

## 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

**NOTE:**

Applications must be submitted on Form Z83 obtainable from any Public Service; Department and must be accompanied by a comprehensive CV, ID and qualifications. Drivers' License and registration must be attached if required. Required documents need not be certified when applying for post, only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from HR. Applicants who do not comply with the above mentioned requirements will not be considered. Applications received after the closing date, e-mailed or faxed applications will not be considered. 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.

**CLOSING DATE:**

10 December 2021

**POST:**

**CHIEF EDUCATION SPECIALIST: MARKING REF NO: DBE/CES/01**

Branch: Curriculum Policy, Support and Monitoring  
Chief Directorate: Public Examination and Assessments  
Directorate: Public Examinations

**SALARY :**

All-Inclusive remuneration package of R909 000.00 per annum

**CENTRE:**

Pretoria

**REQUIREMENTS:**

Applicants must be in possession of an appropriate recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a minimum of nine (9) years' experience in the educational field, which must include 4 years management experience relating to public examinations; Extensive knowledge and experience relating to examinations and assessment, specifically relating to the national marking system and processes; Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations; In-depth knowledge and experience of marking systems, quality enhancements in marking and marking feedback is required; Ability to lead and facilitate the transition of a paper based marking system to an electronic marking system and facilitate the establishment of a national marker data base; Experience in training and the ability to lead and facilitate the development of national training programmes that are commensurate with the envisaged innovations to the marking system; Ability to manage teams of people coming from diverse backgrounds; Good

communication and report writing skills; Good computer skills including MS Word, MS Excel, MS Power Point and MS Access, MS Teams and other online applications to enhance communication; Project Management will serve as an advantage; Ability to work under pressure; A valid driver's licence and willingness to travel.

**DUTIES:**

The incumbent will be responsible for the management of the marking of the National Senior Certificate and Senior Certificate examinations at a national level and this will entail: Improving the marking systems across the nine PEDs; Ensuring valid and reliable marking across the nine Provincial Education Departments during marking of National Senior Certificate and Senior Certificate examinations; Leading and facilitating the use of technology to innovate and transition to an electronic marking system and contribute to the development of national marker training programmes commensurate with the innovations to be implemented; Managing the centralised marking of small enrolment subjects at a national level; Facilitate marking feedback to teaching and learning.

**NOTE:**

Short listed candidate may be required to undergo a competency test, the modality of which will be conducted in adherence to the COVID-19 occupational health and safety protocols that apply and will be subjected to a security clearance.

**ENQUIRIES:**

Ms J Masipa 012 357-3295/Ms N Monyela 012 357-3294

**POST:**

**CHIEF EDUCATION SPECIALIST: SCHOOL BASED ASSESSMENT (SBA):  
MONITORING, QUALITY ASSURANCE AND DIGITISATION REF NO:  
DBE/CES/02**

Branch: Curriculum Policy, Support and Monitoring  
Chief Directorate: Public Examination and Assessments  
Directorate: Assessment

**SALARY:**

All-Inclusive remuneration package of R909 000 per annum

**CENTRE:**

Pretoria

**REQUIREMENTS:**

Applicants must be in possession of an appropriate recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a minimum of nine (9) years' experience at an education or research institution involved in school-based assessment and/or large-scale standardised assessment; A Masters-degree or higher qualification will be an added advantage; Experience developing and quality assuring assessment systems; Experienced in training teachers (pre-service or in-service); Ability to be well versed with the monitoring and conduct of assessment administration in schools ranging from internal school based assessments and examinations to external standardised assessments; Proficient in English and another official language; Ability to work well in a team and under pressure; Excellent writing and computer skills in MS Office software (Word, Excel, and PowerPoint); Knowledge of implementing on-line and digital assessment and having conducted research on school education assessment topics will be an added advantage.

**DUTIES:**

The incumbent will be responsible for managing and coordinating the administration of assessment projects relating to formative and summative School Based Assessment (SBA) linked to an assessment for learning approach in Grades R-9; Coordinating and managing partnerships with suitable providers for the implementation of on-line and digital assessments; Coordinating assessment processes with Department of Basic Education (DBE) officials, external providers, and provincial coordinators; handling modernisation of assessment administration to Provincial Education Departments; Developing systems for the monitoring and quality assurance of SBA processes in schools;

Developing appropriate and easy to use assessment tools for teachers, principals and district officials; Assisting in developing appropriate item banking systems for test developers and moderators to use; Coordinating the introduction of alternative and 21<sup>st</sup> century assessment methods; The incumbent should be familiar with frameworks linked to the use of diagnostic assessments and assessment for learning strategies; Developing training materials for officials and teachers on 21<sup>st</sup> century assessment strategies and forms in Grades R-9.

**NOTE:**

Interviewed candidates may be subjected to a competency assessment.  
Appointees will be subject to security clearance.

**ENQUIRIES:**

Ms J Masipa 012 357-3295/Ms N Monyela 012 357-3294

**POST:**

**DEPUTY CHIEF EDUCATION SPECIALIST: ITEM DEVELOPMENT  
(LANGUAGES) REF NO: DBE/DCES/03**

Branch: Curriculum Policy, Support and Monitoring  
Chief Directorate: Public Examination and Assessments  
Directorate: Public Examinations

**SALARY:**

R511 752 per annum

**CENTRE:**

Pretoria

**REQUIREMENTS:**

Applicants must be in possession of an appropriate recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a minimum of eight (8) years teaching experience, which must include 3 years management experience and must have served as a national or provincial examiner/moderator or be directly involved in the management of examinations/question papers; Extensive relevant knowledge and experience relating to examinations and assessment, specifically relating to the setting of high quality question papers; Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations; In-depth knowledge of subject content of the official languages offered in the National Senior Certificate examinations; Ability to manage teams of people coming from diverse backgrounds; Knowledge of item banking; Good communication and report writing skills; Good computer skills including MS Word, MS Excel, MS Power Point and MS Access; Project Management will serve as an advantage; Ability to work under pressure; A valid driver's licence and willingness to travel.

**DUTIES:**

The incumbent will be responsible for the management of the setting, moderation, adaptation and quality assurance of the national question papers for the National Senior Certificate and Senior Certificate examinations; This will entail the appointment of examiners and moderators, training of examiners and moderators, management of the setting process, liaison with Umalusi on the moderation and approval of these question papers and other key responsibilities relate to the development of a diagnostic and other reports on learner performance, based on the outcome of the examinations.

**NOTE:**

Short listed candidate may be required to undergo a test and will be subjected to state security clearance, and will be required to write a competency test

**ENQUIRIES:**

Ms J Masipa 012 357-3295/Ms N Monyela 012 357-3294

**POST:**

**DEPUTY CHIEF EDUCATION SPECIALIST: EDITING AND QUALITY  
ASSURANCE (AFRICAN LANGUAGES) REF. NO: DBE/DCES/04**

Branch: Curriculum Policy, Support and Monitoring  
Chief Directorate: Public Examination and Assessments  
Directorate: Public Examinations

**SALARY:**

R511 752 per annum

**CENTRE:**

Pretoria

**REQUIREMENTS:**

Applicants must be in possession of an appropriate recognised three-four year qualification, which includes professional teacher education and registered with SACE as professional Educator or equivalent qualification with a minimum eight (8) years' teaching experience and 3 years' experience in editing; A qualification in editing and translating is a strong recommendation; Proficient in African Languages, majoring in at least one or two of the African languages. Experience in the editing of question papers for large-scale examinations is a prerequisite; Ability to work well in a team and under pressure; Computer skills including MS Office software (Word, Excel, PowerPoint and Access).

**DUTIES:**

The incumbent will be responsible for Editing, proofreading, translating and quality assure National Senior Certificate (NSC) and Senior Certificate (SC) question papers and other examination-related documents; Supporting examiners and moderators in terms of language simplification and language enquiries.

**NOTE:**

Shortlisted candidates may be required to undergo a competency test and will be subjected to security clearance.

**ENQUIRIES:**

Ms J Masipa 012 357-3295/Ms N Monyela 012 357-3294