

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: Department of Basic Education, Attention: Ms M Thubane and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery 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

CLOSING DATE: 02 June 2017

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 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 Applicant

POST: Deputy Chief Education Specialist (9 posts) (Learners with Severe to Profound Intellectual Disabilities) REF NO: DBE/25/2017

(2 - Years Renewable Contract)

BRANCH: Curriculum Policy, Support and Monitoring

CHIEF DIRECTORATE: Curriculum Implementation and Monitoring

DIRECTORATE: Inclusive Education

SALARY : R422 409 per annum

Location: 9 Provincial Education Departments Eastern Cape (Bisho), Free State (Bloemfontein), Gauteng (Johannesburg), KwaZulu-Natal (Pietermaritzburg), Limpopo (Polokwane), Mpumalanga (Nelspruit), Northern Cape (Kimberley) ,North West (Mmabatho) and Western Cape (Cape Town).

REQUIREMENTS: Applicants must be in possession of an appropriate three-year Bachelor's degree or equivalent qualification with at least 6 years relevant experience in education and in the coordination of support provision to learners with disabilities. A qualification or experience in project and financial management will be an added advantage. The successful candidate will be expected to have extensive knowledge of and insight into education legislation and policies. The incumbent will be responsible for the co-ordination and financial management of the conditional grant on Learners with Severe to Profound Intellectual Disabilities. The incumbent must be able to take initiative with regards to resolving challenges, be able to promote inclusive education for effective teaching and learning of learners with severe to profound intellectual disabilities. Ability to work in a team and interact with other provincial departments and other relevant stakeholders will be added advantages. The job involves travelling and therefore a valid driver's licence is a requirement. The applicant must have advanced computer skills.

DUTIES: As project manager, the incumbent will be responsible for providing strategic leadership in the management of the provincial conditional grant for Learners with Severe to Profound Intellectual Disability. Conditional grant management includes among others, government budgeting and procurement processes, development of business plans and grant frameworks, reporting, monitoring and performance evaluation. Ensuring submission of statutory reports for compliance with applicable legislations and frameworks. The incumbent must be able to take initiative with regards to resolving challenges in the effective management

of the grant. As a new conditional grant, the successful candidate is also expected to provide training and or initiate training and workshops for personnel and officials providing inclusive education. Preparing presentations and reports for the department.

ENQUIRIES: Ms M Schoeman Tel. 012 357 4084 or Ms T Levin (012) 357 4092.

NOTE: Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

POST: Assistant Director: Ref No: DBE/26/2017

(2 - Years Renewable Contract)

DIRECTORATE: Inclusive Education

SALARY: R417 552 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a recognised three-year Bachelor's degree or equivalent qualification in finance supplemented by at least 3 years' relevant working experience in financial management and reporting. Thorough knowledge and experience in the preparation of financial statements, understanding of Public Finance Management Act (PFMA), Treasury Regulations, MTEF and other relevant policies and prescripts. Understanding of government budgeting and procurement processes and ability to effectively and correctly interpret and apply policies and prescripts. Advanced computer skills are a requirement. Experience in management of Treasury conditional grants will be an added advantage. The job involves travelling and therefore a valid driver's licence is a requirement.

DUTIES: The candidate will be responsible for the financial management and reporting on Learners with Severe to Profound Intellectual Disabilities Grant. Coordinating and monitoring transfer of grant allocations to provincial education departments. Ensuring submission of statutory reports for compliance with applicable legislations and frameworks. Constantly monitoring financial expenditure of provincial education departments on the grant and develop early warning system for effective financial management. Liaising and corresponding with stakeholders such as the National Treasury, Provincial Treasuries, Auditor-General (AG), etc. Managing the audit process of the financial statements and preparing responses to the Auditor-General, preparing presentations and compiling action plans to address audit findings.

ENQUIRIES: Ms M Schoeman Tel. 012 357 4084 or Ms T Levin (012) 357 4092.

NOTE: Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.

POST: Administrative Officer REF NO: DBE/27/2017

(2 - Years Renewable Contract)

DIRECTORATE: Inclusive Education

SALARY: R226 611 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Grade 12 with a minimum of (2) two years relevant experience •The applicant must be computer literate with respect to the use of computer applications such as MS Word, Excel, Outlook and PowerPoint and a proven record of good and effective administrative, organisational and communication skills at all levels •Ability to work under pressure, both independently and as part of a team will be a strong recommendation •Good writing skills •Experience in the management of monthly cash flow statements.

DUTIES: Providing administrative, logistical and financial support to the directorate. Convening and providing support at meetings / workshops. Providing administrative support to Provincial Education Departments in the implementation of the grant. Providing general office support, including filing, tracking and processing of documents and correspondence. Providing secretarial functions when required, that include making travel arrangements for the officials for the grant. Managing confidential submissions. Creating and maintaining an accurate register to track all inflow and outflow of documents for the grant.

ENQUIRIES: Ms M Schoeman Tel. 012 357 4084 or Ms T Levin (012) 357 4092.

NOTE: Shortlisted candidate will be required to undergo a test and will be subjected to a security clearance.