

## 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:**

Ms J Masipa/ Ms N Monyela

### **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 POST

### **NOTE:**

The Department of Basic Education (DBE) is responsible, *inter alia*, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School Based Assessment (SBA), the moderation of the quality of marking and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators and office-based educators with the relevant expertise and experience to perform these critical examinations related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions include the following:

### **POST:**

**RE-ADVERTISEMENT, APPLICANTS WHO APPLIED PREVIOUSLY MUST NOT RE-APPLY**

### **EXAMINER (PART TIME POST) REF NO: CIRCULAR E16 OF 2022**

Branch: Curriculum Policy, Support and Monitoring

Chief Directorate: Public Examinations and Assessments

Directorate: Public Examinations

### **SALARY:**

### **REQUIREMENTS:**

The remuneration will be in accordance with the Personnel Administration Measures (PAM). The applicant must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as an examiner in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school based educator and outside the circuit or district in the case of a subject advisor. Have an understanding of the all policies relating to National Curriculum

Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSC Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner.

**DUTIES:**

The incumbent will be responsible for setting high quality question papers for the Grade 12 NSC and SC examinations, for approval by Umalusi, in the subject area of your specialisation. Developing the accompanying marking guidelines for Grade 12 NSC and SC examination question papers. Participating in the Marking Standardisation Meeting for the question paper. Develop the diagnostic report for the question paper. Developing exemplar question papers for the subject, as and when the need arises. Reviewing items developed by item writers. Developing national question paper for the subject in Grade 10 and Grade 11, if the need arises. Conducting external moderation of the marking.

**POST:**

**RE-ADVERTISEMENT, APPLICANTS WHO APPLIED PREVIOUSLY MUST NOT RE-APPLY**

**INTERNAL MODERATOR (PART TIME POST) REF NO: CIRCULAR E16 OF 2022**

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

**SALARY:**

**REQUIREMENTS:**

The remuneration will be in accordance with the Personnel Administration Measures (PAM). The applicant must be in possession of a Bachelor's degree, or an equivalent qualification with the specialization subject at second year level. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as an examiner in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school-based educator and outside the circuit or district in the case of a subject advisor. Have an understanding of all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSC Examinations. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner. Must have served for a minimum of two years, as an examiner in the setting of national question papers.

**DUTIES:**

The incumbent will be responsible for the independent evaluation of the question paper after it is set, so as to ensure that it is ready for final approval by Umalusi. Convening the Marking Standardisation Meeting where the marking guideline is finalised. Conducting the marker training for the chief markers and provincial internal moderators. Preparing a report on the standard and quality of the question paper, after it is written. Coordinating the finalisation of the Diagnostic Report for the subject.

**POST:**

**RE-ADVERTISEMENT, APPLICANTS WHO APPLIED PREVIOUSLY MUST NOT RE-APPLY**

**SCHOOL BASED ASSESSMENT (SBA) MODERATOR (PART TIME POST) REF NO: CIRCULAR E16 OF 2022**

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

**SALARY:**

**REQUIREMENTS:**

The remuneration will be in accordance with the Personnel Administration Measures (PAM). The applicant must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second year level; Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at

the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for; Must have served as an SBA moderator in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this; Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSS Examinations; Must be prepared to work over weekends and during school holidays; Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of moderator; Have a valid driver's licence and be willing to travel.

**DUTIES:**

The successful candidate will be responsible for the quality assurance of SBA (i.e. including PATS and orals), which includes, audit of SBA systems, moderation of assessment tasks and teacher files, moderation of learner evidence, Develop exemplar tasks for SBA.

**POST:**

**RE-ADVERTISEMENT, APPLICANTS WHO APPLIED PREVIOUSLY MUST NOT RE-APPLY**

**MARKING MODERATOR (PART TIME POST) REF NO: CIRCULAR E16 OF 2022**

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

**SALARY:**

**REQUIREMENTS:**

The remuneration will be in accordance with the Personnel Administration Measures (PAM). The applicant must be in possession of a Bachelor's degree, or an equivalent qualification, with the specialization subject at second year level; Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for; Must have served as a Chief Marker, Deputy Chief Marker or Senior Marker in the subject at the provincial level and documentary evidence must be provided to confirm this; Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSS Examinations; Must be available to attend the Marking Standardisation Meetings of the subject papers; Must be prepared to work over weekends and during school holidays; Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner; Have a valid driver's licence and be willing to travel.

**DUTIES:**

The incumbent will be responsible for the moderation of marking at the marking centres during the marking of the SC and NSC; May be utilised for investigative marking when possible irregularities are investigated.

**POST:**

**RE-ADVERTISEMENT, APPLICANTS WHO APPLIED PREVIOUSLY MUST NOT RE-APPLY**

**EXAMINATION MONITORS MODERATOR (PART TIME POST) REF NO: CIRCULAR E16 OF 2022**

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

**SALARY:**

**REQUIREMENTS:**

The remuneration will be in accordance with the Personnel Administration Measures (PAM). The applicant must be in possession of a Bachelor's degree, or an equivalent qualification, with specialization in education; Must have served as a school principal of a secondary school, or a subject advisor or a circuit manager or involved in the management of examinations and assessment processes or other related curriculum processes; Must be available to render their services for the entire day, on selected days of the week; Must have experience in the management of examinations at the school level.

**DUTIES:**

The incumbent will be responsible for the monitoring of the entire examination cycle which includes: an audit of the provincial examination systems, monitoring of the preparations for

the NSC and SC examinations; Monitoring of the writing, marking, capturing and release of the results

**POST:**

**RE-ADVERTISEMENT, APPLICANTS WHO APPLIED PREVIOUSLY MUST NOT RE-APPLY**

**SPECIAL EXAMINER: BRAILLE OR DEAF (PART TIME POST) REF NO: CIRCULAR E16 OF 2022**

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

**SALARY:**  
**REQUIREMENTS:**

The remuneration will be in accordance with the Personnel Administration Measures (PAM). The applicant must be in possession of a Bachelor's degree, or an equivalent qualification. Have at least five years' teaching experience at the Grade 12 level, and at least two years should be in the last five years, at the grade 12 level, in the subject applied for, or at least five years teaching experience at the Grade 12 level, and at least two years should be subject advisory experience, in the last five years, in the subject applied for. Must have served as a Chief Marker, Deputy Chief Marker or Senior Marker in the subject at the provincial level and documentary evidence must be provided to confirm this. Have an understanding of the all policies relating to National Curriculum Statement (NCS), CAPS, Policy and Regulations on the Conduct, Administration and Management of NSS Examinations. Must be available to attend the Marking Standardisation Meetings of the subject papers. Must be prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner. Have a valid driver's licence and be willing to travel. Must have a qualification in/understanding of special needs education to adapt papers to be accessible to blind/deaf learners without compromising the standard of the paper.

**DUTIES:**

The incumbent will be responsible for adapting Grade 12 NSC and SC examinations papers to be accessible to blind/deaf learners. Adapt the accompanying marking guidelines for Grade 12 NSC and SC examinations paper. Participating in the Marking Standardisation Meeting for questions paper. Adapting the exemplar question papers for the subject, as and when the need arises. Adapting national question papers for the subject in Grade 10 and 11 if the need arises. Conducting external moderation of the marking.

**POST:**

**RE-ADVERTISEMENT, APPLICANTS WHO APPLIED PREVIOUSLY MUST NOT RE-APPLY**

**EDITORS (PART TIME POST) REF NO: CIRCULAR E16 OF 2022**

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

**SALARY:**  
**REQUIREMENTS:**

The remuneration will be in accordance with the Personnel Administration Measures (PAM). The applicant must be in possession of a Bachelor's degree, or an equivalent qualification, with majors in English/Afrikaans/African Languages; Have at least six years' editing experience in the editing of examination, assessment and curriculum material related to education. At least two years of this experience should be in the last three years. Recent teaching experience is a strong recommendation. Knowledge and experience of working in the examinations and assessment environment plus experience in large-scale examinations will serve as an added advantage. Must be prepared to work over weekends and public holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of editor. Must have good computer skills, including MS Office (Word and Excel). Knowledge of specialised fields of study (e.g. the arts/sciences/ technologies) is recommended prepared to work over weekends and during school holidays. Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner.

**DUTIES:**

The incumbent will be responsible for **editing**: correcting language lapses and grammatical errors in draft question paper/assessment material. **Correlation**: ensuring that the same

questions are asked in both languages of assessment; and that the marking guidelines correspond with the question paper. Translating of assessment material. Layout and design of assessment material, using the in-house style. Proofreading of the typed, edited document against the original. Quality Assurance: ensuring that assessment material meet the prescribed standards. Graphic design skills will be an added advantage.

**Additional Criteria:**

- (a) All applicants for the above posts must be computer literate, have good writing/oral communication skills, and be able to work in a team and without supervision, and have good leadership skills.
- (b) All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces.
- (c) Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview.

**LIST OF SUBJECTS**

Subjects for SBA and PAT Moderators	Examiners for Non-Languages	Examiners for Languages: Home First Additional Second Additional	Specialists for the adaptation of question papers
<ul style="list-style-type: none"> <li>• Accounting</li> <li>• Business Studies</li> <li>• Economics</li> <li>• English First Additional Language (FAL)</li> <li>• Geography</li> <li>• History</li> <li>• Life Orientation</li> <li>• Life Sciences</li> <li>• Mathematics</li> <li>• Mathematical Literacy</li> <li>• Physical Sciences</li> <li>• Agricultural Technology</li> <li>• Agricultural Management Practices</li> <li>• Dance Studies</li> <li>• Design</li> <li>• Dramatic Arts</li> <li>• Music</li> <li>• Tourism</li> <li>• Visual Arts</li> </ul>	<ul style="list-style-type: none"> <li>• Agricultural Technology</li> <li>• Agricultural Sciences</li> <li>• Agricultural Management Practices</li> <li>• Accounting</li> <li>• Business Studies</li> <li>• Computer Applications Technology</li> <li>• Consumer Studies</li> <li>• Civil Technology: Civil Services/Construction/Woodworking</li> <li>• Dance Studies</li> <li>• Design</li> <li>• Dramatic Arts</li> <li>• Electrical Technology: Electrical (Power Systems)/Electronics/Digital Electronics</li> <li>• Economics</li> <li>• Engineering Graphics and Design</li> <li>• Geography</li> <li>• History</li> <li>• Hospitality Studies</li> <li>• Information Technology</li> <li>• Life Sciences</li> <li>• Mathematics</li> <li>• Mathematical Literacy</li> <li>• Marine Sciences</li> <li>• Music</li> </ul>	<ul style="list-style-type: none"> <li>• Afrikaans</li> <li>• English</li> <li>• IsiXhosa</li> <li>• IsiZulu</li> <li>• IsiNdebele</li> <li>• Sepedi</li> <li>• Sesotho</li> <li>• Setswana</li> <li>• Tshivenda</li> <li>• Xitsonga</li> <li>• SiSwati</li> <li>• South African Sign Language (Home Language)</li> <li>• South African Sign Language (Home Language) interpreters</li> <li>• South African Sign Language (Home Language) signers</li> <li>• South African Sign Language (Home Language) video editors</li> </ul>	<ul style="list-style-type: none"> <li>• Adaptation for Braille</li> <li>• Adaptation for the Deaf</li> <li>• Adaptation for Large Print</li> </ul>

<ul style="list-style-type: none"> <li>• Consumer Studies</li> <li>• Hospitality Studies</li> <li>• South African Sign Language (Home Language)</li> </ul>	<ul style="list-style-type: none"> <li>• Mechanical Technology: Automotive/Fitting &amp; Machining/Welding &amp; Metalwork</li> <li>• Physical Sciences</li> <li>• Religion Studies</li> <li>• Tourism</li> <li>• Visual Arts</li> <li>• Life Orientation</li> <li>• Technical Mathematics</li> <li>• Technical Sciences</li> </ul>		
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**NOTE:**

**All shortlisted candidates will be required to write a competency test and undergo an interview. Shortlisted candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview.**

**ENQUIRIES:**

**Ms N Monyela (012) 357 3294/ Ms J Masipa (012) 357 3295**