

## 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](http://www.education.gov.za).

For Attention: Ms N Monyela/Ms M Mahape

Closing date: 11 July 2023

**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 Z83. 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.

**POST:** **CHIEF EDUCATION SPECIALIST: EDITING AND QUALITY ASSURANCE:**  
**DBE/15/2023**

**Branch:** Curriculum Policy, Support and Monitoring

**Chief Directorate:** Public Examinations and Assessments

**Directorate:** Public Examinations

**Salary:** R1002 012.00 per annum (All-Inclusive remuneration package)

**Centre:** Pretoria

**REQUIREMENTS:** A recognised three (3) or four (4) year (NQF level 6) post matric qualification or equivalent qualification as recognised by SAQA, which includes a professional teachers qualifications and registration with SACE as professional educator; with majors in at least one of the Languages of Learning and Teaching (LOLT) and a language at the second year level, in one of the South African Official languages; A postgraduate qualification would be an advantage; A minimum of 9 years' teaching experience including at least 4 years' editing and quality assurance experience; Extensive and relevant knowledge and experience relating to examinations and assessment specifically relating to the translation; Proof-reading and quality assurance of question papers and examination related material, such as practical assessment tasks in Grades 10-12; Training experience to lead, develop and implement capacity building programmes; Good communication and report-writing skills; Good computer skills including MS Word, MS Excel, MS Power Point, MS Access and MS Teams are recommended. The

candidate must be able to work accurately with meticulous attention to detail and commitment to a high standard of work. Good interpersonal skills with the ability to function under pressure and independently as well as in a team; Ability to manage a team of people from diverse backgrounds.

**DUTIES:**

The successful candidate will be responsible for Management and administration of the Editing and Quality Assurance Section in the Chief Directorate: National Assessment and Public Examinations. Translate, edit and quality assure examination material of various public examinations. Promote innovation and creativity by developing and enhancing current quality assurance processes and procedures. Implement departmental control measures.

**Note:**

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

**ENQUIRIES:**

**Ms N Monyela (012) 357 3294/ Ms M Mahape (012) 357 3291**