

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

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 J Masipa/Ms N Monyela

CLOSING DATE:

13 November 2020

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 (The certification must be not older than six (6) months from the date of the advert). 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. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached when required).

POST:

TECHNICAL/PROGRAM MANAGER REF NO: DBE/TPM/01

(One Year Contract with option to Renew)

G2G Project

SALARY:

All-inclusive remuneration package of R869 007.00 per annum

CENTRE:

Pretoria

Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The position requires a self-motivated, dynamic and proactive person with strong conceptual and strategic leadership skills. The successful candidate will manage programmes aimed at the promotion and maintenance of the health and wellbeing of learners.

REQUIREMENTS:

An appropriate recognised Bachelor's degree/ National Diploma or equivalent qualification as recognized by SAQA (NQF Level 6) in social science, health sciences or public health supported by four 4 years' experience at a supervisory/middle managerial level. Relevant experience in education and/or health promotion or public health and peer education programmes will be an added advantage. This should be supported by an understanding of the policy mandate, biomedical evidence and the social determinants relevant to provide sexuality education and health education/ promotion coupled. Extensive experience and proven ability in the development, implementation and management of programmes for adolescents or youth is critical.

Knowledge: The successful candidate must have knowledge of the education sector policies and strategies guiding the development, implementation and management of HIV, STIs and TB; Comprehensive Sexuality Education (CSE); as well as Sexual and Reproductive Health Services to adolescents and youth programmes in or through schools. The successful candidate must also have an understanding of current global cutting-edge thinking of school health, health promotion, CAPS and the provision of adolescent

friendly sexual reproductive health and social services. Knowledge and understanding of professional training principles, theories, practices, and terminology, as well as the principles and procedures of the South African Government in project management and reporting is required. **Skills:** The successful candidate should have high level strategic planning, networking and stakeholder management skills. Excellent communication, inter-personal and writing skills are essential. The successful candidate will be a self-starter, analytical and goal orientated, and have the ability to apply project management and monitoring and evaluation principles in their work. The successful candidate must have strong word processing and spreadsheet skills and be proficient in the use of office software, including Microsoft Word, Excel, and Power Point. Applicants must have a valid driver's license and be willing to travel substantively.

DUTIES:

The successful candidate will be responsible for providing strategic leadership and operational management of the G2G Agreement; liaising and cooperating with provincial education departments, national government departments, universities, research organisations as well as NGOs and civil society organisations as well as learner and youth formations. Supervising and coordinating the work of the technical program teams and ensures appropriate collaboration across all teams; managing the day to day work of the Monitoring and Evaluation Specialist, the two Program Coordinators, one Administrative Support staff member, and working closely with the Senior Financial Specialist and the Financial Analyst; facilitating regular technical meetings with national DBE, target provinces and USAID to review program implementation; identifying measures to overcome implementation bottlenecks and enhance quality of deliverables; monitoring and evaluating policies and strategies to promote the health and wellbeing of learners; managing internal and external partnerships including liaising with and reporting to project funders; representing the department both internally and externally as required; ensuring compliance with DBE, USAID and host country requirements and proper policies and procedures are enforced; working closely with community health services, the integrated school health program teams, and PEPFAR implementing partners providing HIV prevention, care and treatment services in support of learners.

NOTE:

Short-listed candidates will be required to make a presentation to the interview panel, as well as to undergo a writing test.

ENQUIRIES:

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

POST:

MONITORING AND EVALUATION SPECIALIST REF NO: DBE/MES/01

(One Year Contract with option to Renew)
G2G Project

SALARY:

All-inclusive remuneration package of R869 007.00 per annum

CENTRE:

Pretoria

Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The position requires a self-motivated, dynamic and proactive person with strong conceptual and strategic leadership skills. The successful candidate will manage programmes aimed at the promotion and maintenance of the health and wellbeing of learners.

REQUIREMENTS:

An appropriate recognised Bachelor's degree/ National Diploma or equivalent qualification as recognized by SAQA (NQF Level 6) in social science, health sciences or public health. Supported by four 4

years' experience at a supervisory/middle managerial level focusing on data collection, data analyses and reporting with a specific focus on monitoring. Relevant experience in education and/or health promotion or public health and peer education programmes will be an added advantage. Extensive experience and proven ability in data management and triangulation for in-depth reporting and analysis to inform programme implementation is critical. **Knowledge:** The successful candidate must have knowledge of the education sector policies and strategies and frameworks guiding strategic planning, monitoring and reporting. An excellent knowledge and understanding of professional data reporting, data analysis, quality data assessments, reviews and assurance, theories, practices, and terminology, as well as the principles and procedures of reporting in project management, reporting under donor funded programs especially PEPFAR and the integrated School Health Programme and EMIS is required. **Skills:** The candidate should have high level strategic planning, networking and stakeholder management skills. Excellent communication, inter-personal and writing skills are essential. The successful candidate must be able to compile and present project reports information in a concise and professional manner. Successful candidate must have strong word processing and spreadsheet skills and be proficient in the use of office software, including Microsoft Word, Excel, and Power Point. The Monitoring and Reporting Specialist must have sound data quality assessment and skills. The successful candidate will be a self-starter, analytical and goal orientated, and have the ability to apply project management and monitoring and evaluation principles in their work. Applicants must have a valid driver's license and be willing to travel substantively.

DUTIES:

The successful candidate will be responsible for supervising the four data capturers staff members and providing feedback to their performance review; managing routine data, including data cleaning and entry into identified systems (DBE and USAID) databases; building new components of database data collection and aggregation tools as required; running descriptive data analyses; generating/updating pivot tables and charts of the indicators of interest for routine monitoring purposes as well as ad hoc requests and communicate regularly with Program Coordinators and Data Capturers, Department of Basic Education Officials and schools; conducting Routine Data Quality Assessments (RDQA) at selected sites (minimum of two implementation sites); and periodic visits to districts to monitor activities in coordination with the Program Coordinators and Data Capturers; preparing reports and data for DBE national, provincial DOEs, and USAID as needed; providing data management assistance to DBE Health Promotion Directorate as required.

NOTE:

Short-listed candidates will be required to make a presentation to the interview panel, as well as to undergo a writing test.

ENQUIRIES:

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

POST:

FINANCIAL ANALYST REF NO: DBE/FA/01

(One Year Contract with option to Renew)
G2G Project

SALARY:

R530 500 per annum

CENTRE:

Pretoria

Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The position requires a self-motivated, dynamic and proactive person with financial and strategic leadership skills. The successful candidate will serve as a member of the project team and reports to the G2G Technical Programme manager and Senior Financial Specialist.

REQUIREMENTS:

An appropriate recognised Bachelor's degree/ National Diploma or equivalent qualification as recognized by SAQA (NQF Level 6) in Financial Administration and Management, Accounting, Finance or Business Administration. This should be supported by at least three (3) years' experience of working with financial, accounting or budgeting tasks and basic knowledge of the South African Government Treasury and Public Finance Management laws, regulations, and procedures associated with financial management. **Knowledge:** The successful candidate must have knowledge of the education sector policies and strategies and frameworks guiding strategic planning, monitoring and reporting. An excellent knowledge and understanding of professional data reporting, data analysis, quality data assessments, reviews and assurance, theories, practices, and terminology, as well as the principles and procedures of reporting in project management, reporting under donor funded programs especially PEPFAR and the integrated School Health Programme and EMIS is required. **Skills:** The candidate should have high excellent numeracy skills, pay high attention to detail, be detail oriented, organized, and proactive. The successful candidate must be able to compile and present detailed financial information in a concise and professional manner. Candidate must have the ability to follow and apply financial procedures, financial and procurement internal controls to ensure the integrity of the Department of Basic Education financial data. The candidate must be able to prepare both automated and manual financial reports and statements in accordance with applicable South African Government accounting standards. The successful candidate must possess excellent communication skills to establish and maintain effective working relationships with the Senior Officials for Department of Basic Education, Treasury and USAID personnel as well other partners and stakeholders. Candidate should also be able to apply creative thinking in problem solving and executing daily activities. Applicants must have a valid driver's license and be willing to travel substantively.

DUTIES:

The successful candidate will be responsible for performing tasks related to drawing financial budget, preparing vouchers for payments of deliverables or milestones related to the implementation of the school based HIV prevention activities in target provinces and schools under the Fixed Amount Reimbursement Agreement (FARA); providing targeted financial support to ensure efficient, effective and accurate financial records, by providing bookkeeping services, preparing financial requisitions, procurement support to the project, and preparing vouchers for payment; maintaining financial integrity by ensuring that project records are audit ready in accordance with DBE and South African Government accounting

principles; recording and preparing documentation for all financial transactions for accounting, budgeting, accounts payables, account receivables, reconciliations between DBE and USAID records. Applicants must have a valid driver's license and be willing to travel substantively.

NOTE:

Short-listed candidates will be required to make a presentation to the interview panel, as well as to undergo a writing test.

ENQUIRIES:

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

POST:

PROJECT COORDINATORS (2 POSTS) REF NO: DBE/PC/02

(One Year Contract with option to Renew)

(Gauteng x1 and KwaZulu Natal x1)

G2G Project

SALARY:

R530 500 per annum

CENTRE:

Gauteng x1 and KwaZulu Natal x1

Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The position requires a self-motivated, dynamic and proactive person with financial and strategic leadership skills. The successful candidate will support the Programme Technical Manager in providing project coordination support in the implementation of the school-based HIV prevention activities in target provinces and schools.

REQUIREMENTS:

An appropriate recognised Bachelor's degree/ National Diploma or equivalent qualification as recognized by SAQA (NQF Level 6). This should be supported by at least three years' experience in project coordination in a government department, donor organization, or non-governmental organisation. **Knowledge:** The successful candidate must have sound analytical skills, good organisational and multi-tasking skills with strong writing abilities. The successful candidate must have excellent information technology skills and strong working knowledge of Microsoft Word, Excel, and PowerPoint. The successful candidate must also have sound knowledge of administrative principles and procedures of the South African Government in project management and reporting. Knowledge of workflow processes and general project administration processes including planning, organising, hosting meetings and events; tracking and processing of documents, organising events is required. The incumbent must have working knowledge of Microsoft Word, Excel, and PowerPoint is required. **Skills:** The successful candidate must have sound administrative, organisational, coordination and reporting skills. The successful candidate must be able to communicate clearly and courteously; develop and maintain positive relationships with clients, consultants, collaborators, co-workers, field sites, and funders; and to work respectfully with DBE colleagues. Good reporting writing skills are also required. Applicants must have a valid driver's license and be willing to travel substantively.

DUTIES:

The successful candidate will be responsible for managing the development of provincial work plans aligned to the milestones under the Fixed Amount Reimbursement Agreement in the sector; facilitating liaison with PEDs for developing and updating list of focus schools for the sector; designing, developing, maintaining and updating schedule of trainings and managing the collation and consolidate training needs in the province; maintaining provincial program records, tracking and maintaining project reports. The successful candidate will be responsible for efficient communications, event coordination, logistics management and follows up on logistics for project staff obtaining the necessary travel permits, hotel

reservations, and other support as needed; maintaining close working relations with all stakeholder at national DBE, provincial DOEs, Treasury and USAID; and maintaining all communication records on files. Applicants must have a valid driver's license and be willing to travel substantively

NOTE:

Short-listed candidates will be required to make a presentation to the interview panel, as well as to undergo a writing test.

ENQUIRIES:

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

POST:

DATA CAPTURERS (4 POSTS) REF NO: DBE/DC/04

(One Year Contract with option to Renew)

(Gauteng x2 and KwaZulu Natal x2)

G2G Project

SALARY:

R410 000 per annum

CENTRE:

Gauteng x2 and KwaZulu Natal x2

Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The successful candidate will support the DoE provincial office in collecting and compiling data providing specific school level implementation insights in line with the deliverables or milestones of the implementation of the school based HIV prevention activities in target provinces and schools under the Fixed Amount Reimbursement Agreement (FARA).

REQUIREMENTS:

An appropriate recognised Bachelor's degree/ National Diploma or equivalent qualification as recognized by SAQA (NQF Level 6). This should be supported by at least at least three (3) years' relevant working experience in using excel spreadsheet databases and data collection in education, health or similar field. **Knowledge:** Professional working experience with data bases; proficiency in MS Excel and intermediary MS Word, experience in data collection, basic knowledge of education and health sectors, as well as the principles and procedures of the South African Government in data collection, and reporting is required. **Skills:** The successful candidate must be able to collect and capture data and develop and review spreadsheets to analyse data. The successful candidate must have strong word processing and spreadsheet skills and be proficient in the use of office software, including Microsoft Word, Excel, and Power Point. The successful candidate must have proficiency in written and spoken English. Applicants must have a valid driver's license and be willing to travel substantively.

DUTIES:

The successful candidate will be responsible for supporting the project team and prepares relevant project documents; following up on project documents with other internal DBE offices; maintaining provincial program records, tracking and maintaining project reports; interacting with the schools to collect data and support reporting including entering new and updated activity data; receiving paper-based training records from trainers for data capturing into the excel spreadsheet database; identifying missing data, inconsistencies and errors and following-up or reporting on missing data or errors; capturing data from paper-based tools onto the excel spreadsheet database and ensuring that all information to date has been captured; performing regular data backups; and supporting the training of officials by ensuring that they have copies of all tools required. Applicants must have a valid driver's license and be willing to travel.

NOTE:

Short-listed candidates will be required to undergo a writing test.

ENQUIRIES:

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

POST:

ADMINISTRATION SUPPORT STAFF REF NO: DBE/ASS/01

(One Year Contract with option to Renew)
G2G Project

SALARY:

R370 000 per annum

CENTRE:

Pretoria

Applications are invited from appropriately qualified persons for the position in the Department of Basic Education in Pretoria. The successful candidate will support the DoE provincial office in collecting and compiling data providing specific school level implementation insights in line with the deliverables or milestones of the implementation of the school based HIV prevention activities in target provinces and schools under the Fixed Amount Reimbursement Agreement (FARA).

REQUIREMENTS:

The applicants must be in possession of a Senior Certificate or equivalent qualification coupled with two (2) years relevant experience. A qualification in secretarial, office administration and office management will be an added advantage. **Job Knowledge:** The successful candidate must have good working knowledge of Microsoft Word, Excel, and Power Point. Candidate must have sound knowledge of administrative principles and procedures of the South African Government and understanding of the operations of the Public Service Sector. **Skills and Abilities:** The successful candidate must have good organisational skills; experience in managing a filing system; ability to work with diaries; analytic and problem-solving skills; attention to detail; innovation; ability to take minutes, learn quickly; and to work under pressure. Applicants must have a valid driver's license and be willing to travel.

DUTIES:

The successful candidate will be responsible for providing administrative and secretariat support to the project team including preparing relevant project documents, following up on project documents with other internal DBE offices and provinces; overseeing the general office operation and maintain the office administration condition; purchasing office supplies and equipment and maintaining proper stock levels including arranging necessary repairs; managing and following up on logistics for project staff obtaining the necessary travel permits, hotel reservations, and other support as needed; setting up meetings and booking venues, receiving visitors, and arranging catering, arranging travel and submitting claims for travel expenditure; taking minutes and keeping records of meetings; making and receiving telephone calls, photocopy and fax document; supporting the health Promotion Directorate as required. Applicants must have a valid driver's license and be willing to travel.

NOTE:

Short-listed candidates will be required to undergo a writing test.

ENQUIRIES:

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