# DEPARTMENT OF BASIC EDUCATION

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

**●BRANCH: PLANNING, INFORMATION AND ASSESSMENTS**

**●CHIEF DIRECTORATE: FINANCIAL AND PHYSICAL PLANNING**

**●DIRECTORATE: PHYSICAL PLANNING AND RURAL SCHOOLING**

## DEPUTY DIRECTOR:

## INFRASTRUCTURE PLANNING AND MONITORING (Ref.: 11740/01)

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

The Directorate: Physical Resource Planning and Rural Schooling, is responsible for, inter alia, managing, monitoring and reporting on several Education infrastructure conditional grants and national programmes, overseeing the development, implementation, co-ordination, application and monitoring of policies in relation to infrastructure development and physical resources planning for the Education system. The Directorate is seeking a proactive, efficient, effective, self confident team player with highly developed interpretive and conceptualisation/formulation abilities, strong analytical and system thinking skills, a high level of proficiency in verbal and written communication and report writing skills with an ability to collate and analyse data. He/She must be computer literate in basic programmes like MS Word, Excel, Access, and PowerPoint.

**REQUIREMENTS:** ●An appropriate Bachelor's degree/diploma or a relevant qualification in a profession falling under the Council for the Built Environment Professionals Council ●Registration with a professional body or eligibility for registration is essential ●An understanding of the built environment legislation including the Division of Revenue Act, PFMA, IDIP, CIDB and experience in the planning and execution of capital infrastructure projects ●In addition, the successful candidate will need to have the following competencies: excellent communication (written and verbal) skills, good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organise and direct groups of professionals in the built environment sector ●Experience in construction programme and project management will be an advantage ●A valid driver's licence is a prerequisite for this post.

**DUTIES:** The incumbent will be required to assume, preferably all, but in all probability the majority of the following duties: ●Advise on infrastructure matters relating to planning, design, construction, commissioning, operation and maintenance of education infrastructure ●Manage the implementation of a facilities maintenance and management policy ●Lead task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines and where necessary, conduct the inspection of existing education facilities infrastructure and prepare reports thereon ●Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the Directorate and the Department ●He/She could be required to conduct research and develop and formulate policies, procedures and programmes directly related to education infrastructure and co-operate with other research/education institutions to further skills development in the field of education infrastructure planning, design, implementation and maintenance.

## DEPUTY DIRECTOR:

## INFRASTRUCTURE DATA ANALYSIS AND REPORTING (Ref.: 11740/02)

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

The Directorate: Physical Resource Planning, is responsible for, inter alia, managing, monitoring and reporting on several Education infrastructure conditional grants and national programmes, overseeing the development, implementation, co-ordination, application and monitoring of policies in relation to infrastructure development and physical resources planning for the Education system. The Directorate is seeking an efficient, effective and self confident team player with highly developed computer analysis and management abilities, strong analytical and system thinking skills, a high level of proficiency in verbal and written communication and report writing skills with an ability to collate and analyse data.

**REQUIREMENTS:** ●A relevant qualification in Information Technology ●Computer analytical skills from a recognised tertiary institution PLUS the following knowledge areas: ●Database design concepts ●Database development and maintenance concepts ●Report development (i.e. Crystal Reports, Microsoft Access, etc.) ●System and Business Specification and Processes ●SDLC (Software Development Life Cycle) concepts and protocols ●Self driven and innovative ●Creative ●Excellent communication (written and verbal) skills, a maturity in interpersonal relationship, an ability to work independently and in teams under pressure and adhere to deadlines, together with an ability to assist, organise and direct groups of professionals.

**DUTIES:** ●Engage with an existing infrastructure database and establish simple mechanisms with which to interrogate the database in response to determine educational infrastructure backlogs ●Provide intelligent answers and explanations to queries raised in the educational infrastructure environment ●Assist with the standardisation and identification of management information requests i.e. data mining, slicing and dicing and reporting ●Build additional functions and mechanisms to the infrastructure database ●Present graphic diagrams/illustrations of statistical outputs from interactive engagements with the database ●Generate infrastructure reports from the database and other data sources ●The incumbent will further ●Provide support to the NEIMS unit with uploading, updating and verifying information on the system and generation of accurate reports ●Advise on matters relating to the existing database in terms of its further development ●Participate in task teams comprising education and built environment professionals on statistical findings emanating from and generated by the database ●Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure data management ●Support the DBE in the establishment/development of a programme management and monitoring system based on existing database and other data sources ●Co-operate with other research/education institutions to further skills development in the field of education infrastructure data and knowledge management.

**●BRANCH: FINANCE AND ADMINISTRATION**

**●OFFICE OF THE DIRECTOR GENERAL**

## DEPUTY DIRECTOR: PARLIAMENTARY LIAISON OFFICER

## (Ref.: 11740/03)

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

**REQUIREMENTS:** ●A Bachelor's degree (or equivalent) in Law, Social Sciences and/or Education ●Highly developed communication, networking, interpersonal and presentation skills ●Excellent writing and reporting skills and superior ability in written English ●Ability to work under pressure and meet strict deadlines ●Knowledge and understanding of education, policy development and have a thorough understanding of parliamentary processes ●Knowledge of other South African languages would be an advantage ●Five (5) years relevant experience.

**DUTIES:** ●Liaising with the Portfolio and Select Committees on Basic Education ●Monitor developments in other relevant parliamentary committees like Higher Education, Health and Sports and Recreation and regularly report to the Department ●Have regular meetings with relevant members of parliament (including Chairpersons or individual members of relevant Portfolio Committees) ●Write briefing documents for the Department on parliamentary developments ●Arrange briefing sessions where appropriate ●Identify issues emerging from Parliamentary processes that require the DG's attention ●Compile reports of meetings and disseminate to the DG and other senior members of staff ●Manage all parliamentary questions as well as other parliamentary obligations of the Department, including the tabling of the budget, strategic plan and the annual report ●Manage the DG's Cape Town office ●Provide administrative support to the DG and other senior members of the Department in Cape Town.

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

**"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 H. Nemabaka, tel. (012) 357 3289.

Correspondence is limited to short-listed applicants.

**Closing Date: 8 June 2012**

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