

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** : Ms J Masipa/Ms N Monyela
- CLOSING DATE** : 26 November 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 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.
- ERRATUM:** Kindly note that the following post was advertised in Public Service Vacancy Circular 39 dated 05 November 2021, the requirements has been amended as follows: Senior Administrative Officer (Reporting, Publications and Data Dissemination) Ref No: DBE/63/2021, Branch: Business Intelligence, Chief Directorate: Information and Management Systems, Directorate: Education Management Information Systems (EMIS), Requirement: Applicants must be in possession of a Senior Certificate or equivalent qualification, qualification in Statistics, Social Sciences, Information Technology or related field at NQF level 6 will be an added advantage. Two years' experience of data analysis using statistical software such as SPSS or STATA, MS Excel, MS Access and SQL. The closing date has been extended to 26 November 2021.

MANAGEMENT ECHELON

- POST 40/01** : **DEPUTY DIRECTOR-GENERAL: OFFICE OF THE DIRECTOR-GENERAL REF NO: DBE/ODG/01**
Branch: Office of the Director-General
- SALARY** : R1 521 591 per annum, (all-inclusive remuneration package)
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants should have a relevant undergraduate qualification (NQF level 7) and post graduate qualification as recognise by SAQA; 8-10 years' experience at senior management level, coupled with proven experience in providing support to the office of Director-General. 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 for co-ordinating Business and Parliamentary process. Overseeing and reporting on the implementation of department policies programmes and initiatives. Assisting in the servicing of Director-General clusters, Parliament and Cabinet. Co-ordinating the functions of the offices of the Minister, Deputy Minister and the Director-General. Managing

communication services of the Department. Managing Support services to be rendered to provincial education departments. Managing International Relations in the Department, UNESCO throughout the Republic of South Africa and Coordinating intergovernmental and stakeholder relations and strategic partnerships. The ideal candidate would have vision, a mature sense of leadership and proven management abilities. In addition, the successful candidate should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility.

ENQUIRIES
NOTE

- : Ms N Monyela Tel No: (012) 357 3294/ Ms J Masipa Tel No: (012) 357 3295
- : A Certificate for SMS pre-entry programme is required for all SMS appointment, 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. The successful candidate will be responsible for providing support to the Office of the Director-General.