

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

**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 records, 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.

**NOTE:** **All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/her financial interest and be subjected to a security clearance.**

## OTHER POST

**POST:** **CHIEF EDUCATION SPECIALIST: QUALITY ASSURANCE OF SCHOOL BASED ASSESSMENT IN THE FET PHASE REF NO: DBE/47/2022**

Branch: Curriculum Policy, Support and Monitoring

Chief Directorate: Public Examinations and Assessments

Directorate: Public Examinations

**SALARY:** R922 635.00 per annum

**CENTER:** Department of Basic Education (Pretoria)

**REQUIREMENTS:** Applicants must be in possession of an appropriate three-four year's qualification, which includes professional teacher education and registered with SACE as a professional Educator; A minimum of nine (9) years teaching experience, which must include three (3) years managerial/supervisory experience relating to public examinations; Extensive experience and relevant knowledge relating to examinations and assessments, specifically relating to the implementation and quality assurance of School Based Assessment (SBA) in grades 10 – 12; Extensive and sound knowledge of current education policies relating to curriculum implementation and the conducting SBA's, PATs and Oral assessments in the FET

band; An understanding of the challenges relating to SBA in practice; Training experience to lead, develop and implement capacity building programmes. Ability to manage teams of people from diverse backgrounds. Good communication and report writing skills; Good computer skills including MS Word, MS Excel, MS Power Point, MS Access and MS Teams as an online application to enhance communication; 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 manage quality assurance of SBA, which includes Orals and PATs, at a national level, focused on the inputs, process and outputs of SBA; Develop and implement innovative and effective quality assurance mechanisms relating to the audit of SBA systems, monitor, moderation and feedback, which should include online moderation modalities; Mediate, support and monitor SBA policy implementation and develop Standard Operating Procedures to strengthen implementation; Conduct training and deploy national SBA moderators; Ensure reliable and standardised implementation and reporting of learner outcomes across all provinces via the South African School Administration and Management System (SA-SAMS) that enables schools to manage their own data administration and reporting.

**CLOSING DATE:**

28 October 2022

**POST:**

**DEPUTY CHIEF EDUCATION SPECIALIST: MARKING PROCESS REF NO: DBE/48/2022**

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

**SALARY:**

R519 429.00 per annum

**CENTER:**

Department of Basic Education (Pretoria)

**REQUIREMENTS:**

Applicants must be in possession of an appropriate three-four year's qualification, which includes professional teacher education and registered with SACE as a professional Educator; A minimum of eight (8) years teaching experience, which must include two (2) years managerial/supervisory experience; Experience in conducting training; Have extensive experience and relevant knowledge relating to examinations and assessment, specifically relating to marking of national question papers; Extensive knowledge of education policies relating to the FET band, with particular reference to curriculum, assessment and examinations; In depth knowledge of marking systems and quality enhancements for marking and marking feedback; In depth knowledge of the quality assurance of systems relating to marking processes; Ability to manage teams of people coming from diverse backgrounds, will be an added advantage; 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 marking of the National Senior Certificate and Senior Certificate examinations and the quality assurance of the marking processes at a national level, this will entail: improving the marking systems across the nine Provincial Education Departments (PED's), Ensuring quality marking across the nine Provincial Education Departments during marking of National Senior Certificate and Senior Certificate Examinations; Facilitating marking feedback to teaching and learning; Managing the centralised marking of small subjects at a national level for the NSC and SC; Developing innovative and

effective quality assurance systems for marking processes and manage training and evaluation of chief markers and internal moderators.

**CLOSING DATE:** 28 October 2022

**POST:** **DEPUTY CHIEF EDUCATION SPECIALIST: EXAMINATION AND ASSESSMENT IRREGULARITIES REF NO: DBE/49/2022**

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

**SALARY:** R519 429.00 per annum

**CENTER:** Department of Basic Education (Pretoria)

**REQUIREMENTS:** Applicants must be in possession of an appropriate three-four year's qualification, which includes professional teacher education and registered with SACE as a professional Educator; A minimum of eight (8) years teaching experience, which must include at least two (2) years managerial/supervisory experience relating to public examinations; Extensive 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; 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 PowerPoint and MS Access; Project Management will serve as an advantage; Ability to work under pressure; A valid driver's license and willingness to travel.

**DUTIES:** The incumbent will support the Manager responsible for examination irregularities in the following areas; Improve the systems relate to the management of examination and SBA irregularities in the Provincial Education Departments (PEDs); Improve provincial capacity relating to the identification, investigation, conduct hearings and imposition of sanctions; Co-ordinate the irregularities register and consolidate the irregularities report; Introduce proactive measures to minimize examination and SBA irregularities; Manage investigative marking conducted by DBE; Manage the National Examinations Irregularities Committee (NEIC); Draft of submissions, letters, annotations and Memoranda; Policy interpretation and support the draft of Policy in the area of responsibility.

**CLOSING DATE:** 28 October 2022

**POST:** **DEPUTY CHIEF EDUCATION SPECIALIST: EDITING AND QUALITY ASSURANCE REF NO: DBE/50/2022**

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

**SALARY:** R519 429.00 per annum

**CENTRE:** Department of Basic Education (Pretoria)

**REQUIREMENTS:** Applicants must be in possession of an appropriate three-four year's qualification, which includes professional teacher education and registered with SACE as a professional Educator; A minimum of eight (8) years' teaching experience; Five (5) years of editing experience; Proficient in African Languages; A qualification in

editing and translation majoring in at least one or two of the African languages is a strong recommendation; Experience in the editing of question papers for large-scale examinations is a prerequisite; Ability to work well in a team and under pressure; Computer skills including MS Office software (Word, Excel, PowerPoint and Access).

**DUTIES:** The successful candidate will assist in editing, proofreading, translating and quality assure NSC, SC, GET question papers and other examination-related documents; Support examiners and moderators in terms of language simplification and language enquiries.

**CLOSING DATE:** 28 October 2022

**POST:** **PERSONNEL PRACTITIONER (Ref: DBE/40/2022)**  
**Branch:** Finance and Administration  
**Chief Directorate:** HR Management, Development and Labour Relations  
**Directorate:** HR Management and Administration  
**Sub-Directorate:** Recruitment and PMDS  
**Salary:** R261 372.00 per annum (Level 7)  
**Centre:** Pretoria

**REQUIREMENTS:** Applicants must be in a possession of a Senior Certificate or equivalent qualification; Two years' experience in performing recruitment and selection and performance management and development processes; Good verbal and written communication skills, Good interpersonal relations, presentation, analytical and decision making skills; computer literate (MS Office packages); Ability to interpret relevant pieces of legislation; Ability to handle confidential matters and be discreet when dealing with people; Ability to compile and maintain statistical data with relation to HR practices; Ability to prioritise and manage multiple tasks, Be innovative and creative. Understanding of Public Service policies and legislative framework; integrity and honesty.

**DUTIES:** The successful candidate will promote effective Human Resource Management practices and research, analyse, develop, review and implement HR policies, strategies and guidelines; Draft more complex submissions relating to HR matters; Liaise and render professional HR advice to clients in the Department; Perform functions related to Recruitment and Selection and Performance Management and Development Systems; Administer the qualifications verification, criminal record checks and reference checks of candidates; Maintain statistics and data for quarterly and annual reports; Perform any other duties as delegated.

**NOTE:** The successful candidate may be required to undergo a competency test. The successful candidate will have to sign an annual performance agreement and be subjected to a security clearance.

**CLOSING DATE:** 21 October 2022

**POST:** **SENIOR ACCOUNTING CLERK (Ref: DBE/43/2022)**  
**Branch:** Finance and Administration  
**Chief Directorate:** Financial Management Services  
**Directorate:** Budget and Expenditure Management, National and Provincial  
**Salary:** R 176 310.00 per annum (Level 5)  
**Centre:** Pretoria

**REQUIREMENTS:** Applicants must be in possession of Senior Certificate or equivalent qualification; One-year relevant experience; Knowledge of PFMA and Treasury Regulations; Computer literacy; Excellent client relations and communications skills; Ability to work in a pressured environment individually and in a team; Organising, planning, report writing and problem solving skills and general office management.

**DUTIES:** The successful candidate will assist with providing a support role to Provincial Education Departments (PEDs) and Department of Basic Education; Assist with monitoring and evaluation of the allocation and utilisation of financial resources in education by PEDs; Assist with the collating of PEDs budgets documents; Assist with the In-Year-Monitoring (IYM) of PEDs expenditure trends; Assist in co-ordinating the sector budget process; Assist with queries/request/proposals that are relevant to the revision of programme structure and standard chart of accounts (SCOA) per PED

**NOTE:** The successful candidate may be required to undergo a competency test. The successful candidate will have to sign an annual performance agreement and be subjected to a security clearance.

**CLOSING DATE:** 21 October 2022