

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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION: Mr A Tsamai/Ms H Nemabaka

CLOSING DATE: 11 April 2022

NOTE: Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV and copies of ID and qualifications. Divers' License and registration certification must be attached if required. Required documents need not be certified when applying for the post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. 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.

POST: DEPUTY DIRECTOR-GENERAL: OFFICE OF THE DIRECTOR-GENERAL

Ref: DBE/24/2022

Branch: Office of the Director-General

Salary: R1 544 415 per annum (All-inclusive remuneration package)

Centre: Pretoria

Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong conceptual, strategic and operational leadership skills as well as proven management ability. The successful candidate will be responsible for providing support to the Office of the Director-General.

REQUIREMENTS: Applicants should have a relevant undergraduate qualification (NQF level 7) and post graduate qualification as recognised by SAQA; 8-10 years' experience at senior management level, coupled with proven experience in providing support to the office of Director-General; **Process competencies:** Knowledge Management, Service Delivery Innovation, Problem solving and analysis, Client orientation and Customer focus, Communication skills; **Core Competencies:** Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management; The candidate must be confident, trustworthy, accurate, adaptable and diplomatic. Applicants must have a valid driver's license and be willing to travel extensively.

DUTIES: The successful candidate will be responsible for co-ordinating Business and Parliamentary process. Overseeing and reporting on the implementation of department policies programmes and initiatives; Assisting in the servicing of Director-General clusters, Parliament and Cabinet; Co-ordinating the functions of the offices of the Minister, Deputy Minister and the Director-General; Managing communication services of the Department; Managing Support services to be rendered to provincial education departments; Managing International Relations in the Department, UNESCO throughout the Republic of South Africa and Co-ordinating intergovernmental and stakeholder relations and strategic partnerships; The ideal candidate would have vision, a mature sense of leadership and proven management abilities; In addition, the successful candidate should be an effective communicator with the ability to define, develop and manage strategic areas of responsibility.

NOTE: A Certificate for SMS pre-entry programme is required for all SMS appointment, 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: Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289