

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: Mr A Tsamai 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

CLOSING DATE:

04 March 2016

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

•BRANCH: CURRICULUM POLICY, SUPPORT AND MONITORING
•CHIEF DIRECTORATE: CURRICULUM IMPLEMENTATION AND MONITORING
•DIRECTORATE: CURRICULUM IMPLEMENTATION AND QUALITY IMPROVEMENT (FURTHER EDUCATION AND TRAINING – GRADES 10-12)

POST:

DIRECTOR: CURRICULUM IMPLEMENTATION AND QUALITY IMPROVEMENT

(FET)

SALARY:

All- Inclusive remuneration package of R864 177 per annum: (Ref 124601/1)

CENTRE:

Pretoria

REQUIREMENTS:

A Bachelor's degree or equivalent qualification in curriculum implementation and quality improvement in the FET band coupled with relevant experience in the relevant field •At least five (5) years' experience in working within the FET band, in the Basic Education Sector •Knowledge of the key challenges in Further Education and Training (FET) and how these can be mediated to improve learner performance in schools. •In depth knowledge of the National Curriculum Statement and its implementation in the FET sector. •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 FET. •The ability to ensure the development and 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 FET sector. • Good general management skills. •A thorough understanding of and experience in all processes involved in project management. •The 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 and project management •Planning and organising skills •Strong leadership, •Advanced computer skills •Good interpersonal relations and the ability to handle pressure •A valid driver's licence.

DUTIES:

•Assume overall responsibility for the management, leadership and mentoring of staff in the Directorate: Curriculum Implementation and Quality Improvement (FET) •Provide visionary and strategic leadership as well as guidance pertaining to policy development and the monitoring of the implementation of the curriculum and assessment. •Prudently handle the budget of the Directorate, including doing forecasts and projections, analyse spending trends and adapt spending accordingly •.

POST:

DIRECTOR: CURRICULUM INNOVATION AND E-LEARNING

SALARY:

All-inclusive remuneration package of R864 177 per annum: (ref: 124601/02)

REQUIREMENTS:

A SAQA recognised B degree (NQF 7) in Education, ICT or related field plus extensive experience in e-Learning and proven management experience. A minimum experience of 5 years at middle/senior managerial level. Leadership skills and proven management ability. Strong communication and interpersonal skills. Excellent writing skills. Extensive ICT skills, Strong project management skills, Knowledge of the education environment. Ability to deal with large datasets and manage research processes. Understanding of current education policies and trends in the use of ICTs in education. Knowledge of business and management principles, Knowledge of strategic planning, resource allocation and human resources and skills development, Public Service Act and Regulations, NSDS, SETA's. Sound knowledge of risk management, corporate governance and internal control, PFMA and applicable auditing standards. Develop and manage implementation of Human Resource Development policies

DUTIES: .

Reporting to the Chief Director: MST & Curriculum Enhancement Programmes, the incumbent will; Coordinate, monitor and support the implementation of e-learning in South African schools for effective and efficient Curriculum implementation support; increase the use of various ICT platforms by schools, teachers and learners to improve educational outcomes, in particular schools; develop human resource capacity at various levels of the system by using ICT; expand portal offerings and use in schools; facilitate and support connectivity initiatives in provinces; increase digital content development and repository; strengthen ICT infrastructure; monitor ICT support to implement NSLA to improve learning outcomes; and enhance ICT teacher professional development programmes.

- **BRANCH: FINANCE AND ADMINISTRATION**
- **DIRECTORATE: LEGISLATIVE SERVICES**

POST:

DIRECTOR: LEGISLATIVE SERVICES

SALARY:

All-inclusive remuneration package of R864 177 per annum : (REF: 124791)

REQUIREMENTS:

The Department of Basic Education requires a person, with excellent leadership and strategic management skills, who is in possession of at least a LLB, and who is admitted as an attorney or advocate, supported by at least 10 years working experience of which at least 5 years experience is in

the legal field and with a minimum of 3 years managerial experience. Knowledge and understanding of Education Law is an absolute pre-requisite. Skills required: excellent written; verbal communication and computer skills; research and policy formulation skills; presentation skills; analytical and problem-solving skills. Candidates must be confident, trustworthy, accurate and adaptable, must have integrity and be diplomatic. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance.

DUTIES:

The appointee will head the Directorate: Legislative Services and will be fully involved in the management of the directorate. The incumbent will be responsible for drafting education legislation, support policy development in DBE, providing legal advice to the entire department, provide legislative support for Provincial Education Departments, drafting and monitoring implementation of education legislation (Bills, Acts and Regulations pertaining to the DBE) co-ordinating; monitoring, evaluating and supporting the effective implementation of DBE legislation. Administer legislation of statutory bodies; rendering legal interpretation and advisory service to the Department of Basic Education. Manage the protection of human rights in education on behalf of the Minister and DG of DBE.

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

- **Branch: Curriculum Policy, Support and Monitoring**
- **Directorate: Curriculum Implementation and Quality Improvement (FET)**

POST:

CHIEF EDUCATION SPECIALIST: BUSINESS, COMMERCE AND

MANAGEMENT(BCM)

SALARY:

All-inclusive remuneration package of R703 932 per annum (Ref: 124601/3)

REQUIREMENTS:

Applicants must be in possession of an appropriate three-year Bachelor's degree (or equivalent qualification) supplemented by at least eight years' teaching experience, including management experience in BCM subjects, supporting and supervising teachers in provinces and districts. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for Further Education and Training, Grades 10-12. Sound knowledge of issues, challenges and initiatives, pertaining to the teaching and learning, and promotion and

progression in South Africa is essential. Research and development skills, strategic planning, verbal and written communication skills, experience in policy making processes, computer literacy, sound knowledge of and experience in the development of curriculum and assessment in the field of BCM i.e. Accounting, Business Studies and Economics. The incumbent must be able to take initiative with regards to challenges, be able to promote, plan and implement effective teaching and learning of BCM subjects. The ability to work in a team and knowledge of at least two official languages will be added advantages.

DUTIES:

The incumbent will be a curriculum specialist in Accounting, Business Studies and Economics, capable of strategic leadership in the education system including: Strategic management of the curriculum in terms of legislation and policy for the FET Band; Monitor, evaluate and appraise the implementation of curriculum and assessment; Liaise with provincial departments of education to render professional assistance in capacity building related to learning, teaching and assessment in Accounting, Business Studies and Economics ; Conceptualise, design and manage projects for Accounting, Business Studies and Economics within the Department's line function; Write reports, submissions, speeches and policy documents; Engage with relevant role players and stakeholders; and Develop materials for Accounting, Business Studies and Economics

POST:

CHIEF EDUCATION SPECIALIST: LANGUAGE (AFRICAN LANGUAGES)

SALARY:

All-inclusive remuneration package of R703 932 per annum (Ref: 124601/4)

REQUIREMENTS:

Applicants must be in possession of an appropriate three-year Bachelor's degree (or equivalent qualification) specialising in at least one or two languages, one of which should be a previously marginalised African language and a professional teaching qualification. Furthermore, the applicant must have at least eight years' teaching experience, including management experience in Languages, supporting and supervising teachers in provinces and districts. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for Further Education and Training (Grades 10-12). Sound knowledge of issues, challenges and initiatives pertaining to the teaching and learning of the previously marginalised African languages in schools is essential. The successful candidate should possess sound research skills, strategic planning skills, verbal and written communication skills, and computer literacy skills. In addition, experience in policy making processes, sound knowledge of and experience in the development of curriculum and assessment in the field Languages (African languages) are crucial requirements for this position. The incumbent should be able to take initiative with regards to language related challenges, promotion, planning and implementing effective teaching and learning of the previously marginalised African languages. The ability to work in a team and knowledge of at least three official languages will be an added advantage.

DUTIES:

The incumbent will be a curriculum specialist in African languages, capable of strategic leadership in the education system including: strategic management of the curriculum in terms of legislation and policy for the FET Band; monitor, evaluate and appraise the implementation of curriculum and assessment; liaise with provincial departments of education to render professional assistance in capacity building related to learning, teaching and assessment of the previously marginalised African languages; conceptualise, design and manage projects for African languages within the Department's line function; write reports, submissions, speeches and policy documents; engage with relevant role players and stakeholders; and develop learning and teaching support materials for the previously marginalised African languages.

POST:

CHIEF EDUCATION SPECIALIST: MECHANICAL AND ELECTRICAL TECHNOLOGY SUBJECTS

SALARY:

All-inclusive remuneration package of R703 932 per annum (Ref: 124601/5)

REQUIREMENTS:

Applicants must be in possession of an appropriate three-year Bachelor's Degree or equivalent qualification and at least eight year's teaching experience. The successful candidate will be expected to have extensive knowledge of Mechanical and Electrical Technology subjects offered in Grade 10 - 12. • Knowledge of issues, challenges and initiatives pertaining to the promotion, teaching and learning of and materials development for Mechanical and Electrical Technology subjects is essential. • Research skills, strategic planning, verbal and written communication skills, computer literacy, as well as knowledge of the interpretation and management of budgets and management of curriculum development and support programmes will be required

DUTIES:

The incumbent will be responsible for: • Supporting provincial departments of education and rendering professional assistance in capacity building, relate to learning, teaching and assessment of Mechanical and Electrical Technology subjects. • Co-ordinating curriculum and assessment for Mechanical and Electrical Technology subjects. Co-ordinating the development of learning material, development of Performance Assessment Tasks (PATs) and assessment tasks.

DIRECTORATE: INCLUSIVE EDUCATION

POST:

CHIEF EDUCATION SPECIALIST

SALARY:

All-inclusive remuneration package of R703 932 per annum (Ref: 124601/6)

The Department of Basic Education is implementing White Paper 6: Special Needs Education: Building an Inclusive Education and Training System. The implementation of this policy area is through various activities including the strengthening of special schools and their progressive conversion to Resource Centres. This policy imperative is a highly specialized area and

therefore requires relevant skills for its realization and its subsequent contribution to the Department's drive to improve the quality of education for all learners including those with special needs.

REQUIREMENTS:

A recognized and appropriate three-year post matriculation or equivalent qualification at degree level. A master's degree in the related field of study will be an added advantage. At least five years experience at managerial level in the special needs environment, providing specialist services in areas of curriculum development and assessment, experience in the development and implementation of individual support plans, in-depth knowledge and understanding of learning disabilities and mediating their impact on teaching and learning through remedial education as well as the concept of barriers to learning and support provisioning in general; knowledge and understanding of the relevant education policies and legislation including White Paper 6. Strong analytical, verbal and written communication skills, project management and computer skills are essential. Ability to work under pressure and as part of a team is critical. A valid driver's license and willingness to travel are additional requirements.

DUTIES:

The incumbent will report to the Director: Inclusive Education and his or her responsibilities will include: strengthening of special schools and improving the quality of teaching and learning as well as functionality by ensuring that curriculum delivery is central in the functioning of the schools, that district support for special schools is strengthened, developing the framework for coordinating access to specialist services including assistive devices, implementing the relevant policy guidelines that the DBE has developed, coordinating the progressive conversion of special schools to resource centres, coordinating the provision of appropriate and accessible teaching and learning materials as well as assistive devices and technologies. As a team member, the incumbent will provide support to other initiatives of the Directorate; participate in monitoring the implementation of the Inclusive Education policy and provision of support. Produce reports on progress and manage data of special schools.

**BRANCH: OFFICE OF THE DIRECTOR-GENERAL
CHIEF DIRECTORATE: STRATEGIC PLANNING, RESEARCH AND
COORDINATION
DIRECTORATE: RESEARCH COORDINATION, MONITORING AND
EVALUATION**

POST:

DEPUTY DIRECTOR

SALARY:

All-inclusive remuneration package of R674 979 per annum (Ref: 18554/01)

REQUIREMENTS:

An appropriate Bachelors' degrees or equivalent qualification; at least proven experience in managing evaluations in the basic education sector, knowledge of basic education regulations and policies, report writing, ability to make presentation to stakeholders, ability to analyse, interpret and report on quantitative as well as qualitative data, ability to develop monitoring tools and high level skills in the use of MS Office Suite.

DUTIES:

Monitor and evaluate the policy outputs of the education system and to coordinate research. Coordinating and support the national evaluations in the basic education sector; manage and support research studies commissioned by the Department; facilitating capacity building on planning, monitoring and evaluation, accountability and performance information; liaise and network with research organisations; writing research reports and developing monitoring tools for basic education sector

POST:

ASSISTANT DIRECTOR

SALARY:

All-inclusive remuneration package of R361 659 per annum (Ref: 18554/02)

REQUIREMENTS:

Applicants must be in possession of a Degree or equivalent qualification; thorough knowledge of data analysis skills; working experience of statistical packages such as SPSS or STATA; proven experience in report writing, interpretation and presentation of information in monitoring and evaluation environment; knowledge of the basic education sector Action Plan; policy development process; Considerable experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and thorough knowledge of MS Access); Good interpersonal and communication (verbal and written) skills and interpersonal skills; High level of monitoring and evaluation in government.

DUTIES:

Develop monitoring and evaluation reports; compile national and international reports on basic education; Quality assurance of monitoring reports and indicator values; Provide data analysis and administrative functions to the Directorate in the area of Research, Monitoring and Evaluation; Quality assure of sector monitoring and reporting outputs, both quantitative and qualitative reports; manage a databases of key data sources such as Education Information Management Information (EMIS), Statistics South Africa (STATS SA; Deal with queries relating to information and statistics in the Department; quality assure and support the provision of analysis for sectoral planning, reporting in relation to Action Plan; information to internal and external stakeholders; provide secretarial services to the inter-provincial forum on planning, monitoring and evaluation; Perform any other duties delegated by the Director and the Chief Director

NB: Candidates will be required to undergo as competency test and will be subjected to a security clearance.

ENQUIRIES:

Mr A Tsamai -012 357 3321

