

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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
- FOR ATTENTION NOTE** : Ms J Masipa/Ms N Monyela
- : 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 certified must be attached if required. Required documents need not be certified when applying for 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. 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.

MANAGEMENT ECHELON

- POST 33/01** : **CHIEF DIRECTOR: OFFICE OF THE DIRECTOR-GENERAL REF NO: 29724/02**
Branch: Office of the Director-General
Chief Director: Office of the Director-General Support Services
Re-advert Candidates who previously applied need not to re-apply.
- SALARY CENTRE REQUIREMENTS** : R1 251 183 per annum, (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. Management experience in the education sector and 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 sessions. Manage business processes and workflow in the office of the Director-General including and 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 project for the Director-General.
- ENQUIRIES NOTE** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294
: 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. 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.

CLOSING DATE :

04 October 2021

OTHER POST

POST 33/02 :

LEGAL ADMINISTRATION OFFICER (MR5) REF NO: DBE/55/2021

Branch: Finance and Administration
Chief Directorate: Legal and Legislatives
Directorate: Legislative Services

SALARY CENTRE REQUIREMENTS :

R373 389 per annum
Pretoria

An appropriate recognised LLB degree; Eight years' appropriate post-qualification legal experience in a legal environment; Verifiable skills in the drafting of legal documents; Knowledge of education law and admission as attorney or advocate will be an added advantage; Knowledge of the Public Service and of applicable legislation, including the Constitution of the Republic of South Africa, 1996, the PFMA, the PAIA, the PAJA, the POPI, and the Treasury Regulations; Knowledge of civil procedure; Good contract management skills; Good legal administration skills. Good problem-solving skills; Good presentation skills; Excellent communication skills (verbal and written) in, especially, English; Strong analytical skills; Skills in the interpretation of statutes and in conducting research; Above-average computer literacy; Willingness to work irregular hours.

DUTIES :

The incumbent will be responsible to draft and/or amend legal documents including legislation that is administered by the Department, and pilot such legislation through Parliament; Comment on draft legislation of other departments, when requested; Provide legal advice, guidance and opinions on legal matters to the Minister, Senior Management and the rest of the Department; Provide legislative support to provincial education departments; Monitor, coordinate and evaluate the effective implementation of education legislation; Assist project managers with legal support in regard to contracts; Ensure compliance with PAIA, PAJA and POPI; Provide legal education to departmental officials; Conduct, analyse, interpret, and advise on research that will provide information and case law relevant to the legal matter at hand; Draft legal documents and advise on the drafting of legal documents that provide clear motivation/ justification for a particular position; Collect data and information, analyse and translate information into knowledge for planning, decision making or management reporting and to communicate and distribute to different audiences, using a variety of information and communication technologies (e.g. intranet, e-mail, videoconferencing, telecommunications, etc.) in order to provide and communicate information for decision making, reporting, document storage and planning; Carry out any other relevant duties as instructed.

ENQUIRIES CLOSING DATE :

Ms J Masipa Tel No: (012) 3573295/ Ms N Monyela Tel No: (012) 357 3294
08 October 2021