

Advert for circular No.12

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 M Thubane / Mr A Tsamai

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 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.

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/>. 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: Deputy Director (Programme Manager): Reading Promotion and Read to Lead Ref: DBE/33/2021

Branch: Delivery and Support Unit

Chief Directorate: Foundations for Learning

Directorate: Reading

Salary: All-inclusive remuneration package of R869 007 per annum

Centre: Pretoria

REQUIREMENTS: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA). At least Four (4) years' relevant experience at a supervisory/middle managerial level in the Education Sector with a specific focus on reading promotion initiatives. At least five (5) years relevant experience in programme management or alternatively project management, coordinating campaign projects and report writing. The position requires a proactive person with strong conceptual, analytical and leadership skills; Knowledge of current education policies, strategies and sector priorities, particularly those which support reading promotion and how these link to attainment of educational outcomes; Good self-management and problem-solving skills; Excellent mobilisation and coordinating skills with experience of working with stakeholders and other sectors including communities; Good communication skills (verbal and written) and Good interpersonal skills are essential. Experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and Access) and willingness to work long hours and travel extensively. Be in possession of a valid driver's licence.

DUTIES: The successful candidate will be expected to manage the development and implementation of policies and strategies aimed at promoting reading; Manage all aspects of the Reading Promotion initiatives and the Read to Lead Campaign including daily operational matters which comprise carrying out administrative duties; Coordinate the programme/campaign activities; Develop promotional material as well as develop and communicate the campaign's messages to different audiences using different media; Plan and set up the reading promotion activations and exhibitions, as well as draft and present briefs for them and provide the necessary reports; Implement tracking and measurement systems for data on the implementation of reading initiatives; Support Provincial Education Departments in their implementation of reading improvement programmes, the Read to Lead Campaign, and the promotion of functionality of school libraries. Liaise and network with partner organisations as well as establish and maintain a database of partners and collaborators; Write reports and develop sector monitoring tools as well as perform any other duties delegated to them.

NOTE: Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

CLOSING DATE: 30 April 2021

ENQUIRIES: Ms M Thubane (012) 357 3297/ Mr A Tsamai (012) 357 3321

POST: Assistant Director: Reading and Innovation Ref: DBE/34/2021

Branch: Delivery and Support Unit

Chief Directorate: Foundations for Learning

Directorate: Reading

Salary: R470 040.00 per annum (Level 10)

REQUIREMENTS: A 3 year relevant (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA. At least three (3) years proven experience in the Education Sector. The position requires a proactive person with strong administration and conceptual skills; Strong communication skills (both verbal and written), organisational and interpersonal skills; Knowledge of current education policies and sector priorities, particularly in the field of reading promotion; Sound knowledge of how innovation can be harnessed to promote reading; Considerable experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and Access); Willingness to work long hours and travel extensively. Be in possession of a valid driver's licence.

DUTIES: The successful candidate will be expected to lead the use of innovation in reading promotion; Track and report on the implementation of the reading sector plan activities; Plan, coordinate and manage logistics for workshops and training activities on behalf of the Directorate; Develop monitoring tools to track and report on the availability of resources in provinces; Coordinate and compile reports for the Directorate; Manage and report on finances for the Directorate; Undertake monitoring activities in provinces and report on these; Participate in sector and community mobilisation activities; Manage development and publication of materials and educational resources; Support provinces in the implementation of library and information services; liaise with and support our partners; Oversee the overall administration for the Directorate, as well as perform any other duties delegated to them.

NOTE: Shortlisted candidates may be required to make a presentation to the interview panel and undertake a writing test.

CLOSING DATE: 30 April 2021

ENQUIRIES: Ms M Thubane (012) 357 3297/ Mr A Tsamai (012) 357 3321