

**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](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** : 10 June 2022
- NOTE** : Applications must be submitted on the most recent Z83 Application for Employment Form as issued by the Minister for the Public Service and Administration, obtainable from the DBE Website and/or any Public Service Department. Use of the old Z83 Form may result in disqualification. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

**OTHER POST**

- POST 19/25** : **DEPUTY DIRECTOR (MST CONDITIONAL GRANT PROJECT MANAGER)**  
**REF NO: DBE/30/2022**  
Branch: Delivery and Support  
Chief Directorate: Curriculum and Quality Enhancement Programmes  
Directorate: MST Curriculum and E-Learning  
(3 Year Contract)

- SALARY** : R744 255 per annum (Level 11)
- CENTRE** : Department of Basic Education (Pretoria)
- REQUIREMENTS** : Applicants must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent; Four years' relevant experience at supervisory/middle managerial level; Five (5) years' experience in project management, specifically in the monitoring of the implementation of a Conditional Grant; Extensive knowledge and insight regarding education policies and related legislation; Knowledge of the principles of Monitoring and Evaluation in assessing Provincial Education Department's management of the Mathematics, Science and Technology Conditional Grant (MSTCG); Knowledge of the Public Finance Management Act, Treasury Regulations, Public Service Policy Frameworks, Public Service Act and Public Service Regulations; Have attended a Risk Management Course in the last 5 years will serve as an advantage; Demonstrable sensitivity to the needs of National and Provincial Education Departments; Ability to take initiative; Ability to work as part of a team and work under pressure with tight deadlines and long working hours; Ability to communicate with external and internal partners; Ability to pay close attention to detail and quality of work produced; Ability to produce desk-top research; A self-starter; Good verbal and written communication skills; Good interpersonal and analytical skills; A good working knowledge of MS Word, Excel, Access, Outlook and PowerPoint; A valid driver's licence.

- DUTIES** : The successful candidate will provide support to PEDs with the implementation of the MST Conditional Grant, in line with the grant outputs as stated in the Division of Revenue Act (DoRA); Provide strategic management of the MST Conditional Grant; Report on the PEDs Grant activity progress per quarter; Engage with PEDs for monitoring and support purposes; Coordinate and generate official correspondence, submissions and speeches; Analyse monthly and quarterly reports, Make appropriate recommendations; Support and participate in the coordination of Mathematics, Science and Technology Teacher Development programmes supported by the MSTCG; Develop and

**ENQUIRIES**  
**NOTE**

implement Standard Operational Procedures (SOPs) for the management of the MSTCG; Engage with DBE Internal Audit processes as necessary.  
: Ms M Mahape Tel No: (012) 357 3291/Ms N Sathège 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 may perform 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.