

**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
- CLOSING DATE** : 09 September 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 will 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 POSTS**

- POST 32/05** : **DEPUTY DIRECTOR REF NO: DBE/37/2022**  
Branch: Delivery and Support  
Chief Directorate: Planning and Implementation Support  
Directorate: School-Level Planning and Implementation Support  
(One-year renewable contract)
- SALARY** : R882 042 per annum (Level 12)
- CENTRE** : Mpumalanga Province
- REQUIREMENTS** : The applicant must be in possession of an appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification with four years relevant experience at supervisory level; A post graduate degree will be an added advantage; At least five years' experience in management and leadership at school level as Deputy Principal or Principal, or other relevant management experience; Three years' experience in the implementation and management of school improvement support initiatives; A sound understanding of the basic education sector, basic education policy initiatives, as well as legislation in the sector; Knowledge of research methodology and keep up with changing trends in education; Knowledge of matrix and project management; Sound analytical skills; Excellent people management skills to manage a diverse team of school improvement support officials as well as professionally manage the challenges of working with circuit managers; Report writing and presentation skills; Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook); Ability to work under pressure and meet deadlines; Ability to meet targets and work independently without supervision; Willingness to work extensive hours and be prepared to travel. A valid driver's license.
- DUTIES** : The successful candidate will liaise with district officials, especially district Directors and Circuit Managers to support struggling circuits and schools; Identify conceptual, capacity and operational challenges to effective delivery of quality education in schools; Lead and support a team of provincial based officials to strengthen capacity of circuits and schools to effectively use data in supporting schools and individual teachers; Implement and manage targeted programmes aimed at the improved utilization of assessment data for improved performance; Implement and manage various interventions aimed at improving the quality of education in the underperforming circuits; Provide mentoring and coaching to circuit managers of poor performing circuits and circuit managers working in extraordinarily challenging contexts; Develop a plan for addressing

the identified weaknesses in order to improve teaching, management, leadership and collegiality; Oversee the implementation of the turnaround strategy for each underperforming circuit; Undertake follow-up work to ensure sustainability of expertise; Maintain a database of specialists and interventions working in schools; Compile and present progress, quarterly and annual reports on programmes undertaken; Identify conceptual, analyse reports to identify emerging trends within districts and circuits; Write, edit, consolidate and analyse reports; Make recommendations for further improvement and development; Plan and conduct meetings with provincial teams; Provide feedback and support where necessary; Perform any other functions as deemed appropriate from time to time by the Director.

**ENQUIRIES  
NOTE**

: Ms M Mahape Tel No: (012) 357 3291  
: All shortlisted candidates may 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.

**POST 32/06**

: **DEPUTY DIRECTOR (BRANCH COORDINATOR) REF NO: DBE/38/2022**  
Branch: Teachers Education Human Resources and Institutional Development

**SALARY  
CENTRE  
REQUIREMENTS**

: R882 042 per annum (Level 12)  
: Pretoria  
: The applicant must be in possession of an appropriate three-years relevant (NQF level 6) post matric qualification or equivalent qualification with four years' relevant experience at supervisory level supported by experience in administration, project and financial management including five years of relevant experience in the education sector; Must have experience in interacting and engaging with internal and external stakeholders such as unions, school governing bodies and senior members of government, high-level strategic planning processes; Must be a proactive individual; Ability to organise and manage workflow; Ability to work under enormous pressure and must be capable of working independently without constant supervision; Manage and coordinate activities of the Branch in the department; Knowledge and experience in Government administrative policies, procedures and planning, Knowledge of project management and the use of electronic information resources are crucial; Computer literacy; Excellent communication skills, Inter-personal and writing skills; Applicants must have a valid driver's license.

**DUTIES**

: The successful candidate will manage operations, business processes and workflow of the Branch; Support the consolidation of Branch inputs and reports for various audiences, including the management of budgets and cash flows for the Office of the Deputy Director-General; Provide executive support to the Branch Head and administrative support to the senior managers in the Branch; Prepare a budget for the office of the Deputy Director-General; Keep track of the Branch finances and advise the Branch Head timeously should corrective measures be necessary; Prepare letters, memoranda and submissions; Develop agenda and collate minutes and decisions of various meetings; Establish Branch and office procedures as well as operating systems; Liaise with managers within the Branch as well as with other executive assistants, executive managers and the Parliamentary Office; Collate and prepare Strategic and Operational Plans for the Branch; Manage collation of quarterly reports, annual reports and monthly programme reports; Quality assure Branch documents and manage monthly cash flow of the office of the Branch Head; Manage of workflow for a Branch consisting of three (3) Chief Directorates and seven (7) Directorates responsible for Teachers, Education Human Resources and Institutional Development.

**ENQUIRIES  
NOTE**

: Ms M Mahape Tel No: (012) 357 3291  
: All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and may 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.

- POST 32/07** : **ASSISTANT DIRECTORS (PROVINCIAL SCHOOL IMPROVEMENT SUPPORT COORDINATORS) REF NO: DBE/39/2022 (X3 POSTS)**  
 Branch: Delivery and Support  
 Chief Directorate: Planning and Implementation Support  
 Directorate: School-Level Planning and Implementation Support  
 (One-year renewable contract)
- SALARY CENTRE** : R477 090 per annum (Level 10)  
 : Eastern Cape (X2 Posts)  
 Northern Cape (X1 Post)
- REQUIREMENTS** : The applicant must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent qualification in Education, which includes professional teacher education and registration with SACE as a professional Educator; A senior degree will be an added advantage; Academic achievements must be coupled with at least three years' teaching experience; at least two years relevant experience at supervisory level; Good understanding of the education sector in South Africa; Proven experience in managing the implementation of projects; Proven ability to produce quality work under pressure; Ability to manage deadlines; Ability to work with people at different levels; Must be a team player and be able to work autonomously; Interpretation and utilisation of performance data to identify and address gaps in performance; A sound knowledge of Curriculum and Assessment Policy Statement (CAPS) and Programme development; Computer literate; Strong analytical and problem-solving skills; Good communication skills (written and verbal); Process management; Willingness to frequently travel; A valid driver's licence; Possession of own transport.
- DUTIES** : The successful candidate will work with circuit managers to develop a data-driven approach to school improvement support; Participate in specialised multi-disciplinary teams to implement and manage various interventions aimed at improving the quality of education; Develop a plan for addressing identified weaknesses in order to improve teaching; Evaluate circuit priorities, deliverables and calendars (year plans) and work with the identified circuit managers to implement circuit improvement plans so that all deliverables are delivered (met or achieved) within agreed deadlines; Monitor on behalf of the DBE the refinement, implementation and monitoring of responsive improvement plans in order to record lessons for possible replication; Oversee the implementation of the turnaround strategies for each identified circuit; undertake follow-up work to ensure sustainability of expertise and compile and present progress, quarterly and annual reports on programmes undertaken.
- ENQUIRIES** : Ms M Mahape Tel No: (012) 357 3291
- 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 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.