

## 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) or the Department of Public Service and Administration vacancy circulars at [www.dpsa.gov.za](http://www.dpsa.gov.za)
- FOR ATTENTION** : Mr A Tsamai/Ms H Nemabaka
- CLOSING DATE** : 17 March 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 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 POSTS

- POST 07/22** : **DEPUTY DIRECTOR (WHOLE SCHOOL EVALUATION) REF NO: DBE/05/2023**  
Branch: Teacher, Education Human Resources and Institutional Development  
Chief Directorate: Education Human Resource Management  
Directorate: Educator Performance Management and Development and Whole School Evaluation
- SALARY** : R908 502 per annum (Level 12)
- CENTRE** : Pretoria
- REQUIREMENTS** : The applicant must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent qualification. A post graduate degree will be an added advantage; Four (4) years relevant experience at Supervisory/Managerial level; Experience in project management, supervision and managing a budget in line with strategic plans; Extensive knowledge of the General Education and Training (GET) and Further Education and Training (FET) curriculum; Knowledge and understanding of school evaluations, performance management and accountability systems; Knowledge of and insight into relevant education policies and legislations as well as the NCS; A thorough working knowledge of the national WSE policy; Knowledge of research methods; Ability to conduct and report on lesson observations; Ability to keep up with a changing education environment for the 21st century; Ability to work without supervision and be able to meet targets and deadlines; Strong verbal and written communication skills; Good Computer skills in Microsoft Office Programmes (Word, Excel and PowerPoint); Report writing and presentation skills; Excellent people skills in order to interact with stakeholders; Willingness to work extensive hours and be prepared to travel. A valid driver's license. Have a passion for making a positive contribution in the South African education sector.

<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for planning and coordinating meetings and training of provincial WSE supervisory teams and district officials; Developing and reviewing training materials and instruments for internal and external school evaluations; Monitoring and reporting on the quality and effectiveness of school evaluations; Analysing and compiling quarterly and annual progress reports on the implementation of WSE in provinces; Monitoring the development and implementation of School Improvement Plans; Developing mechanisms to create and maintain an accessible database on the findings from WSE monitoring and evaluations; Effectively using reliable and valid data for school improvement; Supporting systemic evaluation processes; Creating a repository of school evaluation reports for system wide consumption and working collaboratively with stakeholders to establish partnerships in the sector to strengthen accountability and promote school improvement.
<b><u>ENQUIRIES</u></b>	:	Mr A Tsamai Tel No: (012) 357 3321 or Ms H Nemabaka Tel No: (012) 357 3289
<b><u>NOTE</u></b>	:	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. Shortlisted candidates may 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.
<b><u>POST 07/23</u></b>	:	<b><u>SENIOR LEGAL ADMINISTRATION OFFICER (MR6) REF NO: DBE/04/2023</u></b> Branch: Finance and Administration Chief Directorate: Legal and Legislative Services Directorate: Legal Services
<b><u>SALARY</u></b>	:	R495 354 - R1 192 677 per annum, (Salary will be in accordance with OSD termination)
<b><u>CENTRE REQUIREMENTS</u></b>	:	Pretoria The applicant must be in possession of an appropriate recognised LLB degree and must be admitted as an Attorney or Advocate; At least eight (8) years appropriate post qualification experience in the legal field with specific focus on litigation, drafting of contracts and drafting of opinions; Applicant must have a credible management experience in the legal field with specific focus on litigation; Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act (PFMA) and Treasury Regulations, Promotions of Administrative Justice Act; Knowledge of civil procedure, law of contracts; Problem solving, good presentation, good communication (verbal and written) and strong analytical skills; Willingness to work irregular hours and skills in interpretation of statutes and conducting research.
<b><u>DUTIES</u></b>	:	The successful candidate will be responsible for drafting and vetting of contracts; Providing strategic direction and guiding on management of litigation and providing legal opinions to the Minister, Director-General and all Directorates in the Department.
<b><u>ENQUIRIES</u></b>	:	Mr A Tsamai Tel No: (012) 357 3321 or Ms H Nemabaka Tel No: (012) 357 3289
<b><u>NOTE</u></b>	:	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. Shortlisted candidates may 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.