

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

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.

FOR ATTENTION: Ms J Masipa/Ms N Monyela

NOTE: 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 (Certified copies must not be older than 3 months). NB as of 1st July 2006, all new appointments in the public service have to be part of the Government Employee Medical Scheme (GEMS) in order to qualify for a Government Medical Subsidy. Correspondence will only be entered into with shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

POST: CHIEF EDUCATION SPECIALIST: NATIONAL ASSESSMENT RESEARCH (REF NO: DBE/CESNAR/01)

Branch: Planning, Information and Assessments
Chief Directorate: National Assessment and Public Examination
Directorate: National Assessment

SALARY: All-inclusive salary package of R906 282 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a minimum of nine (9) years' experience at an education or research institution involved in school-based assessment and/or large-scale standardised assessment. The applicant must be well versed with research methodologies (both quantitative and qualitative) on assessment ranging from Grade R to 9. The applicant should have a good theoretical and practical knowledge of sampling methodologies, data management, and item responses theories. The

applicant should be able to handle multiple forms of analyses and have a good knowledge of modern education analysis relating to assessment and quality assurance. A Masters-degree qualification or higher will be an added advantage. Applicants must be proficient in English and another official language. Applicants must have the ability to work well in a team and under pressure. He/she must have excellent writing and advanced computer skills in MS Office software (Word, Excel, PowerPoint and Access), data analytics and modern assessment software applications to generate high quality reports.

DUTIES: Manage and coordinate research on assessment, development of technical standards, and analysis of data as it relates to project coordination and implementation of large-scale assessment and classroom assessment. Analyse data to identify strength and weaknesses in the quality of tests items and the suitability of tests for international benchmark studies and national assessments. Provide frameworks for the development of test items and contextual instruments. Develop guidelines for effective management and use of banked test items. Provide technical assistance on the design of tests which must be developed, piloted and finalised, using appropriate item response theories and classical test theories. Produce a technical report that shall inform the refinement of tests by test developers and moderators. Assist in developing easy to use assessment tools for teachers, principals and district officials. Manage the development of appropriate reporting frameworks, including proficiency scales and benchmarks. Formulate research questions for the assessment projects based on policy concerns and lead the analysis on international benchmark studies, regional and local assessment programmes, systemic evaluations and system surveys. Manage the databases on assessment projects coordinated in the Directorate. Coordinate the development of training manuals on data analysis and management. Ensure the DBE complies with internationally accepted prescripts on data standards, data cleaning and data submissions. Assist the DBE develop a standard based assessment system that uses performance level descriptors for setting tests and reporting assessments. Provide research and technical assistance towards on implementing standardised examinations and diagnostic assessments in the General Education and Training Band.

NOTE: Interviewed candidates will be subjected to a competency assessment. Appointees will be subject to security clearance.

ENQUIRIES: Ms J Masipa: 012 357 3295/Ms N Monyela: (012) 357 3294

CLOSING DATE: 6 December 2019

POST: CHIEF EDUCATION SPECIALIST: NATIONAL ASSESSMENT- TEST AND SURVEY ADMINISTRATION (REF NO: DBE/CESNATSA/02)

Branch: Planning, Information and Assessments

Chief Directorate: National Assessment and Public Examination

Directorate: National Assessment

SALARY: All-inclusive salary package of R906 282 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a minimum of nine (9) years' experience at an education or research institution involved in school-based assessment and/or large-scale standardised assessment. The applicant must be well versed with the conduct of assessment administration in schools ranging from internal school based assessments and examinations to external standardised assessments. Experience in having worked on and managed common examinations/tasks at either a provincial or district level on assessment ranging from Grade R to 9 will be an advantage. A Masters-degree qualification or higher will be an added advantage. Applicants must be proficient in English and another official language. Applicants must have the ability to work well in a team and under pressure. He/she must have excellent writing and computer skills in MS Office software (Word, Excel, and PowerPoint), be able to develop contractual agreements, design assessment guidelines and field work manuals, and be knowledgeable about survey ethics and planning. The applicant should also be knowledgeable about the administration requirements for the implementation of on-line and digital assessment and have good insights into current and planned assessment initiatives on the implementation of the General Education Certificate (GEC).

DUTIES: Manage and coordinate the administration of assessment projects in the Directorate, development of technical standards, and the management of surveys as it relates to project coordination and implementation of large-scale assessment and school based assessment. Design terms of reference for the contracting of service providers on printing, packing and distribution, conducting field testing and main study processes, data capture, analysis and report writing. Coordinate and manage partnerships with suitable providers for the implementation of on-line and digital

assessments. Coordinate assessment processes with Department of Basic Education (DBE) officials, provincial coordinators and handle communication on assessment administration to provincial education departments. Analyse survey and questionnaire data from field workers, monitors and clients to identify strength and weaknesses on administration processes and on the suitability of contextual instruments for the international benchmark studies and national assessments. Manage input and feedback on the frameworks for the test instruments and contextual instruments, and manage the compilation of encyclopaedias and historical documentation on assessment projects. Develop systems for the monitoring and quality assurance of assessment processes in schools. Develop appropriate and easy to use assessment tools for teachers, principals and district officials. Assist in developing appropriate reporting frameworks linked to the use of diagnostic assessments and assessment for learning strategies. Assist in the training of officials and teachers on assessment strategies and forms. Help DBE develop a standard based assessment system that uses performance level descriptors for setting tests and reporting assessments. Provide research and technical assistance towards on implementing standardised examinations in the General Education and Training Band (e.g. General Education Certificate).

NOTE: Interviewed candidates will be subjected to a competency assessment. Appointees will be subject to security clearance.

ENQUIRIES: Ms J Masipa: 012 357 3295/Ms N Monyela: (012) 357 3294

CLOSING DATE: 6 December 2019

POST: DEPUTY DIRECTOR: SYSTEM ADMINISTRATOR (REF NO: DBE/62/2019)

Branch: Planning, Information and Assessments

Chief Directorate: National Assessments and Public Examinations

Directorate: Assessment and Administration

SALARY: All-inclusive salary package of R869 007 per annum

CENTRE: Pretoria

REQUIREMENTS: Three year relevant post matric qualification (NQF level 6) or equivalent recognised qualification in Information Technology (IT), Information Systems or any other related qualification. A Postgraduate qualification will be an added advantage. A minimum of four (4) years' relevant experience at a supervisory/middle managerial level in business application or system analysis is essential. Experience in the management of the Integrated Examination Computer

systems (IECS), which is a system used in the management of exam processes, is a pre-requisite. Understanding of policies related to the Conduct of National Examinations and the Umalusi directives in relation to examination bodies. Knowledge of data management, data manipulation, statistics and data analysis. Knowledge of certification in the South African context. Knowledge of financial management, risk management, people management, information management and project management. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. In addition, applicants should have an understanding of Batho Pele principles; the capability to deal with classified information; a valid driver's license and the willingness and ability to work under pressure.

DUTIES: The incumbent will: manage the development and enhancement of the National Senior Certificate (NSC) and the Senior Certificate (SC) examination computer system. Manage the administration of all examination and assessment processes, relating to registration of candidates and centres, writing of the examination and the national assessment, marking, capturing of marks, resulting and release of the results. Manage Change Control Board (CCB) meetings with the State Information Technology Agency (SITA) and Government Information Technology Officers' Council (GITO), monitor system related changes and maintenance by SITA. Conduct Joint Application Development (JAD) and test sessions when necessary with Provincial Education Departments (PEDs), UMALUSI, SITA, USAF and other stake holders. Manage system alignment between the Department and Umalusi/South African Qualifications Authority (SAQA)/Independent Examinations Board (IEB). Co-ordinate the system administration of the IECS and the SC examination system across all nine PEDs. Responsible for the budget and evaluation of transversal payments for the Integrated Examination Computer System (IECS). It will be required of the candidate to work after hours as the need arises.

NOTE: Interviewed candidates will be subjected to a technical exercise and 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.

ENQUIRIES: Ms J Masipa: (012) 357 3295/ Ms N Monyela: (012) 357 3294

CLOSING DATE: 13 December 2019

POST: DEPUTY CHIEF EDUCATION SPECIALIST: QUESTION PAPER DEVELOPMENT – (NATIONAL SENIOR CERTIFICATE – LANGUAGES)

REF NO: DBE/ DCESQPDNSC/03)

Branch: Planning, Information and Assessments

Chief Directorate: National Assessment and Public Examination

Directorate: Examination and Assessment in Schools

SALARY: R510 219 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a major in one of the Official African Languages, which includes a professional teacher qualification. The incumbent must have a minimum of eight (8) years teaching experience, in one of the Official Languages, which must include three years management experience. The incumbent must have served as a national or provincial examiner/moderator. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to the setting of high quality question papers. Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations. In-depth subject content knowledge of the official languages offered in the National Senior Certificate examinations and the large number of issues that impact on the assessment of languages. Ability to manage teams of people coming from diverse backgrounds. Knowledge of item banking. Good communication and report writing skills. Good computer skills including MS Word, MS Excel and MS Power Point. Project Management will serve as an advantage. Ability to work under pressure. A valid driver's licence and willingness to travel.

DUTIES: The incumbent will be responsible for the management of the setting, moderation, adaptation and quality assurance of the national question papers for the National Senior Certificate and Senior Certificate examinations. This will entail the appointment of examiners and moderators, the training of these examiners and moderators, the management of the setting process, liaison with Umalusi on the moderation and approval of these question papers. The other key responsibility relates to the development of a diagnostic report on learner performance based on the outcome of the examinations.

NOTE: Short listed candidate will be required to undergo a test and will be subjected to a security clearance

ENQUIRIES: Ms J Masipa: 012 357 3295/Ms N Monyela: (012) 357 3294

CLOSING DATE: 6 December 2019

POST: DEPUTY CHIEF EDUCATION SPECIALIST: QUESTION PAPER DEVELOPMENT (NATIONAL SENIOR CERTIFICATE – MATHEMATICS, PHYSICAL SCIENCE AND LIFE SCIENCES)

REF NO: DBE/DCESQPDNSCMP SLS/04)

Branch: Planning, Information and Assessments

Chief Directorate: National Assessment and Public Examination

Directorate: Examination and Assessment in Schools

SALARY: R510 219 per annum

CENTRE: Pretoria

REQUIREMENTS : A recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a major in either Physics, Chemistry, Mathematics, Botany or Zoology, which includes a professional teacher qualification. The incumbent must have a minimum of eight (8) years teaching experience in either Physical Science, Mathematics or Life Sciences, which must include three years management experience, and must have served as a national or provincial examiner/moderator. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to the setting of high quality question papers. Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations. Ability to manage teams of people coming from diverse backgrounds. Knowledge of item banking. Good communication and report writing skills. Good computer skills including MS Word, MS Excel and MS Power Point. Project Management will serve as an advantage. Ability to work under pressure. A valid driver's licence and willingness to travel.

DUTIES The incumbent will be responsible for the management of the setting, moderation, adaptation and quality assurance of the national question papers for the National Senior Certificate and Senior Certificate examinations in Mathematics, Physical Science and life Sciences. This will entail the appointment of examiners and moderators, the training of these examiners and moderators, the management of the setting process, liaison with the quality assurance body on the moderation and approval of these question papers. The other key responsibility relates to the development of a diagnostic report on learner performance based on the outcome of the examinations.

NOTE: Not Short listed candidate will be required to undergo a test and will be subjected to a security clearance

ENQUIRIES: Ms J Masipa: 012 357 3295/Ms N Monyela: (012) 357 3294

CLOSING DATE: 6 December 2019

POST: DEPUTY CHIEF EDUCATION SPECIALIST: POLICY DEVELOPMENT AND COORDINATION (REF NO: DBE/ DCESPDC/05)

Branch: Planning, Information and Assessments

Chief Directorate: National Assessment and Public Examination

Directorate: Examination and Assessment in Schools

SALARY: R510 219 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a minimum eight (8) years' teaching experience. Applicants must have the ability to work well in a team and under pressure. He/she must have computer skills including MS Office software (Word, Excel, PowerPoint and Access). The incumbent must have extensive and relevant knowledge and experience relating to examination and assessment. Extensive and sound knowledge of Education Policies relating to the FET band, with particular reference to curriculum assessment and examination, is a pre requisite.

DUTIES: Coordinate provincial examination processes. Write, review and amend policy relating to examinations and assessment. Serve as the secretariat to the National Examination and Assessment Committee and related task team. Monitor the State of Readiness, training of Monitors and drafting of Monitoring Instruments. Monitor and support PED`s in the writing of the National Senior Certificate and Senior Certificate. Draft submissions, letters, annotations and Memoranda.

NOTE: Interviewed candidates will be subjected to a competency assessment.

Appointees will be subject to security clearance.

ENQUIRIES: Ms J Masipa: 012 357 3295/Ms N Monyela.N: (012) 357 3294

CLOSING DATE: 6 December 2019

**POST: DEPUTY CHIEF EDUCATION SPECIALIST: EDITOR AND TRANSLATOR
(REF NO: DBE/ DCESLENSC/06)**

Branch: Planning, Information and Assessments
Chief Directorate: National Assessment and Public Examination
Directorate: Examination and Assessment in Schools

SALARY: R510 219 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification, with majors in English or Afrikaans, which includes a professional teacher qualification, with a minimum of eight (8) years experience in the education field and five (5) years editing experience. A qualification in editing and translation is a strong recommendation. Knowledge and experience of working in the examinations and assessment environment plus experience in large scale examinations will serve as an added advantage. Candidate must also have the ability to work well in a team and under pressure. Candidate must have good computer skills including Ms Office software (Word, Excel, Power Point and Access)

DUTIES: Editing and translation of question papers for the National Senior Certificate and Senior Certificate examinations and other National Assessments and tests. Proof-reading and quality assurance of question papers and marking guidelines. Editing of policy documents, reports and other correspondence relating to examinations and assessment. Provide general language support to the Chief Directorate responsible for examinations. Ensure language simplification of all question papers and tests. Undertake a fairness review of all question papers and tests

NOTE: Interviewed candidates will be subjected to a competency assessment. Appointees will be subject to security clearance.

ENQUIRIES: Ms J Masipa: 012 357 3295/Ms N Monyela: (012) 357 3294

CLOSING DATE: 6 December 2019

POST: DEPUTY CHIEF EDUCATION SPECIALIST: SCHOOL BASED ASSESSMENT (REF NO: DBE/ DCESSBA/07)

Branch: Planning, Information and Assessments
Chief Directorate: National Assessment and Public Examination
Directorate: Examination and Assessment in Schools

SALARY: R510 219 per annum

CENTRE: Pretoria

REQUIREMENTS: A recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a minimum of 8 years teaching experience, which must include 3 years management experience. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to School Based Assessment. Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations and in depth knowledge of the quality assurance of school based assessment. Training experience. Ability to manage teams of people coming from diverse backgrounds. Good communication and report writing skills. Good computer skills including MS Word, MS Excel, MS Power Point and MS Access. Project Management will serve as an advantage. Ability to work under pressure. A valid driver's license and willingness to travel.

DUTIES: The incumbent will be responsible for the management of the quality assurance of School Based Assessment at a national level and this will entail: Improving the SBA quality assurance systems across the nine PED`s. Manage the quality assurance and moderation of SBA across the nine Provincial Education Departments. Develop and review SBA policies and guidelines. Recruit, train, support and evaluate SBA, PAT and oral assessment moderators. Facilitate SBA feedback to teaching and learning.

NOTE: Interviewed candidates will be subjected to a competency assessment.
Appointees will be subject to security clearance.

ENQUIRIES: Ms J Masipa: 012 357 3295/Ms N Monyela: (012) 357 3294

CLOSING DATE: 6 December 2019