

## 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](http://www.education.gov.za) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)  
For Attention: Ms N Sathege/Ms M Mahape

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 (**Certified copies must not be older than 3 months**). NB as of 1<sup>st</sup> 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 if required**)

CLOSING DATE: 15 July 2019

### OTHER POST

POST: Chief Education Specialist (Ref no: DBE/1043/2019)

BRANCH: Teachers and Institutional Development

DIRECTORATE: Education Human Resource Planning, Provincial and Monitoring

SALARY: All-Inclusive remuneration package of R 861 486 (Non-Negotiable) per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a recognised three or four year qualification, which includes professional teacher education qualification and registered with SACE as professional educator and 9 years' experience in the education field; Experience in the educational sector and a post graduate qualification in Human Resource Management will be an added advantage; The incumbent should have the following attributes and skills: Working knowledge of Microsoft WORD, EXCEL, ACCESS and POWERPOINT; understanding of the Basic Conditions of Employment Act, Employment of Educators Act, Personnel Administrative Measures and PERSAL; Exceptional analytical skills and Mathematical skills; Ability to work under pressure; problem solving skills; innovation and ability to learn quickly; Excellent communication

(written and verbal), excellent interpersonal skills, ability to initiate and close attention to detail; A driver's license is required since travelling is a requirement of this position.

**DUTIES:** Develop norms and standards for the provisioning of teaching and other professional staff posts in schools in South Africa. Support, monitor and report on the implementation of post provisioning norms across the nine Provincial Education Departments of Education; Develop norms and standards for the provisioning of support staff to schools in South Africa and monitor and report on the implementation. Analyse and report on expenditure on compensation of employees budget of all nine Provincial Education Departments of Education; Undertake cost analysis and develop cost scenarios for policy proposals related to the staffing norms and compensation of employees.

**CLOSING DATE:** 15 July 2019

**ENQUIRIES:** Ms N Sathage 012 357 3290/ Ms M Mahape 012 357 3291

**NOTE:** All shortlisted candidates may be required to make a presentation to the interview panel and/or undertake a writing test.