



basic education

Department
Basic Education
REPUBLIC OF SOUTH AFRICA



PART-TIME VACANCIES

The Department of Basic Education (DBE) is responsible, inter alia, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination related functions on a part-time basis. **The category of part-time staff to be appointed by the DBE to perform these functions include the following:**

- **Examiner: Responsible for the setting of question papers**
- **Internal Moderator: Responsible for the moderation of question papers**
- **SBA Moderator: Responsible for the quality assurance and moderation of SBA (SBA includes Orals and PATS)**
- **Marking Moderator: Responsible for the moderation of marking of the NSC and SC examinations**
- **Examination Monitor: Responsible for the monitoring of the entire examination cycle**
- **Editor: Responsible for the editing of question papers**

The duties and requirements to be satisfied to be appointed to each of these part-time posts is included in the table below:

EXAMINER (REF NO: EX/01/2017)

DUTIES: Setting high quality question papers for the Grade 12 NSC and SC examinations, for approval by Umalusi, in the subject area of your specialisation • Develop the accompanying marking guidelines for Grade 12 NSC and SC examination question papers • Participates in the Marking Standardisation Meeting for the question paper • Develop the diagnostic report for the question paper • Develop exemplar question papers for the subject, as and when the need arises • Review items developed by item writers • Develop national question paper for the subject in Grade 10 and Grade 11, if the need arises • Conduct external moderation of the marking.

REQUIREMENTS: Must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second/third year level • Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for • Must have served as an examiner in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school based educator and outside the circuit or district in the case of a subject advisor • Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSC Examinations • Must be prepared to work over weekends and during school holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner.

INTERNAL MODERATOR (REF NO: IM/02/2017)

DUTIES: Responsible for the independent evaluation of the question paper after it is set, so as to ensure that it is ready for final approval by Umalusi • Convene the Marking Standardisation Meeting where the marking guideline is finalised • Conduct the marker training for the chief markers and provincial internal moderators • Prepare a report on the standard and quality of the question paper, after it is written • Coordinate the finalisation of the Diagnostic Report for the subject.

REQUIREMENTS: All requirements as listed for an examiner • In addition, an internal moderator must have served for a minimum of two years, as an examiner in the setting of national question papers.

SBA MODERATOR (REF NO: SBA/03/2017)

DUTIES: Responsible for the quality assurance of SBA (i.e. including PATS and orals), which includes: audit of SBA systems • moderation of assessment tasks and teacher files • Moderation of learner evidence • Develop exemplar tasks for SBA

REQUIREMENTS: Must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second/third year level • Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for • Must have served as an SBA moderator in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this • Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSS Examinations • Must be prepared to work over weekends and during school holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of moderator • Have a valid driver's licence and be willing to travel.

MARKING MODERATOR (REF NO: MM/04/2017)

DUTIES: Responsible for the moderation of marking at the marking centres during the marking of the SC and NSC • Conduct investigative moderation of marking where necessary.

REQUIREMENTS: Must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second/third year level • Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for • Must have served as a Chief Marker, Deputy Chief Marker or Senior Marker in the subject at the provincial level and documentary evidence must be provided to confirm this • Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSS Examinations • Must be prepared to work over weekends and during school holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner.

EXAMINATION MONITORS (REF NO: EM/05/2017)

DUTIES: Responsible for the monitoring of the entire examination cycle which includes: an audit of the provincial examination systems • monitoring of the preparations for the NSC and SC examinations • Monitoring of the writing, marking, capturing and release of the results.

REQUIREMENTS: Must be in possession of a Bachelor's degree, or an equivalent qualification, with specialization in education • Must have served as a school principal of a secondary school, or a subject advisor or a circuit manager or involved in the management of examinations and assessment processes or other related curriculum processes • Must be available to render their services for the entire day, on selected days of the week • Must have experience in the management of examinations at the school level.

SPECIAL EXAMINER: BRAILLE OR DEAF (REF NO: SE/BD/06/2017)

DUTIES: Adapting Grade 12 NSC and SC examinations papers to be accessible to blind/deaf learners • Adapt the accompanying marking guidelines for Grade 12 NSC and SC examinations paper • Participate in the Marking Standardisation Meeting for questions paper • Adapt the exemplar question papers for the subject, as and when the need arises • Adapt national question papers for the subject in Grade 10 and 11 if the need arises • Conduct external moderation of the marking.

REQUIREMENTS: The same as duties • Must have a qualification in/understanding of special needs education to adapt papers to be accessible to blind/deaf learners without compromising the standard of the paper.

EDITORS (REF NO: ED/07/2017)

DUTIES: Editing: correcting language lapses and grammatical errors in draft question paper/assessment material • Correlation: ensuring that exactly the same questions are asked in both languages of assessment; and that the marking guidelines correspond with the question paper • Translation of assessment material • Layout and design of assessment material, using the in-house style • Proofreading of the typed, edited document against the original • Quality Assurance: ensuring that assessment material meet the prescribed standards.

REQUIREMENTS: Must be in possession of a Bachelor's degree, or an equivalent qualification, with majors in English and/or Afrikaans/African Languages • Have at least six years' editing experience in the editing of examination, assessment and curriculum material related to education. At least two years' of this experience should be in the last three years • Recent teaching experience is a strong recommendation • Knowledge and experience of working in the examinations and assessment environment plus experience in large-scale examinations will serve as an added advantage • Must be prepared to work over weekends and public holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of editor • Must have good computer skills, including MS Office (Word and Excel) • Knowledge of specialised fields of study (e.g. the arts/sciences/ technologies) is recommended.

Additional Criteria: All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills • All candidates will be required to write a competency test and undergo an interview • Candidates will be informed of the dates of the competency tests which will take place in the various provinces • Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview • Candidates should possess a valid driver's license and must be willing to travel.

LIST OF SUBJECTS: Subjects for SBA and PAT Moderators: Accounting • Business Studies • Economics • English First Additional Language (FAL) • Geography • History • Life Orientation • Life Sciences • Mathematics • Mathematical Literacy • Physical Sciences • Agricultural Technology • Agricultural Management Practices • Dance Studies • Design • Dramatic Arts • Music • Tourism • Visual Arts • Consumer Studies • Hospitality Studies.

Examiners for Non-Languages: Agricultural Technology • Agricultural Sciences • Agricultural Management Practices • Accounting • Business Studies • Computer Applications Technology • Consumer Studies • Civil Technology: Civil Services/Construction/Woodworking • Dance Studies • Design • Dramatic Arts • Electrical Technology: Electrical (Power Systems)/Electronics/Digital Electronics • Economics • Engineering Graphics and Design • Geography • History • Hospitality Studies • Information Technology • Life Sciences • Mathematics • Mathematical Literacy • Music • Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork • Physical Sciences • Religion Studies • Tourism • Visual Arts • Life Orientation • Technical Mathematics • Technical Sciences.

Examiners for Languages (Home, First Additional, Second Additional): Afrikaans • English • IsiXhosa • IsiZulu • IsiNdebele • Sepedi • Sesotho • Setswana • Tshivenda • Xitsonga • SiSwati • South African Sign Language (Home Language).

Specialists for the adaptation of question papers: Adaptation for Braille • Adaptation for the deaf.

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. 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. Please forward your application quoting the reference number to: The Department of Basic Education, Private Bag X895, Pretoria, 0001, or via hand-delivery to: The Department of Basic Education, Sol Plaatje House, 222 Struben Street, Pretoria.

Please note that the above posts are on part-time basis, you need not resign from your current job.

ENQUIRIES: Ms E Nobongoza (Examiners, Internal Moderators and Special Examiners), at tel: (012) 357 3598 / Ms A Govan (Marking Monitors and SBA and PAT Moderators), at tel: (012) 357 3500 / Ms K Mantshongo (Examination Monitors), at tel: (012) 357 3824.

CLOSING DATE: 2 JUNE 2017.