

DEPARTMENT OF BASIC EDUCATION

The employment decision shall be informed by the Employment Equity Plan of the Department. It is the Department's intention to promote equity (race, gender and disability) through the filling of this post(s) with a candidate whose transfer / promotion / appointment will promote representativity in line with the numerical targets as contained in our Employment Equity Plan. The Department reserves the right to withdraw posts, if by doing so, the interests of the Department will be best served.

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:
NOTE:

Ms J Masipa/Ms N Monyela

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 (Certified copies must not be older than 3 months). 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 shortlisted applicants. Applications received after the closing date, e-mailed or faxed applications will not be considered. (Drivers' License and registration certificate must be attached if required).

CLOSING DATE:

22 November 2019

POST:

POST: DIRECTOR: LABOUR RELATIONS (REF NO: DBE/DLD/02)

Branch: Finance and Administration

Chief Directorate: HR Management and Development, Labour Relations and IT Services

Directorate: Labour Relations

SALARY:

All-inclusive remuneration package of R1 057 326 per annum

CENTRE:

Pretoria

REQUIREMENTS:

An appropriate recognised Bachelor's degree or undergraduate qualification (NQF level 7) as recognised by SAQA. A degree in Labour Relations will be an added advantage. Extensive working experience in Labour Relations related fields environment coupled with five (5) years at middle/senior managerial experience.

Knowledge: In-depth knowledge of Labour Relations, HRM, Public Service Legislations, Collective Agreements and PSCBC Resolutions. **Skills:** Conflict resolution, problem solving, facilitation skills, interpersonal relations, verbal and written communication, computer literacy presentation skills. **Core Competencies:** Strategic capacity and leadership, People Management and Empowerment, Financial Management, Change management.

DUTIES:

The successful candidate will manage the collective bargaining process; Manage relationships with recognised trade unions ensuring cordial and constructive interaction and acting as management representative in cases where disputes arise; Advise management on labour relations developments particularly where policy and procedural changes may be required; Manage and facilitate the resolution of grievances and disputes; Participate in conciliation, mediation and arbitration procedures; Ensure line managers are effectively trained in handling labour relations matters; Develop and maintain labour relations service level agreements with internal and external stakeholders and represent department in all Labour Relations Forums.

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.

Ms J Masipa Tel No: 012 357 3295/Ms N Monyela Tel No: (012) 357 3294

22 November 2019

ENQUIRIES:
CLOSING DATE:

POST:

Chief Education Specialist for Technical Sciences and Technical Mathematics (Ref No. DBE/CESTST/01)

Branch: Curriculum Policy, Support and Monitoring

Chief Directorate: Curriculum and Quality Enhancement Programmes

Directorate: Mathematics, Science and Technology (MST) E-Learning and Research

SALARY:
CENTRE:
REQUIREMENTS:

All-inclusive remuneration package of R906 282 per annum

Pretoria

Applicants must have a recognised three or four year qualification, which includes a professional teacher education qualification and be registered with SACE as a professional Educator. Furthermore, the applicant must have at least 9 years of experience in the educational field, including 3 years of experience in the management and support of Physical Sciences, Mathematics, Technical Sciences or Technical Mathematics, including supporting and supervising teachers either in provinces and/or districts at FET level. The applicant must have specialised in both Physical Sciences and Mathematics in his/her studies. Knowledge of and experience in the teaching, learning and assessment of Technical Sciences and Technical Mathematics are also requirements for this position. An added advantage would be that the applicant has majored in both Physics and Mathematics in his/her degree or be in possession of a Bachelor of Science/Bachelor of Engineering (Mechanical Engineering) degree or Bachelor of Technology (Mechanical Engineering) degree. Experience in the educational sector and a post graduate qualification in Physics, Engineering, Physics Education or Technology Education will also be an added advantage. The successful candidate will be expected to have extensive knowledge of and insight into education policies and legislation for Further Education and Training (Grades 10-12). Sound knowledge of issues, challenges and initiatives pertaining to the teaching and learning of Technical Sciences and Technical Mathematics in schools is essential. The successful candidate should possess sound research skills, strategic planning and leadership skills, verbal and written communication skills as well as computer literacy skills. Knowledge of ICT at the level of classroom practice is very important for this post.

In addition, experience in policy making processes, sound knowledge of and experience in the development of curriculum and assessment in the field of Technical Sciences, Technical Mathematics, Physical Sciences or Mathematics are crucial requirements for this position. The incumbent should be able to work as part of a team and independently, take initiatives with regards to Technical Sciences and Technical Mathematics and related challenges, including promotion, planning and implementation thereof.

DUTIES:

The incumbent will be a curriculum specialist in Technical Sciences and Technical Mathematics, capable of strategic leadership in the education system including; Strategic management of the curriculum in terms of legislation and policy for the FET Band; Monitor, evaluate and appraise the implementation of curriculum and assessment; Liaise with provincial departments of education to render professional assistance in capacity building related to learning, teaching and assessment of Technical Sciences and Technical Mathematics; Conceptualise, design and manage projects for Technical Sciences and Technical Mathematics within the Department's line function; Write reports, submissions, speeches and policy documents; Engage with relevant role players and stakeholders; and develop and implement strategies for improvement of learning outcomes in Technical Mathematics and Technical Sciences.

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