

## 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 N Sathage/Ms M Mahape

### **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 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.

## OTHER POSTS

### **POST**

**Deputy Director: Coordination of Mathematics and Physical Science Equipment and Manipulative (one year renewable contract) (Ref no: DD/CMPSEM/13/2016)**  
**Branch: Curriculum Policy, Support and Monitoring**  
**Directorate: Learning and Teaching Support Material (LTSM)**

### **SALARY CENTRE**

**All-Inclusive remuneration package of R 726 276 per annum  
Pretoria**

### **REQUIREMENTS**

A relevant Bachelor's degree or equivalent diploma in Public Administration, Project Management, Supply Chain Management and/or Financial Accounting plus extensive experience in logistic management. Ability to interpret the requirements of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and the Preferential Procurement Policy Framework Act, 2000 (PPFPA) to provide advice to existing financial processes. Ability to promote adherence to Government policy and the overall financial function. Monitor payments to ensure that the required financial procedures and adhered to. Maintain effective communication channels enabled with current technologies. Applied knowledge of financial legislation, policies and procedures. Good knowledge of and all skills in LOGIS/BAS applications and Standard Chart of Accounts (SCOA) allocations. Project and financial management. Computer literacy. Data management. Analytical, presentation and problem solving skills. Self management. Time management. Attention to detail. Stakeholder management.

### **DUTIES:**

Monitor the procurement and delivery of CAPS aligned textbooks and educational support materials and equipment in schools doing Mathematics and Physical Science. Monitoring delivery of these resources to all school serving learners with disabilities. Monitor utilisation of these resources. Data of Learners, Subjects and School. Customising of the National LTSM catalogue to meet educational needs in these school. Monitoring the delivery of stationery to schools doing Mathematics and Science. Visits to school and district to prove LTSM assistance. Audit to available resources. Monitor utilization of laboratories and consumables. Training of teachers in the utilization of resources

### **Note:**

All short-listed candidates for the above post 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. Appointment will be subject to the signing of a performance agreement, employment contract and annual financial disclosures

**CLOSING DATE** 10 June 2016

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

**POST:** **Deputy Director: Coordination of Equipment and Resources for Technical Subjects and Skills and Vocational Programme (one year renewable contract) (Ref no: DD/CERTSS/14/2016)**  
**Branch: Curriculum Policy, Support and Monitoring**  
**Directorate: Learning and Teaching Support Material (LTSM)**

**SALARY CENTRE** All-Inclusive remuneration package of R 726 276 per annum  
Pretoria

**REQUIREMENTS** A relevant Bachelor's degree or equivalent diploma in Public Administration, Project Management, Supply Chain Management and/or Financial Accounting plus extensive experience in logistic management. Ability to interpret the requirements of the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and the Preferential Procurement Policy Framework Act, 2000 (PPPFA) to provide advice to existing financial processes. Ability to promote adherence to Government policy and the overall financial function. Monitor payments to ensure that the required financial procedures and adhered to. Maintain effective communication channels enabled with current technologies. Applied knowledge of financial legislation, policies and procedures. Good knowledge of and all skills in LOGIS/BAS applications and Standard Chart of Accounts (SCOA) allocations. Project and financial management. Computer literacy. Data management. Analytical, presentation and problem solving skills. Self management. Time management. Attention to detail. Stakeholder management.

**DUTIES:** Monitor the procurement and delivery of CAPS aligned textbooks and educational support materials and equipment for Technical Subjects and Skills and Vocational Programme. Monitor delivery of these resources to all schools serving learners with disabilities. Monitor utilisation of these resources. Data Learners, Subjects and Schools. Customising of the National LTSM catalogue to meet educational needs in these schools. Monitoring the delivery of stationery to schools doing for Technical Subjects and Skills and Vocational Programme. Visits to schools and district to provide LTSM assistance. Audit of available resources. Monitor utilization of equipment, workshops and consumables. Training of teachers in the utilization of resources.

**Note:** All short-listed candidates for the above post 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. Appointment will be subject to the signing of a performance agreement, employment contract and annual financial disclosures

**CLOSING DATE** 10 June 2016

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

**POST:** **Deputy Director: Application Support and Development (Ref no: DD/ESD/EMIS/15/2016)**  
**Branch: Planning Information and Assessment**  
**Directorate: Education Management Information Systems (EMIS)**

**SALARY** All-Inclusive remuneration package of R 726 276 per annum

**REQUIREMENTS** Applicants must be in possession of an appropriate, recognized three year National Diploma or Bachelor's Degree specializing in Computer Science or Information systems. A post graduate IT qualification will be advantageous. The candidate must have a minimum of 5 years' work experience in the development, support and management of IT user applications.

The ideal candidate will possess the following required skills. Programming skills in Visual Basic.net/Visual Basic 6 and xml. Advanced computer skills in the full range of MS Office products especially in MS Access. Advanced skills in SQL query language. Experience in IT project management and user support. A good understanding of South African Education System, legislation and regulations governing education in general, and the Education Information policy in particular. The incumbent will also be a person who works well under pressure, is prepared to work overtime when required, pays attention to detail, works well within a team environment and has good communication skills.

**DUTIES**

The successful candidate will be required to:

Design and develop electronic survey capture tools, Facilitate the development and implementation of national and provincial education information management projects, Develop strategic objectives for the integration of education administration and management systems (South African School Administration and Management System). Develop system documentation, Liaise with clients and develop user documentation, Train and support end users on software applications, Support provinces and schools with queries on software applications, Report to and assist the Director with project management matters relating to all large systems projects, Design reports on the business intelligence system, Represent the directorate at internal and SITA's meetings and be prepared to travel to provinces when needed.

A competency test will form part of the interview process

**Note:**

All short-listed candidates for the above post 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. Appointment will be subject to the signing of a performance agreement, employment contract and annual financial disclosures.

**CLOSING DATE**

**17 June 2016**

**ENQUIRIES:**

Ms N Sathege-012 357 3290/Ms M Mahape 0123573291

**POST:**

**Deputy Director: Data Management and Quality Assurance (Ref no: DD/DMQA/EMIS/16/2016)**  
**Branch: Planning Information and Assessment**  
**Directorate: Education Management Information Systems (EMIS)**

**SALARY CENTRE:**

**All-Inclusive remuneration package of R 726 276 per annum**  
Pretoria

The department requires services of a motivated , self-starting team player with good communication and coordination skills to monitor data upload, process and maintain repository of all EMIS datasets, current and historical via LEARNER UNIT RECORD INFORMATION AND TRACKING SYSTEM (LURITS).

**REQUIREMENTS:**

Applicants must be in possession of an appropriate, recognised three year National Diploma or Bachelor's Degree specializing in Computer Science or Information systems. The candidate must have a minimum of 5 years' work experience in IT, particularly data bases. Good working knowledge of Data processing, Project Management, and at least one statistical package (e.g SAS, SPSS, STATA or other) and MS Access are further requirements for the position. Knowledge of computer programming, systems analysis, education data collection process and good communication skills. A good understanding of the South African Education System, legislation and regulations governing Basic Education and the Education Information Policy in particular. The incumbent will also be a person who works well under pressure, is prepared to work overtime when required, pays attention to detail, works well within a team environment and has good coordination skills.

**DUTIES:**

Retrieve, monitor and store data upload to operate, process and maintain Learner Unit Record Information and Tracking System (LURITS) in collaboration with PEDs and SITA. Collect data and information from Provincial Education Departments (PEDs), Departments

of Health, Social Development, Stats SA and other sources for consolidation and integration of all EMIS data. Support PEDs on LURITS data uploads and quality assurance. Maintain and establish systems for repository of all EMIS datasets, current and historical in association with SITA. Monitor, provide support and advise to PEDs and the Department with regards to the implementation of LURITS and EMIS. Assist all DBE directorates and Government Departments in the validation of mined data. Determine the error margin for accuracy, completeness and reliability of data (quality assure data) via independent audits Perform national data quality assurance tasks based on compliancy to NEIP, SASQAF, norms and standards. Establish 'highway' of LURITS information transaction between DBE and SITA Implement directives of Operation Phakisa regarding the e-administration. Determine and increase levels of e-readiness of users of the e-Administration system Ensure linkage with existing and future databases in the education system. Monitor, support and advise PEDs on provincial Data warehouses.

Note: A competency test will form part of the interview process

Ms N Sathege-012 357 3290/Ms M Mahape 0123573291

**ENQUIRIES:**

**Note:**

All short-listed candidates for the above post 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. Appointment will be subject to the signing of a performance agreement, employment contract and annual financial disclosures.

**CLOSING DATE**

**17 June 2016**

**POST:**

**Assistant Director Ref no Business Analysis, Government Partnerships and Policy Implementation (Ref no AD/BA/GPPI/17/2016)**

**Branch: Planning Information and Assessment**

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

**SALARY:** :  
**CENTRE:**

**R 389 145 per annum**  
**Pretoria**

**REQUIREMENTS:**

A relevant, recognised three year National Diploma or Bachelor's Degree specialising in Information Systems. Four years work experience in business analysis and design. Advanced computer skills in the full range of MS Office products including database design. Experience in development of system specification documents, use of BPMN and experience in project management is essential. Ability to work well under pressure is prepared to work overtime when necessary, pay attention to detail and work well within a team environment and individually. Good communication and analytical skills.

**DUTIES:**

Liaise with clients and develop user requirements specification documents and process documents. Prepare system documentation and develop help file documentation. Work with Intergovernmental Departments on data, processes and campaigns. Assist with implementation of Education Information Policy. Assist with development of Education Information Standards. Support provinces and schools with queries on system processes and software applications. Prepare comprehensive reports. Report to and assist the Deputy Director with project management matters relating to large systems projects. Represent the Directorate at meetings and be prepared to travel to provinces when required.

**CLOSING DATE**

**17 June 2016**

**ENQUIRIES:**

Ms N Sathege-012 357 3290/Ms M Mahape 0123573291

**Note:**

All short-listed candidates for the above post 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. Appointment will be subject to the signing of a performance agreement, employment contract and annual financial disclosures.