

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 N Monyela
CLOSING DATE: 14 October 2022

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.

OTHER POST

POST: **DEPUTY DIRECTOR: EDUCATOR PERFORMANCE MANAGEMENT AND DEVELOPMENT AND WHOLE SCHOOL EVALUATION (Ref: DBE/43/2022)**
Branch: Teachers, Education Human Resources and Institutional Development
Chief Directorate: Education Human Resource Management
Directorate: Educator Performance Management and Development and Whole School Evaluation

SALARY: R882 042 per annum (Level 12)

CENTER: Department of Basic Education (Pretoria)

REQUIREMENTS: An appropriate three (3) year's relevant (NQF level 6) post matric qualification or equivalent qualification as recognized by SAQA; At least four (4) years' combined work experience within the basic education sector; Four (4) years relevant experience at supervisory level; Experience in report writing, presentations, training, management of budgets and programmes; Knowledge and understanding of human resource matters, educator performance management systems and skills development processes; Understanding of the relevant ELRC Collective Agreements, PSCBC Resolutions, Skills Development Act, 1998, National Development Plan 2030 as well as other relevant education policies and regulations, Good computer skills in Microsoft Office (Word, Excel and Power point); Excellent people management skills; Managerial skills including strategic and creative thinking; Programme management, planning and organising, analytical, initiative, innovation, good interpersonal and communication (verbal and written) skills; Digital skills will be an advantage; Ability to work in a team; Ability to

DUTIES:

communicate with external and internal partners; A self-starter with a willingness to work extensive hours and travel; A valid driver's license.

The successful candidate will be responsible for monitoring and reporting on the implementation of the EMS PMDS for office-based educators and Skills Development plans across provinces; Analysing the Annual Training Report (ATR) and Work Skills Plan (WSP) submitted by provinces; Conducting surveys to identify key strategic skills shortages and priorities; Analysing provincial skills development budget and expenditure; Monitoring performance agreements, work plans, quarterly reviews and annual assessments of office-based educators with a view to enhance accountability in the sector; Preparing status reports; Developing training resources; Engaging in capacity building of provincial officials; Liaising with provincial education departments, the ETDP SETA and relevant stakeholders; Setting systems in place for analysing and compiling quarterly and annual progress reports on the WSP and the implementation of EMS PMDS for office-based educators in provinces.

POST:

DEPUTY DIRECTOR: EDUCATION HUMAN RESOURCE PLANNING, PROVISIONING AND MONITORING (EDUCATOR PROVISIONING) (Ref: DBE/44/2022)

Branch: Teachers, Education Human Resources and Institutional Development

Chief Directorate: Education Human Resource Management

Directorate: Education Human Resource Planning, Provisioning and Monitoring

SALARY:

R882 042 per annum (Level 12)

CENTER:

Department of Basic Education (Pretoria)

REQUIREMENTS:

An appropriate three (3) year's relevant post-matric qualification (NQF level 6) or equivalent qualification; A post-graduate qualification will be an added advantage; A minimum of four (4) years' relevant experience at supervisory level in the public service; Experience in public education and knowledge of development of norms and standards for the provisioning of teaching posts in the sector; Good analytical and communication (writing and verbal) skills; Working knowledge of Microsoft (Word, PowerPoint, Excel and Access); Advance knowledge of PERSAL.

DUTIES:

The successful candidate will formulate scenarios and plans for the future provisioning of education human resources in the country; Develop norms and standards for the provisioning of posts to schools; Provide support to ensure the effective implementation of the Post Provisioning processes; Effect the Cost of Living Adjustment to the salaries of educators; Cost the implementation of collective agreements and norms and standards; Develop and communicate business rules for the implementation of collective agreements; Collate, analyse and report on the implementation of HR in Provincial Education Departments (PEDs); Provide PERSAL information for the efficient analysis of supply-demand and the effective provisioning, placement, utilisation, retention and exit of educators; Effectively implement and monitor of performance indicators as per the annual performance plan to give effect to an unqualified audit opinion; Manage performance management of staff.

POST:

DEPUTY DIRECTOR: EDUCATION HUMAN RESOURCE PLANNING, PROVISIONING AND MONITORING (FUNZA LUSHAKA) (Ref: DBE/45/2022)

Branch: Teachers, Education Human Resources and Institutional Development

Chief Directorate: Education Human Resource Management

Directorate: Education Human Resource Planning, Provisioning and Monitoring

SALARY:

R882 042 per annum (Level 12)

CENTER:

Department of Basic Education (Pretoria)

- REQUIREMENTS:** An appropriate three (3) year's relevant post matric qualification (NQF level 6) or equivalent qualification; a post graduate qualification will be an added advantage. A minimum of four (4) years' relevant experience at supervisory level in the public service; Good analytical, communication (writing and verbal) skills; Working knowledge of Microsoft Word, Excel and Access; Knowledge of PERSAL.
- DUTIES:** The successful candidate will monitor and report on the provisioning of posts to schools throughout the nine provincial departments of education in accordance to the post provisioning norms; Develop norms and standards for the provisioning of posts to schools as new developments take place in the curriculum; Develop costing models for different scenarios for compensation of employees for budget projections; Effectively implement and monitor performance indicators as per the annual performance plan to give effect to an unqualified audit opinion; Manage performance management of staff.
- NOTE:** The successful candidate will be responsible for monitoring and reporting on the implementation of the EMS PMDS for office-based educators and Skills Development plans across provinces; Analysing the Annual Training Report (ATR) and Work Skills Plan (WSP) submitted by provinces; Conducting surveys to identify key strategic skills shortages and priorities; Analysing provincial skills development budget and expenditure; Monitoring performance agreements, work plans, quarterly reviews and annual assessments of office-based educators with a view to enhance accountability in the sector. Preparing status reports; Developing training resources; Engaging in capacity building of provincial officials; Liaising with provincial education departments, the ETDP SETA and relevant stakeholders; Setting systems in place for analysing and compiling quarterly and annual progress reports on the WSP and the implementation of EMS PMDS for office-based educators in provinces

POST: **ASSISTANT DIRECTOR (RISK MANAGEMENT) (Ref: DBE/46/2022)**

- Branch:** Office of the Director-General
Directorate: Internal Audit, Risk Management and Forensic Investigation
Salary: R477 090.00 per annum (Level 10)
Centre: Department of Basic Education (Pretoria)

REQUIREMENTS: The applicant must be in possession of an appropriate three (3) years' relevant post matric qualification (NQF level 6) in Risk Management/Internal Auditing with a minimum of three (3) years' experience in risk management; IRMSA membership will be an added advantage; Computer literacy (MS Word, MS Excel, MS PowerPoint); Communication skills both written and verbal; Time management; Planning, organising, presentation, facilitation and analytical skills; Ability to adhere to stringent deadlines; Ability to work independently and with a team; Ability to solve conflict and problems.

DUTIES: The successful candidate will develop, maintain and ensure the implementation of Enterprise Risk Management policies, guidelines and procedures in line with the relevant legislation and frameworks; Review ERM strategies, policies, guidelines and procedures and ensure compliance; Analyse in conjunction with Branches the effectiveness and failure of existing strategies, policies and procedures; Develop interventions or measures to address existing gaps; Facilitate processes relating to the Risk Management Committee; Assist with setting processes in place for Business Continuity Management; Assist with development and implementation of the risk appetite and tolerance framework for the Department; Conduct workshops or sessions in order to assist management in developing and updating strategic and operational risks; Conduct risk maturity assessment of the Department and draft a report.

ENQUIRIES: **Ms N Monyela (012) 357 3294/ Ms J Masipa (012) 357 3295**

NOTE:

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