

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 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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za
For Attention: Ms N Sathege/Ms M Mahape

CLOSING DATE: 02 August 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. 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 be considered.

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POST: DIRECTOR

BRANCH: Office of the Director-General (Ref DBPP/01/2019)

CHIEF DIRECTORATE: Office of the Director-General

DIRECTORATE: Business and Parliamentary Processes

SALARY : All-Inclusive remuneration package of R1 057 326 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor's degree or undergraduate qualification (NQF level 7) as recognised by SAQA supported by 5 years' experience at senior/managerial level; 5 years of appropriate experience and an understanding of the South African political landscape. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The candidate must have good communication skills (verbal and written)

DUTIES: The successful candidate will be responsible for the management and administration of the activities and staff within the directorate; Providing strategic leadership and high level systems for parliamentary and business processes; Coordinate and manage all Director General' MEMOs and ensure efficient workflow processes and record keeping within the department; The incumbent will be further

expected to implement and manage the DPSA Operations Management Framework in respect of : (1) Service Standards, (2) Service Charter, (3) Standard Operating Procedures, (4) Business Process Management, (5) Service Delivery Model, (6) Service Delivery Improvement Plan; Analyse and write high level reports as well as undertake research projects for the Office of the Director General; and provide support services to the Legislature/ Parliamentary Oversight Structures which includes ensuring timeous responses to parliamentary questions, queries and tabling of quarterly, annual and other reports.

NOTE: The successful candidate will sign an annual performance agreement annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test.

ENQUIRIES: Ms N Sathege 012 357 3290/ Ms M Mahape-012 357 3291