

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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION:

Ms J Masipa/Ms N Monyela

CLOSING DATE:

22 December 2019

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 DIRECTOR: REF (DBE/CDEHRM/01)

Branch: Teachers, Education Human Resources and Institutional Development

Chief Directorate: Education Human Resources Management

SALARY:

R1 257 183 all-inclusive salary package per annum

CENTRE:

Pretoria

This post offers a particularly exciting opportunity for an individual wishing to make a substantial contribution to education sector and the human resource management of educators in the country

This is a senior management position, which requires a hands-on, strong and dynamic leader and team builder to ensure effective education human resource management of the approximately 395 000 education personnel in the education system. The successful candidate will be expected to have extensive knowledge of and insight into the current situation of education in the country and extensive experience in working in a multi-stakeholder environment. The Successful candidate will also contribute to the analysis, interpretation, development, implementation and monitoring of policies for the democratic transformation of the education and training in the country, the redressing of the past inequities, the improvement of internal efficiency related to educator human resource management, including cost-effectiveness measures, the overall enhancement of quality in the education system.

REQUIREMENTS:

An appropriate recognised Bachelor degree or equivalent qualification with a minimum of five years' experience at senior managerial level, focusing on any one of education planning, education human resource or education labour relations, which is supported by extensive knowledge of and experience in the following areas: •The education Sector and training system Planning, policy, funding and implementation in education human resource systems, Human resource policy and conditions of service development. Processes regarding human resources in provincial education departments; strategic leadership and capabilities • Strong writing and communicating skills as well as computer skills. Managing a team of people. A postgraduate qualification in the fields mentioned above would be an added advantage. **Core Competencies:** Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change Management. Short-listed candidates may be asked to make a presentation and/or produce a paper on a relevant topic for further consideration.

DUTIES:

As the person in charge of the Chief Directorate, which comprises of the Directorates: Education Human Resource Planning, Provisioning and Monitoring, Educator Performance Management and Development, Whole School Evaluation and Education Labour Relations Management and Conditions of Service. The successful candidate will be responsible for serving the entire education sector.

The successful candidate will be expected to lead and manage a team of people, work in close collaboration with other branches in the Department of Education, other State departments and the provincial departments.

The Chief Director will report to the Deputy Director-General: Teachers and Professional Development.

The successful candidate will be required to ensure effective and efficient labour relations, analyse and report on human resource requirements and capacity, develop a teacher recruitment strategy and system, assess the effective utilisation of teachers at schools, revamp the post allocation system by reducing class sizes at schools, develop and implement the Human Resource Management Information System, as well as improve the effectiveness of the teacher performance system, as part of the integrated quality management performance evaluation and development of educators and improve the quality of teaching and learning in South Africa.

The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

NOTE:

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements of the job, the logistics of which will be communicated by the department. Following the interview and the technical exercise, the selection panel will recommend candidates to attend a generic managerial competency assessment (in compliance with the DPSA Directive on the implementation of competency based assessments). The competency assessment will be testing generic managerial competencies using the mandated DPSA SMS competency assessment tools. 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.

ENQUIRIES:

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

POST:

DIRECTOR: REF (DBE/DCR/02)

Branch: strategy, Research and Communication

Chief Directorate: Media Liaison and National and Provincial Communication

SALARY:

R1 057 326 all-inclusive salary package per annum

CENTRE:

Pretoria

REQUIREMENTS:

An appropriate Bachelor's degree in Communication or an equivalent qualification in a related field from an accredited institution. A minimum of five (5) years' experience at middle or senior management level within the Basic Education Sector. Candidates must have a sound knowledge, understanding and experience of the Basic Education Sector, Government policies, programmes and priorities; proven extensive practical and relevant experience in external communication with a strong inter-governmental and community liaison focus; proven extensive practical and relevant experience in publication conceptualisation, design, layout and production skills, proven practical and relevant experience in photography and videography; excellent writing and editing skills, excellent interpersonal skills, planning organising and project management skills and sound financial management skills Including compiling and managing budgets, controlling cash flow, instituting risk management and administering tender procurement processes in accordance with the PFMA. Furthermore candidates must have excellent verbal and written communications skills, excellent computer skills (MS Word, MS Excel, MS PowerPoint, MS Outlook and Internet Explorer) and the ability to work accurately and independently. Candidates must also have sound interpersonal relations, negotiation skills and the ability to communicate with stakeholders at all levels. Knowledge and skills in formulating and writing reports are essential. Candidates have to be in possession of a valid driver's licence and be willing to travel and work long hours including weekends. All candidates must be able to work well in a team. Must have strategic capability and leadership knowledge with proven knowledge and experience in managing personnel. **Core Competencies:** Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change Management.

DUTIES:

The successful candidate will provide strategic advice and analysis on matters of media relations and communication. Work in the advancement of the Department of Basic Education's priorities. Support the Chief Director in providing strategic communication leadership in the Basic Education Sector,

the Provincial Education Departments and statutory bodies. Lead the development of the Department of Basic Education's overall intergovernmental and community liaison strategy to support the sector in the advancement of key policy initiatives. Co-ordinate intergovernmental relations and community liaison for the Department of Basic Education. Support the Chief Director on facilitating inter-sectoral intergovernmental and community liaison co-operation. Assist the Chief Director with the management of the HEDCOM Sub-Committee on Communications. Assist the Chief Director with the attendance and management of inter-governmental forums. Provide strategic advice and analysis on matters of publication designs and production, photojournalism, videography and internal-communication. Work to enhance the delivery of publication, photojournalism, videography and internal communication services for the advancement of the Department of Basic Education's priorities. Lead the development of the Department of Basic Education's overall publication, photojournalism, videography and internal communication strategy to support the sector in the advancement of the key policy initiatives; Co-ordinate the provision of publication conceptualisation, design and layout services to all Directorates, the Director-General and the Ministry, Co-ordinate the weekly publication of the Departmental Newsletter. Co-ordinate the management of internal communication platforms (e.g. intranet, e-mail signatures, electronic and static notice boards, e-mail broadcast messages etc.).Co-ordinate the management of photojournalism, editing and videography services to all Directorates, the Director-General and the Ministry, Maintain a professional relationship with all internal and external stakeholders, Manage personnel and service providers. Provide general strategic communications support to the Chief Director.

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POST:

ASSISTANT DIRECTOR REF NO: DBE/66/2019

Chief Directorate: Regularity and Performance Audit
Directorate: Internal Audit

SALARY:

R470 040per annum

CENTRE:

Pretoria

REQUIREMENTS:

An appropriate Bachelor's Degree or National Diploma or equivalent qualification in Internal Auditing, Auditing, Accounting or related field. A minimum of three (3) years' experience in Internal Auditing or Auditing Profession of which two (2) years must be a senior internal auditor or auditor level. Professional certificates such as Professional Internal Auditor (PIA), Certified Government Auditing Professional (CGAP) and Certification in Control Self-Assessment (CCSA) will be an added advantage. Knowledge of International Standards for the Professional Practice of Internal Auditing, Public Finance Management Act, 1999 (Act No 1 of 1999) and Treasury Regulations. Candidates must be in possession of a valid driver's licence and be willing to travel.

DUTIES:

The successful candidate will evaluate the internal control systems, risk management and governance processes of the department, plan allocated audits. Develop audit programme, execute the audits based on audit programme. Gather relevant data. Document all findings raised and provide supporting evidence. Compile audit reports and discuss it with the clients. Supervise the audit teams throughout the audit engagements. Conduct audits in compliance with the International Standards for Professional Practice of Internal Auditing and the internal audit methodology. Perform follow up audits to determine whether all agreed action plans have been implemented. Assist

with the secretariat duties for the Audit Committee. Conduct ad hoc audits and other activities as required.

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NOTE:

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

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