

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

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 J Masipa/Ms N Monyela

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 (Certified copies must not be older than 3 months). 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. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

POST:

ASSISTANT DIRECTOR: ENHANCEMENT OF PROGRAMMES AND EVALUATION OF SCHOOL PERFORMANCE (REF NO: DBE/53/2019)

Branch: Curriculum Policy, Support and Monitoring

Chief Directorate: Curriculum and Quality Enhancement Programmes

Directorate: LTSM Policy, Development and Implementation

SALARY:

R470 040 per annum

CENTRE:

Pretoria

REQUIREMENTS:

A three year relevant post matric qualification (NQF level 6) in Public Administration, Business Administration or Information Technology plus extensive three (3) years' experience in Administrative related work. **Knowledge:** Ability to resolve challenges and providing mitigation strategies aimed at ensuring that each learner has Learning and Teaching Support Materials (LTSM) for all subjects. Ability to work with critical stakeholders within the Education Sector and to initiate and strengthen the implementation of LTSM Sector Plan. Demonstrable experience in the development of LTSM resources and monitoring of the implementation of LTSM policy and ability to interact with public. **Skills:** Project Management, financial management, Computer literacy, Data Management, Analytical, report writing, Power Point presentation, Data analysis and generation of report from the LTSM system and Problem solving. **Personal Attributes:** Self-management, Time management, Attention to details and Stakeholder management.

DUTIES:

The successful candidate will be responsible for the following: developing LTSM resources, distributing LTSM to schools, Data Management and Analysis. Coordinating of LTSM screening, prepare National Catalogues for LTSM and stationery and forward to provinces, districts, circuits and schools, update prices on the National catalogue, managing and coordinating LTSM system, coordinating development of South African Sign Language material, managing the printing and delivery of LTSM and workbooks. Managing financial planning of the Directorate's projects and preparing electronic submissions on each project. Monitoring and reporting the availability of LTSM and workbooks in all schools, keeping an updated data on learner number and languages for each school, monitoring and reporting the utilization of LTSM and workbooks by schools, compiling submissions, DG memos and Parliamentary questions, reporting on the performance of directorate, communicating all information relating to LTSM and workbooks to the sector. Providing timeous report on shortages and deliveries of

LTSM, liaising with provinces on any matter relating to LTSM and workbooks, organising meetings on LTSM and workbooks between DBE and provinces, monitoring and reporting on the distribution of provincial LTSM, organising the national team to join the Directorate team in the monitoring of schools and attending interprovincial LTSM meetings. Taking minutes during LTSM interprovincial forum meetings as well as publishers, Braille and Large Print meetings and LTSM Directorate meetings. Attending enquiries from the public regarding LTSM.

NOTE:

CLOSING DATE:

ENQUIRIES:

The successful candidate will be subjected to a security clearance
25 October 2019

Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 3594

POST:

SENIOR ADMINISTRATIVE OFFICER (PROJECT ADMINISTRATOR) FOR THE SUPPORT OF THE TECHNOLOGY GRADE 7-9 (EU FUNDING PROJECT)
REF NO: DBE/54/2019
(ONE YEAR CONTRACT WITH AN OPTION TO RENEW)

SALARY:

CENTRE:

NOTE:

R316 791 per annum

Pretoria

The Department of Basic Education is in the process of introducing Robotics and Coding as a school subject from Grade 7-9 in the Technology subject. This project will be introduced as a pilot project first before full scale implementation. The project will be introduced incremental from 2020/21 – 2022 financial year. The project will include all categories of schools; full services schools, special schools, rural/multi-grade schools and main stream schools. The project will be introduced in the nine (9) provinces with one thousand schools participating, with approximately one hundred and ten (110) schools per province. The DBE will assume a monitoring and supporting role to ensure that the project is managed and administered effectively. The DBE is inviting the application of suitable qualified individuals to be appointed as project administrator.

REQUIREMENTS:

Applicants must be in possession of a Senior Certificate or equivalent qualification in Business Administration, and/or Project Management, with two (2) years relevant experience. A valid Code 8 driver's license. At least a basic experience in project management, research, qualitative and quantitative management methods, financial management project costing will be an added advantage. Must be able to function well in a multi-disciplinary team with varying priorities. Function well under pressure in a much unstructured environment. Knowledge of MS Office, e.g. Word, Excel, MS Project and PowerPoint is important. Client Service Orientation and ability to communicate. This may involve listen, interpret, formulate and deliver; non – verbal, written, or and/electronic messages. Ability to convey ideas and information. Emotional intelligence. An understanding of the Basic Education Sector functions, Knowledge and Understanding of Batho Pele Principles, Understanding of Education Policies including curriculum policy as well as Legislation in the Basic Education Sector. Project budgeting, Willingness to work extra hours and travelling, be a team player, committed, dedicated, self-respecting, self – driven and acceptable inter – personal and human relations skills, good writing skills, good communication skills and the ability to analyse information. The candidate should have good project coordination, administrative and planning skills; knowledge of the principles, methods, or tools for developing, coordinating, scheduling, projects and resources, including monitoring, support and evaluation.

DUTIES:

The successful candidate will be responsible for: administration and supporting, setting up new project plans, project action list and information including ensuring that Memorandum of Understanding are signed. Working closely with provinces, participating districts, participating schools, stakeholders, social partners, Associations, SETAs, and any other relevant body or structures approved by the Department. Compiling reports on the progress of the project, analysing reports identifying strength, opportunities, challenges and recommendations, planning and coordinating meetings with schools, districts and provinces and perform any other functions as deemed necessary and appropriate by the project management/ or DBE officials.

CLOSING DATE:
ENQUIRIES:

25 October 2019
Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294

POST:

SENIOR ADMINISTRATIVE OFFICER (FINANCIAL ADMINISTRATOR) FOR THE SUPPORT OF THE TECHNOLOGY GRADE 7-9 (EU FUNDING PROJECT) REF NO: DBE/55/2019 (ONE YEAR CONTRACT WITH AN OPTION TO RENEW)

SALARY:
CENTRE:
NOTE:

R316 791 per annum
Pretoria
The Department of Basic Education is in the process of introducing Robotics and Coding as a school subject from Grade 7-9 in the Technology subject. This project will be introduced as a pilot project first before full scale implementation. The project will be introduced incremental from 2020/21–2022 financial year. The project will include all categories of schools; full services schools, special schools, rural/multi-grade schools and main stream schools. The project will be introduced in the nine (9) provinces with one thousand schools participating, with approximately one hundred and ten (110) schools per province. The DBE will assume a monitoring and supporting role to ensure that the project is managed and administered effectively. The DBE is inviting the application of suitable qualified individuals to be appointed as Financial Administrator.

REQUIREMENTS:

Applicants must be in possession of a Senior Certificate or equivalent qualification. A Degree with Accounting/ Financial Information will be an added advantage. At least two (2) years relevant working experience in finance or monitoring. MS Word, MS PowerPoint, MS Excel spreadsheet application. Ability to liaise effectively with a range of stakeholders locally, provincially and nationally. Ability to analyse, interpret and compile reports on both financial and non – financial matters. Good written and verbal communication skills.

DUTIES:

The successful candidate will be responsible for: assist in maintenance, monitoring and evaluating of the project funding. Assisting with the determination and costing of the required funding for the project. Collecting and analysing the project finances and funding data inputs. Monitoring activities of the project in order to collect information regarding the implementation of the project. Supporting the compiling of reports on the level of management, systems and budgetary compliance. Liaising with districts, provinces and schools regarding developments, implementation and monitoring of the project and other related issues. Compiling reports and submissions. Arranging and taking minutes of relevant meetings. Performing administrative tasks and financial management as related to the post as well as other related functions as negotiated by the project manager.

CLOSING DATE:
ENQUIRIES:

25 October 2019
Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294

POST:

SENIOR ADMINISTRATIVE OFFICER (MONITORING AND SUPPORT) FOR THE SUPPORT OF THE TECHNOLOGY GRADE 7-9 (EU FUNDING PROJECT) REF NO: DBE/56/2019 (ONE YEAR CONTRACT WITH AN OPTION TO RENEW)

SALARY:
CENTRE:
NOTE:

R316 791 per annum
Pretoria
The Department of Basic Education is in the process of introducing Robotics and Coding as a school subject from Grade 7-9 in the Technology subject. This project will be introduced as a pilot project first before full scale implementation. The

project will be introduced incremental from 2020/21 – 2022 financial year. The project will include all categories of schools; full services schools, special schools, rural/multi-grade schools and main stream schools. The project will be introduced in the nine (9) provinces with one thousand schools participating, with approximately one hundred and ten (110) schools per province. The DBE will assume a monitoring and supporting role to ensure that the project is managed and administered effectively. The DBE is inviting the application of suitable qualified individuals to be appointed to monitor and support the project.

REQUIREMENTS:

Applicants must be in possession of a Senior Certificate or equivalent qualification with two (2) years relevant experience. A valid Code 8 driver's license. At least an experience in Monitoring and Supporting of projects. An understanding of the Basic Education Sector functions, Knowledge and Understanding of Batho Pele Principals, Understanding of Education Policies including curriculum policy as well as Legislation in the Basic Education Sector. Willingness to work extra hours and travelling, be a team player, committed, dedicated, self-respecting, self – driven and acceptable inter – personal and human relations skills. The successful candidate should have good writing skills, good communication skills and the ability to analyse information. The candidate should have good management, administrative and planning skills.

DUTIES:

The successful candidate will be responsible for: working closely with provinces, participating districts, participating schools, stakeholders, partners, Associations, SETAs, and any other relevant body or structures approved by the Department. Compiling reports on the progress of the project, analysing reports identifying strength, opportunities, challenges and recommendations, planning and managing meetings with schools, districts and provinces and performing any other functions as deemed necessary and appropriate by the project management/ or DBE officials.

CLOSING DATE:

25 October 2019

ENQUIRIES:

Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294