

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

CLOSING DATE

27 May 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 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 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

Director: Research Coordination, Monitoring and Evaluation Ref no: RCME/01/2016

Branch: Office of the Director General

Directorate: Research Coordination, Monitoring and Evaluation

SALARY CENTRE PURPOSE

All-Inclusive remuneration package of R 864 177 per annum
Pretoria

This unit requires a suitably qualified seasoned researcher and manager to head this unit. The unit is responsible for reporting on the overall performance of the basic education system through analytical, research, monitoring and evaluation activities in relation to medium to long-range goals of quality basic education. The unit's functions include developing integrated reports on schooling and learning outcomes in response to the core mandate of quality basic education especially as these relate to national and international commitments at sector level. This involves drawing on various sources of credible information in line with the *Action Plan to 2019: towards the Realisation of Schooling 2030* and the National Development Plan. The unit also includes liaison, networking, and capacity building to build research, evaluation and analytical skills in order to provide strategic decision support in the basic education sector.

REQUIREMENTS

An appropriate postgraduate qualification in social or quantitative sciences, quantitative research or economics. 5 years sector experience in planning, research, monitoring or evaluation in education. 5 years' experience in developing policy, planning and monitoring networks. Understanding of the role of sectoral programmes, resourcing and plans in order to develop high level presentations on provincial and national sector progress in the sector. Deep understanding of education sector research, studies and surveys which provide information, data and information on factors influencing sectoral performance. Ability to assist in strategic policy and research analysis using presentations with quantitative evidence backed by qualitative data disaggregated appropriately. Ability to develop, use, manage and apply different education indicators in support of institutional, programmatic, sectoral and entity contributions to the DBE mandate. Technical and management ability to manage large scale research projects in basic education. Ability to lead the liaison, networking and strategic alignment of inter-provincial and entity interventions in critical areas of research, monitoring and evaluation as well as medium to long-term sector planning, monitoring and evaluation. Understanding and experience of the use of statistical applications and packages using large education datasets. Postgraduate qualification will be an added advantage.

DUTIES

The Director will undertake extensive statistical analysis and coordinate and implement research in the sector. She/he will analyse and implement sector research, studies and analytical surveys which provide information, data and information on factors influencing sectoral performance. The director will develop, use, manage and supply different education indicators in support of institutional, programmatic, sectoral and entity contributions to the DBE mandate. The director will have technical and management ability to manage large scale research projects in basic education. The director will lead the liaison, networking and strategic alignment of inter-provincial and entity interventions in critical areas of research , monitoring and evaluation as well as medium-to-long-term sector planning, monitoring and evaluation. The director will use statistical applications and packages using large education datasets daily in order to support sector planning, research, evaluation and decision support at strategic level.

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.

ENQUIRIES: Mr A Tsamai-012 357 3321

POST

Deputy Director: Coordination and Secretarial Support Ref no: CSS/02/2016
Directorate: Coordination and Secretarial Support

SALARY
CENTRE

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

REQUIREMENTS

An appropriate Bachelor's degree or equivalent qualification; at least five (5) years' experience in managing high-level secretariat support functions, processes and outputs; 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

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: The successful candidate will be required to undergo a competency test and will be subjected to a security clearance.

ENQUIRIES: Mr A Tsamai-012 357 3321

POST**Assistant Director: Coordination and Secretarial Support Ref no: CSS/03/2016****SALARY****Salary package of R 389 145 per annum****REQUIREMENTS**

An appropriate Bachelor's degree or equivalent qualification; proven experience in managing high-level secretariat support functions, processes and outputs; 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

Coordinate and manage the provision of high-level secretariat support service to a range of structures such as CEM, HEDCOM, Broad Management, Senior Management and Ministerial Management, among others, as well as 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: The successful candidate will be required to undergo a competency test and will be subjected to a security clearance.

ENQUIRIES: Mr A Tsamai-012 357 3321**POST****Assistant Director: Media Liaison Ref no: CMIR/04/2016
Directorate: Communication and Research****SALARY****All-Inclusive remuneration package of R 389 145 per annum****REQUIREMENTS**

A relevant Communications Studies related Diploma. Four (4) years media relations experience. Sound knowledge and understanding of the media and public sector communication strategies. An understanding of basic education sector issues is required. Computer literacy skills. Excellent interpersonal relations and communication skills (verbal and written). Report writing and editing skills. Creative and analytical thinking skills. Ability to work accurately and independently. Planning and organisational skills. A valid driver's licence.

DUTIES

Co-ordinate and manage media enquiries; Develop content for publication on communication platforms; Compile media statements and press releases; Develop media strategies; Assess media trends regularly; Maintain a comprehensive media contacts list; Respond to daily media enquiries; Arrange media interviews and other appropriate interactions; Provide media liaison support for external events; Arrange press conferences and media briefings; Provide support to the Media Liaison Officer and Spokesperson for the Department and the Ministry; Oversee the compilation and distribution of daily media monitoring reports; Actively communicate with all Directorates in the Department in order to support their work.

Note: The successful candidate will be required to undergo a competency test and will be subjected to a security clearance.

ENQUIRIES: Mr A Tsamai-012 357 3321