

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** : 22 October 2021
- NOTE** : Applications must be submitted on Form Z83 obtainable from any Public Service Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration certificate must be attached if required. Required documents need not be certified when applying for a post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered.

OTHER POSTS

- POST 34/01** : **DEPUTY DIRECTOR REF NO: DBE/50/2021**
Branch: Delivery and Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of Performance and LTSM Policy, Monitoring and Implementation
- SALARY** : R869 007 per annum (Level 12), (All-Inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Three-year relevant post matric qualification (NQF Level 6) or equivalent qualification; At least four (4) years' experience at supervisory or middle management level in working for either a province or for the national education department; Exceptional knowledge with regards to all forms of Learner and Teacher Support Material (LTSM) development and provisioning in the Education Sector; Understanding of the role of LTSM in the Fourth Industrial Revolution (4IR). Above average applied knowledge of project management; Sound operational planning and management skills; Advanced applied skills of Computer literacy in MS Office software package (Access, Excel and Outlook) and other relevant software; Excellent communication (verbal and written) skills and an 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 2019 and the Minister's Delivery Agreement; Understanding of the curriculum; Excellent data and information management skills; Development and management of monitoring systems; Ability to work well independently and under pressure as well as adhere to deadlines; Strong leadership, negotiation and facilitation skills; Good interpersonal relations and the ability to handle pressure; Willingness to work extensive hours and to travel; A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for the following development and implementation of LTSM Policies; Manage all the processes around the centralised and decentralised development and provisioning of LTSM, Developing of Terms of Reference for the submission and evaluation of LTSM; Manage submissions, evaluation of LTSM and the development of the National Catalogues; Manage the project implementation; undertake strategic and financial planning for LTSM projects and activities; Manage the development and implementation of LTSM electronic monitoring systems; manage all the data related functions of LTSM provisioning; Monitor, support and report on provincial (centralised/decentralised) procurement and delivery of LTSM processes; Monitor and report on textbook utilisation; Management of

- communication and inter-relations with Provincial Education Departments and all stakeholders in the education sector.
- ENQUIRIES NOTE** : Ms M Mahape Tel No: 012 357 3291/Ms N Sathege Tel No: (012) 357 3290
 : 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. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
- POST 34/02** : **ASSISTANT DIRECTOR REF NO: DBE/51/2021**
 Branch: Delivery and Support
 Chief Directorate: Curriculum and Quality Enhancement Programmes
 Directorate: Enhancement of Programmes and Evaluation of Performance and LTSM Policy, Monitoring and Implementation
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10)
 : Pretoria
 : Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; three (3) years relevant experience; Exceptional knowledge with regards to Learner Teacher Support Material (LTSM) development and provisioning for learners with special needs in the Education Sector; Knowledge of curriculum adaptation, curriculum differentiation and modification Understanding of Government Prescripts regarding learners with visual impairment such as the South African Schools Act, White Paper 6, etc Excellent communication (verbal and written) skills and an ability to proof-read and edit documents; Knowledge and skills in braille for 1 – 12 grades, Large print (type of font and size), Colour contrasts (colour of print vs colour of paper), Audio (MP3), Screen reading and magnification software, Braille writing / embossing devices (manual, electronic), Refreshable braille displays, Softcopy formats (DOCX, PDF, BRL, BRF, DBT, etc.), Braille translation software, Braille standards and codes, Windows, MS Office suite, production of accessible formatted materials and quality assurance of materials, Knowledge of low vision, eye conditions, blindisms and orientation and mobility; Knowledge of Universal Access and design; .Knowledge of curriculum adaptation, curriculum differentiation and modification.
- DUTIES** : The successful candidate will be responsible for developing policies, guidelines, business processes, regarding the provisioning of LTSM for learners with visual impairment; Coordinating the production, procurement, delivery monitoring, reporting and utilisation of Learner Teacher Support Material (LTSM) for learner with visual impairment in provinces, districts and in schools; Organising and coordinating consultations and engagements with different stakeholders; Organising Task teams with stakeholder to ensure that there is proper provisioning of Learner Teacher Support Material (LTSM) for learner with visual impairment; serving as secretariat to the Ministerial Braille Advisory Committee; Conducting research to keep up with developments and software and hardware upgrades; Assess assistive devices, including both software and hardware.
- ENQUIRIES NOTE** : Ms M Mahape Tel No: 012 357 3291/Ms N Sathege Tel No: (012) 357 3290
 : 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. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
- POST 34/03** : **ASSISTANT DIRECTOR REF NO: DBE/52/2021**
 Branch: Teacher, Education Human Resources and Institutional Development
 Chief Directorate: Education Human Resources Management Directorate:
 Education Human Resource Planning, Provisioning and Monitoring
- SALARY CENTRE REQUIREMENTS** : R470 040 per annum (Level 10)
 : Pretoria
 : Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; A post graduate qualification will be an added advantage; A minimum of three (3) years' experience in policy research; Experience in Human Resource planning and provisioning processes in education will serve as an added advantage; Knowledge of policy development and monitoring preferably in the education human resources provisioning environment;

Knowledge of Policy research, development and monitoring processes; development of monitoring tools, policy guidelines and implementation plans; Knowledge of translation of research recommendations into policy; Understanding of the policy environment and challenges facing the government as provider of public education; Good analytical and report writing skills; Good verbal and written communication skills, Working knowledge of Microsoft Word and intermediate to advanced; knowledge of Excel (Spread sheets). Working knowledge of Microsoft Access (Databases) will be an advantage; ability to work with a team.

DUTIES : Assist in development of policy, norms and standards for provisioning and utilisation of educators and other human resources; Develop strategies and practical implementation plans and guidelines to facilitate implementation of policies; Monitor the implementation of policies and compile appropriate reports based on relevant indicators and recommend reviews where necessary, identify areas of research in educator provisioning; Conduct research where needed; Translate research findings and recommendations into policy; Compile mandatory reports on human resources indicators including reporting on deployment of educators and demographic trends.

ENQUIRIES : Ms M Mahape Tel No: 012 357 3291/Ms N Sathege Tel No: (012) 357 3290
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. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.

POST 34/04 : **ASSISTANT DIRECTOR REF NO: DBE/53/2021**
Branch: Care and Support in Education
Chief Directorate: Social Inclusion and Partnerships in Education
Directorate: Sport and Enrichment in Education

SALARY : R470 040 per annum (Level 10)
CENTRE : Pretoria
REQUIREMENTS : Three year relevant post matric qualification (NQF Level 6) or equivalent qualification in the performing arts or education, sports or social sciences with three (3) years relevant experience; relevant postgraduate qualification will be an added advantage; This should be supported by substantial experience in education, the performing arts, particularly in choral music, sport administration, including other enrichment programmes; Excellent communication, inter-personal and writing skills are vital; Proven experience in the management of large scale arts and culture projects and sports, will be an advantage.

DUTIES : The successful candidate will manage and coordinate the Choral Music Programme, Manage all logistics for the provincial and national eisteddfod championships; Manage, coordinate and implement the development programme for the adjudicators, conductors, data capturers and programme directors at provincial and national levels; Monitor and Support the Farm School Programme; Organise and manage stakeholder and inter-provincial meetings; Manage, liaise and initiate new and existing partners; Manage the prescription and typesetting process of music; Assist in managing the School Sport Programme, Organise Inter-Provincial School Sport meetings (including stakeholder meetings), Implement the Annual School Sport Plan, implement the reporting template for provincial and national events, Monitor district league tournaments, including provincial and national events, Support and monitor provincial and national School Sport initiatives such as the Sport Focus Schools, building of facilities by the partners, etc, Draft speeches/ briefing notes for the executive authority and senior managers relating to sport and enrichment programmes; Support multi-stakeholder meetings on the delivery of the School Sport Programme; Liaise with provincial education departments, national government departments, universities, research organisations, sports federations, as well as NGOs and civic organizations on choral music, school sport and other enrichment programmes; Applicants must have a valid driver's licence, be willing to work long hours and travel extensively.

ENQUIRIES : Ms M Mahape Tel No: 012 357 3291/Ms N Sathege Tel No: (012) 357 3290
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. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually

disclose his/ her financial interests and be subjected to a security clearance. Applications are invited from appropriately qualified persons for this position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic, and operational leadership skills. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to promote the choral music programme, including the support of school sport and other enrichment programmes.