

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 representatively 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.
- FOR ATTENTION** : Ms M Mahape/ Ms N Sathege
- CLOSING DATE** : 16 July 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. All required documents attached must be certified a true copy and must be dated. Certified copies must not be older than six months at the closing of the advert, applicants who do not comply with the above mentioned requirements will not be considered. 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' Licence and registration certificate must be attached if required).

MANAGEMENT ECHELON

- POST 24/01** : **CHIEF DIRECTOR REF NO: 29724/01**
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 (NQF Level 7) as recognised by SAQA. 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 must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to 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 dab 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; 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

**ENQUIRIES
NOTE**

strategic leadership to staff and develop annual plans and Manage the finances of the Chief Directorate in line with the Public Finance

: Ms M Mahape Tel No: (012) 357 3291/Ms N Sathege Tel No: (012) 357 3290
: A Certificate for SMS pre-entry programme is required for all SMS appointments, 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

: **CHIEF DIRECTOR: REF NO: 29724/02**
Branch: Office of the Director-General
Chief Directorate: Office of the Director-General Support Services

**SALARY
CENTRE
REQUIREMENTS**

: R1 251 183 per annum (Level 14) (All Inclusive remuneration package)
: Pretoria
: An appropriate recognised Bachelor's Degree or an undergraduate qualification (NQF level 7) as recognized by SAQA; At least 5 years' experience at senior managerial level. Experience in the Communication field 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 to oversee the administration of the office of the Director-General. Provide general support services to the Director General. Support the Director-General in the execution of his duties, particularly with regards to FOSAD, government clusters, SMM, MMM, HEDCOM, CEM and Parliament. Manage the parliamentary offices in Pretoria and Cape Town during workflow in the office of the Director General including an efficient record keeping system. Liaise with the Ministry and other Branches within the Department. Support the Director-General in his monitoring and oversight role in the provinces. Provide strategic support for provincial interventions. Ensure effective liaison and system co-ordination of support services. Manage identified projects for the Director-General.

**ENQUIRIES
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POST 24/03 : **DIRECTOR: (PUBLIC PRIVATE PARTNERSHIP SECURITY, ASSET AND EVENTS MANAGEMENT) REF NO: 29724/03**
Branch: Finance and Administration
Chief Directorate: Financial Management
Directorate: Security and Asset Management

SALARY CENTRE REQUIREMENTS : R1 057 326 per annum (Level 13) (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 with relevant experience preferably within corporate services. Knowledge in the Management of Public Private Partnership Concession Agreements and procurement processes in Government via National Treasury Regulation 16; Knowledge of asset management in Government; Knowledge of Security policy development and implementation of security, both physical and document security; Management and coordination of conferences, workshops and meetings; 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 organizing 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 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.

DUTIES : The successful candidate will be responsible to monitor the correctness of the monthly unitary fee as stipulated in the Public Private Partnership (PPP) agreement; Pay the unitary, additional and pass through cost within 20 working days after receiving the invoices; Monitor the implementation of the service delivery performance, service specifications on part of the Private Party and up keeping of the approved house rules on part of the officials occupying DBE premises; Manage the partnership relationships; Ensure that reasonable accommodation is provided to employees with disabilities and employees with small children; Manage all assets in the DBE; Capture practical and final completed projects as received from Infrastructure Branch; Draft, maintain and upgrade asset related policies, strategy and maintenance plans; Provide notes in relation with the PPP and assets to the financial statements; Maintain an accurate, complete and valid asset register; Establish a Loss and Disposal Committee; Draft, upgrade, maintain approved and monitored internal security policies and procedures such as Document security, Information security, Physical security; Monitor the progress and implementation of the Security management strategy in accordance with the applicable plan; Identify all security risks and appropriate security requirements, processes, systems, policies and procedures and advise the Department to counter these and the implications of management decisions pertaining to Document security, Information security, Physical security; Ensure the classification of sensitive information in accordance with the MISS; Communicate security practices and standards to all employees and other appropriate internal and external stakeholders; Monitor through formal assessments compliance with security standards and practices; Report all security breaches or behaviour posing a security risk; Liaise, coordinate and cooperate with, and report to, the controlling institutions; Establish and manage a Security Co-ordination Committee; Manage the contract between the DBE and the Professional Conference Organiser (PCO); Develop and maintain an event management policy in the DBE; Co-ordinate workshops and conferences in the DBE; Coordinate all invoices to be paid within 30 days after a correct invoice has been received from the PCO.

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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 DPSC Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSC 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