

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: Ms N Sathege/Ms M Mahape

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.

ERRATUM: Please take note of the following changes to the posts advertised in the Department of Basic Education website on Monday 18 July 2016:

Deputy Director: Internal Audit Activity, Risk Management ad Forensic Investigations (Ref 19676/04)

Assistant Director: Internal Audit Activity, Risk Management ad Forensic Investigations (Ref 19676/05)

Please note that the posts names were reflected incorrectly and the correct posts names are as follows:

Deputy Director: Internal Audit and Risk Management and Assistant Director: Internal Audit and Risk Management.

We apologise for any inconvenienced caused.

OTHER POSTS

POST: Chief Director: (Ref no: CD/NICPD/02/2016)

Branch: Teacher and Professional Development

Chief Directorate: National Institute for Curriculum and Professional Development (NICPD)

SALARY: All-Inclusive remuneration package of R 1 042 500 per annum

CENTRE: Pretoria

Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills, as well as proven management ability. The successful candidate will be responsible for the development, implementation, monitoring and evaluation of policies and programmes to coordinate and strengthen the delivery of teacher development programmes, programmes for effective recruitment of new teachers as well as needs identification for teachers. The incumbent will also coordinate and develop mechanisms for effective school management and governance.

REQUIREMENTS: A recognised Bachelor's degree or equivalent qualification in education with 5 years of experience at a senior managerial level. This should ideally be supported by substantial experience in education. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management.

DUTIES: she/he will: Provide strategic leadership and operational management of the Chief Directorate, which includes the following directorates: Initial Teacher Education, School Management and Governance, Curriculum and Teacher Development Research, Continuing Professional Teacher Development and LTSM and Innovation. Liaise and co-operate with provincial education departments, other national government departments, universities, research organizations, Teacher Unions, entities like SACE, NECT and ETDP SETA as well as NGOs and civic organizations. Monitor and evaluate policies and strategies to promote the work of the chief directorate. Represent the department, both internally and externally as required

NOTE: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively.

Furthermore: 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.

CLOSING DATE: 15 AUGUST 2016

NOTE: Short-listed candidates will be required to make a presentation to the interview panel.

ENQUIRIES: Ms N Sathage 012 357 3290/Ms M Mahape-012 357 3291

POST: Deputy Director: (2 Posts) (Ref no: DD/IPM/01/2016)

Branch: Teacher and Professional Development

Directorate: Physical Resources Planning and Rural School

CENTRE: Pretoria

SALARY: All-Inclusive remuneration package of R 726 276 per annum

The Directorate: Physical Resource Planning and Rural Schooling is responsible for inter alia, managing, monitoring and reporting on several Education infrastructure conditional grants and national programmes, overseeing the development, implementation, coordination, application and monitoring of policies in relation to infrastructure development and physical resources planning for the Education system. The Directorate is seeking two proactive, efficient, effective, self-confident team players with highly developed interpretive and conceptualization/formulation abilities, strong analytical and system thinking skills, a high level of proficiency in verbal and written communication and report writing skills. He / She must be computer literate in basic programmes like MS Word, Excel, Access, and PowerPoint.

REQUIREMENTS: An appropriate Bachelor's degree/3 year Diploma or equivalent qualification in the built environment. 4 years relevant experience, At least 4 years should be at supervisory level. An understanding of the built environment legislation including the Division of Revenue Act, PFMA, IDIP, CIDB and experience in the planning and execution of capital infrastructure and maintenance projects will also be a requirement. In addition, the incumbent will need to have the following competencies; excellent communication skills (written and verbal), good interpersonal relation skills, an ability to work independently under pressure and adhere to deadlines, together with an ability to organise and direct groups of professionals in the built environment sector. Experience and a qualification in construction programme and project management will be an advantage. A valid driver's license will be a prerequisite for this post.

DUTIES: Manage processes relating to the management of the Education Infrastructure Grant in the sector, Advise on infrastructure matters relating to planning, design, construction, commissioning, operation and maintenance of education infrastructure. Analyse and evaluate infrastructure planning documents like the User Asset management Plans, Infrastructure Programme Implementation Plans, Construction Procurement Strategies, and Conditional Grant Evaluation Reports, Lead the sector processes relating to the implementation of the performance based incentive system, Analyse and evaluate physical resources planning frameworks, prioritisation model(s), Business Cases and Project Briefs. Manage the implementation of a facilities maintenance and management policy. Lead task teams comprising education and built environment professionals on reviewing and evaluating education infrastructure guidelines, facility maintenance and best practice guidelines, Conduct the inspections of existing education facilities infrastructure and prepare reports thereon. Render specialist advice, guidance and assistance with regard to technical matters within the field of education infrastructure, external to the directorate and the Department. Monitor the implementation of norms and standards for school infrastructure. Conduct research to develop and formulate policies, procedures and programmes directly related to education infrastructure. Manage the planning and implementation of education infrastructure projects

CLOSING DATE: 08 AUGUST 2016

ENQUIRIES: Ms N Sathage 012 357 3290/Ms M Mahape-012 357 3291

POST: Deputy Director: (Ref no: DD/ELRS/03/2016)

Branch: Teacher and Professional Development

Directorate: Education Labour Relations and Conditions of Service

CENTRE: Pretoria

SALARY: All-Inclusive remuneration package of R 726 276 per annum

REQUIREMENTS: An appropriate Bachelor's degree or equivalent degree/National diploma in Labour Relations Possession of a four years Bachelor Degree in Law will be an added advantage. Possession of a valid Drivers'

Licence Willingness to travel frequently Four years working experience in labour relations in the Education sector, including experience in conducting investigations. Participation or experience in collective bargaining in the ELRC and/or PSCBC. At least 4 years should be at supervisory level.

JOB KNOWLEDGE: Knowledge of labour laws, regulations and procedures; Knowledge of the Employment of Educators Act, Public Service Act, PFMA Knowledge of techniques in investigations; Knowledge of Public Service rules and Regulations Ability to analyse reports Ability to interpret Laws, Rules, Regulations and Collective Agreements Ability to maintain effective relationships with stakeholders, colleagues and Public Ability to communicate effectively, both verbally and in writing.

DUTIES: Provide responsive and high quality support and advice to stakeholders, educators and public on all labour related complaints received by the Department Schedule or coordinate meetings of the Directorate Monitor implementation of policies concerning working conditions of educators to ensure compliance Prepare and submit required reports related to labour relations matters Maintains records, prepares reports and composes correspondence relative to the work Prepare and submit required reports related to labour relations matters Performs related work as assigned

CLOSING DATE: 15 AUGUST 2016

ENQUIRIES: Ms N Sathage-012 357 3290/Ms M Mahape 0123573291

POST: Deputy Director: Education Labour Relations Policy and Conditions of Service (Ref no: DD/ELRS/03/2016)

Branch: Teacher and Professional Development

Directorate: Education Labour Relations and Conditions of Service

SALARY: All-Inclusive remuneration package of R 726 276 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate tertiary qualification in education or equivalent degree/National diploma in Labour Relations Possession of a four years Bachelor Degree in Law will be an added advantage. Possession of a valid Drivers' Licence Willingness to travel frequently Four years working experience as an educator, including three years' experience in labour relations in the Education sector; Participation in collective bargaining in the ELRC and/or PSCBC At least 4 years should be at supervisory level.

JOB KNOWLEDGE: Knowledge of labour laws, regulations and procedures; Knowledge of the Employment of Educators Act, Public Service Act, PFMA; Public Service rules and Regulations Ability to interpret Laws, Rules, Regulations and Collective Agreements; Knowledge of bargaining processes including negotiation skills Ability to maintain effective relationships with stakeholders, colleagues and Public Ability to communicate effectively, both verbally and in writing.

DUTIES: Contribute to the continued improvement of the conditions of employment of educators Develop policies and initiatives to enable positive trends Participates in meetings between labour and employer to discuss and attempt to resolve issues of mutual concern. Schedule or coordinate Employer Caucus meetings and serves as secretariat to the Employer Caucus Offers labour relations advisory services to stakeholders, educators and public Resolve disputes emanating from matters of mutual interest Liaise with Provincial Education Departments on labour relations matters Performs related work as assigned Monitor implementation of Collective Agreements and policies concerning working conditions of educators to ensure compliance Provide support to the negotiating team at the ELRC and PSCBC. Support the implementation of Collective Agreements.

CLOSING DATE: 15 AUGUST 2016

ENQUIRIES: Ms N Sathage-012 357 3290/Ms M Mahape 0123573291

POST: Assistant Director: System Controller and Financial Statements (Ref no: AD/SCFS/05/2016)

Branch: Finance and Administration

Directorate: Financial Services

SALARY: R 389 145 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in a possession of an appropriate 3-years Bachelors Degree or three year diploma with information technology as subject; At least 3 years experience in the financial system control environment; The following will serve as strong recommendations: in depth Knowledge of the Public Finance Management Act (PFMA), Treasury Regulations, and Financial Statements reporting framework; Extensive experience in BAS; in depth experience in the compilation of the Quarterly and Annual Financial Statements and knowledge in the BAS control functionalities.

Other requirements will be: Preference will be given to candidate with in depth knowledge of compiling quarterly and annual financial statements and knowledge of BAS functionalities; Good interpersonal and communication (written and verbal) skills, Advance computer skills (MS Excel and MS Word) and managerial skills; ability to work under pressure with strict deadlines.

DUTIES: The successful candidate will be expected to handle documents and information with strict confidentiality; The responsibilities of the appointee will entail the maintenance of BAS; Maintain the code structures and security profiles and communicate updates on a regular basis to staff in the Department; Ensuring that all relevant security checks are done on a regular basis on BAS; Track payment of invoices on the system to ensure that are authorised within 30 days; Identify and Institute corrective measures for financial system risks; Compile the quarterly and annual financial statements; Monitor proper integration of the financial systems and enhance training and capacity development of BAS users; Enhance the awareness of the BAS in the Department. The appointee will be required to assist with reconciliations of Infrastructure projects; and Develop and update policies within the section.

CLOSING DATE: 15 AUGUST 2016

ENQUIRIES: Ms N Sathège-012 357 3290/Ms M Mahape 0123573291

POST: Assistant Director (3 Posts) (12 Months Contract) (Ref no: AD/MSTCG/06/2016)

Branch: Maths, Science and Technology Conditional Grants

Directorate: MST Conditional Grants

SALARY: R 389 145 per annum

CENTRE: Pretoria

REQUIREMENTS Applications are invited from individuals with a relevant and recognised three year Bachelor's degree or equivalent qualification with 3 years relevant work experience in a support function within conditional grants. The applicant must be familiar with the Division of Revenue Act (DoRA), Public Finance Management Act (PFMA), Treasury Regulations, Procurement procedures, public and financial administration. Applicants must also have working knowledge of and insight into education policies, legislation and curriculum in the schooling sector. Comprehensive skills in the implementation of conditional grants, project management in Maths, Science and Technology (MST). Developed verbal and written communication skills, interpersonal relations with computer skills and knowledge of MS Word, Excel, Access, Outlook and PowerPoint. Ability to use computers for research purposes as well as project management. Ability to work within a diverse team under pressure will be advantageous. A valid driver's licence.

DUTIES: Assist PED's with the implementation of the conditional grant in line with the grant outputs stated in DoRA by fulfilling the following functions Develop and distribute monitoring and evaluation guidelines and/or templates; Develop procurement specifications and participate in all procurement processes related to the grant performed outside of the DBE where necessary such as at National Treasury; Ensure compliance with reporting requirements by providing consolidated monthly, quarterly and annual reports and other monitoring or diagnostic reports and reviews as required. Evaluate the performance of the conditional grant and submit an evaluation report to National Treasury within four months after the end of the financial period. Establish and strengthen partnerships with relevant stakeholders. Attend selected site meetings at schools involved in the project Engage with PED's for monitoring and support purposes Coordinate and handle official correspondence, submissions and speeches related to the grant. Analyse monthly and quarterly reports Assist and participate in coordinating Mathematics, Science and Technology teacher development programmes of the grant

CLOSING DATE: 15 AUGUST 2016

ENQUIRIES: Ms N Sathège-012 357 3290/Ms M Mahape 0123573291

POST: Administrative Officer: (2 Posts) (12 Months Contract) (Ref no: DBE/07/2016)

Branch: Maths, Science and Technology Conditional Grants

Directorate: MST Conditional Grants

SALARY: R 211 194 per annum

CENTRE: Pretoria

REQUIREMENTS Applications are invited from individuals with a three year National Diploma or equivalent qualification with 2 years relevant work experience in an administrative position within conditional grants. The applicant must be familiar with the provisions of the Division of Revenue Act (DoRA), Public Finance Management Act (PFMA), Treasury Regulations, public and financial administration. The applicant must be computer literate with respect to the use of computer applications such as MS Word, Excel, Outlook and PowerPoint and proven record of

good and effective administrative, organisational and written and verbal communication skills at all levels. Ability to work under pressure, both independently and as part of a team.

DUTIES: Assist with day-to-day administrative duties of the conditional grant with regards to the following functions: Allocate funding in accordance with the ENE and relevant MTEF processes. Transfer funds to provinces in accordance with the approved payment schedule Form part of the DBE budget preparation and monitoring team to provinces Monitor expenditure against business plans and budgets Administer roll-over processes in line with National Treasury timelines Assist with the writing of memos, compile reports and preparing of workshop material Create and maintain an effective filing system.

CLOSING DATE: 15 AUGUST 2016

ENQUIRIES: Ms N Sathège-012 357 3290/Ms M Mahape 0123573291

POST: Chief Accounting Clerk: (12 Months Contract) (Ref no: DBE/07/2016)

Branch: Finance and Administration

Directorate: Financial Services

SALARY: R 211 194 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in a possession of an appropriate 3-years Bachelors Degree or three year diploma with information system as subject; At least 3 years experience in expenditure environment; Preference will be given to candidates who have knowledge of the Basic Accounting System (BAS), LOGIS; Public Finance Management Act (PFMA), Treasury Regulations, Good interpersonal and communication (written and verbal) skills, Computer skills (MS Excel and MS Word) and managerial skills; ability to work under pressure with strict deadlines.

DUTIES: The successful candidate will be responsible for checking all sundry payments before authorising to ensure the relevant documents are attached; Capture and authorise financial transaction on BAS; Ensure that payments are made within 30 days; Capture and authorise credit transfers; Ensure that the requirement of the PFMA and Treasury Regulations as well as Departmental financial policies, prescripts and procedures are adhere to; Attend to queries on payments and provide copies of documents when necessary and clear suspense accounts.

CLOSING DATE: 15 AUGUST 2016

ENQUIRIES: Ms N Sathège-012 357 3290/Ms M Mahape 0123573291