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 and 05 March 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.

MANAGEMENT ECHELON

POST 05/01 : DEPUTY DIRECTOR-GENERAL: OFFICE OF THE DIRECTOR-GENERAL

REF NO: 28826/01

Branch: Office of the Director-General

SALARY : R1 521 591 per annum (All-Inclusive remuneration package)

CENTRE : Pretoria

REQUIREMENTS : Applicants should have a relevant undergraduate qualification (NQF level 7) and post graduate qualification as recognise by SAQA; 8-10 years’ experience at senior management level, coupled with proven experience in providing support to the office of Director-General. 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 co-ordinating Business and Parliamentary process. Overseeing and reporting on the implementation of department policies programmes and initiatives. Assisting in the servicing of Director-General clusters, Parliament and Cabinet. Co-ordinating the functions of the offices of the Minister, Deputy Minister and the Director-General. Managing communication services of the Department. Managing Support services to be rendered to provincial education departments. Managing International Relations in the Department, UNESCO throughout the Republic of South Africa and Co-ordinating intergovernmental and stakeholder relations and strategic partnerships. The ideal candidate would have vision, a mature sense of leadership and proven management abilities. In addition, the successful candidate should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility.

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

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
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. NB: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The successful candidate will be responsible for providing support to the Office of the Director-General.

**CLOSING DATE** : 26 February 2021

**POST 05/02** : DEPUTY DIRECTOR-GENERAL: CURRICULUM POLICY, SUPPORT AND MONITORING REF NO: 28810/01

Branch: Curriculum Policy, Support and Monitoring

**SALARY** : R1 521 591 per annum (All-Inclusive remuneration package)

**CENTRE** : Pretoria

**REQUIREMENTS** : An appropriate recognised undergraduate qualification (NQF level 7) and post graduate qualification as recognized by SAQA in the Social, Education or Management Sciences field; At least 8-10 years’ experience at senior managerial level (5 years must be as a member of the SMS in the Public Service). The ideal candidates should be an effective communicator with the ability to develop curriculum and assessment, policy and support, monitor and evaluate curriculum implementation supported by Umalusi. Extensive professional and practical experience in the field of education/curriculum is essential. 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 policy support and monitoring of curriculum (GET and FET) from Grades R to 12 including Special Needs Education. Policy support including Dinaledi, Curriculum Innovation. National Strategy for Learner Attainment (NSLA), rural Education and E-Learning. Increase learner participation and success rate to meet the goals of the National Development Plan and Action Plan 2019 Towards the realization of schooling 2030. Manage learner qualification improvement programmes. Increase ICT access and utilization in support of curriculum implementation. Manage the provision of quality and cost effective LTSM; Coordinate MST activities in the sector; provide strategic leadership to the Technical Support and Language Units; Implement, support, and monitor curriculum for Grade R to 12 and special interventions and support programmes to provinces, districts and schools. Monitor and support CAPS implementation and strengthening school based assessment. Monitor and support the implementation of the National Curriculum Statement (NCS) on reading in grade R-9 in order to improve teaching and learning. Provide quality education for leaners with Special Education Needs and home schooling. Ensure that learners with severe to profound intellectual disabilities access quality publicly funded education and support. Implement MST and Curriculum Enhancement programmes. Responsible for policy support including foundation of learning, Dinaledi, ICTs and NSLA.

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

**NOTE** : A Certificate for SMS pre-entry programme is required for all SMS posts. A Certificate for SMS pre-entry programme is required for all SMS posts. 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. NB: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The ideal candidates should have the ability to develop curriculum and assessment, policy and support, monitor and evaluate curriculum implementation supported by Umalusi.

**CLOSING DATE**: 26 February 2021

**POST 05/03**: CHIEF DIRECTOR: CARE AND SUPPORT IN SCHOOLS REF NO: DBE/CDCSS/01

Branch: Social Mobilisation and Support Services
Chief Directorate: Care and support in Schools

**SALARY**: R1 251 183 per annum (All-Inclusive remuneration package)

**CENTRE**: Pretoria

**REQUIREMENTS**: An appropriate and recognised Bachelor's degree in Health Sciences, Public Health Education or Social Sciences (a relevant post-graduate qualification will be an added advantage), 5 years' experience at senior managerial level. This should ideally be supported by substantial experience in the design and management of health and wellness programmes in the education sector. A deep understanding of the education and/or school health/wellbeing policies and trends is essential. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management. The ability to manage research processes, and/or experience in monitoring and evaluation will be a strong recommendation. 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.

**DUTIES**: The successful candidate will be responsible for strategic and operational leadership in the development, implementation, coordination and monitoring of education policies and to ensure quality education for all; Oversee the development, implementation and monitoring of evidence-based health promotion, school nutrition and psychosocial support services in the education system; Provide strategic leadership in the implementation, coordination, monitoring and evaluation of sector care and support programmes in schools; Lead the implementation of the Government's Strategic Plan on HIV, STIs and TB in the basic education sector through DBE policies aimed at addressing HIV infection and early/unintended pregnancies; Implement a strong stakeholder management plan to liaise and cooperate with the Provincial Education Departments, National Government Departments, Academic Institutions, Research Organisations, Development Agencies, International Organisations as well as NGOs or civic organisations; Manage the MTEF budgets and monthly cashflow statements of the chief directorate; Coordinate and monitor the performance management and development as well as needs-based capacity building of staff; Oversee the development and management of risk and fraud management plans; Liaise with funders and Inter-Ministerial Committees or Task Teams on HIV and Health; Coordinate and monitor the implementation of programmes as directed by the Council of Education Ministers, Heads of Education Departments Committee, the Minister and Senior Management; take overall responsibility for managing and accounting on projects, including the development of business plans, managing budgets and cash flows as well as implementing and monitoring programmes and reporting for the chief directorate.

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

**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. NB: Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability to ensure the effective management of the Chief Directorate. The successful candidate will be responsible for the development and maintenance of policies, strategies and programmes aimed at promoting the health and wellness of learners in order to support quality teaching and learning. Note: All Shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will subjected to a security clearance.

**CLOSING DATE**: 26 February 2021

**OTHER POSTS**

**POST 05/04**: DEPUTY DIRECTOR: HIV, TB AND LEARNER PREGNANCY REF NO: DBE/10/2021

- **Branch**: Social Mobilisation and Support Services
- **Chief Directorate**: Care and Support in Schools
- **Directorate**: Health Promotion

- **SALARY**: R869 007 per annum (All-inclusive remuneration package)
- **CENTRE**: Pretoria
- **REQUIREMENTS**: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in Health Promotion, Public Health or Health Sciences and supported by 4 years’ experience at a supervisory/middle managerial level. This should be supported by an understanding of the policy mandate, biomedical evidence and the social determinates relevant to provide sexuality education and health education/promotion coupled with extensive experience in the development, implementation and management of programmes for children and/or adolescents. The successful candidate must have knowledge of the education sector policies and strategies guiding the development, implementation and management of HIV, STIs and TB and learner pregnancy prevention programmes in schools. An understanding of current school health policies and trends as well as the evidence and interventions aimed at vulnerable girls and boys is required. Stakeholder and partnership management is crucial in this position. Strong financial management skills are a prerequisite for the position. Strong communication skills (both verbal and written) are essential as are conceptual, organisational and administrative skills, networking skills, the ability to liaise with officials at all levels of government as well as with key stakeholders in the field. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation and project management principles to their work.

- **DUTIES**: The successful candidate will be responsible for coordinating the development of policies, strategies, guidelines and programmes to reduce new HIV and TB infections amongst learners and to mitigate the impact of HIV and TB infection on the education sector; leading programmes to prevent and manage teenage pregnancy in schools including technical input in the development of conditional grant frameworks, conceptualising and managing projects, as well as monitoring programme implementation and reporting; coordinating stakeholder participation, social mobilisation and advocacy campaigns; liaising and co-operating with departmental units; working closely with provincial education departments, national government departments, universities and research organisations, funders and development partners as well as NGOs and civic organisations; represent the Directorate internally and externally as required; liaising with and reporting to project funders and managing internal
and external partnerships. Applicants must have a valid driver's license and be willing to travel substantively.

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

**NOTE**: Short listed candidates may be required to make a presentation to the interview panel and undergo a test. NB: Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual and strategic leadership skills. The successful candidate will be responsible for leading the basic education sector’s response to HIV, Tuberculosis and learner pregnancy in schools and addressing the behavioural, social and structural drivers.

**CLOSING DATE**: 05 March 2021

**POST 05/05**: DEPUTY DIRECTOR: CARE AND SUPPORT FOR TEACHING AND LEARNING (CSTL) REF NO: DBE/11/2021

- **Branch**: Social Mobilisation and Support Services
- **Chief Directorate**: Care and Support in Schools
- **Directorate**: Health Promotion

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

**CENTRE**: Pretoria

**REQUIREMENTS**: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in health or social sciences (a relevant postgraduate qualification will be an added advantage). This should be supported by 4 years’ experience at a supervisory level/middle managerial level including experience in the development, implementation and management of school health programmes. The successful candidate must have knowledge of the social, health and education sector policies and strategies guiding the development, implementation and management of care and support programmes in schools. The candidate must also have an understanding of current global cutting-edge thinking of care and support in school including the Care and Support for Teaching and Learning (CSTL Framework) and supporting regional and national policies, as well as provision of health and psychosocial services to orphans and vulnerable children is essential. Knowledge of the education sector will be an added advantage. Strong communication skills (both verbal and written) are essential as are organisational and administrative skills, networking skills and the ability to liaise with officials at all levels of government. The successful candidate will be a self-starter who works well independently as well as in a team with demonstrated ability to apply monitoring and evaluation principles in their work.

**DUTIES**: The successful candidates will be responsible for coordinating the development of policies, strategies, policies and programmes to promote the provision of care and support service in order to remove barriers to teaching and learning; managing the CSTL programme and related projects including facilitating the Department’s participation in CSTL SADC meetings, developing business plans, managing budgets and staff, implementing and monitoring programmes as well as reporting; consolidating the SADC reports; coordinating and facilitating social mobilisation and advocacy campaigns; liaising and cooperating with departmental units, provincial education departments, national government departments, universities, research organisations as well as NGOs, civic organisations and the SADC Secretariat; representing the Department and Directorate, both internally and externally as required; liaising with and reporting to project funders and manage internal and external partnerships. Applicants must have a valid driver’s license and be willing to travel substantively.

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

**NOTE**: Short-listed candidates may be required to make a presentation to the interview panel, as well as to undergo a writing test. NB: Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The position requires a self-motivated, dynamic and proactive person with vision and project management skills to manage programmes aimed at the promotion and maintenance of the health of learners and educators.

**CLOSING DATE**: 05 March 2021
POST 05/06: DEPUTY DIRECTOR: CSE AND LEARNER PREGNANCY REF NO: DBE/12/2021
Branch: Social Mobilisation and Support Services
Chief Directorate: Care and Support in Schools
Directorate: Health Promotion

SALARY: R869 007 per annum (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in education, social or health sciences or public health supported by 4 years’ experience at a supervisory/middle managerial level. Relevant experience in education and/or health promotion or public health and peer education programmes will be an added advantage. The successful candidate must have knowledge of the education sector policies and strategies guiding the development, implementation and management of HIV, STIs and TB; Peer Education and Comprehensive Sexuality Education (CSE) programmes in schools. The candidate must also have an understanding of current global cutting-edge thinking of school health, health promotion, and comprehensive sexuality education and the curriculum assessment policy statement, adolescent sexual reproductive health and rights, as well as provision of health and psychosocial services to children and youth is essential. The successful candidate should have experience in high level strategic planning processes, human resource management, financial management and stakeholder management. Excellent communication, interpersonal, writing skills are essential.

DUTIES: The successful candidate will be responsible for strategic and operational planning, taking responsibility for managing and accounting for projects, including the development of business plans, managing budgets and cash flow, implementing and monitoring programmes as well as reporting; Providing strategic leadership and operational management of CSE, Learner pregnancy and SRH services including peer education; Developing programme of action to support the implementation of CSE programmes and Learner Pregnancy Policy; Strengthening the Sexual Reproductive Health and Rights programme for learners in schools; Liaising and cooperating with provincial education departments, national government departments, universities, research organisations as well as NGOs and civil society organisations. Monitoring and evaluating policies and strategies to promote the health and wellbeing of learners; managing internal and external partnerships, liaising with and reporting to project funders and representing the Directorate, both internally and externally as required.

ENQUIRIES: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
NOTE: Short listed candidates may be required to make a presentation to the interview panel and undergo a writing test. NB: The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven programme management ability. As such, the candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to promote and maintain the general health and wellbeing of learners including addressing the behavioural, social and structural drivers of the HIV epidemic as well as learner pregnancy.

CLOSING DATE: 05 March 2021

POST 05/07: DEPUTY DIRECTOR: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE REF NO: DBE/13/2021
Branch: Delivery and Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation Programmes

SALARY: R733 257 per annum (All-inclusive remuneration package)
CENTRE: Pretoria
REQUIREMENTS:
A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. A minimum of 4 years’ relevant experience at a supervisory/middle managerial level in the Basic Education Sector. Knowledge of the key challenges and the 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. Experience in the development and implementation of policies as

DUTIES: The successful candidate will be responsible for the Monitoring and reporting on the workbook ordering, delivering and utilization, Development of Provincial workbook ordering Plan. Consolidating, cleaning and analysing data for workbooks; Finalising and approving model for distribution of LTSM; Organising of warehousing and packaging of LTSM; Customising of the National LTSM catalogue to meet provincial needs; Printing and provision of disks of National LTSM Catalogue to Districts/Regions/ Circuits/Wards where possible; Distributing catalogues to schools; Monitoring the submission of requisition forms by Section 20 schools to circuit/ward offices. Monitoring the completion and collection of Section 20 requisition forms from circuit/ward offices and delivery to Provincial offices/Managing Agent. Monitoring of placement of orders by Section 21 schools. Monitoring the delivery of stationery to provincial/ district warehouses. Delivery of stationery to schools. Monitoring and reporting on the delivery of material to schools; Reporting on textbook and stationery delivery to schools; Visiting schools and districts for providing LTSM assistance; Advising the Administrator and Chief Director on LTSM processes: Monitoring the availability of LTSM and workbooks in all schools; Keeping an updated 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; Providing 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 M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
NOTE: Short listed candidates may be required to undergo a test and will be subjected to security clearance
CLOSING DATE: 05 March 2021
POST 05/08: ASSISTANT DIRECTOR: PLANNING, PERFORMANCE INFORMATION PLANNING MANAGEMENT AND REPORTING REF NO: DBE/14/2021
Chief Directorate: Strategic Planning, Research and Coordination
Directorate: Strategic Planning and Reporting
SALARY: R470 040 per annum (Level 10)
CENTRE: Pretoria
REQUIREMENTS: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA with an understanding of the Government planning cycle. The successful candidate will have 3 year’s proven experience in planning, reporting and performance information use, assembly, verification and packaging, and documentation in a large organisation of above 600 people; Excellent written and verbal communication skills; Proven ability to produce quality assured work under pressure and manage deadlines; Proven experience of analysing performance information for alignment and verification; Good communication (verbal and written) and interpersonal skills, Ability to work under pressure; Problem-solving skills; Presentation skills; Attention to detail; Excellent organisational and innovation skills; Ability to deliver and perform.
DUTIES: The successful candidate will be expected to develop; manage, coordinate, analyse, verify performance information in the Department of Basic Education. The individual appointed will do the following in discharging their duties in
relation to key stakeholders and programme managers: Support performance
information reporting; Support the use and ensure quality of performance
information reporting in the Department of Basic Education; Write operational,
quarterly, annual and medium-term plans, reports, briefings and presentations
including those on the outcome and other public sector compliance
requirements; Refine and provide advice on improving indicator descriptions
for performance information to be used in planning and reporting obligations of
the Department of Basic Education and entities where appropriate; Manage
branch reviews dealing with Performance Information and use these in
preparation of departmental systems for the audit and for drafting of improved
plans and reports; Prepare presentations, plans, reports, updates, analyse
documents, briefings and progress reports of basic education sector
performance information.

ENQUIRIES : Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE : Shortlisted candidates may be required to undergo a writing test and will be
subjected to a security clearance.
CLOSING DATE : 05 March 2021

POST 05/09 : ASSISTANT DIRECTOR: COORDINATION AND SECRETARIAT SUPPORT
REF NO: DBE/15/2021
Branch: Office of the Director-General
Chief Directorate: Office of the Director-General Support Service
Directorate: Co-ordination and Secretarial Support
SALARY : R470 040 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : A 3 year relevant (NQF level 6) post matric qualification or equivalent
qualification as recognised by SAQA supported by 3 years’ relevant experience
in providing coordination, administrative and secretariat support service to
governance structures; experience in the field of education will be an added
advantage; understanding of Government policies, in general and basic
education policies and related legislation, in particular; good interpersonal and
communication skills to interact with senior managers at all levels, as well as
good planning and organisational skills; ability to write good analytical reports,
work under pressure within tight timeframes; computer literacy and application;
williness to travel and a valid driver’s license.

DUTIES : The successful candidate will be expected to coordinate and manage the
provision of high-level secretariat support service to meetings of statutory
bodies such as the Council of Education Ministers (CEM) and Heads of
Education Departments Committee (HEDCOM), various departmental
structures such as Broad Management, Senior Management and Ministerial
Management, manage decision support systems and processes to optimise
functions of governance structures; serve as a custodian of executive decisions
of governance structures and develop a mechanism to ensure executive
decisions are acted upon.

ENQUIRIES : Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
NOTE : Shortlisted candidates will be expected to undergo a competency test and the
successful candidates will be subjected to a security clearance.
CLOSING DATE : 05 March 2021