

## 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 30 October 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 (The certification must be not older than six (6) months from the date of the advert). 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).

## MANAGEMENT ECHELON

- POST 24/01** : **CHIEF DIRECTOR: FOUNDATIONS FOR LEARNING REF NO: DBE/CDFL/01**  
Branch: Delivery and Support  
Chief Directorate: Foundations for Learning

- SALARY** : R1 251 183 per annum (All-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must have an appropriate Bachelor's degree or equivalent qualification (NQF level 7) as recognized by SAQA with at least 5 years' experience at Senior Management level. Extensive knowledge and experience in the development and implementation of policies and strategies aimed at improving early childhood and early grade learning, with a focus on foundations for learning in young children. A strong background in the field of education, with a solid appreciation of the CAPS. Extensive knowledge in literacy and reading promotion. 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. Good communication (verbal and written) skills and computer literacy are essential. 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, oversight, management and guidance to three Directorates, namely: Early Childhood Care and Stimulation, Early Childhood Learning, and Reading. The incumbent will also be expected to have a clear understanding of challenges facing the education system in early grade teaching and learning, especially when it comes to promoting reading, writing and counting; early childhood care and learning, as well as how these can be overcome. Providing strategic leadership and guidance to

the Directorates and the Sector with regards to the Department's vision and agenda for promoting early grade learning. Providing leadership in the implementation of key sector mandates and priorities. Providing leadership and guidance in the development and implementation of policies and strategies in Early Childhood Development and Reading. Provide leadership in the establishment and maintenance of strategic partnerships in the sector. Providing inspirational leadership and support to staff to create a conducive working environment. Ensuring that appropriate financial, administrative and human resource management are in place in accordance with the relevant Public Service and Administration Policies and the PFMA.

**ENQUIRIES**

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

**NOTE**

: A Certificate for SMS pre-entry programme is required for all SMS appointment, the full details of the outlined requirements and course information can be sourced by following the link. <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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.

**POST 24/02**

: **DIRECTOR: EARLY CHILDHOOD LEARNING REF NO: DBE/DECL/02**  
Branch: Delivery and Support  
Chief Directorate: Foundations for Learning  
Directorate: Early Childhood Learning

**SALARY  
CENTRE  
REQUIREMENTS**

: R1 057 326 per annum (All-inclusive remuneration package)  
: Pretoria  
: Applicant must have an appropriate Bachelor's degree or equivalent qualification (NQF level 7) as recognized by SAQA with at least 5 years' experience at Middle/Senior Managerial level. Relevant experience preferably within the Early Childhood Education Sector. Extensive knowledge in the development and learning of young children. Knowledge of the key challenges in ECD and how these can be mediated to improve the quality of learning outcomes in schools and to contribute to success in later life; In depth knowledge of the National Curriculum Framework and its implementation in birth (0) to 4 year-old range; Knowledge of the National Qualifications Framework and Curriculum Development and Management processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of Early Childhood Development programmes; Ability to ensure the development and to monitor the implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Ability to provide strategic leadership to the ECD sector including the ECD Function Shift from the Department of Social Development to the Department of Basic Education; Good general management skills; A thorough understanding of and experience in all processes involved in project management; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes; Planning and organising skills; Strong leadership qualities; Advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's license. Process Competencies: Knowledge Management; Service Delivery

**DUTIES**

: 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 successful candidate will be responsible for managing the development, evaluation and maintenance of policies, programmes and systems for Early Childhood Development and monitor their implementation; Developing, implementing and monitoring ECD Strategy to ensure expanded access to early childhood education and learning; Undertaking a process of ensuring that Grade RR is compulsory in the near future; Managing the administration of the Directorate; Implementing the National Strategy for Learner Attainment (NSLA); providing Special Interventions and Support Programmes to provinces, districts and ECD Centres, sites and programmes; Ensuring the implementation of Curriculum, Monitoring and Supporting of early childhood learning; Developing, implementing and monitoring ECD Strategy for early access to education for children with Special Education Needs, including those with disabilities; Coordinating and managing the ECD Integrated Policy and Plan; Supporting the ECD Function Shift from Department of Social Development to Department of Basic Education; Strengthening intra-and inter-sectorial collaboration; Managing and monitoring of Capacity Building and Empowerment Programmes for practitioners and parents; and providing professional support to provinces/districts/ECD Centres in curriculum implementation.

**ENQUIRIES**

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

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**POST 24/03**

: **DIRECTOR: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE REF NO: DBE/EPEP/03**

Branch: Delivery and Support

Chief Directorate: Curriculum and Quality Enhancement Programmes

Directorate: Enhancement of Programmes and Evaluation of School Performance

The position requires a proactive person with strong conceptual, strategic and leadership skills, as well as proven management ability. The successful candidate will be responsible for the management of the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen the provisioning of Learner Teacher Support Material (LTSM).

**SALARY CENTRE REQUIREMENTS**

: R1 057 326 per annum (All-inclusive remuneration package)

: Pretoria

: Applicant must have an appropriate Bachelor's degree or equivalent qualification (NQF level 7) as recognized by SAQA with at least 5 years' experience at middle/senior managerial level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates

should have experience of high-level strategic planning processes, human resource and performance management and financial management. The position requires a proactive person with strong conceptual, strategic and leadership skills, as well as proven management ability. Applicants must have extensive and relevant knowledge relating to the work of provinces within the Basic Education sector. Extensive knowledge of education policies; Good computer skills including MS Word, MS Outlook, MS Excel and MS Power Point. Ability to work under pressure and a valid driver's license. Excellent communication (verbal and written) skills and the ability to proof-read and edit documents; Good and functional knowledge of Government prescripts and government procurement processes; knowledge of Monitoring, Evaluation and Reporting systems and processes; Knowledge of the educational framework and policies; Knowledge and understanding of the Department's Annual Performance Plan (APP), Public Finance Management Act (PFMA), Schooling 2025, Action Plan 2014 and the Minister's Delivery Agreement; Understanding of the curriculum; Excellent data and information management skills; 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. Development and management of electronic systems.

**DUTIES**

: The successful candidate will be responsible for the management of the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen the provisioning of Learner Teacher Support Material (LTSM); providing strategic leadership, managing, provision of quality accessible cost effective Learning and Teaching Support Material (LTSM); Developing and implementing of LTSM policies. Developing and monitoring a Sector Plan for the development, printing, procurement as well as delivery of LTSM Norms and Standards, as well as business processes. Developing and implementing of a plan for building the capacity of the state for the provision of quality and accessible LTSM. Developing and implementing of plan to increase LTSM retention. Coordinating the LTSM Grade R – 12 resourcing in the sector to support the curriculum and enhancement programmes.

**ENQUIRIES**

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