

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 Nnete/Ms H Nembaka/Ms H Nyalungu
- CLOSING DATE** : 21 August 2020
- 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.

MANAGEMENT ECHELON

- POST 19/01** : **CHIEF DIRECTOR**
Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
- SALARY** : R1 251 183 per annum (Level 14) (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have an appropriate Bachelor's degree or equivalent qualification A relevant post-graduate qualification will serve as an advantage Good communication (verbal and written) skills and computer literacy are essential Extensive experience in the field of school management and governance, District, and Provincial Planning, Monitoring, Implementation and Support with at least 5 years' experience at Senior Management level. 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. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.
- DUTIES** : The successful candidate will be responsible for providing strategic leadership, management and guidance to three Directorates, namely: a) Provincial and District Planning and Implementation Support and b) School-level Planning, Monitoring Development and Support; and c) Education Management and Governance Development. The incumbent will be expected to identify key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Create and maintain a database of expertise in identified priority areas; Compile quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; manage the identification and sharing of best practice in planning and effective implementation and monitoring of plans; strengthen the capacity of circuits and schools to effectively use data in supporting schools and individual teachers; Maintain a database of specialists to be used to support struggling circuits and schools; Develop and manage processes, systems and programmes to minimise impact of community based challenges on learning and teaching; Lead and guide the Management and Support of Underperforming Schools in terms of SASA; Facilitate the sharing of best practice; and establish and maintain an interactive web-platform for school managers to share best practice and learn from each other; Provide strategic leadership to staff and develop annual plans and Manage the finances of the Chief Directorate in line with the Public Finance

Management Act. The incumbent will further be expected to develop strategies to improve and support school leadership, management and governance; oversee regular needs analysis to guide the development of appropriate professional development programmes for school managers and governing bodies; Monitor and evaluate the impact and efficacy of leadership development initiatives; Collaborate with relevant entities (SACE) and stakeholders (Teacher unions, NGOs, Business, Teacher, principals and SGB associations) in the Management & Governance landscape to ensure the achievement of common objectives; Ensure that annual management processes such as learner admissions, SGB elections, RCL elections, development of school policies and codes of conduct, Annual General Meetings take place across all schools.NB: Correspondence will only be entered into with short-listed applicants. Short-listed candidates will be required to complete a competency assessment, sign annual performance agreements, annually disclose his/her financial interests and be subjected to a security clearance.

ENQUIRIES

: Ms M Nnete Tel No: 012 357 3298/Ms H Nembaka Tel No: (012) 357 3289/Ms H Nyalungu Tel No: (012) 357 3292