

**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](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 J Masipa/Ms N Monyela
- CLOSING DATE** : 10 December 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.

**OTHER POSTS**

- POST 42/01** : **DEPUTY DIRECTOR: WORKBOOK REF NO: DBE/65/2021**  
(One-Year Renewable Contract)  
Branch: Delivery and Support  
Chief Directorate: Curriculum and Quality Enhancement Programmes  
Directorate: Enhancement of Programmes and Evaluation of School Performance
- SALARY** : R744 255 per annum (All-Inclusive remuneration package)
- CENTRE** : KwaZulu-Natal
- REQUIREMENTS** : Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. A minimum of four (4) years' relevant experience at supervisory/middle managerial level in the Education Sector; experience in Project management; Knowledge of the key challenges and mitigating strategies aimed at ensuring that each learner has Learning Support Materials (LTSM) for all subjects; Ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan; Experience in the development and implementation of policies as well as monitoring of the implementation in the Education Sector; knowledge in administrative related work, data analysis, logistic management, financial management and strategic management; Ability to interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes; Ability to promote adherence to government policy and overall financial function; Ability to monitor payments to ensure that the required financial procedures are adhered to; Ability to maintain effective communication channels enabled with current technologies; Ability to apply knowledge in financial legislation, policies and procedures. Skills: financial management, computer literacy, data management, analytical, presentation, report writing, Power point presentation, Data analysis and generate report, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management. A valid driver's licence.
- DUTIES** : The successful candidate will be responsible for the following: Monitoring and reporting on the workbook; Ordering, delivery and utilisation, Development of Provincial workbook ordering Plan; Consolidation, cleaning and analysis of data for workbooks; Finalisation and approval of model for distribution of LTSM, organisation of warehousing and packaging of LTSM, Customising of the

National LTSM catalogue to meet provincial needs; Printing and provision of disks of National LTSM Catalogue to Districts/Regions/Circuits/Wards where possible; Distribution of catalogues to schools; Monitoring the submission of requisition forms by Section 20 schools to circuit/ward offices; Monitoring the completion and collection of Section 20 requisition forms from circuit/ward offices and delivery to Provincial offices/Managing Agent; Monitoring of placement of orders by Section 21 schools; Monitoring the delivery of stationery to provincial/district warehouses; Delivery of stationery to schools; Monitoring and reporting on the delivery of learning materials to schools; Reporting on textbook delivery to schools; Visiting schools and districts to provide LTSM assistance; Monitoring the availability of LTSM and workbooks in all schools, keeping an updated data on learner number and languages for each school, monitoring and reporting on the utilization of workbooks by schools, communicating all information relating to LTSM to the sector; Providing timeous reporting on shortages and deliveries of LTSM, liaising with provinces on any matter relating to LTSM and workbooks; Organising meetings on LTSM between DBE and provinces; Monitoring and reporting on the distribution of provincial stock; Organising the national team to join the Directorate team in the monitoring of schools; and attending interprovincial LTSM meetings.

**ENQUIRIES** : Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

**POST 42/02** : **DEPUTY DIRECTOR: WORKBOOK REF NO: DBE/67/2021**  
 (One-Year Renewable Contract)  
 Branch: Delivery and Support  
 Chief Directorate: Curriculum and Quality Enhancement Programmes  
 Directorate: Enhancement of Programmes and Evaluation of School Performance

**SALARY** : R744 255 per annum (All-Inclusive remuneration package)  
**CENTRE** : Northern-Cape  
**REQUIREMENTS** : Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. A minimum of four (4) years' relevant experience at supervisory/middle managerial level in the Education Sector; experience in Project management; Knowledge of the key challenges and mitigating strategies aimed at ensuring that each learner has Learning Support Materials (LTSM) for all subjects; Ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan; Experience in the development and implementation of policies as well as monitoring of the implementation in the Education Sector; knowledge in administrative related work, data analysis, logistic management, financial management and strategic management; Ability to interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes; Ability to promote adherence to government policy and overall financial function; Ability to monitor payments to ensure that the required financial procedures are adhered to; Ability to maintain effective communication channels enabled with current technologies; Ability to apply knowledge in financial legislation, policies and procedures. Skills: Project management, financial management, computer literacy, data management, analytical, presentation, report writing, Power point presentation, Data analysis and generate report, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management. A valid driver's licence.

**DUTIES** : The successful candidate will be responsible for the following: Monitoring and reporting on the workbook; Ordering, delivery and utilisation, Development of Provincial workbook ordering Plan; Consolidation, cleaning and analysis of data for workbooks; Finalisation and approval of model for distribution of LTSM, organisation of warehousing and packaging of LTSM, Customising of the National LTSM catalogue to meet provincial needs; Printing and provision of disks of National LTSM Catalogue to Districts/Regions/Circuits/Wards where possible; Distribution of catalogues to schools; Monitoring the submission of requisition forms by Section 20 schools to circuit/ward offices; Monitoring the completion and collection of Section 20 requisition forms from circuit/ward offices and delivery to Provincial offices/Managing Agent; Monitoring of placement of orders by Section 21 schools; Monitoring the delivery of stationery to provincial/district warehouses; Delivery of stationery to schools; Monitoring and reporting on the delivery of learning materials to schools;

Reporting on textbook delivery to schools; Visiting schools and districts to provide LTSM assistance; Monitoring the availability of LTSM and workbooks in all schools, keeping an updated data on learner number and languages for each school, monitoring and reporting on the utilization of workbooks by schools, communicating all information relating to LTSM to the sector; Providing timeous reporting on shortages and deliveries of LTSM, liaising with provinces on any matter relating to LTSM and workbooks; Organising meetings on LTSM between DBE and provinces; Monitoring and reporting on the distribution of provincial stock; Organising the national team to join the Directorate team in the monitoring of schools; and attending interprovincial LTSM meetings.

**ENQUIRIES** : Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294

**POST 42/03** : **DEPUTY DIRECTOR: WORKBOOK REF NO: DBE/66/2021**  
 (One-Year Renewable Contract)  
 Branch: Delivery and Support  
 Chief Directorate: Curriculum and Quality Enhancement Programmes  
 Directorate: Enhancement of Programmes and Evaluation of School Performance

**SALARY** : R744 255 per annum (All-Inclusive remuneration package)  
**CENTRE** : Free-State  
**REQUIREMENTS** : Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. A minimum of four (4) years' relevant experience at supervisory/middle managerial level in the Education Sector; experience in Project management; Knowledge of the key challenges and mitigating strategies aimed at ensuring that each learner has Learning Support Materials (LTSM) for all subjects; Ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan; Experience in the development and implementation of policies as well as monitoring of the implementation in the Education Sector; knowledge in administrative related work, data analysis, logistic management, financial management and strategic management; Ability to interpret the requirements of the PFMA and PPPFA to provide advice on existing financial processes; Ability to promote adherence to government policy and overall financial function; Ability to monitor payments to ensure that the required financial procedures are adhered to; Ability to maintain effective communication channels enabled with current technologies; Ability to apply knowledge in financial legislation, policies and procedures. Skills: Project management, financial management, computer literacy, data management, analytical, presentation, report writing, Power point presentation, Data analysis and generate report, Problem solving. Personal Attributes: Self-management, Time use, Attention to details and Stakeholder management. A valid driver's licence.

**DUTIES** : The successful candidate will be responsible for the following: Monitoring and reporting on the workbook; Ordering, delivery and utilisation, Development of Provincial workbook ordering Plan; Consolidation, cleaning and analysis of data for workbooks; Finalisation and approval of model for distribution of LTSM, organisation of warehousing and packaging of LTSM, Customising of the National LTSM catalogue to meet provincial needs; Printing and provision of disks of National LTSM Catalogue to Districts/Regions/Circuits/Wards where possible; Distribution of catalogues to schools; Monitoring the submission of requisition forms by Section 20 schools to circuit/ward offices; Monitoring the completion and collection of Section 20 requisition forms from circuit/ward offices and delivery to Provincial offices/Managing Agent; Monitoring of placement of orders by Section 21 schools; Monitoring the delivery of stationery to provincial/district warehouses; Delivery of stationery to schools; Monitoring and reporting on the delivery of learning materials to schools; Reporting on textbook delivery to schools; Visiting schools and districts to provide LTSM assistance; Monitoring the availability of LTSM and workbooks in all schools, keeping an updated data on learner number and languages for each school, monitoring and reporting on the utilization of workbooks by schools, communicating all information relating to LTSM to the sector; Providing timeous reporting on shortages and deliveries of LTSM, liaising with provinces on any matter relating to LTSM and workbooks; Organising meetings on LTSM between DBE and provinces; Monitoring and reporting on the distribution of provincial stock; Organising the national team to join the

		Directorate team in the monitoring of schools; and attending interprovincial LTSM meetings.
<b><u>ENQUIRIES</u></b>	:	Ms J Masipa Tel No: (012) 357 3295/ Ms N Monyela Tel No: (012) 357 3294
<b><u>POST 42/04</u></b>	:	<b><u>DEPUTY DIRECTOR: EXAMINATION SYSTEM DESIGN AND DATA MANAGEMENT REF NO: DBE/68/2021</u></b> Branch: Curriculum Policy, Monitoring and Monitoring Chief Directorate: Public Examinations and Assessments Directorate: Examinations and Assessment Systems Administration The Department of Basic Education seeks to appoint a Deputy Director responsible for the management of the re-design of the National Examination Computer System, management of all examination data and the analysis of all examination data.
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R882 042 per annum (All-Inclusive remuneration package) Pretoria Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA in Information Systems with specific reference to Information Systems design, Management Information Systems including Statistics, Data Analysis and Data Management or any other related qualification. A postgraduate qualification, in any of the above areas, will be an added advantage. A minimum of 4 years' relevant experience at a supervisory/middle managerial level in business application, system design and data analysis is essential. Experience in Information Systems Design, Management Information Systems, Statistics and Business Intelligence, is a pre-requisite; Understanding of policies related to the conducting of National Examinations and the Umalusi directives in relation to examinations; Knowledge of system design, data management, data manipulation, statistics and data analysis systems; Knowledge of education information collection processes including SASAMS; Knowledge of financial management, risk management, people management, information management and project management; In addition, applicants should have an understanding of Batho Pele principles; the capability to deal with classified information; A valid driver's license and the willingness and ability to work under pressure.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for: Managing the Designing of New Examination Systems, Databases and Business Intelligence Reporting systems of the National Senior Certificate (NSC) and the Senior Certificate (SC) examination; Managing the data and statistical analyses relating to registration of candidates and centres, writing of the examination, marking, capturing of marks, resulting and release of the results; Conducting Joint Application Development (JAD) and test sessions when necessary, with Provincial Education Departments (PEDs), UMALUSI, SITA, USAF and other stake holders; Managing system alignment between the Department and Umalusi/South African Qualifications Authority (SAQA)/Independent Examinations Board (IEB); Responsible for the budget and payments for all services relating to the development of the system and management of data; It will be required of the candidate to work after hours as the need arises.
<b><u>ENQUIRIES NOTE</u></b>	:	Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294 Interviewed candidates will be subjected to a technical exercise and 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.
<b><u>POST 42/05</u></b>	:	<b><u>ASSISTANT DIRECTOR: ASSISTANT SYSTEM ADMINISTRATOR REF NO: DBE/69/2021</u></b> Branch: Curriculum Policy, Monitoring and Monitoring Chief Directorate: Public Examinations and Assessments Directorate: Examinations and Assessment Systems Administration The Department of Basic Education seeks to employ a dynamic and innovative individual as Assistant Director responsible for Examination System Administration. The examination system used by the Department of Basic Education is the Integrated Examination Computer System (IECS).
<b><u>SALARY CENTRE REQUIREMENTS</u></b>	:	R477 090 per annum Pretoria Three year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA plus 3 years' experience relating to the

Integrated Examination Computer System (IECS); 3 years' experience in statistical analysis and data manipulation, is required; Experience in business intelligence and project management will be an added advantage; A thorough knowledge of NSC/SC examination policy and processes is a requirement; Understanding of the relationship of Umalusi's role with regard to the DBE and PEDs, will also be necessary; Advanced knowledge of all Microsoft Office Tools including MS Project and Access is essential; Ability to create logical and innovative solutions to complex problems; In addition, applicants should have an understanding of Batho Pele principles; Ability to deal with classified information; A valid driver's license and the willingness and ability to work under pressure.

**DUTIES** : The successful candidate will be responsible for: Assisting with the administration of all examination processes, relating to registration of candidates and centres; Writing of the examination and the national assessment, marking, capturing of marks, resulting and release of the results; Assisting with the co-ordination of the system administration of the IECS and the SC examination system across all nine PEDs; Managing the development and enhancement of the IECS and the Senior Certificate (SC) examination computer system and the new e-Matric systems (e-Registration; NSC/SC; e-Re-marking; NSC/SC e-Reissue of certificates etc.); Providing support at the Change Control Board (CCB) meetings with the State Information Technology Agency (SITA) and Government Information Technology Officers' Council (GITO); Supporting the conducting of Joint Application Development (JAD) and test sessions when necessary with Provincial Education Departments (PEDs), UMALUSI, SITA, USAF and other stake holders; Supporting system alignment between the Department and Umalusi/South African Qualifications Authority (SAQA)/Independent Examinations Board (IEB); Assisting with the budget and evaluation of transversal payments for the Integrated Examination Computer System (IECS); Providing secretariat support at the various meetings and responding to queries on examination system related matters; Assisting with the implementation and monitoring of performance indicators as per the annual performance plan to ensure an unqualified audit opinion; It will be required of the candidate to work after hours as the need arises.

**ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294  
**NOTE** : Interviewed candidates will be subjected to a technical exercise and 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 42/06** : **SENIOR ADMINISTRATIVE OFFICER: COORDINATION AND SECRETARIAT SUPPORT REF NO: DBE/60/2021**  
 Branch: Office the Director-General  
 Chief Directorate: Office of the DG Support Service  
 Directorate: Co-ordination and Secretariat Support

**SALARY** : R321 543 per annum  
**CENTRE** : Pretoria  
**REQUIREMENTS** : Applicants must be in possession of a Senior Certificate or equivalent qualification, with at least two years' experience in providing high-level secretariat support; understanding of the operational requirements of coordinating structures and their role; good administrative and coordination skills; good interpersonal and stakeholder liaison skills; excellent verbal and written communication skills; experience and knowledge of office administration functions; understanding of policies and regulations on procurement; experience in document, project and financial management; computer literacy; ability to work under pressure and to work independently with limited supervision; willingness to travel.

**DUTIES** : The successful candidate will render secretariat support services to various departmental and inter-governmental structures; Facilitate logistical arrangements for meetings; Ensure executive decisions are tracked and acted upon; Provide general administrative support and financial administrative support services to the directorate; Oversee the procurement of goods and services in line with departmental policies; Maintain a document management system for the office. Prepare submissions and reports; Ensure an orderly filing and archiving system; Assist with the consolidation of the directorate's reports and other duties allocated in support of efficient operation of the directorate.

**ENQUIRIES** : Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294

**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.