

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

For Attention: Mr A Tsamai

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 shortlisted applicants.** Shortlisted 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.

POST: Director: Mathematics, Science and Technology & Curriculum Innovation and e-Learning Ref: DMSTCIE/01/2019

BRANCH: Curriculum Policy, Support and Monitoring

CHIEF DIRECTORATE: Curriculum Quality and Enhancement of Programmes

DIRECTORATE: Mathematics, Science and Technology (MST) & Curriculum Innovation and e-Learning

SALARY: All-inclusive remuneration package of R1 005 063 per annum

CENTRE: Pretoria

REQUIREMENTS: A Bachelor's degree in Maths, Science or Technology Education or equivalent qualification in Information Communications Technology and E-learning, coupled with at least five (5) years' experience at middle or senior management level. This should ideally be supported by substantial experience within the Basic Education Sector. Knowledge of the key challenges in MST as well as in e-Learning and how these can be mediated to improve learner performance in schools. In-depth knowledge of the CAPS as well as e-Education. Knowledge of the National Qualifications Framework and Curriculum Development processes. Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of ICT e-Learning and MST interventions. Ability to monitor the implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act. The ability to provide strategic leadership to the MST and e-Learning teams. A thorough understanding of and experience in all processes involved in project management, including management and oversight of conditional grants. Management of Special Interventions and Support Programmes to provinces, districts, and schools. Ability to update and implement the MST as well as e-Learning Strategies. Ability to co-ordinate and manage the finances of the directorate in line with PFMA and procurement processes. Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes. Excellent Planning and Organising skills. Strong leadership and advanced computer applications skills. Good interpersonal relations and the ability to handle pressure. A valid driver's licence.

DUTIES: The successful candidate will be expected to manage the Directorate. Implement the National Strategy for Learner Attainment (NSLA). Manage and oversee GET and FET Special Intervention and Support Programmes to provinces, districts and schools, including focus schools. Oversee curriculum implementation, monitoring and support for MST subjects and e-Learning. Strengthen intra-and inter- sectoral collaboration. Plan for assessment support in GET and FET schools. Receive and quality assure learning and teaching support material. Provide professional support to provinces/districts/circuits/schools in curriculum implementation. Develop and maintain policies concerning curriculum, qualifications and assessment protocols. Formulate and implement the Directorate's Operational Plan. Effectively manage all contracts within the Directorate to achieve predetermined deliverables. Internalise and operationalise the departmental risk management policy and strategy. Compile and Implement Departmental Information security standards. Implement the Departmental Internal Control Measures and Findings and Recommendations of the Internal Audit functions and Auditor General. Ensure that Annual budget and monthly cash-flow expenditure are monitored in line with policies and procedures. Ensure that Subject profiles are compiled and identified weaknesses are addressed. Track learner performance to inform quarterly interventions. Measure the impact of monitoring and support to schools on learning outcomes. Measure the impact of all the interventions on the learning outcomes. Ensure that the NSLA quarterly reports are coordinated, analysed and feedback given to provinces within

seven (7) days and that the Evidence- Based Report (EBR) is prepared fourteen (14) days before presentation to Umalusi for standardization and DG's consideration. Monitor and support the implementation of MST and e-Learning Programmes. Coordinate the Implementation of the MST sector trilateral framework with DBE, DHET and DSTas well as International Cooperation Agreements. Co-ordinate Private Sector stakeholder's inputs, including inputs from NGOs and PEDs. Ensure that Employment Equity policy and targets are applied during selection and recruitment processes.

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element 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: Mr A Tsamai -012 357 3321/ Ms M Thubane-012 357 3297

CLOSING DATE: 31 May 2019

POST: Deputy Director: Business Analysis, Policy Monitoring and Governmental Partnerships Ref: DBE/23/2019

BRANCH: Planning, Information and Assessments

DIRECTORATE: Education Management Information Systems (EMIS)

SALARY: All-inclusive remuneration package of R869 007 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate three-year Bachelor's Degree or a three year relevant post matric qualification with specialisation in Computer Sciences, Information Technology or Business Applications (or related fields). A Postgraduate qualification and knowledge of the Education system and policies will be added advantages. A minimum of 4 years' relevant experience at a supervisory/middle managerial level in business or system analysis and project management is essential. Extensive proven experience in Business process mapping notation (BPMN), UML, SDLC, and JAD. Knowledge of Business Analysis methodologies and mapping required and knowledge in Agile methodologies will be advantageous. Application of Project Management in relation to PM methodologies (PMBok or PRINCE 2). Advanced knowledge of all Microsoft Office Tools including MS Project and MS Visio. The ideal candidate must be able to create logical and innovative solutions to complex problems and possess practical experience in business process analysis or re-engineering. Knowledge of Education Data systems, including SA-SAMS and LURITS is recommended. A valid driver's licence, be prepared to travel and work overtime on occasion. Excellent written and verbal communication skills are a must. Must be able to multitask and meet deadlines in a fast-paced start-up environment with minimal guidance. Work well in a team environment, under pressure and willing to work overtime on occasion. Have strong project management skills.

DUTIES: The successful candidate will reverse engineer education policies into business processes and system specifications for operational units; Examine existing process models and data flows within the education system and design improved solutions; Facilitate JAD sessions with customers to determine requirements; Create and review business cases, terms of references and tender specifications; and develop user, functional and technical specifications; Provide project management services to the Directorate including the management of service providers; Manage the Modernisation of SA-SAMS Project, monitor the full SDLC of the solution for the education sector using a variety of delivery methods, including reporting on the Project at various levels; Develop policies and standards to govern education management information systems. Ensure implementation of Education Information Policy and support Policy alignment; Manage governmental partnerships on data matters; Provide reporting and administrative support to the Directorate, including financial management; Support provinces in the implementation of education management systems for school administration, reporting and collection of quality data; Develop relevant training materials for managers and facilitate training programmes and meetings at national and provinces; Expected to assist in the management of the Directorate and represent the Department in various internal and external meetings and conferences.

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

CLOSING DATE: 31 May 2019

ENQUIRIES: Ms M Thubane (012) 357 3297/ Mr A Tsamai (012) 357 3321

POST: Deputy Director: DBE/24/2019

BRANCH: Office of the Director-General

DIRECTORATE: Co-ordination and Secretariat Support

SALARY: All-inclusive remuneration package of R869 007 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate Bachelor's degree or three year relevant post matric qualification. At least four (4) years' experience in managing high-level secretariat support functions, processes and outputs. Four (4) years relevant experience at supervisory/middle managerial level. Excellent organisational, administrative and coordination skills. Sound interpersonal and stakeholder liaison skills. Excellent verbal and written communication skills. Knowledge and experience of governance issues and report writing at corporate level. Computer literacy. Ability to work under pressure and inordinate hours. Willingness to travel and a valid driver's license.

DUTIES: The successful candidate will coordinate and manage the provision of high-level secretariat support service to meetings of statutory bodies such as CEM and HEDCOM, various departmental structures such as Broad Management, Senior Management and Ministerial Management, among others, and inter-governmental structures, including the Social Protection, Community and Human Development Cluster; coordinate the participation of the Department of Basic Education in interdepartmental work including at Cluster level; manage decision support systems and processes to optimise functions of governance structures; serve as a custodian of executive decisions of governance structures and develop a mechanism to ensure executive decisions are acted upon.

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

CLOSING DATE: 31 May 2019

ENQUIRIES: Ms M Thubane (012) 357 3297/ Mr A Tsamai (012) 357 3321

POST: Assistant Director: Reporting, Publication and Information Dissemination DBE/25/2019

DIRECTORATE: Education Management Information Systems (EMIS)

SALARY: R470 040 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate three-year Bachelor's degree or a three-year relevant post matric qualification in Statistics, Social Sciences, Information Technology or related fields. Three year relevant experience in computer applications such as databases and spreadsheets, statistical software such as SPSS or STATA. Ability to work with large datasets and dissemination of education-related data will be a strong recommendation. Experience in project management, research and statistical methods. Good writing skills and an understanding of the education system and legislative framework will be an added advantage. It is recommended that the incumbent should have a strong analytical background.

DUTIES: The successful candidate will Interpretation and validation of data/information prepared for clients and publications; Disseminating of data to clients and extract, organize, clean and structure data to provide reliable and timely information; Respond to statistical education questions from clients and Parliamentary; Maintain a Query Logging System (QLS), monthly, quarterly and annually; Extraction and compilation of data tables in MS-Excel and MS-Access, Good working knowledge of developing, analysing reports by using Statistical Packages (e.g. STATA); Develop data collection tools and provide advisory service on data collection methodologies to other directorates and provide them with support to on analysis of data and writing reports on statistical data; Validate and complete standard questionnaires from UNESCO and other international reporting; Support in developing and maintaining Education Data Standards.

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

CLOSING DATE: 31 May 2019

ENQUIRIES: Ms M Thubane (012) 357 3297/ Mr A Tsamai (012) 357 3321