

## 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)

For Attention: Mr A Tsamai /Ms M Thubane

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 1<sup>st</sup> 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 shortlisted applicants. Shortlisted 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.

**CLOSING DATE: 30 April 2021**

### **POST: CHIEF DIRECTOR: HR MANAGEMENT, DEVELOPMENT AND LABOUR RELATIONS (REF NO:29218/01)**

Branch: Finance and Administration

Chief Directorate: HR Management, Development and Labour Relations

**SALARY:** All-inclusive remuneration package of R1 251 183.00 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** An appropriate and recognised Bachelor's degree or equivalent qualification plus a minimum of at least five (5) years proven experience at managerial level in the field of Human Resource Management, Development and Labour Relations. Thorough understanding of Government's regulatory framework and processes. In-depth knowledge of policy formulation, implementation and monitoring. Demonstrated knowledge of the Public Service Act, Public Service Regulations, the Employment of Educators Act, the Skills Development Act, the Employment Equity Act and the Public Finance Management Act. Strong organisational and Leadership abilities. Extensive experience in the area of transformation. Proven track record of the ability to multi task and manage in a highly pressurised environment with high volumes of work. Strong service orientation and an ability to effectively develop and manage relationships across all levels of the Department. Competent team worker; Strong analytical skills; Client orientation skills; Problem solving and communication skills. A highly credible and accomplished professional with a good mix of people management and technical skills. Sound interpersonal skills. **Process competencies:** Thorough understanding of the Education sector, Knowledge of and experience in human resource system (e.g. PERSAL and BAS). Innovative thinking in the human resource management and performance management systems. Ability to ensure cost-efficiency of personnel budget expenditure. Ability to plan, prepare and control a large budget as well as crises and conflict management. **Core Competencies:** Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

**DUTIES:** Providing strategic leadership and guidance on matters relating to human resources and translating strategic decisions taken by Top Management into actionable human resource projects and activities; Driving change management initiatives of the Department; Managing change management strategies to deal with Public Service Transformation and Restructuring processes; Ensuring Departmental compliance with Government legislation; Promoting and maintaining sound labour relations; Giving strategic direction in the development and implementation of policies regarding personnel administration; adopting a strategic approach towards the development and training of human resources; Fostering high employee morale within the Department; Consulting on human resource matters with the relevant line functionaries and

stakeholders. Driving employee wellness including EAP and HIV programmes in the Department; Rendering support to Provincial Department of Education regarding policy, administrative and human resource matters.

**NOTE:** A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link [https://www.thensg.gov.za/training-course/sms-pre-entry\\_programme/](https://www.thensg.gov.za/training-course/sms-pre-entry_programme/). 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. The incumbent will have to sign an annual performance agreement as well as annually disclose his/her financial interests and be subjected to a security clearance.

**CLOSING DATE: 30 April 2021**

**ENQUIRIES:** Mr A Tsamai Tel No: 012 357 3321/Ms M Thubane Tel No: (012) 357 3297

**POST: Chief Education Specialist: Services Subjects (Tourism, Hospitality and Consumer Studies) (Ref: 29218/02)**

**Branch: Curriculum Policy, Support and Monitoring**

**Chief Directorate: Curriculum Implementation and Monitoring**

**Directorate: Curriculum Implementation and Quality Improvement-FET**

**Salary: R909 000 all inclusive package**

**Centre: Pretoria**

**REQUIREMENTS:** A recognize three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator; Honours degree or higher qualification will be an added advantage; A nine (9) years experience in the educational field and five (5) years management experience in Services subjects focusing on supporting and supervising teachers in a province and/or districts; Extensive knowledge of and insight into education policies and legislation related to curriculum, in particular related to the Further Education and Training phase (Grades 10-12); Extensive knowledge of at least one of the Services subjects and relatively deep knowledge of the issues related to the two other subjects that make up the Services field of subjects; Research skills, strategic planning skills, excellent verbal and written communication skills and advanced computer literacy skills; The candidate should be a self-starter who can work independently as well as in a team and demonstrates an ability to apply reflective and innovative monitoring and evaluation principles whilst executing their duties; The position requires a proactive person with strong conceptual and strategic leadership skills, able to take initiative to support and address issues related to curriculum in the Services field; The incumbent must be able to take initiative with regards to challenges, be able to promote, plan and implement effective teaching and learning strategies to improve learning outcomes in Services subjects.

**DUTIES:** The successful candidate will be responsible for providing effective strategic leadership in Tourism, Consumer Studies and Hospitality Studies in the education system developing, implementing and maintaining curriculum policies related to the Services subjects in the FET phase; Monitoring, evaluating and appraising the implementation of curriculum and assessment; Innovating, monitoring, managing, supporting and evaluate existing policies, regulations and research projects related to Services Subjects; Liaising with provincial departments of education to render professional assistance in capacity building related to learning, teaching and assessment in Tourism, Consumer Studies and Hospitality; Conceptualise, design and manage projects for Tourism, Consumer Studies and Hospitality Studies to improve learning outcomes; Engaging with relevant role players and stakeholders and supporting the development of materials for Tourism, Consumer Studies and Hospitality Studies.

**NOTE:** Shortlisted candidates may be required to undergo a writing test and will be subjected to a security clearance.

**CLOSING DATE: 30 April 2021**

**ENQUIRIES:** Mr A Tsamai Tel No: 012 357 3321/Ms M Thubane Tel No: (012) 357 3297

**POST: Chief Education Specialist: Life Orientation and Religion Studies (Ref: 29218/03)**

**Branch: Curriculum Policy, Support and Monitoring**

**Chief Directorate: Curriculum Implementation and Monitoring**

**Directorate: Curriculum Implementation and Quality Improvement-FET**

**Salary:** R909 000 all inclusive package

**Centre:** Pretoria

**REQUIREMENTS:** A recognize three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator; Honours degree or higher qualification will be an added advantage; A nine (9) years experience in the educational field and five (5) years management experience in Life Orientation and Religion Studies focusing on supporting and supervising teachers in a province and/or district/s; An Extensive knowledge of and insight into education policies and legislation related to curriculum, in particular related to the Further Education and Training phase (Grades 10-12); Extensive knowledge of either Life Orientation or Religion Studies and relatively deep knowledge of the issues related to either one of the subjects; Extensive knowledge of both subjects will be advantageous; Research skills, strategic planning skills, excellent verbal and written communication skills and advanced computer literacy skills; The candidate should be a self-starter who can work independently as well as in a team and demonstrates an ability to apply reflective and innovative monitoring and evaluation principles whilst executing their duties; The position requires a proactive person with strong conceptual and strategic leadership skills, able to take initiative to support and address issues related to curriculum in the Services field; The incumbent must be able to take initiative with regards to challenges, be able to promote, plan and implement effective teaching and learning strategies to improve learning outcomes in Life Orientation and Religion Studies.

**DUTIES:** The successful candidate will be responsible for providing effective strategic leadership in Life Orientation and Religion Studies in the education system; Developing, implementing and maintaining curriculum policies related to the Life Orientation and Religion Studies subjects in the FET phase; Monitoring, evaluating and appraising the implementation of curriculum and assessment; Innovating, monitoring, managing, supporting and evaluating existing policies, regulations and research projects related to Life Orientation and Religion Studies subjects; Liaising with provincial departments of education to render professional assistance in capacity building related to learning, teaching and assessment in Life Orientation and Religion Studies; Conceptualising, designing and managing projects for Life Orientation and Religion Studies to improve learning outcomes; Engaging with relevant role players and stakeholders and supporting the development of materials for Life Orientation and Religion Studies.

**NOTE:** Shortlisted candidates may be required to undergo a writing test and will be subjected to a security clearance.

**CLOSING DATE: 30 April 2021**

**ENQUIRIES:** Mr A Tsamai Tel No: 012 357 3321/Ms M Thubane Tel No: (012) 357 3297