

## 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.

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### OTHER POST

**POST: Deputy Director (Branch Coordinator): (Ref no: DBE/48/2017)**

**BRANCH:** Curriculum Policy, Support and Monitoring

**SALARY:** All-Inclusive remuneration package of R 779 295 per annum

**CENTRE:** Pretoria

**REQUIREMENTS:** Applicants must be in possession of an appropriate recognised Bachelor's degree or equivalent qualification supported by at least four years at a supervisory level and relevant experience. Computer literacy, advanced technical knowledge of office administration and management and excellent writing skills are essential, as is the ability to organise meetings and manage workflow and business management processes. Knowledge and experience in curriculum policy and planning, project management and ability to use electronic information resources will be an added advantage. In addition applicants should have an understanding of Batho Pele principles; the capability to deal with classified information; a valid driver's license and the willingness and ability to work under pressure.

**DUTIES:** The incumbent will:

Assist the DDG to monitor the implementation of executive decisions; Assist the DDG in developing strategic and operational plans for the Branch and co-ordinate projects; Act as principal contact for the Branch in interacting with the offices of the Deputy Director-Generals,

Directors-Generals and Minister; Provide leadership in the management of the DDG's strategic diary; Assist the DDG to prepare for multilateral meetings; Undertake research and compile reports for the DDG; Coordinate and manage cabinet and parliamentary matters; Manage staff within the office of the DDG; Manage the DDG's office including correspondence management, office budget and expenditure control; Provide a secretarial role for meetings by the DDG, including Branch meetings, such as Branch management meetings/quarterly review meetings, etc. (organise, prepare agendas and take minutes); Coordinate and consolidate all relevant documentation for the DDG, such as Branch business plans, budget and reports; Coordinate all special projects of the Branch; Coordinate Human Resource related activities in the Branch; Represent the DDG in meetings when required; Compile and distribute confidential documents, cabinet memoranda and general correspondence to relevant stakeholders; Liaise with other Branch Coordinators and officials in the Department; Assist with the quality assurance of submissions; Draft letters, memoranda, submissions and develop agendas for meetings; Collect, organise and distribute materials required for meetings; Provide administrative support for the Branch and manage deadlines; Establish office procedures and operating systems; and It will be required of the candidate to work after hours as the need arises.

**CLOSING DATE: 28 AUGUST 2017**

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

**NOTE:** Interviewed candidates will be subjected to a competency assessment.