

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/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.

APPLICATIONS : Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery 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 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 qualifications. 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 Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not considered.

POST: **DIRECTOR: ASSESSMENT AND ADMINISTRATION**
(REF NO: D/AA/2016)

Branch: Planning, Information and Assessment
Directorate: Assessment and Administration

SALARY: All inclusive remuneration package of R898 743 per annum
NOTE: The Department of Basic Education seeks to employ a dynamic leader and team builder as Director in System Administration: Examinations and National Assessment. Applications are invited from suitable, qualified and skilled persons for this very senior position in the Department of Basic Education

REQUIREMENTS: A recognised Bachelor's degree or equivalent qualification in Education, is a prerequisite. A qualification in Information Technology (IT) or Information Systems will be an added advantage. A minimum of five (5) years management experience in examinations and assessment. Extensive and appropriate experience in the administration of examinations and/or national assessment. Experience in Examinations Systems Administration, which relates to the management of a computer system used in the management of examination processes and national assessment, is a pre-requisite. Extensive and sound understanding of education policies relating to curriculum, examinations and assessment as well as an in-depth knowledge of public examinations and school-based assessments. In-depth knowledge of the policies relating to certification and the implementation of the certification system. Knowledge of data manipulation, statistics and data analysis. Knowledge of financial management, risk management, people management, information management and project management. Good writing and planning skills

DUTIES: Manage and lead the development, enhancement and maintenance of the Integrated Examination Computer System (IECS), the Senior Certificate (SC) Examination Computer System and the General Education and Training (GET) 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. Co-ordinate the system administration of the IECS and the SC examination system across all nine PEDs. Co-ordinate the system administration of the GET system across all PEDs. Manage the process of certification relating to National Senior Certificate (NSC) and the Senior Certificate (SC). Manage the archiving and accessing of the historical records. Manage the data relating to the NSC, SC and National Assessment

NOTE:

(NA). Manage the computer system relating to Item Banking. Manage the analysis of NSC and SC examination results and the analysis of the NA data. All short-listed candidates for the above posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, whilst selected interviewed candidates will be subjected to a 2-day competency assessment that will test generic managerial competencies. Appointments will be subject to the signing of a performance agreement, employment contract and annual financial disclosures.

NOTE:

This is a re-advertisement, candidates that have applied previously need not re-apply.

ENQUIRIES:

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

CLOSING DATE:

09 December 2016

POST:

DIRECTOR: LEGISLATIVE SERVICES (REF NO: D/LS/2016)

Branch: Finance and Administration

Directorate: Legislative Services

SALARY:

All-inclusive remuneration package of R898 743 per annum

CENTRE:

Pretoria

REQUIREMENTS:

The Department of Basic Education requires a person, with excellent leadership and strategic management skills, who is in possession of at least a LLB, and who is admitted as an attorney or advocate, supported by at least 10 years working experience in the legal field of which at least 5 years at middle/senior management level. Knowledge and understanding of Education Law is an absolute pre-requisite. Skills required: excellent written; verbal communication and computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity and be diplomatic. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

DUTIES:

The appointee will head the Directorate: Legislative Services and will be fully involved in the management of the directorate. The incumbent will be responsible for drafting education legislation, support policy development in DBE, 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 service to the Department of Basic Education. Manage the protection of human rights in education on behalf of the Minister and DG of DBE.

NOTE:

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ENQUIRIES:

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

CLOSING DATE:

14 December 2016