

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 February 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: DIRECTOR: INITIAL TEACHER EDUCATION EDUCATION

Ref: DBE/01/2022

Branch: Teachers, Education Human Resources and Institutional Development

Chief Director: Education Human Resource Development

Directorate: Initial Teacher Education

Salary: All-Inclusive remuneration package of R1 057 326 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must have an appropriate Bachelor's degree or equivalent qualification (NQF Level 7) as recognised by SAQA . A relevant post-graduate qualification will serve as an advantage. At least five (5) years' experience at middle/senior management in the management of teacher education, teacher recruitment and/or large scale bursary schemes. An understanding of the teacher education environment, including teacher education qualifications and programmes, bursary and other funding programmes for the effective recruitment of new teachers as well as the early identification of teacher demand. Ability to organise and administer the Funza Lushaka bursary scheme and large scale advocacy programmes. Applicants must be in possession of the following skills: counselling, analytical, problem solving, planning, facilitation, communication, financial management; and organisational skills. He or she must be a highly credible professional with good leadership, people management and empowerment, policy making, conflict resolution, negotiation and sound management skills. He or she

must be a team player and a strategist. Applicants must possess the following process competencies: Knowledge Management, Service Delivery Innovation, Problem-solving and analysis, Client orientation and Customer focus, Communication skills. He or she must possess the following core competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management. The ability to maintain sound interpersonal relations. Knowledge of administrative procedures, the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA), Treasury Regulations applicable to the Public Service, Labour Relations Act, Employment of Educators Act, Basic Conditions of Employment Act, Employment Equity Act, National Skills Development Strategies, Integrated Strategic Framework for Teacher Education and Development (ISPFTED, Minimum Requirements for Teacher Education Qualifications is required. A good understanding of the Basic Education Sector.

DUTIES: The successful candidate will be responsible to ensure the proper overall management of initial teacher education programmes and qualifications, induction programmes for new teachers, the Funza Lushaka bursary programme and teacher recruitment campaigns. Expand, manage, monitor and support the Funza Lushaka bursary programme. Establish, manage, monitor and facilitate the implementation of educator recruitment programmes in the Education Sector. Establish, manage, monitor and facilitate the implementation of educator orientation and induction programmes and evaluate education programmes and qualifications for employment in education. Collaborate with relevant stakeholders in the Initial Teacher Education landscape to ensure the achievement of common objectives. Provide technical input for the design and implementation of well-researched, evidence-based initial teacher education strategies. Provide strategic leadership for the development of strategic and annual plans. Manage the finances of the Directorate in line with the Public Finance Management Act. Note: The successful candidate will have to sign annual performance agreements, annually disclose his/her financial interests and be subjected to a security clearance.

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.

CLOSING DATE: 11 February 2022

ENQUIRIES: Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289

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

POST: DEPUTY DIRECTOR (STRUCTURED SCHOOL MANAGEMENT AND ASSISTANT SUPPORT PROGRAMME) (ONE YEAR RENEWABLE CONTRACT)

Ref: DBE/02/2022

Branch: Curriculum Policy, Support and Monitoring

Chief Directorate: Curriculum Implementation and Monitoring

Directorate: Curriculum Implementation and Quality Improvement (GET)

Salary: All-inclusive remuneration package of R744 255 per annum

Centre: Pretoria

REQUIREMENTS: An appropriate recognised three year relevant (NQF level 6) post matric qualification or equivalent qualification. At least four (4) years relevant experience at supervisory level. The successful candidate must demonstrate a good understanding of the education sector in South Africa, proven experience in managing the implementation of projects; proven ability to produce quality work under pressure ; manage deadlines; ability to work with people at different levels, team player able to work autonomously; proficient computer skills; strong analytical and problem-solving skills; good communication and writing skills, process management. This position requires willingness to frequently travel and working outside the Gauteng Province.

DUTIES: Oversee some aspects of the programme including: managing the Department of Basic Education policies (DBE) and processes, monitor implementation of the delivery agreements of several service providers, ensure service providers adhere to agreed deadlines and communicate any risks to management, work closely with project teams, ensure effective stakeholder engagement, support the monitoring and evaluation of the project, prepare monthly and quarterly reports.

CLOSING DATE: 11 February 2022

ENQUIRIES: Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No: 012 357 3289

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

POST: DEPUTY DIRECTOR: SECURITY AND ASSET MANAGEMENT

REF: DBE/03/2022

Branch: Finance and Administration

Chief Directorate: Financial Management and Services

Directorate: Security and Asset Management

Salary: All-inclusive remuneration package of R882 042.00 per annum (Level 12)

Centre: Pretoria

REQUIREMENTS: A three-year relevant post matric qualification (NQF level 6) as recognised by SAQA; A minimum of four (4) years' relevant experience at a supervisory/middle managerial level; An understanding of the Security and Events management environment. **The successful candidate must be skilled/competent in the following:** security, contract management, analytical problem solving, planning, facilitation, communication, financial management, organisational skills, good leadership, project management, people management and empowerment, policy making, conflict resolution, change management, sound interpersonal relations, negotiation and sound management skills. The successful candidate must be a team player and a strategist; Knowledge of Batho Pele Principle, service delivery innovation, client orientation and customer focus is required; Knowledge of

Administrative procedures; the Public Finance Management Act,1999 (Act 1 of 1999)(PFMA); Treasure Regulations applicable to the Public Service; Labour Relations Act; Protection of Personal Information Act 4 of 2013; Basic Conditions of Employment Act; Employment Equity Act; Minimum Information Security Standards,1996 (MISS) and Minimum Physical Security Standards,2009(MPSS) is required.

DUTIES: To ensure the proper overall management of Events, Security and the Basic Education programmes; Expand, manage, monitor and support the department; Establish, manage, monitor and facilitate the implementation of Events policies as well as rendering support to the line function; Manage the finances of the directorate in line with the Public Finance Management Act.

CLOSING DATE: 11 February 2021

ENQUIRIES: Mr A Tsamai Tel No: 012 357 3321/Ms H Nemabaka Tel No:012 357 3289

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