

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 or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

FOR ATTENTION Mr A Tsamai

CLOSING DATE 03 June 2016

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 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 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.

OTHER POSTS

POST: Chief Director: Partnerships in Education Ref:LSP/05/2016

Branch: Social Mobilisation and Support Services I

SALARY: All-Inclusive remuneration package of R 1 042 500 per annum

CENTRE: Pretoria

Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in 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 policies and programmes to promote human rights and values education, extra-mural programmes including arts and culture and schools sports, as well as physical education.

REQUIREMENTS A recognised Bachelor's degree or equivalent qualification in the social sciences, sports sciences, performing arts or education. (a relevant postgraduate qualification will be an added advantage) with 5 years of experience at a senior managerial level. This should ideally be supported by substantial experience in education, sports administration and/or the performing arts. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management.

DUTIES She/he will: Provide strategic leadership and operational management of the Chief Directorate, which includes the following directorates: Values and Equity, School Enrichment and Safety in Education. Promote school sports and arts and culture programmes. Promote safety in education. Promote social cohesion, human rights and non-discrimination in education. Liaise and co-operate with provincial education departments, national government departments, universities, research organizations, sports federations, as well as NGOs and civic organizations. Monitor and evaluate policies and strategies to promote the work of the chief directorate. Represent the department, both internally and externally as required. Liaise with and report to project funders.

CLOSING DATE 27 May 2016

Note: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively.

Furthermore: 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. Enquiries Mr A Tsamai (012)357 3321 / Ms M Thubane (012) 357 3297

Note: Short-listed candidates will be required to make a presentation to the interview panel.

POST: Director: Sport and Enrichment in Education Ref: SE/06/2016

Chief Directorate: Partnerships in Education

SALARY: All-Inclusive remuneration package of R 864 177 per annum

CENTRE: Pretoria

Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in 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 policies and programmes to promote school enrichment programmes including choral music, sports, arts and culture as well as spelling bees and reading clubs.

REQUIREMENTS

A recognised Bachelor's degree or equivalent qualification in the social sciences, sports sciences, performing arts or education (a relevant postgraduate qualification will be an added advantage). With 5 years of experience at a middle/ senior managerial level. This should ideally be supported by substantial experience in education, sports administration and/or the performing arts. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management. Proven experience in the management of large scale sports or arts and culture projects will be an advantage.

DUTIES

The successful candidate will be responsible for strategic and operational planning for the Directorate, taking overall responsibility for managing and accounting for projects, including the development of business plans, managing budgets and cash flows, and implementing and monitoring programmes as well as reporting. She/he will: Provide strategic leadership and operational management of the Directorate. Develop and implement school sports programmes, Manage the national spelling bee programme. Establish and promote reading clubs. Liaise and co-operate with provincial education departments, national government departments, universities, research organizations, sports federations, as well as NGOs and civic organizations, Monitor and evaluate policies and strategies to promote sports, arts and culture. Represent the Directorate, both internally and externally as required. Liaise with and report to project funders.

CLOSING DATE : 27 May 2016

Enquiries: Mr A Tsamai (012)357 3321/ Ms M Thubane (012) 357 3297

Note: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively.

Short-listed candidates will be required to make a presentation to the interview panel, as well as to undergo a competency test.

Furthermore: 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.

POST: Director: Health Promotion Ref no HP/07/2016

Chief Directorate: Care and Support in Schools

SALARY: All-Inclusive remuneration package of R 864 177 per annum

CENTRE: Pretoria

Applications are invited from appropriately qualified persons for this senior management position in the Department of Basic Education in 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 policies and programmes to promote and maintain the general health and wellbeing of learners, including addressing the behavioural, social and structural drivers of the HIV and TB epidemics as well as teenage pregnancy amongst learners.

REQUIREMENTS: A recognised Bachelor's degree or equivalent qualification in the social or health sciences, public health or education (a relevant postgraduate qualification will be an added advantage), with 5 years of experience at a middle/ senior managerial level. This should ideally be supported by substantial experience in education and/or health promotion or public health. In addition, an understanding of current global cutting-edge thinking on school health, adolescent sexual and reproductive health and rights as well as the provision of psychosocial services to children and youth is essential. Excellent communication, inter-personal and writing skills are vital. Candidates should have experience of high-level strategic planning processes, human resource management and financial management. The ability to manage research processes, and/or experience in monitoring and evaluation will be a strong recommendation.

DUTIES

The successful candidate will be responsible for strategic and operational planning for the Directorate, taking overall responsibility for managing and accounting for projects, including the development of business plans, managing budgets and cash flows, and implementing and monitoring programmes as well as reporting. He/She will: Provide strategic leadership and operational management of the Directorate. Develop and implement an integrated and comprehensive response to the twin epidemics of HIV and TB. Develop a programme of action to prevent and manage teenage pregnancy in the schooling sector. Strengthen the Sexual and Reproductive Health and Rights (SRHR) programme for learners in schools. Promote the psychological and social wellbeing of learners. Liaise and co-operate with provincial education departments, national government departments, universities, research organizations as well as NGOs and civic organizations. Monitor and evaluate policies and strategies to promote the health and wellbeing of schools. Represent the Directorate, both internally and externally as required. Liaise with and report to project funders and manage internal and external partnerships.

CLOSING DATE: 27 May 2016

Enquiries: Mr A Tsamai (012)357 3321/ Ms M Thubane (012) 357 3297

Note: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively.

Short-listed candidates will be required to make a presentation to the interview panel, as well as to undergo a competency test

Furthermore: 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.

POST: Director: Assessment and Administration Ref no: SA/11/2016

Chief Directorate: National Assessment and Public Examinations

SALARY: All-Inclusive remuneration package of R864 177per annum

CENTRE: Pretoria

REQUIREMENTS

A recognised Bachelor's degree or equivalent qualification in Information Technology (IT), Information Systems or any IT related qualification. A minimum of 5 years experience at middle/senior management level in examination and assessment. Extensive and appropriate experience in the administration of examinations and/or national assessment. Experience in Examinations Systems Administration, which relates to the management of a computer system used in the management of examination processes and national assessment, is a pre-requisite. Extensive and sound understanding of education policies relating to curriculum, examinations and assessment as well as an in-depth knowledge of public examinations and school-based assessment. In-depth knowledge of the policies relating to certification and the implementation of the certification system. Knowledge of data manipulation, statistics and data analysis. Knowledge of financial management, risk management, people management, information management and project management. Good writing and planning skills.

DUTIES

Manage and lead the development, enhancement and maintenance of the Integrated Examination Computer System (IECS), the Senior Certificate (SC) Examination Computer System and the General Education and Training (GET) system. Manage the administration of all examination and assessment processes, relating to registration of candidates and centres, writing of the examination and the national assessment, marking, capturing of marks, resulting and release of the results. Co-ordinate the system administration of the IECS and the SC examination system across all nine PEDs. Co-ordinate the system administration of the GET system across all PEDs. Manage the process of certification relating to National Senior Certificate (NSC) and the Senior Certificate (SC). Manage the archiving and accessing of the historical records. Manage the data relating to the NSC, SC and ANA. Manage the computer system relating to Item Banking. Manage the analysis of NSC and SC examination results and the analysis of the ANA data.

CLOSING DATE: 03 June 2016

Enquiries: Mr A Tsamai (012)357 3321/ Ms M Thubane (012) 357 3297

Note: The successful candidate will sign an annual performance agreement, annually disclose his/her financial interests and be subjected to a security clearance. Applicants must have a valid driver's license and be willing to travel extensively.

Short-listed candidates will be required to make a presentation to the interview panel.

Furthermore: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.

POST: Chief Education Specialist: Item Development (National Senior Certificate/Senior Certificate Ref no: ID/SC/08/2016

Chief Directorate: National Assessment and Public Examination
Directorate: Examinations and Assessment in Schools

SALARY: All-Inclusive remuneration package of R757 431 per annum

CENTRE: Pretoria

REQUIREMENTS

Applicants must be in possession of an appropriate three year Bachelor's degree (or equivalent qualification) with a minimum of seven years teaching experience, which must include 3 years management experience, and must have served as a national or provincial examiner/moderator. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and 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 content knowledge of a subject or group of subjects. 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, the training of these examiners and moderators, the management of the setting process, liaison with Umalusi on the moderation and approval of these question papers. The DBE is also embarking on adopting an item banking approach to the design of question papers and therefore a knowledge of this process will be necessary. The other key responsibility relates to the development of a diagnostic report on learner performance based on the outcome of the examinations.

CLOSING DATE: 03 June 2016

Enquiries: Mr A Tsamai (012)357 3321/ Ms M Thubane (012) 357 3297

Note: Short listed candidate will be required to undergo a test and will be subjected to a security clearance

POST: Chief Education Specialist: Standard and Quality Promotion Ref no:SQP/09/2016

Chief Directorate: National Assessment and Public Examination
Directorate: Examinations and Assessment in Schools

SALARY: All-Inclusive remuneration package of R757 431 per annum

CENTRE: Pretoria

REQUIREMENTS

Applicants must be in possession of an appropriate three year Bachelor's degree (or equivalent qualification) with a minimum of seven years teaching experience, which must include 3 years management experience relating to public examinations. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment and specifically relating to marking and school based assessment. Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations. In-depth knowledge of marking systems, quality enhancements in marking and marking feedback. In-depth knowledge of the challenges relating to school based assessment and quality assurance systems relating to school based assessment. Training experience. 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. 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 and the quality assurance of School Based Assessment (SBA) at a national level and this will entail: Improving the marking systems across the nine PEDs. Ensure quality marking across the nine Provincial Education Departments during marking of National Senior Certificate and Senior Certificate examinations. Facilitate marking feedback to teaching and learning. Manage the centralised marking of small subjects at a national level. Manage the quality assurance on School-Based-Assessment at a national level and provide feedback to PEDs. Develop innovative and effective quality assurance systems for School based assessment. Manage the benchmarking of the NSC question papers. Conduct training of the SBA moderators and Marking moderators.

CLOSING DATE: 03 June 2016

Enquiries: Mr A Tsamai (012)357 3321/ Ms M Thubane (012) 357 3297

Note: Short listed candidate will be required to undergo a test and will be subjected to a security clearance.

POST: Deputy Chief Education Specialist: Examination and Assessment Irregularities Ref no: EAI/10/2016

Chief Directorate: National Assessment and Public Examination

Directorate: Examinations and Assessment in Schools

SALARY: All-Inclusive remuneration package of R422 409 per annum

CENTRE: Pretoria

REQUIREMENTS

Applicants must be in possession of an appropriate three year Bachelor's degree (or equivalent qualification) with a minimum of six years teaching experience, which must include at least 2 years of supervisory experience relating to public examinations. Applicants must have extensive and relevant knowledge and experience relating to examinations and assessment. Extensive and sound knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations. In-depth knowledge of examination administration (which includes writing and marking) and the administration of School Based Assessment (SBA). Knowledge and experience in monitoring of examination systems and processes. In-depth knowledge on the identification, investigation, conducting of hearings and subsequent imposition of sanctions. Training experience. 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. 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 support the Manager responsible for examination irregularities in the following areas: Improving the systems relating to the management of examination and SBA irregularities in the PEDs. Improving provincial capacity relating to the identification, investigation, conducting of hearings and imposition of sanctions. Co-ordinate the irregularities register and consolidate the irregularities report. Introducing proactive measures to minimise examination and SBA irregularities. Manage the National Examinations Irregularities Committee (NEIC).

CLOSING DATE: 03 June 2016

Enquiries: Mr A Tsamai (012)357 3321/ Ms M Thubane (012) 357 3297

Note: Short listed candidate will be required to undergo a test and will be subjected to a security clearance.

POST: Senior Legal Administration Officer Ref: SLAO/12/2016

Directorate: Legislative Services

SALARY: All-Inclusive remuneration package of R637 860 per annum

CENTRE: Pretoria

REQUIREMENTS

An appropriate recognised Law degree or an equivalent qualification plus credible management experience in the legal field with specific focus on drafting of legislation. At least 6 years experience in drafting of legislation. Admission as an Attorney or Advocate. Knowledge of education law will serve as an advantage. Knowledge of the Public Service and applicable legislation, including the Public Finance Management Act, 1999 (Act 1 of 1999) (PFMA) and Treasury Regulations. Management experience. Knowledge of civil procedure, Good contract management skills. Good legal administration skills. Good problem – solving skills. Good presentation skills. Excellent communication (verbal and written) skills. Strong analytical skills. Computer literacy. Willingness to work irregular hours, skills in interpretation of statutes and in conducting research.

DUTIES The incumbent will be responsible to draft and /or amend legislation that is administered by the Department and pilot it through Parliament. Comment on draft legislation of other departments. Provide legal advice, guidance and opinions to the Minister, Senior Management and the rest of the Department on legal matters. Provide legislative support to provincial education departments. Monitor, coordinate and evaluate the effective implementation of education legislation

CLOSING DATE: 03 June 2016

Enquiries: Mr A Tsamai (012)357 3321/ Ms M Thubane (012) 357 3297

Note: Short listed candidate will be required to undergo a test and will be subjected to a security clearance.