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.

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 Thubane / Mr A Tsamai

CLOSING DATE: 26 February 2021

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 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.

OTHER POSTS

POST 04/01: DEPUTY DIRECTOR: STRATEGIC PLANNING AND REPORTING REF NO: DBE/01/2021
Branch: Business Intelligence
Directorate: Strategic Planning and Reporting

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

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor's degree/ National Diploma or equivalent qualification as recognised by SAQA (NQF Level 6). A minimum of 4 years’ relevant experience at a supervisory/middle managerial level supported by 2 years working experience in the use of performance information management, planning and reporting in a substantive service delivery department. The successful candidate will have: proven experience in managing, evaluating and analysing performance information in a concurrent function department or a similarly complex organisation with at least 600 people with decentralised units; strategies for enriching detail in sectoral plans and reports, initiate interventions with relevant networks and structures, strategies of ensuring that performance information and reporting is optimised, knowledge of Government Planning Frameworks, and Strategic Management within the Public Sector, excellent written and verbal communication skills; excellent understanding of the link between institutional performance and sector performance in a concurrent function; proven ability to produce quality assured work under pressure and manage deadlines; proven experience of analysing performance information for alignment and verification; evidence of showing attention to detail; Proven ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range of performance information and indicators.

DUTIES: Manage all performance planning and performance reporting activities of the DBE in line with the strategic objectives of the DBE and the sector, as well as the relevant mandates; Carry out effective strategic analysis to improve performance reporting, information and planning alignment, compliance and effectiveness; Manage all performance planning of the Department in line with the Strategic objectives of the DBE and sector, as well as the relevant mandates; Produce quality credible plans on DBE mandates for quality basic provision; Institutionalise an integrated strategic planning process and deliver strategic performance planning, reporting and monitoring support to Senior Management in the DBE; Advocate for, and improve the use of performance information and analyses of provincial plans in respect of medium and long
term strategic goals, priorities and objectives, and to advise on strengthening performance information use in planning process in the DBE and the broader sector. The individual appointed will do the following in discharging their duties in relation to key stakeholders and programme managers: Refine and provide advice on refining indicator descriptions for performance information to be used in planning and reporting obligations of the DBE and Sector Programme Performance Measures (PPMs). Support processes and tools to deepen performance information use including inputs for programme and branch reviews dealing with Performance Information and improvement processes among others. Analyse and report on alignment of plans and reports of provinces and public entities. Develop performance information management, verification and registry systems and documentation to support the performance information function and use these to support provincial and national efforts to improve institutional performance through better performance information in departments in the sector. Prepare presentations, plans, reports, updates and progress reports using performance information.

ENQUIRIES : Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
NOTE : Short listed candidates will be required to undergo a test and will be subjected to security clearance.

POST 04/02 : DEPUTY DIRECTOR: NATIONAL EMIS DATA WAREHOUSE AND QUALITY ASSURANCE MANAGER REF NO: DBE/02/2021
Chief Directorate: Information and Management Systems
Directorate: Education Management Information Systems (EMIS)

SALARY : R869 007 per annum (All-inclusive remuneration package)
CENTRE : Pretoria
REQUIREMENTS : Applicant must be in a possession of an appropriate recognised Bachelor’s degree or a National Diploma as recognised by SAQA (NQF Level 6), specialising in Computer Science or Information Systems. A Postgraduate qualification and knowledge of the education system will be an added advantage. The candidate must have a minimum of 4 years’ relevant experience at a supervisory/middle managerial level in IT, particularly in database management, systems and Project Management. Good working knowledge of Data processing and with at least one statistical package (e.g. SAS, SPSS, STATA or other) and MS Access are further requirements for the position. Knowledge and experience of computer programming, systems analysis and education data collection processes are recommended. A good understanding of the South African Education System, legislation and regulations governing Basic Education and the Education Information Policy in particular. The successful candidate must have excellent written and verbal communication skills. Ability to multitask and meet deadlines in a fast-paced start-up environment with minimal guidance. Work well in a team environment, under pressure and willing to work overtime on occasion. Strong project management skills, attention to detail and strong problem-solving skills are critical. The successful candidate must have a valid Code 8 driver’s license and be prepared to travel.

DUTIES : The successful candidate will be expected to retrieve, monitor, quality assure and store data upload at the DBE in the National Data Warehouse (NDW). Operate, process, maintain and upgrade the NDW, the Learner Unit Record Information and Tracking System (LURITS) in collaboration with Provincial Education Departments (PEDs) and SITA. Implement the Education Information Policy and maintain and improve the Education electronic data collection process from PEDs. Automate Education data verification and triangulation with other governmental Departments, Agencies, Institutions and other sources for consolidation, integration and use of all EMIS data. Monitor, support and advise PEDs on LURITS data uploads, quality assurance processes and Provincial Data Warehouses. Assess, monitor, manage and provide support to PEDs and the Department with regards to the implementation of LURITS and EMIS priority areas. Determine the error margin for accuracy, completeness and reliability by conducting independent data quality audits and performing data quality assurance tasks as determined in the SASQAF, Education Information Policy and norms and standards. Provide project management services to the Directorate, manage service level agreements for the implementation of EMIS processes, including the management of service providers, implement the Departments ICT Strategy on e-Administration. Determine and increase levels of e-readiness for users of
the e-Administration system. Assist in the management of the Directorate and represent the Department in various internal and external meetings and conferences. Prepare presentations, plans, reports, updates and progress reports. Provide support to the Director, Chief Director and Branch as

ENQUIRIES: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
NOTE: Short listed candidates will be required to undergo a test and will be subjected to security clearance.

POST 04/03: DEPUTY DIRECTOR: INFORMATION AND COMMUNICATION TECHNOLOGY REF NO: DBE/03/2021
Branch: Business Intelligence
Chief Directorate: Information Management System
Directorate: Information and Communication Technology

SALARY: R869 007 per annum (Level 12) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS: An appropriate Bachelor's degree or a National Diploma as recognised by SAQA (NQF Level 6 in Information Technology / Information Management or relevant field and COBIT implementation, TOGAF, Computer literacy, A+ and N+ certifications plus at least 4 years' experience at a supervisory level/middle management, and a 3 – 5 years’ experience in an Enterprise or Technology architecture environment is required, Sound knowledge of strategic management, Sound knowledge of Information and Communication Technology systems and processes, Working experience managing Networks, Sound knowledge of Microsoft environment, Sound knowledge in managing virtualised environments, Sound knowledge of business continuity management, Sound Knowledge of the E-government strategy and roadmap, Interactive communication, Problem solving and Analytical thinking achievement orientation, Planning and Organizing, proven Project Management competency, strategic thinking.

DUTIES: Ensure operational efficiency and improvement of ICT Governance in the Department, effectively plan, manage, assign and coordinate the day-to-day tasks and activities of the ICT Operations team inclusive of processes, procedures, risk management and financial governance, ensure the integrity and smooth operation of the departmental ICT infrastructures, systems and applications, ensure Backup and Disaster Recovery systems are adequate, in place and operational, engage with the department’s project groups, and other key business stakeholders to ensure ICT services are provisioned to meet business needs, ensure periodic review and audits are performed across all key ICT operational infrastructures and systems, perform procurement activities in support of general ICT operations, Take responsibility and accountability for the complete management of projects and tasks, including planning, scheduling and implementation, within allocated budgets and quality controls, plan and deploy information security mechanisms and ensure compliance with relevant regulatory frameworks and authorities through researching, developing and implementing information security policies. Manage the development of Enterprise Architecture domain to ensure that the department sustains a holistic and integrated view of technology standards and solutions, create an enabling environment for line and support functions to perform their functions more effectively and efficiently, Ensure confidentiality and reliability of proprietary information and intellectual property, oversee identified deficiencies for ICT policies, standards and best practices to ensure that architectural criteria and practices continue to meet the strategic needs of the Department, develop and maintain computing standards relative to an overall strategy to provide an appropriate degree of standardization, develop and implement governance processes, frameworks and procedures within the Directorate in compliance with GITO requirements, render advice to senior management on relevant technology trends and their applicability to business enhancement, oversee the management of business agreements (BAS) and Service Level Agreement (SLA) of suppliers of information management and Information Technology goods and services, contribute to the business strategy formulation processes.

ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.
POST 04/04: DEPUTY DIRECTOR: HR ADMINISTRATION AND CONDITIONS OF SERVICE REF NO: DBE/04/2021
Branch: Finance and Administration
Chief Directorate: HR Management and Development, Labour Relations
Directorate: HR Management and Administration

SALARY: R869 007 per annum (Level 12) (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
- A three-year relevant post matric qualification (NQF level 6) in Human Resource Management or Public Administration/Management as recognised by SAQA. A minimum of four (4) years’ relevant experience at a supervisory/middle managerial level, working in the Human Resource Management field, with specific focus on service benefits, organisational design and HR data and statistics management. Extensive knowledge of the PERSAL system and a clear understanding of the Public Service Act, Public Service Regulations, DPSA policies and Directives, HR related PSCBC and GSSBC Resolutions, SMS Handbook, and any other HR related prescripts.
- The successful candidate must be skilled/competent in the following: management; leadership; planning; organising; analytical problem solving; PERSAL competency; computer literacy; sound research; communication and interpersonal relations; stakeholder liaison and co-ordination; proven submission/report writing; policy development and implementation; presentation; financial management; change management.

DUTIES:
- Manage, mentor and train HR staff members
- Manage the conditions of service of all employees within the Department
- Manage and maintain the PERSAL system
- Preform PERSAL Controller functions
- Manage Auditor General and Internal Audit requests and queries
- Draft and quality assure submissions, letters, memoranda, minutes, circulars, News Flash communiques, Power Point Presentations and any other form of written communication emanating from the Unit
- Develop policies and practices on HR matters
- Develop and maintain the organisational structure of the Department
- Provide information and statistics related to staff data, staff utilisation and other employment matters
- Render advice to management, at all levels, on the creation and abolition of posts
- Render advice to MMS and SMS Members on the structuring salary packages
- Liaise with all stakeholders on human resource management and related matters
- Assist with the compilation of the Annual Report, MTEF, HRBP and other HR related reports
- Manage HR Registry
- Any other HR Management related function that may be delegated from time to time.

ENQUIRIES:
- Mr A Tsamai Tel No: (012) 357 3321
- Ms M Thubane Tel No: (012) 357 3297

NOTE:
- All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

POST 04/05: ASSISTANT DIRECTOR REF NO: DBE/05/2021 (X2 POSTS)
Directorate: Research Coordination, Monitoring and Evaluation

SALARY: R470 040 per annum
CENTRE: Pretoria
REQUIREMENTS:
- Applicants must be in possession of an appropriate recognised Bachelor's degree/ National Diploma or equivalent qualification as recognised by SAQA (NQF Level 6),in social sciences, public administration, economics or statistics, A post graduate qualification would be an added advantage; at least three (3) years relevant experience in conducting research or alternatively project management, coordinating research projects, report writing; interpretation and presentation of information in the monitoring and evaluation environment and knowledge of the basic education sector plans. Considerable experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and Access); data analysis skills with experience of working with statistical packages such as SPSS or STATA. Good interpersonal and communication (verbal and written) skills. A valid driver’s license. Willingness to travel.

DUTIES:
- The successful candidate will be expected to monitor, evaluate and report medium to long term sector progress against policies and plans. Coordinate and support national evaluations in the basic education sector. Design, manage and support large scale evaluations and research studies commissioned by the Department. Facilitate capacity building on planning, monitoring and evaluation. Liaise and network with research organisations, including presenting DBE research at conferences. Write research reports,
evaluation reports and sector monitoring reports. Develop monitoring tools for the basic education sector. Develop policy briefs, monitoring tools, and evaluation reports, compile national and international reports on basic education. Conduct qualitative and quantitative data analysis for sector monitoring and reporting. Provide monitoring and evaluation support to DBE branches on planning indicators, research, instrument development, reporting and data analysis. Coordinate research and evaluations in collaboration with other government departments, donors and provinces. Monitor research projects led by the Department, this may entail traveling to provinces. Maintain a research repository on departmental studies. Respond to research requests. Attend and present at research events and seminars. Perform any other duties delegated by the Director and the Chief Director.

ENQUIRIES: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
NOTE: Short listed candidates will be required to undergo a test and will be subjected to security clearance.

POST 04/06: ASSISTANT DIRECTOR: HR ADMINISTRATION AND CONDITIONS OF SERVICE REF NO: DBE/06/2021
Branch: Finance and Administration
Chief Directorate: HR Management and Development, Labour Relations
Directorate: HR Management and Administration

SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: A three-year relevant post matric qualification (NQF level 6) in Human Resource Management or Public Administration/Management as recognised by SAQA. A minimum of 3 years’ relevant work experience in the Human Resource Management field, with specific focus on service benefits, organisational design and HR data and statistics management. Extensive knowledge of the PERSAL system and a clear understanding of the Public Service Act, Public Service Regulations, DPSA policies and Directives, HR related PSCBC and GSSBC Resolutions, SMS Handbook, and any other HR related prescripts. The successful candidate must be skilled/competent in the following: management; leadership; planning; organising; analytical problem solving; PERSAL competency; computer literacy; sound research; communication and interpersonal relations; stakeholder liaison and co-ordination; policy development and implementation; presentation; financial management; change management, proven submission/report writing, data base management.

DUTIES: The successful candidate will provide professional advice to line functions on the effective and efficient interpretation of implementation of Departmental HRM policies, systems, regulations, guidelines, resolutions and other prescripts: Assist with the management of the Department’s personnel administration and conditions of service; Assist with the management and maintenance of the PERSAL system; Ensure PERSAL alignment with the departmental structure; Check and approve PERSAL transactions captured on PERSAL; Provide PERSAL reports as and when required; Assist with the maintenance the organisational structure and providing information on staff data/statistics, employment matters and staff utilisation; Coordinate the post establishment and the filling of posts; Assist with the compilation of Annual Reports, MTEF, HRBP and other HR related reports; Assist with the development, amendment and maintenance of human resource policies and practices; Assist with Auditor General and Internal Audit requests and queries; Assist with the management of the Unit and performance assessment of staff members; Perform other Human Resource Management functions that may be delegated from time to time.

ENQUIRIES: Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE: Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

POST 04/07: ASSISTANT DIRECTOR: RECRUITMENT, SELECTION AND PMDS REF NO: DBE/07/2021
Branch: Finance and Administration
Chief Directorate: HR Management and Development, Labour Relations
Directorate: HR Management and Administration

SALARY: R470 040 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A three-year relevant post matric qualification (NQF level 6) in Human Resource Management or Public Administration/Management as recognised by SAQA. A minimum of 3 years’ relevant work experience in the Human Resource Management field, with specific focus on recruitment and selection, retention strategies, job evaluation and PMDS. Extensive knowledge of the PERSAL system and a clear understanding of the Public Service Act, Public Service Regulations, DPSA policies and Directives, HR related PSCBC and GSSBC Resolutions, SMS Handbook, and any other HR related prescripts. The successful candidate must be skilled/competent in the following: management; leadership; planning; organising; analytical problem solving; PERSAL competency; computer literacy; sound research; communication and interpersonal relations; stakeholder liaison and co-ordination; proven submission/report writing; data base management; policy development and implementation; presentation; financial management; change management.

DUTIES : The successful candidate will manage effective recruitment and selection of competent human resources; manage staff; Provide support in the effective implementation of the retention strategy; Oversee the development, implementation, monitoring, and continuous review of appropriate HR policies and procedures; Co-ordinate PMDS implementation and ensure that it is implemented in line with DPSA Directives and Departmental Policy; Provide technical advice and support during the moderation processes; Report on poor performance of members of the Senior Management Services; (SMS) and non-SMS officials for the midterm review and annual assessment; Draft submissions to the DG and the Minister; Assist SMS and non-SMS officials with crafting performance agreements; Manage and submit quarterly reports on the budget allocated to the advertising of posts; Maintain statistics and data for quarterly and annual reports, and; Manage job evaluation processes and conduct job evaluation analysis; Review the Departmental Recruitment and Selection, PMDS and other HR related policies; Assist with Auditor General and Internal Audit requests and queries; Perform other Human Resource Management functions that may be delegated from time to time.

ENQUIRIES : Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE : Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

POST 04/08 : LEGAL ADMINISTRATION OFFICER REF NO: DBE/08/2021
Branch: Finance and Administration
Chief Directorate: Legal and Legislatives
Directorate: Legislative Services
SALARY : R373 389 per annum
CENTRE : Pretoria
REQUIREMENTS : An appropriate recognized LLB degree and admission as attorney or advocate. Six to eight years’ appropriate post-qualification experience in a legal environment. A 3 years supervisory/management experience in the legal field. Verifiable skills in the drafting of legislation, with at least three years’ experience of such work. Knowledge of education law will serve as an advantage. Knowledge of the Public Service and of applicable legislation, including the Constitution of the Republic of South Africa, 1996, the PFMA, the PAIA, the PAJA, the POPI, and the Treasury Regulations. Knowledge of civil procedure. Good contract management skills. Good legal administration skills. Good problem-solving skills. Good presentation skills. Excellent communication skills (verbal and written) in, especially, English. Strong analytical skills. Skills in the interpretation of statutes and in conducting research. Above-average computer literacy. Willingness to work irregular hours.

DUTIES : The incumbent will be responsible to draft and/or amend legislation that is administered by the Department, and pilot such legislation through Parliament; comment on draft legislation of other departments, when so requested; provide legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; provide legislative support to provincial education departments; monitor, coordinate and evaluate the effective implementation of education legislation; assist project managers with legal support in regard to contracts; ensure compliance with PAIA, PAJA and POPI; provide legal education to departmental officials; and carry out any other relevant duties as instructed.
ENQUIRIES
NOTE

Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297

Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.