

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 M Mahape/Ms N Monyela

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.

CLOSING DATE:

9 June 2023

POST:

CHIEF DIRECTOR (REF NO: DBE/14/2023)

BRANCH:

Business Intelligence

CHIEF DIRECTORATE:

Strategic Planning, Research Evaluation and Monitoring

SALARY:

R1 371 558.00 per annum

CENTRE:

Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate recognised Senior Certificate or equivalent and a Bachelor's degree or an equivalent qualification (NQF Level 7) as recognised by SAQA; At least 5 years' experience at Senior Management Level coupled with proven experience in the management of performance planning, reporting, monitoring and evaluation.

Process competencies: Knowledge Management, Service Delivery Innovation, Problem Solving Analysis, Client Orientation and Customer Focus, Communication Skills

Core Competencies: Strategic Capability and Leadership; Programme and Project Management; Financial Management; Knowledge Management; People Management and Empowerment; Promotion of Communication, Innovation and Creativity.

DUTIES: The successful candidate will be responsible for providing strategic leadership for two Directorates namely Research Coordination, Monitoring and Evaluation and Strategic Planning and Reporting; Providing

strategic leadership in developing, using, managing and supplying different education indicators in support of institutional, programmatic, sectoral and entity contribution to the DBE mandate; Providing strategic leadership for statistical analysis and coordinating and implementing research in the sector; Providing strategic leadership in management of performance planning and performance reporting activities of the Department in line with the mandates of the basic education sector articulated in action plan 2019, towards the Realisation of Schooling 2030 and the National Development Plan; Providing strategic direction to the Department including advice on planning, reporting and performance information management, audit innovation in consolidating planning and reporting in accountability in the DBE, and improved institutional compliance and performance; Providing technical advice and support to political principals and other governance structures and bodies; Responsible for the management of all performance planning and reporting activities of the DBE line functions, the sector and relevant mandates; Responsible for the monitoring and evaluation of the medium to long term performance of the education sector in support of the overall sector goals; Strengthening communication in the Basic Education Sector on issues of sector planning, monitoring and evaluation; Coordinating research monitoring and evaluation through internal and inter provincial structures; Undertaking research and evaluation in the sector; Responding to national and international reporting template; Managing large scale research project in the basic education sector; Managing the strategic alignment of inter-provincial and entity intervention in critical areas of research; Monitoring and evaluation as well as medium to long term sector planning; Managing the using of statistical application and packages with large education datasets in support sector planning, research evaluation and decision-making at strategic level; Managing and coordinating sector specific research coordination and monitoring; Reviewing and monitoring the presentations, briefings, plans and reports on monthly, quarterly, annually, three year and five year departmental activities including analysis of provincial and other national plans and reports which have implications for the sector; Quality assure the development of plans and reports; Delivering strategic performance planning, reporting and monitoring support to Senior Management in the DBE and to sector principals in line with the sectoral mandates; Managing, developing, reviewing and supporting detailed planning, implementation, monitoring & evaluation of the Medium-Term Strategic Framework (MTSF) and National Development Plan (NDP); Monitoring and Evaluating the implementation of set priorities and targets and formulating intervention strategies in consultation with relevant stakeholders; Fulfil the Chief Directorate's statutory responsibilities in terms of PSA, PFMA and managing/supervising of effective and efficient Human Resources planning for the Chief Directorate. Ensuring of effective and efficient Operational Plan and Annual Performance Plan for the Chief Directorate.

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.

ENQUIRIES: Ms M Mahape (012) 357 3291/Ms N Monyela (012) 357-3294