

## **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](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 N Sathege/Ms M Mahape

**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. NB as of 1<sup>st</sup> 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 Short-Listed Applicants. Short-listed candidates will be required to undertake a writing test as part of the interview process. Applications received after the closing date, e-mailed or faxed applications will not be considered.

**POST:** Project Manager: Rural Education (Ref: 26219/01)

**BRANCH:** Curriculum Policy Support and Monitoring

**CHIEF DIRECTORATE:** Curriculum Implementation and Monitoring

**SALARY:** All-inclusive remuneration package of R 1 005 063 per annum

**DURATION:** 2 year contract

**CENTRE:** Pretoria

The position requires a proactive person with strong conceptual, strategic and operational leadership skills, as well as proven management ability. The successful candidate will be responsible for the development, Implementation, monitoring and evaluation of the Rural Education Assistants Project (REAP).

**REQUIREMENTS:** An appropriate three-year Bachelor's Degree in Education, Humanities or Social Science or an undergraduate qualification (NQF 7) or equivalent qualification as recognized by SAQA with at least five (5) years' experience at middle or senior management level in the Education sector. A relevant post graduate qualification will be an added advantage. A sound knowledge and understanding of rural context especially as this relates to rural schools. In addition, an understanding of local, regional and international instruments and cutting edge thinking related to rural development within the areas of project management. Extensive knowledge of education policies; good computer skills including MS Word, MS Excel and MS Power Point; Ability to work under pressure and be willing to travel extensively; A valid driver's license. Core Competencies: Strategic capacity and leadership, People Management and Empowerment, Financial Management and Change management.

**DUTIES:** The Project Manager will be responsible for management of Donor Budget and reporting preparation on monthly basis, planning, procurement and execution of the REAP. The manager will be accountable for ensuring that everyone on the team knows and executes his or her role. The specific responsibilities of the REAP Project Manager include: developing the REAP management plans; managing recruitment, selection and placement of the Education Assistants, Project Coordinators and the Project Management Team; managing project stakeholders; managing communication; managing the project management team; monitoring implementation through REAP Provincial coordinators, REAP Provincial Task Teams and the REAP District Task

Teams; managing the project risk; project schedule and time frames; managing the project budget and the project delivery.

**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:** 05 July 2019

**ENQUIRIES:** Ms N Sathege 012 357 3290/ Ms M Mahape 012 357 3291