

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 equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

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 Monyela/Ms J Masipa

CLOSING DATE:

02 December 2022

NOTE:

Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 **must be completed in full and page 2 duly signed**. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae. (ONLY). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

OTHER POSTS

POST:

DEPUTY DIRECTOR: PARLIAMENTARY AND BUSINESS PROCESSES
(Ref: DBE/55/2022)

BRANCH: Office of Director-General

CHIEF DIRECTORATE: ODG Support Services

DIRECTORATE: Parliamentary and Business Processes

SALARY:

R882 042 per annum (Level 12)

CENTER:

Cape Town Office

REQUIREMENTS:

Three year relevant post matric qualification (NQF Level 6) or equivalent qualification in Law, Social Sciences and/or Education; At least four (4) years relevant experience at supervisory level; Knowledge and understanding of education, policy development and thorough understanding of parliamentary processes; Knowledge of other South African languages would be an advantage; Good interpersonal relations, highly developed coordination, communication, networking, presentation and excellent writing and reporting skills; Project Management; Ability to work under pressure and meet strict deadlines; A valid driver licence and willingness to travel are essential.

DUTIES:

The successful candidate will be responsible for Liaising with the Portfolio Committee (PC) and Select Committee (SC) on Basic Education; Monitoring development in other relevant parliamentary committees like Higher Education,

Health and Sports, Arts and Culture and regularly report to the Department; Managing all parliamentary questions as well as other parliamentary obligations of the Department, including the tabling of the budget, strategic plan and the annual report; Perusing and communicating PC and SC programmes and ensuring quality of presentation for parliament; Perusing documents like Hansard speeches, minutes of Portfolio Committee and Select Committee; Monitoring meetings of Portfolio Committee and Select Committee to Basic Education to identify matters that have a bearing on the Department of Basic Education; Meeting with relevant members of parliament (including Chairpersons or individual members of relevant Portfolio Committees); Writing briefing documents for the Department on parliamentary developments; Arranging briefing sessions where appropriate and identifying issues emerging from Parliamentary processes that require the DG's attention; Compiling reports of meetings and disseminate to the DG and other senior members of staff; Compiling correspondence for the DG on parliamentary related matters; Managing office of the DG in Cape Town; Providing administrative support to the DG and other senior members of the Department in Cape Town; Handling Parliament enquires in relation to the Department and Entities and interact with branches accordingly.

ENQUIRIES:

Ms N Monyela Tel No: (012) 357 3295/ Ms J Masipa (012) 357 3294

POST:

ASSISTANT DIRECTOR: EVENTS COORDINATION AND PLANNING MANAGEMENT (Ref: DBE/56/2022)

BRANCH: Finance and Administration

CHIEF DIRECTORATE: Financial Management Services

DIRECTORATE: Security and Asset Management

SALARY:

R477 090 per annum (Level 10)

CENTER:

Department of Basic Education (Pretoria)

REQUIREMENTS:

Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; Three (3) years relevant experience; Above average applied knowledge of project management; Good and functional knowledge of Government prescripts, frameworks and policies and government procurement processes; Knowledge of monitoring and reporting systems and processes; Knowledge and understanding of the Department's Annual Performance Plan (APP), Public Finance Management Act (PFMA), and the Minister's Delivery Agreement; Understanding of the curriculum; Sound operational planning and management skills; Events coordination skills; Advanced Computer literacy in MS Office software package (Word, PowerPoint, Excel, MS Teams, Outlook, Zoom and other relevant software); Excellent communication (verbal and written) skills; Excellent data and information management skills; Strong leadership, negotiation and facilitation skills; Good interpersonal relations; Ability to proof-read and edit documents as well as the utilisation of the department/government document processing systems; Ability to work well independently and under pressure as well as adherence to deadlines; Ability to handle pressure; Willingness to work extensive hours and to travel extensively; A valid driver's license.

DUTIES:

The successful candidate will be responsible for managing and coordinating all departmental events in collaboration with line functions (physical, virtual and hybrid), national and international including the sourcing of quotations as well as payment of invoices for such events; Managing all the processes relating to the appointment and contract management of the Professional Conference Organiser (PCO); Coordinating and managing the monthly reconciliation database of the PCO Managing Events, including the invoices for the events; Ensuring that the Department receives value for money and the quality of the

services rendered by service providers; Providing direction for the various role players, in terms of current and future events, developing processes and fostering a culture of responsibility and accountability in the management of events and conferences in the Department; Ensuring that the invoices are processed within 30 days as mandated by the PFMA and the Treasury Regulations; Developing and presenting all necessary reports regarding the departmental events; Managing and updating current electronic systems for reporting.

ENQUIRIES:

Ms N Monyela Tel No: (012) 357 3295/ Ms J Masipa (012) 357 3294

POST:

ASSISTANT DIRECTOR: INTERNAL AUDIT (Ref: DBE/57/2022)

BRANCH: Office of the Director-General

DIRECTORATE: Internal Audit

SUB-DIRECTORATE: Regularity and Performance Audit

SALARY:

R477 090 per annum (Level 10)

CENTER:

Department of Basic Education (Pretoria)

REQUIREMENTS:

Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; Three (3) years relevant experience in Internal Auditing, Auditing, Accounting or related field; A minimum of three (3) years' experience in Internal Auditing or Auditing profession as a senior internal auditor; Professional certificate such as Professional Internal Auditor (PIA), Certified Government Auditing Professional (CGAP), Certification in Control Self- Assessment (CGSA) will be an added advantage; Knowledge of Standards for the Professional Practice of Internal Auditing, Public Finance Management Act (PFMA), Treasury Regulations, Public Service policies and procedures; Public Service Act; Understanding of government legislation; Knowledge of IPPF and knowledge of applicable governance frameworks; Problem solving and innovation capability; Written and verbal communication, reporting and presentation, conflict management and financial management skills; Ability to effectively interact with clients.

DUTIES:

The successful candidate will be responsible for Evaluating internal control system, risk management and governance processes of the department; Conduct audits from the beginning to the end; Supervising audit teams throughout the audit engagements; Conducting audits in compliance with Standards and IAA Methodology; Assist with the secretariat duties for the Audit Committee; Conducting ad hoc activities and other activities as required.

ENQUIRIES:

Ms N Monyela Tel No: (012) 357 3295/ Ms J Masipa (012) 357 3294

POST:

ASSISTANT DIRECTOR: BRAILLE EXPERT (Ref: DBE/58/2022) (ONE-YEAR RENEWABLE CONTRACT)

BRANCH: Delivery and Support

CHIEF DIRECTORATE: Curriculum and Quality Enhancement Programmes

DIRECTORATE: Enhancement of Programmes and Evaluation of Performance and LTSM Policy, Monitoring and Implementation

SALARY:

R382 245 per annum (Level 9)

CENTRE:

Department of Basic Education (Pretoria)

REQUIREMENTS:

Three year relevant post matric qualification (NQF Level 6) or equivalent qualification; Three (3) years relevant experience; Exceptional knowledge with regards to Learner Teacher Support Material (LTSM) development and provisioning for learners with special needs in the Education Sector; Knowledge of curriculum adaptation; Curriculum differentiation and

modification Understanding of Government Prescripts regarding learners with visual impairment such as the South African Schools Act, White Paper 6, etc Excellent communication (verbal and written) skills and an ability to proof-read and edit documents;

Knowledge and skills in braille for 1 – 12 grades, Large print (type of font and size), Colour contrasts (colour of print vs colour of paper), Audio (MP3), Screen reading and magnification software, Braille writing / embossing devices (manual, electronic), Refreshable braille displays, Softcopy formats (docx, pdf, brl, brf, dbt, etc.), Braille translation software, Braille standards and codes, Windows, MS Office suite, production of accessible formatted materials and quality assurance of materials, Knowledge of low vision, eye conditions, blindness and orientation and mobility; Knowledge of Universal Access and design; .Knowledge of curriculum adaptation, curriculum differentiation and modification

DUTIES:

The successful candidate will be responsible for developing policies, guidelines, business processes, regarding the provisioning of LTSM for learners with visual impairment; Coordinating the production, procurement, delivery monitoring, reporting and utilisation of Learner Teacher Support Material (LTSM) for learner with visual impairment in provinces, districts and in schools; Organising and coordinating consultations and engagements with different stakeholders; Organising Task teams with stakeholder to ensure that there is proper provisioning of Learner Teacher Support Material (LTSM) for learner with visual impairment; serving as secretariat to the Ministerial Braille Advisory Committee; Conducting research to keep up with developments and software and hardware upgrades; Assess assistive devices, including both software and hardware.

ENQUIRIES:

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NOTE:

All shortlisted candidate may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interest and be subjected to a subjected to a security clearance.