (NSC) and the Senior Certificate (SC) examination computer system. Manage the administration of all examination and assessment processes, relating to registration of candidates and centres, writing of the examination and the national assessment, marking, capturing of marks, resulting and release of the results. Manage Change Control Board (CCB) meetings with the State Information Technology Agency (SITA) and Government Information Technology Officers’ Council (GITO), monitor system related changes and maintenance by SITA. Conduct Joint Application Development (JAD) and test sessions when necessary with Provincial Education Departments (PEDs), Umalusi, SITA, USAF and other stake holders. Manage system alignment between the Department and Umalusi/South African Qualifications Authority (SAQA)/Independent Examinations Board (IEB). Co-ordinate the system administration of the IECS and the SC examination system across all nine PEDs. Responsible for the budget and evaluation of transversal payments for the Integrated Examination Computer System (IECS). It will be required of the candidate to work after hours as the need arises.

NOTE: Interviewed candidates will be subjected to a technical exercise and competency assessment. The successful candidate will have to sign an annual performance
agreement, annually disclose his/her financial interests and be subjected to a security clearance.

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