

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 equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- 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 N Monyela
- CLOSING DATE** : 02 December 2022
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. 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 (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. 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 43/20** : **DEPUTY DIRECTOR: PARLIAMENTARY AND BUSINESS PROCESSES**
REF NO: DBE/55/2022
Branch: Office of Director-General
Chief Directorate: ODG Support Services
Directorate: Parliamentary and Business Processes
- SALARY** : R882 042 per annum (Level 12)
- CENTRE** : Cape Town Office
- REQUIREMENTS** : Three year relevant post matric qualification (NQF Level 6) or equivalent qualification in Law, Social Sciences and/or Education; At least four (4) years relevant experience at supervisory level; Knowledge and understanding of education, policy development and thorough understanding of parliamentary processes; Knowledge of other South African languages would be an advantage; Good interpersonal relations, highly developed coordination, communication, networking, presentation and excellent writing and reporting skills; Project Management; Ability to work under pressure and meet strict deadlines; A valid driver licence and willingness to travel are essential.
- DUTIES** : The successful candidate will be responsible for Liaising with the Portfolio Committee (PC) and Select Committee (SC) on Basic Education; Monitoring development in other relevant parliamentary committees like Higher Education, Health and Sports, Arts and Culture and regularly report to the Department; Managing all parliamentary questions as well as other parliamentary obligations of the Department, including the tabling of the budget, strategic plan and the annual report; Perusing and communicating PC and SC programmes and ensuring quality of presentation for parliament; Perusing documents like Hansard speeches, minutes of Portfolio Committee and Select Committee; Monitoring meetings of Portfolio Committee and Select Committee to Basic Education to identify matters that have a bearing on the Department of Basic

Education; Meeting with relevant members of parliament (including Chairpersons or individual members of relevant Portfolio Committees); Writing briefing documents for the Department on parliamentary developments; Arranging briefing sessions where appropriate and identifying issues emerging from Parliamentary processes that require the DG's attention; Compiling reports of meetings and disseminate to the DG and other senior members of staff; Compiling correspondence for the DG on parliamentary related matters; Managing office of the DG in Cape Town; Providing administrative support to the DG and other senior members of the Department in Cape Town; Handling Parliament enquires in relation to the Department and Entities and interact with branches accordingly.

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

POST 43/21 : **ASSISTANT DIRECTOR: EVENTS COORDINATION AND PLANNING**
MANAGEMENT REF NO: DBE/56/2022

Branch: Finance and Administration
Chief Directorate: Financial Management Services
Directorate: Security and Asset Management

SALARY
CENTRE
REQUIREMENTS

: R477 090 per annum (Level 10)
: Department of Basic Education (Pretoria)
: Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; Three (3) years relevant experience; Above average applied knowledge of project management; Good and functional knowledge of Government prescripts, frameworks and policies and government procurement processes; Knowledge of monitoring and reporting systems and processes; Knowledge and understanding of the Department's Annual Performance Plan (APP), Public Finance Management Act (PFMA), and the Minister's Delivery Agreement; Understanding of the curriculum; Sound operational planning and management skills; Events coordination skills; Advanced Computer literacy in MS Office software package (Word, PowerPoint, Excel, MS Teams, Outlook, Zoom and other relevant software); Excellent communication (verbal and written) skills; Excellent data and information management skills; Strong leadership, negotiation and facilitation skills; Good interpersonal relations; Ability to proof-read and edit documents as well as the utilisation of the department/government document processing systems; Ability to work well independently and under pressure as well as adherence to deadlines; Ability to handle pressure; Willingness to work extensive hours and to travel extensively; A valid driver's license.

DUTIES : The successful candidate will be responsible for managing and coordinating all departmental events in collaboration with line functions (physical, virtual and hybrid), national and international including the sourcing of quotations as well as payment of invoices for such events; Managing all the processes relating to the appointment and contract management of the Professional Conference Organiser (PCO); Coordinating and managing the monthly reconciliation database of the PCO Managing Events, including the invoices for the events; Ensuring that the Department receives value for money and the quality of the services rendered by service providers; Providing direction for the various role players, in terms of current and future events, developing processes and fostering a culture of responsibility and accountability in the management of events and conferences in the Department; Ensuring that the invoices are processed within 30 days as mandated by the PFMA and the Treasury Regulations; Developing and presenting all necessary reports regarding the departmental events; Managing and updating current electronic systems for reporting.

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

POST 43/22 : **ASSISTANT DIRECTOR: INTERNAL AUDIT REF NO: DBE/57/2022**

Branch: Office of the Director-General
Directorate: Internal Audit
Sub-Directorate: Regularity and Performance Audit

SALARY
CENTRE
REQUIREMENTS

: R477 090 per annum (Level 10)
: Department of Basic Education (Pretoria)
: Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; Three (3) years relevant experience in Internal Auditing, Auditing, Accounting or related field; A minimum of three (3) years' experience in Internal

Auditing or Auditing profession as a senior internal auditor; Professional certificate such as Professional Internal Auditor (PIA), Certified Government Auditing Professional (CGAP), Certification in Control Self- Assessment (CGSA) will be an added advantage; Knowledge of Standards for the Professional Practice of Internal Auditing, Public Finance Management Act (PFMA), Treasury Regulations, Public Service policies and procedures; Public Service Act; Understanding of government legislation; Knowledge of IPPF and knowledge of applicable governance frameworks; Problem solving and innovation capability; Written and verbal communication, reporting and presentation, conflict management and financial management skills; Ability to effectively interact with clients.

DUTIES : The successful candidate will be responsible for Evaluating internal control system, risk management and governance processes of the department; Conduct audits from the beginning to the end; Supervising audit teams throughout the audit engagements; Conducting audits in compliance with Standards and IAA Methodology; Assist with the secretariat duties for the Audit Committee; Conducting ad hoc activities and other activities as required.

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

POST 43/23 : **ASSISTANT DIRECTOR: BRAILLE EXPERT REF NO: DBE/58/2022**
Branch: Delivery and Support
Chief Directorate: Curriculum and Quality Enhancement Programmes
Directorate: Enhancement of Programmes and Evaluation of Performance and LTSM Policy, Monitoring and Implementation
(One-year renewable contract)

SALARY CENTRE REQUIREMENTS : R382 245 per annum (Level 09)
: Department of Basic Education (Pretoria)
: Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; Three (3) years relevant experience; Exceptional knowledge with regards to Learner Teacher Support Material (LTSM) development and provisioning for learners with special needs in the Education Sector; Knowledge of curriculum adaptation; Curriculum differentiation and modification Understanding of Government Prescripts regarding learners with visual impairment such as the South African Schools Act, White Paper 6, etc
: Excellent communication (verbal and written) skills and an ability to proof-read and edit documents; Knowledge and skills in braille for 1 – 12 grades, Large print (type of font and size), Colour contrasts (colour of print vs colour of paper), Audio (MP3), Screen reading and magnification software, Braille writing / embossing devices (manual, electronic), Refreshable braille displays, Softcopy formats (docx, pdf, brl, brf, dbt, etc.), Braille translation software, Braille standards and codes, Windows, MS Office suite, production of accessible formatted materials and quality assurance of materials, Knowledge of low vision, eye conditions, blindisms and orientation and mobility; Knowledge of Universal Access and design; .Knowledge of curriculum adaptation, curriculum differentiation and modification.

DUTIES : The successful candidate will be responsible for developing policies, guidelines, business processes, regarding the provisioning of LTSM for learners with visual impairment; Coordinating the production, procurement, delivery monitoring, reporting and utilisation of Learner Teacher Support Material (LTSM) for learner with visual impairment in provinces, districts and in schools; Organising and coordinating consultations and engagements with different stakeholders; Organising Task teams with stakeholder to ensure that there is proper provisioning of Learner Teacher Support Material (LTSM) for learner with visual impairment; serving as secretariat to the Ministerial Braille Advisory Committee; Conducting research to keep up with developments and software and hardware upgrades; Assess assistive devices, including both software and hardware.

ENQUIRIES : Ms N Monyela Tel No: (012) 357 3295/ Ms J Masipa Tel No: (012) 357 3294
NOTE : All shortlisted candidate 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 interest and be subjected to a security clearance.

CIVILIAN SECRETARIAT FOR POLICE SERVICE

The Civilian Secretariat for Police Service is an equal opportunity, and gender sensitive employer and it is the intention to promote representivity in the Public Service through the filling of these posts. The Secretariat for Police Service is committed to the achievement and maintenance of diversity and equity employment.

- APPLICATIONS** : Applications must be mailed timeously to Private Bag X922 Pretoria 0001 or hand delivered or couriered to 258 Lilian Ngoyi Street, Pretorius Street, Fedsure Building 2nd floor, Pretoria at the Reception Desk. No late applications will be accepted.
- CLOSING DATE** : 25 November 2022
- NOTE** : Applications must be submitted on the new prescribed application form Z.83 of the Public Service Act, obtainable from any Public Service Department or any Public Service and Administration website or Recruitment Office within the Secretariat for Police Service. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit a fully completed Z83 and a detailed Curriculum Vitae (e.g. indicating positions held, dates and key performance areas/responsibilities and qualifications/short course certificates). Only shortlisted candidates will be required to submit certified documents on or before the day of the interviews following communication from the Department. Failure to submit the requested documents/information will result in your application not being considered. Failure to comply with this requirement will result in the candidate being disqualified. Correspondence will be limited to shortlisted candidates only. If you have not been contacted within three months of the closing date of this advertisement, please accept that your application was unsuccessful. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG). The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link <https://thensg.gov.za/training-courses/sms-pre-entry-programme>. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. The Civilian Secretariat for Police Service has the right not to fill the post. Preference for appointment will be given in accordance with the employment equity status of the Department. The successful candidate will be based in Pretoria and will frequently travel to Cape Town when Parliament is in session.

MANAGEMENT ECHELON

- POST 43/24** : **DIRECTOR: LEGISLATION SPECIALIST REF NO: CSP/21/2022**
- SALARY** : R1 073 187 per annum, (all-inclusive package)
- CENTRE** : Pretoria
- REQUIREMENTS** : LLB Degree or Bachelor's Degree in Law (NQF 7) or relevant legislation drafting equivalent qualification. 5 years' middle management/Senior Managerial level experience that must include legislative drafting. Completion of pre-entry certificate for Senior Management Service (SMS) is mandatory requirement. Extensive knowledge and experience in legislative drafting, a sound knowledge of and interpretation of constitutional law. Understanding of legislation research and development methodologies, analysis methods, research methodologies, monitoring and evaluation methods and Legislation formulation. Knowledge of good governance and Batho Pele Principles. Understanding of government systems and structures. Strategic capability and leadership, programme and project management, people management and empowerment. Financial management, change management and computer literacy. Problem solving and decision making skills. Verbal and written communication skills. Legislation development and Legislation research skills. Knowledge of the Safety and Security Sector will be an added advantage. A valid driver's license.

DUTIES : Identify and develop primary and subordinate legislation relating to the mandate of the Minister of Police in accordance with approved policy directives. Perform continuous environmental scanning in order to identify shortcomings in and possible improvement of legislation pertaining to policing functions and operations. Conduct legal research, including international legal research to conduct comparative analysis of legislation. Develop and prepare draft Bills and Regulations. Actively participate in all legislative processes leading up to the submission of legislation in Parliament. Review and amend existing primary and subordinate legislation. Engage with internal and external research units to source policing assessment/oversight reports for analysis, engage with provincial secretariats and other relevant institutions to identify gaps in the policing legal framework. Review of Bills and Regulations processes leading to the tabling of thereof, advising the Minister in respect of legislative proposals, prepare and make presentations on departmental legislation to parliamentary committees and other government fora. Development of legal instruments for the Secretariat and ensuring that the relevant legal instruments are complied with. Conduct analysis and research in preparing legal and constitutional advice for submission to the Secretary of Police. Consider policy implications that impact on policing legislation and make recommendations. Draft legal documents on policing that provide a clear motivation or justification on improvements for policing legislation. Provide support on Minister's statutory and constitutional responsibilities. Prepare documents for the Minister to ensure his statutory and constitutional responsibilities are executed. Conduct regular risk situation analysis Identify risk associated with legislation, monitor and evaluate legislation risks, develop mitigating strategies and execute risk strategy to mitigate risks.

ENQUIRIES : Mr BK Shiphamele at 061 080 7598
APPLICATIONS : Applications can also be emailed to Gladman.Bida@csp.gov.za

OTHER POST

POST 43/25 : **ASSISTANT DIRECTOR: POLICY ANALYSIS REF NO: CSP/22/2022**

SALARY : R477 090 per annum
CENTRE : Pretoria
REQUIREMENTS : National Diploma or Bachelor's Degree in Social Science specializing in Public Policy Development/Management, Research or relevant equivalent qualification in policing environment. A minimum of 3-5 years' experience in the relevant field. Understanding of policies, research strategies and related procedures. Knowledge of government legislation, policy development, policy analysis and research processes. Computer literacy, communication (verbal and written), presentation and facilitation skills. Planning and organizing skills, applied strategic thinking, problem solving and decision making. Drivers licence.

DUTIES : Provide policy development and policy analysis support. Undertake processes associated with the Socio Economic Impact Assessment System of government. Develop concept notes and framework documents to support policy development projects. Coordinate and facilitate policy development and analysis processes. Draft project plans. Undertake primary and secondary research for policy development and policy analysis. Compile policy guidelines and procedures. Facilitate the review or update of policies. Compile policy analysis reports and policy briefs, make recommendation and disseminate policy data analysis findings. Facilitate policy and research collaboration relationships with internal and external stakeholders. Develop network in the policing/security environment and facilitate consultation workshops on the draft policy reports with stakeholders.

ENQUIRIES : Mr BK Shiphamele at 061 080 7598
APPLICATIONS : Applications can also be emailed to Kedibone.Mazwi@csp.gov.za