

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 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.
- ERRATUM:** Kindly note that the following post advertised in Public Service Vacancy Circular 07 dated 26 February 2021. The post name has been amended as follows: Post: Senior Provisioning Administration Officer (Procurement) With Ref No: Dbe/17/2021. The closing date remains the same: 19 March 2021.

OTHER POSTS

- POST 08/01** : **DEPUTY DIRECTOR: QUALITY MANAGEMENT SYSTEM (QMS) REF NO: DBE/24/2021**
Branch: Teacher, Education Human Resource and Institutional Development
Chief Directorate: Education Human Resource Management
Directorate: Educator Performance Management and Development and Whole School Evaluation
- 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). At least Four (4) years' relevant experience at a supervisory/middle managerial level in the operations of employee performance management systems; Experience in educator supervision, training, management of budgets and programmes; Good computer skills (Microsoft Office Programmes: Word, Excel and Power point); Report writing and presentation skills; Excellent people skills; Proven experience in planning and implementing projects; In-depth knowledge and understanding of human resource matters, including educator performance management systems as informed by relevant ELRC collective agreements; Experience in school evaluations in the Basic Education sector. Understanding of the National Development Plan 2030 as well as other relevant education policies, legislation and regulations; Strong verbal and written communication; Willingness to work extensive hours and to travel when required and a valid driver's license.
- DUTIES** : Under the supervision of Department of Basic Education, the successful candidate will be part of a team of specialists to support and promote efficient and effective implementation of performance management systems within provinces; Develop training resources; Engage in developing capacity of provincial officials on the QMS; Conduct monitoring and oversight visits; Co-ordinate and monitor compliance with all performance management-related agreements, policies, regulations and guidelines; Set up digital platforms and systems to evaluate educator performance data; Collect and analyse reports from provinces; Analyse the impact of the Quality Management System on school performance and give

**ENQUIRIES
NOTE**

: feedback to provinces; Set in place strategies to enhance accountability within schools and address under-performance; Establish linkages between the Directorate and other stakeholders and perform other related duties as assigned.
: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
: Short listed candidates may be required to make a presentation to the interview panel and undergo a test. The Educator Performance Management and Development and Whole School Evaluation Directorate monitors and supports educator performance evaluations, skills development and whole school evaluations across provinces. The Quality Management System for school-based educators as informed by ELRC Collective Agreement Number 2 of 2020 will be implemented across all schools progressively from 2021.

POST 08/02

: **DEPUTY DIRECTOR: SYSTEMS DEVELOPMENT SPECIALIST (SDS) REF NO: DBE/25/2021**
Directorate: Educator Performance Management and Development and Whole School Evaluation

**SALARY
CENTRE
REQUIREMENTS**

: R869 007 per annum (All-inclusive remuneration package)
: Pretoria
: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in information technology (IT; A post graduate degree will serve as an advantage). A 4 years overall experience in IT field supported by 4 years' experience at a supervisory/middle managerial level; Experience within the education field will be preferable. Experience in project management; Knowledge of and insight in the latest developments in the field of information technology; Strong verbal and written communication skills; Excellent IT skills in programming and systems development; Report writing and presentation skills; Excellent people skills in order to interact with stakeholders; Ability to keep up with a changing education environment; Have the capacity to work without supervision, Be innovative and be able to meet targets and deadlines; Willingness to work extensive hours and be prepared to travel; Have a passion for making a positive contribution in the South African education sector and in possession of a valid driver's license.

DUTIES

: The incumbent will digitize evaluation/appraisal instruments and templates; Design and develop an online system for school evaluations and teacher appraisals; Design and develop communication systems; Create systems to integrate provincial reports; Set up and maintain databases; Develop online training resources; Create a repository of reports for system wide consumption; Work collaboratively to establish partnerships with stakeholders in the sector to strengthen accountability and promote school improvement.

**ENQUIRIES
NOTE**

: Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsamai Tel No: (012) 357 3321
: Short listed candidates will be required to make a presentation to the interview panel and undergo a test.

POST 08/03

: **DEPUTY DIRECTOR: WHOLE SCHOOL EVALUATION (WSE) RE NO: DBE/26/2021**
Directorate: Educator Performance Management and Development and Whole School Evaluation

**SALARY
CENTRE
REQUIREMENTS**

: R869 007 per annum (All-inclusive remuneration package)
: Pretoria
: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA, A post graduate degree will serve as an advantage; At least 4 years overall experience as an educator supported by 4 years' experience at a supervisory/ middle management level; Extensive knowledge of the General Education and Training (GET) and Further Education and Training (FET) curriculum; Knowledge and understanding of school evaluation, performance management and accountability systems; Experience in project management, supervision and managing a budget in line with strategic plans; Knowledge of and insight into relevant education policies and legislations as well as CAPs; A thorough working knowledge of the national WSE policy; Ability to conduct and report on classroom observations; Strong verbal and written communication skills; Good computer skills (Microsoft Office Programmes such as Word, Excel and Power point); Report writing and presentation skills; Excellent people skills; Knowledge of

research methods; Ability to keep up with a changing education environment for the 21st century; Capacity to work without supervision and be able to meet targets and deadlines; Willingness to work extensive hours and be prepared to travel; Have a passion for making a positive contribution in the South African education sector and a valid driver's license.

DUTIES

: The successful will plan and coordinate meetings and training of provincial WSE supervisory teams and district officials; Develop training materials and instruments for internal and external school evaluations; Monitor and report on the quality and effectiveness of school evaluations; Analyse reports on lesson observations; Monitor WSE post-evaluation activities; Monitor the development and implementation of School Improvement Plans in order to address areas of underperformance; Effectively use reliable and valid data for school improvement Support systemic evaluation processes; Create a repository of school evaluation reports for system wide consumption and work collaboratively to establish partnerships with stakeholders in the sector to strengthen accountability and promote school improvement.

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.

POST 08/04

: **EPUTY DIRECTOR: MATHEMATICS, SCIENCE AND TECHNOLOGY REF NO: DBE/27/2021**

Branch: Delivery and Support

Chief Directorate: Curriculum and Quality Enhancement Programmes

Directorate: MST and Curriculum Innovation and E-Learning

SALARY

: R869 007 per annum (All- Inclusive remuneration package)

CENTRE

: Pretoria

REQUIREMENTS

: An appropriate recognised National Diploma/Bachelor's degree or equivalent qualification as recognised by SAQA (NQF level 6) in Mathematics, Science or Technology Education, coupled with four (4) years relevant experience at supervisory/middle managerial field' in the Basic Education sector. Knowledge of the key challenges and their mitigating strategies aimed at improving learner performance and participation in MST subjects. In-depth knowledge of Curriculum Development processes. The ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of MST interventions. Demonstrable experience in the development and implementation of policies as well as monitoring of the implementation at a National level. Knowledge and experience in the processes leading to the adoption of new MST related subject offerings. A thorough understanding of and experience in all processes involved in project management. Management of Special Interventions and Support Programmes to provinces, districts, and schools. Ability to develop, update and implement the MST strategy with an excellent working knowledge of Government prescripts, monitoring, evaluation and reporting systems and processes. Excellent planning and organising skills, coupled with a proven ability to manage public-private partnerships with the DBE. Advanced computer applications skills and extensive experience in working with data heavy, statistical analysis of performance data. Good interpersonal relations and the ability to handle pressure and work independently under minimal supervision. A valid driver's license.

DUTIES

: The successful candidate will be expected to manage and oversee Special Interventions and Support Programmes to provinces, district and schools. Curriculum Implementation, Monitoring and Support for MST and intra-and inter-sectoral collaborations Provide professional support to provinces/district/circuit/schools in curriculum implementation. Support the implementation of the Directorate's Operational Plan and effectively manage the Directorate's predetermined deliverables. Provide close support to Departmental Internal Control Measures and findings and implementation of recommendations of Internal Audit and Auditor-General directives. Track learner performance to inform quarterly interventions and measure the impact of monitoring and support provided to schools on learning outcomes. Measure the impact on learner outcomes of teacher development and learner-centric interventions. Monitor and support the implementation of MST Programmes and coordinate the implementation of the

		MST sector trilateral framework with DBE, DHET and DST. Implementation, management, oversight and impact evaluation of International, Private Sector, Non-Governmental Organisation and Provincial Education Department Cooperation Agreements.
<u>ENQUIRIES</u>	:	Mr A Tsamai Tel No: (012) 357 3321/Ms M Thubane Tel No: (012) 357 3297
<u>NOTE</u>	:	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.
<u>POST 08/05</u>	:	<u>ASSISTANT DIRECTOR: PERFORMANCE MANAGEMENT AND DEVELOPMENT SYSTEM AND SKILLS DEVELOPMENT REF NO: DBE/28/2021</u>
		Branch: Teacher, Education Human Resource and Institutional Development Chief Directorate: Education Human Resource Management Directorate: Educator Performance Management and Development and Whole School Evaluation
<u>SALARY</u>	:	R470 040.per annum (Level 10)
<u>CENTRE</u>	:	Pretoria
<u>REQUIREMENTS</u>	:	A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in the field of education. At least three (3) years proven experience in the operations of employee performance management and skills development in the Basic Education Sector; Knowledge and understanding of educator appraisal performance management systems; Insight into relevant education policies and ELRC Collective Agreements as well as Skills Development legislation and policies; Strong verbal, presentation and written communication skills; Research and report - writing skills; Good computer skills (Microsoft Office Programs such as Word, Excel and PowerPoint); Willingness to work extensive hours and travel; Ability to pay attention to detail and work well within a team environment and a valid driver's license.
<u>DUTIES</u>	:	The successful candidate will liaise with and guide provincial officials on the efficient and effective implementation of the Performance Management and Development System of office-based educators and Skills Development processes within provinces; Design instruments and develop a database for monitoring and reporting; Engage in capacity development of performance management officials and skills development facilitators; Assist in setting up systems for receiving reports and data from provinces; Collate, analyse and compile progress reports as well as minutes of engagements with stakeholders; Undertake monitoring and oversight visits to provinces as required; Work collaboratively to establish partnerships with stakeholders in the sector to strengthen educator development and accountability.
<u>ENQUIRIES</u>	:	Ms M Thubane Tel No: (012) 357 3297/ Mr A Tsama Tel No: (012) 357 3321
<u>NOTE</u>	:	Short listed candidates may be required to make a presentation to the interview panel and undergo a test.
<u>POST 08/06</u>	:	<u>ASSISTANT DIRECTOR; BUDGETS AND CASH FLOW REF NO: DBE/29/2021</u>
		Branch: Finance and Administration Chief Directorate: Financial Management Services Directorate: Financial Services
<u>SALARY</u>	:	R470 040 per annum
<u>CENTRE</u>	:	Pretoria Department of Basic Education (Pretoria)
<u>REQUIREMENTS</u>	:	A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA with Accounting as a subject. At least Three (3) years experience in Government's budget process; Knowledge of the Public Finance Management Act, 1999 (Act1 of 1999) (PFMA) and Treasury Regulations; Knowledge of the Basic Accounting System (BAS); Knowledge of the MTEF, ENE AENE and Cash Flow Management. Good interpersonal and communication skills (verbal and written) and computer skills; Ability to work beyond normal working hours; Ability to work well under pressure with strict deadlines will be advantageous.
<u>DUTIES</u>	:	The successful candidate will be responsible for handling documents and information with strict confidentiality; Managing and submitting the monthly cash flow statement to the Minister and Management; Coordinating and managing the various budget processes i.e. Adjusted Estimates, Estimates of National

Expenditure and Medium Term Expenditure Framework; Requesting inputs and consolidation thereof and supporting Departmental officials in the costing of their business plans; Managing expenditure control for the Department; Managing the compilation and submission of the IYM to National Treasury on a monthly basis; Responding to finance-related Parliamentary questions and prepare presentation to SCOPA, when required; Providing Training to stakeholders on budget process; Capturing the budget on the Basic Accounting System, liaising with National Treasury on budget matters, ensuring that the requirements of the Public Finance Management act and Treasury Regulations as well as departmental financial policies, and procedures are adhered to.

**ENQUIRIES
NOTE**

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

POST 08/07

: **SENIOR ADMINISTRATION OFFICER: SYSTEMS SUPPORT SPECIALIST
(EMIS) REF NO: DBE/30/2021**
Branch: Business Intelligence
Chief Directorate: Information and Management Systems
Directorate: Education Management Information Systems (EMIS)

**SALARY
CENTRE
REQUIREMENTS**

: R316 791 per annum (Level 08)
: Pretoria
: Applicant must be in possession of a senior certificate; A degree in Computer Science or equivalent qualification in software development and/or systems testing qualification will be an added advantage. A Two (2) years extensive experience in Microsoft Development Environment (VB.net , VB6, ADO, CHM, MS Access, and SQL) ;Advanced knowledge of Microsoft Office products – Word, Excel, Outlook, PowerPoint; Network knowledge is an advantage; White and Black box testing experience at the unit, integration and system levels is an advantage; Experience in ad hoc application development; Good Interpersonal, Communication and Writing skills are required; Extensive knowledge of SA-SAMS and SA-SAMS system support; Ability to multitask and meet deadlines in a fast-paced start-up environment; Paying attention to details, Initiative and strong problem-solving skills are critical; Ability to work as a team player with minimal guidance and a valid Code 8 driver's license.

DUTIES

: The successful candidate will be required to provide end-user application support via phone, email and remote access utilities (Team Viewer, Microsoft remote Access etc) as well as off site; Troubleshoot issues reported by clients, fixing of corrupted databases and provide solutions as well as providing user support on network implementation at schools; Participate in testing new releases of SA-SAMS and internal software; Develop utility programs to test, track and verify defect, correct and improve quality in software programs; Monitor program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation; Test implementations/integrations with third party platforms and conduct compatibility tests; Develop adhoc applications; Write monthly reports on the status and progress on the support, testing and ad hoc development; Develop training materials and online materials for SA-SAMS; Provide software application training using a variety of delivery methods including web-based and on-site training; Maintain SA-SAMS information on Thutong Website and Provide support to the Director and directorate as reasonably requested.

**ENQUIRIES
NOTE**

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