

## DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representatively in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

**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 J Masipa/Ms N Monyela

**CLOSING DATE:**

29 January 2021

**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 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. (Drivers' License and registration certificate must be attached if required).

**POST:**

**CHIEF DIRECTOR: CARE AND SUPPORT IN SCHOOLS REF NO: DBE/CDCSS/01**

Branch: Social Mobilisation and Support Services

Chief Directorate: Care and support in Schools

**SALARY:**

All-Inclusive remuneration package of R1 251 183 per annum

**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 to ensure the effective management of the Chief Directorate. The successful candidate will be responsible for the development and maintenance of policies, strategies and programmes aimed at promoting the health and wellness of learners in order to support quality teaching and learning.

**REQUIREMENTS:**

An appropriate and recognised Bachelor's degree in Health Sciences, Public Health Education or Social Sciences (a relevant post-graduate qualification will be an added advantage), 5 years' experience at senior managerial level. This should ideally be supported by substantial experience in the design and management of health and wellness programmes in the education sector. A deep understanding of the education and/or school health/wellbeing policies and trends is essential. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management. The ability to manage research processes, and/or experience in monitoring and evaluation will be a strong recommendation. **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, and Conflict Management. Good communication (verbal and written) skills and computer literacy are essential. The candidate must be confident, trustworthy, accurate, adaptable and diplomatic.

**DUTIES:**

The successful candidate will be responsible for strategic and operational leadership in the development, implementation, coordination and monitoring of education policies and to ensure quality education for all; Oversee the development, implementation and monitoring of evidence-based health promotion, school nutrition and psychosocial support services in the

education system; Provide strategic leadership in the implementation, coordination, monitoring and evaluation of sector care and support programmes in schools; Lead the implementation of the Government's Strategic Plan on HIV, STIs and TB in the basic education sector through DBE policies aimed at addressing HIV infection and early/unintended pregnancies; Implement a strong stakeholder management plan to liaise and cooperate with the Provincial Education Departments, National Government Departments, Academic Institutions, Research Organisations, Development Agencies, International Organisations as well as NGOs or civic organisations; Manage the MTEF budgets and monthly cashflow statements of the chief directorate; Coordinate and monitor the performance management and development as well as needs-based capacity building of staff; Oversee the development and management of risk and fraud management plans; Liaise with funders and Inter-Ministerial Committees or Task Teams on HIV and Health; Coordinate and monitor the implementation of programmes as directed by the Council of Education Ministers, Heads of Education Departments Committee, the Minister and Senior Management; take overall responsibility for managing and accounting on projects, including the development of business plans, managing budgets and cash flows as well as implementing and monitoring programmes and reporting for the chief directorate.

**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/](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 J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 3594

**NOTE:**

All Shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will subjected to a security clearance.

**ENQUIRIES:**

Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294