

## 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 representativity 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:**

4 October 2019

**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: DISTRICT AND SCHOOL LEVEL PLANNING AND IMPLEMENTATION SUPPORT**

**REF NO: DBE/CDDSLPIS/01**

Branch: Planning and Delivery Oversight Unit (PDOU)

Chief Directorate: District and School Level Planning and Implementation Support

**SALARY:**

All-inclusive remuneration package of R1 251 183 per annum

**CENTRE:**

Pretoria

**REQUIREMENTS:**

An appropriate recognised Bachelor's degree or undergraduate qualification (NQF level 7) as recognised by SAQA supported by five (5) years experience at senior managerial level in high level planning and management. At least five (5) years' experience in both planning and delivery of education, at different levels of the system. A keen understanding of the education policy environment with a delivery mindset. Excellent communication (verbal and written) skills including proven capacity to produce analytical reports. Proven research experience. **Core Competencies:** Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

**DUTIES:**

The successful incumbent will be in charge of a Chief Directorate comprising the following two Directorates: District-level Planning, Monitoring and Implementation Support and School-level Planning, Monitoring and Implementation Support. He/she will be required to, lead and manage a team of officials charged with developing and/or strengthening a policy and legislative framework for the effective delivery of quality education in public schools as well as effective support to schools by education districts. Put together mechanisms and systems for regular and seamless management of quality education delivery through schools and districts, working with and through provincial departments of education. Identify conceptual, capacity or operational challenges to the effective delivery of education. Establish a database of experts in areas identified as challenging. Establish flexible and immediate intervention systems and processes to ensure immediate intervention in schools and districts when challenges are identified. Produce quarterly analytic reports on key challenges and proposed resolution. Identify and facilitate the sharing of best practice across the system and Produce occasional papers on key areas of challenge and/or best practice in the sector and

internationally. Manage multiyear budgets for effective implementation and impact of the work of the Chief Directorate.

**NOTE:**

All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical elements 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:**

4 October 2019

**ENQUIRIES:**

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

**POST:**

**DIRECTOR: GOVERNMENT INFORMATION TECHNOLOGY OFFICER (GITO)**  
**REF NO: DBE/DGITO/02**

Branch: Finance and Administration

Chief Directorate: Human Resources and Development, Labour Relations and IT Services

Directorate: Government Information Technology Officer\_(GITO)

**SALARY:**

All-inclusive remuneration package of R1 057 326 per annum

**CENTRE:**

Pretoria

**REQUIREMENTS:**

An appropriate recognised Bachelor's degree or undergraduate qualification (NQF level 7) as recognised by SAQA or equivalent qualification in Information Communication and Technology with five (5) years work experience at middle/senior managerial level in the relevant field. Technical competencies: In depth knowledge and understanding of Information Technology and Information System Operations, SDLC and Application Development, System Security, ICT Software, Computer System Analysis, ICT Assets and Procurement and Network Management. Clear understanding of system architecture, network architecture, server architecture and some building architecture will be an advantage. The candidates should be familiar with the Presidential Operation Phakisa ICT in Education initiative, and how GITO fits in with that initiatives a key delivery stakeholder on the matter of core applications; service delivery and helpdesk design; and specifically how to ensure that incompatible applications can interact through middleware or appropriate communication protocols, to deliver a seamless single-sign-on environment to serve the needs of basic education. The incumbent will be expected to have to have a future-looking outlook, an ability to adapt to change and implement new solutions, and positive and optimistic view of new technologies such as cloud, block chain and similar. **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.

**DUTIES:**

The successful candidate will perform the following duties: Represent the Department at GITO council and coordinate Government Wide IT standards in accordance with the DBE IT Governance Framework; Manage the review and approval of appropriate and Service Level Agreements (SLA) with SITA for the DBE; Manage and oversee the incorporated services of SITA in accordance with the SLA's; Compliance with the corporate governance of ICT Framework prescribed by the DPSA and with Security prescripts, controls and best practices; Manage the development and implementation of ICT policies, Information Technology (IT) guidelines, procedures, plans and standards in line with the Government wide IT strategies and policies. Manage the delivery of ICT infrastructure solution services. Develop financial, budget and business-related analyses related to DBE-wide IT costs and expenditure, as well as future IT needs. Manage help desk support and hands-on user support. Manage the development and implementation of Business Application, data-warehouse, databases and data storage, Manage the Architecture, SDLC and change control of all the DBE's

business applications NSC, LURITS, NEIMS, Funza Lushaka SA SAMS, DBE clouds, Thutong, and any other application which are core parts of Operation Phakisa. The incumbent will be expected to engage with e-learning officials and assist in ensuring the delivery of Operation Phakisa ICT in Education, especially cloud solutions, core network functions, VPN capacity, and other functions as may be required.

**NOTE:**

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**CLOSING DATE:**

4 October 2019

**ENQUIRIES:**

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

**POST:**

**DEPUTY DIRECTOR (BRANCH COORDINATOR)**

**REF NO: DBE/51/2019**

Branch: Social Mobilisation and Support Services

**SALARY:**

All- Inclusive remuneration package of R869 007 per annum

**CENTRE:**

Pretoria

**REQUIREMENTS:**

Three year relevant post matric qualification (NQF level 6). This should ideally be supported by substantial experience in administration, project, and financial management including four (4) years' relevant experience at supervisory/middle managerial level in the education sector. Computer literacy, excellent communication, inter-personal and writing skills are essential. Candidates should have experience of interacting and engaging with high-level strategic planning processes and the ability to organise and manage workflow. Knowledge and experience in Government administrative policies, procedures and planning, project management and the use of electronic information resources is crucial. The incumbent will be required to be a proactive individual, able to work under enormous pressure and must be capable of working independently without constant supervision. Applicants must have a valid driver's license and be willing to travel as required.

**DUTIES:**

The successful candidate will be responsible for the management of operations, business process and workflow of the Branch, supporting the consolidation of Branch inputs and reports for various audiences, including the management of budgets and cash flows for the Office of the Deputy Director-General. Provide executive support to the Branch Head and administrative support to the senior managers in the Branch. Prepare a budget for the office of the Deputy Director-General. Keep track of the Branch finances and advise the Branch Head timeously should corrective measures be necessary. Prepare letters, memoranda and submissions. Develop agendas and collate minutes and decisions of various meetings. Establish Branch and office procedures as well as operating systems. Liaise with managers within the Branch as well as with other executive assistants, executive managers and the Parliamentary Office. Collate and prepare Strategic and Operational Plans of the Branch. Manage collation of quarterly reports, annual report and monthly programme reports. Quality assure Branch documents and manage monthly cash flow of the office of the Branch Head. The incumbent will also be required to manage some projects on behalf of the Branch Head. The successful candidate will be responsible for the management of workflow for a Branch consisting of two (2) Chief Directorates and six (6) Directorates responsible for learner support, health and wellbeing.

**NOTE:**

The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Short-listed candidates may be required to make a presentation to the interview panel, as well as undergo a writing test. Applications are invited from appropriately

qualified persons for this middle management position in the Department of Basic Education in Pretoria. The position requires a proactive person with strong operations management skills and abilities.

4 October 2019

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

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