

## 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 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.*

### 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)

For Attention: Ms M Thubane

**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. NB as of 1<sup>st</sup> 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.** Shortlisted 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 be considered.

### **CLOSING DATE: 22 March 2019**

**POST: Deputy Director: Strategic Planning and Reporting Ref: DBE/13/2019**

**BRANCH:** Office of the Director-General

**DIRECTORATE:** Strategic Planning and Reporting

**SALARY:** All-inclusive remuneration package of R826 053 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate three-year Bachelor's Degree or a three year relevant post matric qualification. A minimum of 4 years' relevant experience at a supervisory/middle managerial level with at least 2 of those years in the use of performance information management, planning and reporting in a substantive service delivery department. **The successful candidate will have:** proven experience in managing, evaluating and analysing performance information in a concurrent function department or a similarly complex organisation with at least 600 people with decentralised units; strategies for enriching detail in sectoral plans and reports, initiate interventions with relevant networks and structures, strategies of ensuring that performance information and reporting is optimised, knowledge of Government Planning Frameworks, and Strategic Management within the Public Sector, excellent written and verbal communication skills; excellent understanding of the link between institutional performance and sector performance in a concurrent function; proven ability to produce quality assured work under pressure and manage deadlines; proven experience of analysing performance information for alignment and verification; evidence of showing attention to detail; Proven ability to identify opportunities for improvement in performance information and to develop networks for conducting capacity building efforts spanning a range of performance information and indicators.

**DUTIES:** Manage all performance planning and performance reporting activities of the DBE in line with the strategic objectives of the DBE and the sector, as well as the relevant mandates; Carry out effective strategic analysis to improve performance reporting, information and planning alignment, compliance and effectiveness; Manage all performance planning of the Department in line with the Strategic objectives of the DBE and sector, as well as the relevant mandates; Produce quality credible plans on DBE mandates for quality basic provision; Institutionalise an integrated strategic planning process and deliver strategic performance planning, reporting and monitoring support to Senior Management in the DBE; Advocate for, and improve the use of performance information and analyses of provincial plans in respect of medium and long term strategic goals, priorities and objectives, and to advise on strengthening performance information use in planning process in the DBE and the broader sector. The individual appointed will do the following in discharging their duties in relation to key stakeholders and programme managers: Refine and provide advice on refining indicator descriptions for performance information to be used in planning and reporting obligations of the DBE and Sector Programme Performance Measures (PPMs). Support processes and tools to deepen performance information use including inputs for programme and branch reviews dealing with Performance Information and improvement processes among others. Analyse and report on alignment of plans and reports of provinces and public entities. Develop performance information management, verification and registry systems and documentation to support the performance information function and use these to support provincial and national efforts to improve institutional performance through better performance information in

departments in the sector. Prepare presentations, plans, reports, updates and progress reports using performance information.

**Note:** All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

**CLOSING DATE: 22 March 2019**

**ENQUIRIES:** Ms M Thubane (012) 357 3297/ Mr A Tsamai (012) 357 3321

**POST: Assistant Director DBE/14/2019**

**DIRECTORATE:** Education Management Information Systems (EMIS)

**SALARY:** R444 693 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate three-year Bachelor's degree or a three-year relevant post matric qualification in Computer Science; Computer Studies or a related field is preferred. Three year relevant experience in software development and/or testing experience is required coupled with extensive proven experience in Microsoft Development Environment (VB.net, VB6, ADO, CHM, MS Access, and SQL), Advanced knowledge of Microsoft Office products (Word, Excel, Outlook, PowerPoint); Experience with reviewing requirements; as well as developing and automating test cases based on those requirements; White and Black box testing experience at the unit as well as integration and system levels; Extensive knowledge of SA-SAMS; Proven knowledge of user and database support; Experience in the Education sector; Strong written and verbal communication skills; Ability to multitask and meet deadlines in a fast-paced start-up environment; Attention to detail and strong problem-solving skills are critical; The ability to work as a team player is essential; Initiative and the ability to work with minimal guidance; A valid driver's licence.

**DUTIES:** The successful candidate will design and develop ad hoc survey and reporting tools as required. Lead a team of support specialists on testing and support of DBE programs in particular SA-SAMS and in-house developed software. Evaluate and tests new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to established guidelines. Write, revise and verify quality standards and test procedures for program design, product evaluation and quality assurance. Plan, design and author effective test cases and develop automated tests for your test cases and integrate your automations into test suites. Design and develop tools for test management, execution and reporting to enhance the overall software testing process. Monitor program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation. Write documentation to support program evaluation, testing and correction. Facilitate problem-solving between end user and SA-SAMS developers. Write monthly reports on the status and progress on the support, testing and ad hoc development. Support SA-SAMS databases and warehouse. Trouble shoot and fixing of Access and SQL databases

**Note:** Shortlisted candidates will be required to undergo a test and will be subjected to a security clearance.

**CLOSING DATE: 22 March 2019**

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