

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.

OTHER POSTS

POST: Director: (Ref no: 129647)

Branch: Office of the Director-General

SALARY : All-Inclusive remuneration package of R 898 743 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised Bachelor's degree or equivalent qualification, five years of similar or appropriate experience, an understanding of the South African political landscape, five years managerial experience, good language and writing skills.

DUTIES: The successful candidate will be responsible for managing the office of the Director-General. It will be expected of the person to provide executive, general, administrative and parliamentary support to the Director-General. He/She will provide effective liaison between the Department and Ministry, coordinates the administrative functions and workflow system of the office, implements effective internal financial controls and monitors adherence to approved departmental policies, provides secretarial support to top-level management meetings of the Department and manages staff. The successful candidates

must be prepared to live in Cape Town during the Parliamentary sessions and at other times when required.

Note: 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: 19 SEPTEMBER 2016

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

POST: Deputy Director: (Ref no: DBE/08/2016)

Branch: Teacher and Professional Development

Directorate: Initial Teacher Education

CENTRE: Pretoria

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

The Directorate: Initial Teacher Education is responsible for inter alia, driving a multi-year teacher recruitment campaign; identifying and screening young people to be recruited into the teaching profession in line with approved guidelines; expanding, managing, monitoring and supporting the Funza Lushaka bursary programme; branding and marketing of the Funza Lushaka bursary programme; broadening teacher in-take through internship and teacher assistant programmes and strengthening initial teacher education programmes offered at universities. The Directorate is seeking to appoint a proactive, efficient, effective, self-confident team player 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 education. 4 years relevant experience in teacher education and recruitment, at least 4 years should be at supervisory level. An understanding of the teacher education environment and programmes for effective recruitment of new teachers as well as needs identification for teachers. 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 teacher recruitment and large scale advocacy programmes. Willingness to work on weekends and public holidays will be prerequisite. A valid driver's license will be a prerequisite for this post.

DUTIES: Manage and develop strategies for the identification and screening of young people to be recruited into the teaching profession. Co-ordinate and manage the implementation of teacher recruitment strategies for the basic education sector. Design, develop and maintain databases of teacher recruits by province. Monitor and support the implementation of teacher recruitment programmes. Co-ordinate advocacy programmes of the Funza Lushaka bursary programme and teacher recruitment including the development of advocacy materials as well as web-based advocacy content. Develop norms and standards for teacher identification, teacher recruitment and advocacy programmes.

CLOSING DATE: 26 SEPTEMBER 2016

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

POST: Assistant Director: (Ref no DBE/09/2016)

Branch: Teacher and Professional Development

Directorate: Education Labour Relations and Conditions of Service

CENTRE: Pretoria

SALARY : R 389 145 per annum

REQUIREMENTS: A Bachelor's Degree or equivalent qualification in education. National Diploma in labour relations will be an advantage. Three years working experience as an educator including two years' experience in labour relations in the education sector. Experience in collective bargaining in a public service environment will be essential. Exposure to public service bargaining councils, departmental bargaining chamber and dispute resolution procedures applicable to collective bargaining will be an added advantage.

The following will serve as additional recommendations:

A keen understanding of the Education policy environment; Good and functional knowledge of Government prescripts and procurement processes; Sound operational planning and management skills; Knowledge of monitoring; evaluation and reporting systems and processes; Understanding of the Department's Human Resource strategies and policies; A valid driver's licence and willingness to travel are essential; Manage and monitor the implementation of collective agreements between the department and its recognised trade unions; Assist the Chief Negotiator in liaising with trade unions on matters of mutual interest; Ability to work independently and be willing to work long hours when required; Must be computer literate; have problem solving and decision making and conflict resolution skills. Demonstrate mature ability to form and nature relationships at all levels of the employer in relation to the education labour relations and conditions of service.

Job Knowledge Knowledge of the educational framework and policies; Knowledge of labour law and procedures. Knowledge of employment of Educator's Act; Knowledge of conditions of service for educators. Knowledge and understanding of Departmental, public service, and labour legislations

DUTIES: 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 Assist the negotiating team to plan, obtain mandates and provide secretarial services to the negotiating team. Render an excellent contribution to the continued improvement of the conditions of employment of educators. Work with the internal and external stakeholders; Monitor, support and report on Provincial abilities to implement collective agreements and human resources policies; periodically monitor trade union representativity and to develop and implement a database of all trade union representatives; Ability to plan, prioritise and execute his/her assigned duties; Prepare quarterly and annual reports when required.

CLOSING DATE: 26 SEPTEMBER 2016

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

POST: Senior Secretary Grade II (Ref no: DBE/15/2016)

Branch: Department of Basic Education

SALARY : R 171 069 per annum

CENTRE: Pretoria

REQUIREMENTS Applicants must be in possession of a Senior Certificate or Equivalent qualification.

Understanding
of the operations of the Public Service Sector. Good interpersonal and communication skills. Strong
Computer skills
and a good working knowledge of Microsoft programmes such as Word, Excel and Outlook. Excellent
organisational
skills, the ability to work with diaries, experience in managing a filing system and secretarial experience.

DUTIES: Making and receiving telephone calls. Managing the diary of the Director. Setting up meetings and booking venues. Receive visitors and arrange catering. Submitting claims for travel expenditure and arranging travel for the Director. Managing the filing of the Director's office. Ensuring the smooth processing of correspondence. Tracking and processing of documents. Prepare support systems for meetings, presentations, reports and projects. General secretarial duties, including photocopying and faxing and receiving visitors. Performing any other duties delegated by the Director.

Note: Shortlisted candidates may be expected to undergo a competency test.

CLOSING DATE: 26 SEPTEMBER 2016

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