

The Department of Basic Education is committed to providing equal opportunities and practising affirmative action employment. It is our intention to promote representivity (race, gender, disability) in the Department through the filling of this post and a candidate whose transfer/promotion/appointment will promote representivity will receive preference. Preference will firstly be given to excess employees and secondly to current Public Service employees. An indication in this regard will facilitate the processing of applications.

APPLICATIONS: Department of Basic Education, Attention: Mr A Tsamai and submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery 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

CLOSING DATE: 10 March 2017

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 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

POST: Deputy Chief Education Specialist: Editor and translator Ref No: DBE/15/2017

BRANCH: Planning, Information and Assessment

CHIEF DIRECTORATE: National Assessment and Public Examinations

DIRECTORATE: Examinations and Assessment in schools

Salary: All-inclusive remuneration package of R422 409 per annum

Centre: Pretoria

REQUIREMENTS: An appropriate Bachelor's degree or equivalent qualification, with majors in English or Afrikaans, with a minimum of 6 years teaching experience. Experience as a teacher and in editing is a strong recommendation. A qualification in editing and translation 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. Candidate must also have the ability to work well in a team and under pressure. Candidate must have good computer skills including Ms Office software (Word, Excel, Power Point and Access)

DUTIES: Editing and translation of question papers for the National Senior Certificate, Senior Certificate and other National Assessments and tests. Proof-reading and quality assurance of question papers and marking guidelines. Editing of policy documents, reports and other correspondence relating to examinations and assessment. Provide general language support to the Chief Directorate responsible for examinations. Ensure language simplification of all question papers and tests. Undertake a fairness review of all question papers and tests

ENQUIRIES: Mr A Tsamai -012 357 3321

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

POST: Deputy Director - Administration and Finance Ref No: DBE/16/2017

Salary: All-inclusive remuneration package of R726 276 per annum

Centre: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate Bachelor's degree or equivalent qualification with a minimum of 4 years relevant experience at a supervisory level. Knowledge of examination administration. A sound understanding of government policies and prescripts. Knowledge of the PFMA and Treasury Regulations. Strategic thinking and leadership skills. Experience in budget management and financial reporting. Good interpersonal relations. Excellent presentation and verbal communication skills. Candidate must also have the ability to work well in a team and under pressure. He/she must have good computer skills including Ms Office software (Word, Excel, Power Point and Access).

DUTIES: Manage all the logistical and administrative functions relating to travel and accommodation of examiners, moderators and monitors appointed in the Chief Directorate. Establish, implement and monitor financial management and internal controls to ensure compliance with prescribed legislation in terms of the Public Finance Management Act (PFMA) and Treasury Regulations. Manage the budget planning of the Chief Directorate. Manage all payments relating to subsistence and travel as well as remuneration of examiners, moderators, and monitors across the Chief Directorate. Manage the expenditure control of the Chief Directorate. Provide administrative and logistical support to the Directorate and coordinate the administrative support across the Chief Directorate. Manage all HR related responsibilities in the Chief Directorate. Manage the assets and equipment allocated to the Chief Directorate. Provide administrative support relating to procurement of goods and services for the Chief Directorate.

ENQUIRIES: Mr A Tsamai -012 357 332

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

POST : Chief Education Specialist-Editing and Quality Assurance (GET/FET) Ref No: DBE/17/2017

Salary: All-inclusive remuneration package of R757 431 per annum

Centre: Pretoria

REQUIREMENTS: Applicants must be in possession of an appropriate Bachelor's degree (or equivalent qualification) with a minimum of 7 years of teaching experience and 5 years of editing experience. A minimum of 5 years managerial/ supervisory experience. A qualification in editing and translation is a strong recommendation. Experience in the editing of question papers for large scale examinations is a pre-requisite. Candidates must also have the ability to work well in a team and under pressure. He/she must have computer skills including MS Office software (Word, Excel, Power Point and Access).

DUTIES: Manage the editing, translation and quality assurance of NSC, SC and GET question papers and tests. Take responsibility for the editing, proofreading and translation of all question papers, tests, test items and assessment tasks designed for the GET and FET bands. Take responsibility for the quality assurance of all question papers and tests. Ensure language simplification of all question papers and tests. Undertake a fairness review of all question papers and tests.

ENQUIRIES: Mr A Tsamai -012 357 3321

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

POST :Chief Education Specialist: Examination Monitoring and Evaluation Ref No: DBE/18/2017

Salary: All –inclusive remuneration package of R757 431 per annum

Centre: Pretoria

REQUIREMENTS: An appropriate three year Bachelor's degree or equivalent qualification with a minimum of 7 years teaching experience, which must include at least 5 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 monitoring and evaluation. 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 systems and the challenges relating to these systems. In-depth knowledge and experience in monitoring and evaluation of large systems, and monitoring of examinations. 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 coordination, monitoring and evaluation of the National Senior Certificate and Senior Certificate examination systems at a national level and this will entail: mediation of standards relating to examination systems across the nine PEDs; The coordination of the examination processes across the nine PEDs; Improving the monitoring systems at a national and provincial level; Conducting sample monitoring at provincial, district and school level; Managing the appointment, training and deployment of part-time monitors; Consolidating the national report on monitoring and evaluation.

ENQUIRIES: Mr A Tsamai -012 357 3321

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

Closing date: 10 March 2017