DEPARTMENT OF BASIC EDUCATION

The Department wishes to advertise the following vacant posts, based in Pretoria:

●BRANCH: FINANCE AND ADMINISTRATION

●CHIEF DIRECTORATE: LEGAL AND LEGISLATIVE SERVICES

●DIRECTORATE: LEGISLATIVE SERVICES

CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES (Ref.: 11781/01)

Salary: R867,876 per annum (All inclusive package)

REQUIREMENTS: ●The Department of Basic Education requires a person with excellent leadership and strategic management skills, who is in possession of a Masters Degree in Law and who is admitted as an Attorney or Advocate ●At least 15 years working experience in the legal field and with a minimum of 8 years managerial experience of which at least 4 years should have been on SMS level ●Experience in Educational Law is an absolute pre-requisite. Skills: ●Excellent written and verbal communication ●Computer ●Research and policy formulation ●Presentation ●Analytical and problem-solving ●Candidates must be confident, trustworthy, accurate, adaptable and diplomatic.

DUTIES: ●The incumbent will head the Chief Directorate: Legal Services and will be fully involved in the management of two Directorates: Litigation and Advisory Services and Legislative Services ●She/He will be responsible for providing legal advice to the entire Department, provide litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE) ●Co-ordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation ●Administer legislation of statutory bodies ●Rendering a legal interpretation and advisory service to the DBE ●Manage court cases on behalf of the Minister and DG of DBE ●Draft advice on national and international agreements and negotiate the terms of the agreement with parties.

NOTE: 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.

DIRECTOR: LEGISLATIVE SERVICES (Ref.: 11781/02)

Salary: R716,034 per annum (All inclusive package)

REQUIREMENTS: ●The Department of Basic Education requires a person with excellent leadership and strategic management skills, who is in possession of at least an LLB ●Admitted as an Attorney or Advocate ●At least 10 years working experience of which at least 3 to 5 years experience must have been in the legal field with a minimum of 3 years managerial experience ●Knowledge and understanding of Educational Law is an absolute pre-requisite. Skills: ●Excellent written and verbal communication ●Computer ●Research and policy formulation ●Presentation ●Analytical and problem-solving ●Candidates must be confident, trustworthy, accurate, adaptable and diplomatic.

DUTIES: ●The incumbent will head the Directorate: Legislative Services and will be fully involved in the management thereof ●He/She will be responsible for drafting education legislation, support policy development in DBE and providing legal advice to the entire Department ●Provide legislative support for Provincial Education Departments ●Drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE) ●Co-ordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation ●Administer legislation of statutory bodies ●Rendering legal interpretation and advisory services to the DBE ●Manage the protection of human rights in education on behalf of the Minister and DG of DBE.

NOTE: 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. Interviewed candidates may be required to complete a competency assessment.

●BRANCH: CURRICULUM POLICY, SUPPORT AND MONITORING

●CHIEF DIRECTORATE: CURRICULUM IMPLEMENTATION AND MONITORING

●DIRECTORATE: CURRICULUM, IMPLEMENTATION AND QUALITY IMPROVEMENT (FET)

DEPUTY DIRECTOR: ART SUBJECTS (Ref.: 11781/03)

Salary: R434,505 per annum (All inclusive package)

REQUIREMENTS: ●An appropriate four-year Bachelor's degree or equivalent qualification ●At least 8 years teaching experience ●Extensive knowledge of Art subjects offered in Grades 10 to 12 ●Knowledge of issues, challenges and initiatives pertaining to the promotion, teaching and learning and materials development for Art subjects, namely: Dance, Design, Dramatic Art, Music and Visual Arts is essential ●Research skills, strategic planning, verbal and written communication skills, computer literacy, interpretation and management of budgets and management of curriculum development and support programmes.

DUTIES: ●Supporting provincial Departments of education and rendering professional assistance in capacity building, related to learning, teaching and assessment of Dance, Design, Dramatic Art, Music and Visual Arts ●Co-ordinating curriculum and assessment structures for Dance, Design, Dramatic Art, Music and Visual Arts ●Co-ordinating the development of learning materials ●Development of Performance Assessment Tasks (PAT) and assessment tasks.

NOTE: Short-listed candidates will be required to undergo a computer competency test.

●DIRECTORATE: EARLY CHILDHOOD DEVELOPMENT (ECD)

ASSISTANT DIRECTOR (Ref.: 11781/04)

Salary: R221,058 per annum

The Directorate is part of the Curriculum Policy Support and Monitoring Programme in the Department of Basic Education and is responsible for the development, evaluation and maintenance of policies, programmes and systems for Early Childhood Development with particular focus on the phasing in of the Reception Year as part of the Foundation Phase and the co-ordination and management of the Integrated Plan for children 0 to 4 years

REQUIREMENTS: ●An appropriate recognised three-year qualification in ECD, Foundation Phase or an equivalent qualification ●A minimum of 3 to 5 years experience in ECD ●Working knowledge of key education and other policies and legislation pertaining to ECD ●Analytical and report writing skills ●Proven experience in co-ordinating projects ●Good communication and presentation skills ●Ability to work with people at all levels ●Computer literacy in MS Office software (Word, Excel and PowerPoint) ●Competency in MS Access would be an advantage.

DUTIES: ●As a member of the Directorate's team, the incumbent will be responsible for assisting the Directorate in the management of systems ●Conduct an analysis of the needs of provincial ECD units and devise intervention and support strategies ●Monitor and support provinces ●Assist in the overall implementation of all programmes in the Directorate ●Liaise with internal and external stakeholders.

"Please note that the Department of Basic Education is currently reviewing its organisational structure and some functions of advertised posts may change after completion of the review."

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. An indication in this regard will facilitate the processing of applications.

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**

Applications must be submitted on Form Z83 obtainable from any Public Service department and must be accompanied by a comprehensive CV and certified copies of ID and qualifications. Please forward your application, quoting the reference number, to: the Director-General, Department of Basic Education, Private Bag X895, Pretoria, 0001 or hand-deliver to: Sol Plaatje Building, 222 Struben Street, Pretoria.

basic education
Department:
Basic Education
REPUBLIC OF SOUTH AFRICA

Enquiries: Ms J. Masipa, tel. (012) 357 3295.

Correspondence is limited to short-listed applicants.

Closing Date: 22 June 2012

Late, e-mailed or faxed applications will not be considered.