

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.

For Attention: Mr M Segowa

Closing date: 31 May 2024

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 abovementioned requirements will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

POST: **CHIEF DIRECTOR: LEGAL AND LEGISLATIVE SERVICES Ref: DBE/01/2024**
Branch: **FINANCE AND ADMINISTRATION.**
Chief Directorate: **LEGAL AND LEGISLATIVE SERVICES.**
Salary: R1 371 558 per annum.
Centre: Pretoria

REQUIREMENTS: Applicants must be in a possession of a Bachelor of Law degree or equivalent qualification (NQF Level 7) as recognised by SAQA; Must be admitted as an Attorney or Advocate; A Master Degree in Law will be an advantage; Five years experience at Middle/Senior Management level; At least 10 years working experience in the legal field; Experience in Education Law; Excellent leadership and strategic management skills; Excellent communication skills (verbal and written) and good interpersonal skills; Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); Research skills and Policy Formulation skills; Presentation skills; Analytical and problem solving skills. **PROCESS COMPETENCIES:** Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. **CORE COMPETENCIES:** Strategic capacity and Leadership; People management and Empowerment; Financial Management; Change Management and Conflict Management; Good Communication (verbal

and written) skills and computer literacy are essential. Candidate must be confident, trustworthy, accurate, adaptable and diplomatic; A valid driver's license.

DUTIES:

The successful candidate will be responsible for managing two Directorates: Legal Services and Legislative Services; Providing legal advice to the entire Department; Providing litigation support for Provincial Education Departments as well as drafting and monitoring implementation of education legislation (Bills; Acts and Regulations pertaining to the DBE); Coordinating, monitoring, evaluating and supporting the effective implementation of DBE legislation; Administering legislation of statutory bodies; Rendering legal interpretation and advisory service to the DBE legislation; Managing court cases on behalf of the Minister and the Director-General of DBE; Drafting advice on national and international agreements and negotiate the terms of the agreement with parties.

POST:

CHIEF DIRECTOR: CARE AND SUPPORT Ref: DBE/02/2024

Branch:

SOCIAL MOBILISATION AND SUPPORT SERVICES.

Chief Directorate:

CARE AND SUPPORT IN SCHOOLS

Salary:

R1 371 558 per annum.

Centre:

Pretoria

Requirements:

Applicant must be in a possession of appropriate Bachelor's degree in Health Sciences, Public Health Science or Social Sciences; Relevant post graduate qualification will be an added advantage; 5 years experience at senior managerial level; Experience in design and management of health and wellness programmes in education sector; Experience in high-level strategic planning processes, human resources management and financial management; Knowledge and understanding of the education and/or school health/wellbeing policies and trends is essential; Ability to manage research processes and/or experience in monitoring and evaluation will be a strong recommendation.

PROCESS COMPETENCIES: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. **CORE COMPETENCIES:** Strategic capacity and Leadership; People management and Empowerment; Financial Management; Change Management and Conflict Management. Good Communication (verbal and written) skills and computer literacy. The candidate must be confident, trustworthy, accurate, adaptable, and diplomatic.

DUTIES:

The successful candidate will be responsible for strategic and operational leadership in the development, implementation, coordination, monitoring education policies and ensuring quality education for all; Overseeing the development, implementation and monitoring of evidence-based health promotion, school nutrition and psychological support service in the education system; Providing strategic leadership in the implementation, coordination, monitoring and evaluation sector care and support programmes in schools; Leading the implementation of the Government's Strategic Plan on HIV, STIs and TB in the basic education sector through DBE policies aimed at addressing HIV infection and early/unattended pregnancies; Implementing a strong stakeholder management plan to liaise and cooperate with the Provincial Education

Departments, National Government Departments, Academic Institutions, Research Organisations, Development Agencies, International Organisations as well as NGOs or Civic Organisations; Managing the MTEF budgets and monthly cashflow statements of the Chief Directorate; Coordinating and monitoring the performance management and development as well as needs-based capacity building of staff; Overseeing the development and management of risk and fraud management plans; Liaising with funders and Inter-Ministerial Committees or Task Team on HIV and Health; Coordinating and monitoring the implementation of programmes as directed by the Council of Education Ministers, Heads of Education Departments Committee, the Minister and Senior Management; Taking overall responsibility for managing and accounting on projects, including the development of business plans, managing budget, cash flows as well as implementing, monitoring programmes and reporting for the chief directorate.

POST:

Branch:

Chief Directorate:

Directorate:

Salary:

Centre:

REQUIREMENTS:

DIRECTOR: READING Ref: DBE/03/2024

DELIVERY AND SUPPORT.

FOUNDATION FOR LEARNING.

READING.

R1 162 100 per annum.

Pretoria

Applicants must be in a possession of a relevant Bachelor's degree or equivalent (NQF Level 7) qualification; A relevant post graduate qualification will be an advantage; Extensive experience in the education sector with specific focus on reading literacy; Five years experience at Middle/Senior Management level in the education sector; Minimum of five years relevant experience in programme management or alternatively project management; Minimum of five years' experience of working with stakeholders and other sectors including communities; Minimum of five years experience in managing and coordinating campaign projects; Knowledge of current education policies, strategies and sectors priorities, particularly in relation to reading literacy; Excellent communication skills (verbal and written) and good interpersonal skills; Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint and Access); A valid driver's license; Ability to work long hours and travel extensively.

PROCESS COMPETENCIES: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. **CORE COMPETENCIES:** Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

DUTIES:

The successful candidate will be responsible for managing the development and implementation of reading literacy policies and strategies; Managing all aspects of the reading promotion initiatives projects and campaigns; Managing implementation of daily operational matters which compromise carrying out administrative duties; Developing promotional material; Managing the communication of the campaign's messages to different audiences using different media; Implementing tracking and measurement systems for data on the implementation of reading initiatives; Providing oversight and management of monitoring activities of Provincial Education Departments' implementation of reading literacy programmes, which include promotion of functionality of school

libraries; Managing the development of sector monitoring tools; Liaising and networking with partner organisations; Establishing and maintaining a database of partners and collaborators; Managing the Directorate, including its finances, in line with Public Finance Management Act.

POST:

Branch:

Chief Directorate:

Directorate:

Salary:

Centre:

REQUIREMENTS:

DIRECTOR: SUPPLY CHAIN MANAGEMENT Ref: DBE/04/2024

FINANCE AND ADMINISTRATION.

FINANCIAL MANAGEMENT.

SUPPLY CHAIN MANAGEMENT.

R1 162 100 per annum.

Pretoria

Applicant must be in a possession of a Bachelor's degree or an equivalent qualification (NQF Level 7) as recognised by SAQA; Extensive appropriate experience and background in budgets, procurement/supply chain management, bid administration and office service, including the management of transport services; Five years experience at Middle/Senior Management level is required; Knowledge of PFMA, Treasury Regulations, PPPFA and PPPF Regulations; Experience in LOGIS and BAS is an advantage; High level strategic planning and development capability; Excellent communication skills (verbal and written) and good interpersonal skills; Computer literate including MS Office software (Word, Excel, Outlook, PowerPoint, and Access); A valid driver's license.

PROCESS COMPETENCIES: Knowledge Management; Service Delivery Innovation; Problem Solving and Analysis; Client Orientated and Customer Focus and Communication skills. **CORE COMPETENCIES:** Strategic capability and Leadership; Programme and project management; Financial management; Knowledge management; People management and Empowerment; Promotion of communication, Innovation and Creativity.

DUTIES:

The successful candidate will be responsible for managing procurement services and provision of quality goods and equipment; Ensure that all records are kept safe according to prescripts; Managing an effective and efficient tendering service in all tenders in the Department; Render a contract administration service for the Department; Providing strategic management of the Directorate; Overseeing an effective administration support and telecommunications service to the Department; Ensuring compliance with applicable legislation; Managing staff of the Directorate.

Note:

A Certificate for SMS pre-entry programme is required for all SMS appointments, 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.

ENQUIRIES:

Mr M. Segowa (012) 357 4291 Ms N Monyela 012 357 3294 Ms N Kumalo(012) 357 3398.