

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: Department of Basic Education, Attention: Ms J Masipa/Ms N Monyela and 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

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

DEPUTY CHIEF EDUCATION SPECIALIST (SCHOOL MANAGEMENT)

Ref NO: DBE/29/2016)

Branch: Teachers, Education Human Resources and Institutional Development
Directorate: Education Management and Governance Development

SALARY: All-Inclusive remuneration package of R422 409 per annum

REQUIREMENTS: An appropriate recognised degree with experience in education management and governance. Six (6) years experience within the education system. Good understanding of the education system and particularly in school leadership as well as good understanding of how Education System works. The successful candidate will be capable of policy development and analysis. Project management and project budgeting. The ability to work within a team and independently as well as the ability to work well under pressure in order to meet deadlines. Good communication (verbal and written) skills. Good computer literacy (Ms office software). Willingness to work long hours and travel frequently are essential. Working experience as a School Principal, District or Provincial Official will serve as an advantage.

DUTIES: The incumbent will focus on school management aspect of the Directorate by managing project cycles, including the development of business plans, managing budget and cash flows and implementing these plans. Drafting parliamentary responses and correspondence for the Department of Basic Education. Liaising with provincial and district colleagues to improve the delivery against policies. Co-ordinating meetings and conferences with key role players. Representing the Directorate both internally and externally as required.

CLOSING DATE: 09 December 2016

Late, e-mailed or faxed applications will not be considered.

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