

**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 representativity 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Ms M Mahape/ Ms N Sathege
- CLOSING DATE** : 30 July 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. All required documents attached need not be certified when applying for a post, only shortlisted candidates for the post 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. 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' License and registration certificate must be attached if required).

**MANAGEMENT ECHELON**

- POST 25/03** : **DIRECTOR REF NO: 29810/01**  
Branch: Finance and Administration  
Chief Directorate: Financial Management  
Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R1 057 326 per annum (Level 13), (All Inclusive remuneration package)  
: Pretoria  
: A three-year relevant Bachelor's degree or equivalent qualification (NQF Level 7) with Accounting as a major subject; A minimum of five years relevant experience in middle/senior managerial level; Preference will be given to candidates who have working knowledge of the PFMA, Treasury Regulations, Division of Revenue Act (DoRA) Basic Accounting System (BAS) and Modified Cash Standards (MCS); Good interpersonal and communication (written and verbal) skills, presentation skills, analytical skills, planning skills, computer literacy, management and leadership skills.
- DUTIES** : The successful candidate will be responsible for managing the books of account of the Department, revenue collection, budget management, expenditure management, cash flow management and reporting, salaries management, monthly and quarterly reporting on activities of the Directorate including on conditional grants, financial management and reporting of donor funds; Ensuring that public entities comply with relevant legislation; Managing financial systems (BAS & PERSAL); Ensuring compliance with the PFMA, Treasury Regulations, DoRA and any other relevant legislation in respect of financial matters and compiling Interim and Annual Financial Statements of the Department.
- ENQUIRIES NOTE** : 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.

#### **OTHET POSTS**

- POST 25/04** : **DEPUTY DIRECTOR (LANGUAGE SPECIALIST) REF NO: DBE/41/2021**  
 Branch: Finance and Administration  
 Chief Directorate: Legal and Legislative Services  
 Directorate: Legislative Services
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum, (All-Inclusive remuneration package)  
 : Pretoria  
 : Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years' relevant experience at supervisory/middle managerial level in a Legal or related environment; Extensive knowledge in language editing (grammar; language structures and styles) and the provision of language advice; Knowledge of legal language and how to work with legislation; Knowledge of education law will serve as an advantage; Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations; Knowledge and experience in editing, researching and translation of legal documents and legislation; Good knowledge and skill in computer literacy (MS word, Excel and PowerPoint); Experience in administrative related work; Ability to generate reports; Good presentation skills, problem solving, self-management, time use, attention to detail; Excellent communication skills (verbal and written); Good interpersonal relation skills; Ability to work independently under pressure and adhere to deadlines; Willingness to work irregular hours.
- DUTIES** : The successful incumbent will be responsible for: Language editing of all legislation that is administered by the Department; Management and consolidation of all legislative comments received from stakeholders and the public; Editing and translating of legal documents; Conducting of legal research; Organizing task team meetings pertaining to the amendment of legislation, preparation of documentation for the task team meetings, the taking and finalizing of minutes and carrying out related tasks relating to the task team meetings; Coordinating and organizing HEDCOM legal subcommittee meetings and carrying out related tasks relating to the HEDCOM legal subcommittee meetings; Provisioning of language advice to the directorate; Maintenance of the PAIA register and dealing with PAIA requests; Dealing with routine education-related queries from the public.
- 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 will be required to undergo a writing test. 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 25/05** : **DEPUTY DIRECTOR (DEBT AND REVENUE MANAGEMENT) REF NO: DBE/42/2021**  
 Branch: Finance and Administration  
 Chief Directorate: Financial Services, Security Asset Management and Logistical Services  
 Directorate: Financial Services
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum, (All-Inclusive remuneration package)  
 : Pretoria  
 : An appropriate recognised Degree or National Diploma or equivalent qualification (NQF level 6) as recognised by SAQA in Financial Accounting/Financial Management/Management Accounting; Four (4) years' relevant experience at supervisory/middle managerial level in the area of debt and revenue management, in-depth knowledge of the Debt/Loss Control officer's responsibilities; Candidates must have knowledge and understanding of the public sector financial administration relating to the listed duties and the

provisions of the PFMA and Treasury Regulation; Ability to develop and apply policies; Computer literacy, Planning and organisational skills, communication skills (verbal and written); Numeracy and accuracy skills; People management and leadership skills; good understanding of BAS, Persal and other computer systems.

**DUTIES** : The successful incumbent will be responsible for: Managing of accounts receivable and revenue collection; Handling documents and information with strict confidentiality; Preparing financial statements relevant to the section; Ensuring that financial transactions are brought to book; Managing the cashier's office activities and banking; Managing the TRC payments; Collecting and keep safe Departmental revenue; Ensuring safekeeping of financial documentation according to prescripts; Ensuring that reconciliations are done monthly; Ensuring telephone accounts are paid; Establishing and maintaining a strong relationship with key stakeholders internally and externally; Ensuring that all outstanding interdepartmental receivables are followed up, cleared and reconciled; Responding and resolve audit queries related to the section; Providing supervision to junior staff.

**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 will be required to undergo a writing test. 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 25/06** : **DEPUTY DIRECTOR REF NO: DBE/43/2021**  
Branch: Social Mobilisation and Support Services  
Chief Directorate: Care and Support in Schools  
Directorate: National School Nutrition Programme (NSNP)

**SALARY** : R869 007 per annum, (All-Inclusive remuneration package)  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years' relevant experience at supervisory/middle managerial level in a Nutrition related field (must submit academic record or statement of results with application). Knowledge of relevant education policies and current trends in the field of education and nutrition; Knowledge of the Curriculum Assessment Policy Statements (CAPS); Knowledge of policy formulation; Knowledge of project and financial management; General knowledge of research methods and tools; Good knowledge of public sector legislative and regulatory environment; Proven experience in report writing; Proof of a valid driver's license is a prerequisite (travel extensively). Skills Required: Coordination, facilitation, analytical, critical and creative thinking; Strong report writing skills and communication (verbal and written); Attention to detail and high level of accuracy, effective public relations and public speaking skills; Self-disciplined; Ability to work well under pressure with minimum supervision; Leadership, management and conflict resolution skills; Strong organisational, planning and problem solving skills; Supervisory and Inter-personal skills; Proven ability to engage in proactive and informative discussions at all levels; A high degree of sound judgement in dealing with Government Officials, counterparts and other role-players. Computer literate in MS Word, Excel, Access and PowerPoint.

**DUTIES** : The successful incumbent will be responsible for: Managing and coordinating the implementation of the National School Nutrition Programme in targeted Province/s; Assessing and reviewing departmental policies as and when required; Managing and engaging Provinces in the business planning process in compliance with the Conditional Grant Framework; Ensuring timely and quality reports as well as compliant business plans; Supporting, monitoring and guiding Provinces as delegated, in all activities as contained in the provincial business plans to ensure that it is effective and responsive to the needs of learners; Planning, executing and coordinating the National School Nutrition Best Schools and District Awards; Facilitating and Supporting capacity building workshops for provincial and district officials within the Directorate; Conceptualising and initiating project proposals related to school nutrition; Managing and supporting all related programmes of the Care and Support for Teaching and Learning Framework (CSTL), including amongst others the National Schools Deworming Programme, WASH (health and hygiene COVID-19 response); Compiling and analysing quarterly performance reports;

- Soliciting, collaborating and engaging partners and other role players on other related nutrition issues. Supervising junior staff. Performing other tasks as delegated.
- 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 will be required to undergo a writing test. 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 25/07** : **DEPUTY DIRECTOR REF NO: DBE/44/2021**  
 Branch: Social Mobilisation and Support Services  
 Chief Directorate: Care and Support in Schools  
 Directorate: National School Nutrition Programme (NSNP)
- SALARY CENTRE REQUIREMENTS** : R869 007 per annum, (All-Inclusive remuneration package)  
 : Pretoria  
 : Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA; Four (4) years relevant experience at supervisory/middle managerial level; Knowledge of relevant education policies and current trends in the field of education and nutrition; Knowledge of policy formulation; Knowledge of project and financial management; General knowledge of research methods and tools; Good knowledge of public sector legislative and regulatory environment; Proven experience in report writing; Proof of a valid driver's license is a prerequisite (travel extensively). Skills Required: Coordination, facilitation, analytical and creative skills; Strong report writing and communication (verbal and written); Attention to detail and high level of accuracy, effective public relations and public speaking; Critical thinking and self-discipline; Ability to work well under pressure with minimum supervision; Leadership, management, conflict resolution; Strong organising, planning and problem solving; Supervisory and Inter-personal; Computer literate in MS Word, Excel, Access and PowerPoint.
- DUTIES** : The successful incumbent will be responsible for: Managing and coordinating the implementation of the National School Nutrition Programme in target Province/s; Assessing and reviewing departmental policies as and when required; Managing and engaging Provinces in the business planning process in compliance with the Conditional Grant Framework; Ensuring timely and quality reports as well as compliant business plans; Provincial monitoring, support and guidance to Province/s, especially in all activities as contained in the provincial business plans to ensure that it is effective and responsive to the needs of learners; Coordinating projects and activities related to the National Food and Nutrition Security Committee with sector departments; Facilitating and engaging in capacity building workshops for provincial and district officials within the Directorate; Facilitate provisioning/audit of facilities, equipment and utensils from Grant; Conceptualising and initiating project proposals related to school nutrition; Managing and supporting all related programmes of the Care and Support for Teaching and Learning Framework (CSTL), including amongst others the National Schools Deworming Programme, WASH (health and hygiene COVID-19 response), among others; Compiling and analysing quarterly performance reports; Soliciting, collaborating and engaging partners and other role players on other related nutrition issues; Supervising junior staff; and performing other tasks as delegated.
- 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 will be required to undergo a writing test. 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 25/08** : **ASSISTANT DIRECTOR REF NO: DBE/45/2021**  
 Branch: Social Mobilisation and Support Services  
 Chief Directorate: Care and Support in Schools  
 Directorate: National School Nutrition Programme (NSNP)
- SALARY CENTRE** : R470 040 per annum  
 : Pretoria

**REQUIREMENTS**

: The applicant should have a three-year relevant post matric qualification (NQF Level 6) or equivalent as recognized by SAQA; and at least three years' experience in the relevant field with a proven record in project management; Understanding of government strategic vision and public service legislation and policies pertaining to the education sector in South Africa; Knowledge of project and financial management; Co-ordination, facilitation, analytical and creative skills; Strong communication (verbal and written); Computer literacy skills (MS Word, Excel, Access and PowerPoint) and interpersonal skills; Experience in community nutrition will be an advantage; Proof of a valid driver's license is a prerequisite. Skills Required: Project management; Conceptual and analytical skills; Financial management; Coordination and training/facilitation skills; Assessment and provision of guidance on the nutritional needs of school-going children; Report writing, Strong communication and interpersonal skills; Leadership, conflict resolution, negotiation and problem-solving skills; MS Word, Excel and Powerpoint; Ability to establish and work with a spectrum of stakeholders.

**DUTIES**

: The successful incumbent will be responsible for: Ensuring the successful feeding of learners in Provinces in compliance with NSNP Grant Framework; Monitoring and reporting on programme implementation; Conceptualising, developing and writing of project proposals towards programme innovation and improvement; Coordinating and supporting Nutrition Education, National Schools Deworming Programme, WASH Programme and research on child nutrition; Facilitating the development of national and provincial business plans; Facilitating capacity building workshops; Compiling monthly and quarterly progress reports; Undertaking projects that promote learners' food consumption in accordance with South African Based Dietary Guidelines making recommendations to all provinces; Collaborating and coordinating activities with other role players on nutrition issues and actively engage in nutrition education; Developing nutrition related resource material in line with the curriculum assessment and policy statement (CAPS); Engaging with a network of government and social partners to promote nutrition knowledge; Performing delegated tasks and willingness to 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 will be required to undergo a writing test. The successful candidate will have to sign an annual performance agreement, annually be subjected to a security clearance.