

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 :

Department of Basic Education, and 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 CLOSING DATE

**Ms M Thubane
20 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: Strategic Planning and Reporting (Ref. 126861/1)
Branch: Strategy, Research and Communication
Chief Directorate: Strategic Planning Research and Coordination

SALARY CENTRE

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

PURPOSE

Strategic Planning and Reporting unit requires a seasoned manager to manage all performance planning and performance reporting activities of the Department in line with the mandates of the basic education sector articulated in the *Action Plan to 2019: towards the Realisation of Schooling 2030* and the National Development Plan. The unit carries out effective strategic analysis, planning and reporting to improve institutional performance reporting, use of evidence information and planning alignment, compliance and effectiveness in terms of compliance with oversight and institutional prescripts. In doing so, the Director will deliver strategic performance planning, reporting and monitoring support to Senior Management in the DBE and to sector principals in line with the sectoral mandates.

REQUIREMENTS

A recognised 3 or 4 year or equivalent higher education qualification is a pre-requisite for this post. At least 5 years experience in use of performance information in management, planning, reporting in a substantive service delivery department. Agency, ability to work under pressure and to manage strict deadlines. Understanding of the audit processes and how they relate to planning and reporting compliance and improvement. Ability to network and undertake rapid analyses in order to strengthen and deepen operational and institutional planning at national level with national and provincial counterparts and entities. Quality assurance is critical in the development of plans and reports and attention to detail in coordination, management and production are imperative. 5 years managerial experience at middle/senior managerial level.

DUTIES

This strategic senior manager requires a candidate who will provide strategic direction to the Component including advise on planning, reporting and performance information management, audit innovations in consolidating planning and reporting accountability in the DBE, and improved institutional compliance and performance. Develop and present detailed and aligned presentations, briefings, plans and reports on monthly, quarterly,

annual, three year and five year departmental activities including analysis of provincial and other national plans and reports which have implications for the sector. Verify evidence and performance information standards and deepen the use of the same as guided by oversight bodies and prescripts. Ensure alignment of all activities with sectoral mandates, and facilitate the same in with external and internal stakeholders.

**ENQUIRIES
CLOSING DATE**

Ms M Thubane (012) 357 3297
20 May 2016

**POST
SALARY
CENTRE
REQUIREMENTS**

Deputy Director: Performance Information Planning and Reporting (Ref. 126861/2)
All-Inclusive remuneration package of R 726 276per annum
Pretoria

An appropriate three-year Higher Education qualification or an equivalent qualification. Candidates will need at least 4 years relevant experience with at least 2 of those years in the use of performance information in management, planning, and reporting in a substantive service delivery department. The successful candidate will be able to work under pressure and within strict timelines, provide detailed, credible reports aligned to sectoral mandates. The candidate will be required to initiate interventions with relevant networks and structures (within and outside the basic education sector). The successful candidate will have experience and a clear understanding of audit-requirements in a concurrent function and will have strategies to work through existing structures to strengthen this. Ability to communicate, analyse and report on alignment of sectoral provincial, national and all DBE entity plans and reports is a critical requirement. A certain amount of travel will be required for support of provincial and support activities. Candidates who have a working knowledge of strategies for enriching detail in sectoral plans and reports will be at an advantage. Preference will be given to candidates with at least two years auditing or performance information management training or experience.

DUTIES

The Deputy Director: Performance Information Planning and Reporting is a middle manager with agency who will be responsible for ensuring that performance information and reporting is optimised in the DBE and in relation to national and provincial level audit and performance expectations (in compliance with existing and anticipated statutory prescripts). The successful candidate will be responsible for briefings, presentations and plans and reports with due respect to unit and departmental planning and reporting and performance information requirements in the DBE as required for institutional accountability to various structures.

**ENQUIRIES
CLOSING DATE**

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20 May 2016

**POST
SALARY
CENTRE
REQUIREMENTS**

Deputy Director: Reporting (Ref. 126861/3)
All-Inclusive remuneration package of R 726 276per annum
Pretoria

An appropriate three-year Higher Education qualification or an equivalent qualification. Candidates will need at least 4 years relevant experience with at least 2 of those years in the use of performance information in management, planning, and reporting in a substantive service delivery department. The successful candidate will be able to work under pressure and within strict timelines, provide detailed, credible reports aligned to sectoral mandates to internal and external stakeholders. The candidate will be required to initiate interventions with relevant networks and structures (within and outside the basic education sector) to enable detailed reporting and planning is enhanced for improved impact of government programmes . The successful candidate will understand audit-related performance improvement requirements in a concurrent function and will have strategies to work through existing structures to strengthen this in other Government Departments and oversight bodies. Ability to communicate, analyse and report on alignment of sectoral provincial, national and all DBE entity plans and reports is a critical requirement. Ensuring deadlines are met for planning and reporting coordination will be part of this middle managers responsibilities in support of the Unit Director. A certain amount of travel may be required for support of provincial and support activities. Candidates who have a working knowledge of strategies for enriching detail in sectoral plans and reports will be at an advantage.

DUTIES

The Deputy Director: Reporting coordination and management is a middle manager with agency who will be responsible for ensuring that detailed reporting is optimised in the terms of sectoral mandates and in relation to allied institutional mandates and supporting

functions in the basic education sector. The successful candidate will be responsible for briefings, presentations, plans and reports to improve aggregated sectoral reporting on departmental, interdepartmental and institutional accountability as part of Government's developmental commitments.

Ms M Thubane (012) 357 3297

20 May 2016

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