



PART-TIME VACANCIES

Compensation will be in accordance with Personnel Administrative Measure (PAM)

The Department of Basic Education (DBE) is responsible, *inter alia*, for the setting of the national question papers for the National Senior Certificate (NSC) and the Senior Certificate (SC), the quality assurance of School-based Assessment (SBA) and the monitoring of the administration of the NSC and the SC examinations. In order to accomplish these tasks, the DBE appoints educators with the relevant expertise and experience to perform these critical examination-related functions on a part-time basis. The category of part-time staff to be appointed by the DBE to perform these functions, include the following:

- **Examiner:** Responsible for the setting of question papers
- **Internal Moderator:** Responsible for the moderation of question papers
- **SBA Moderator:** Responsible for the quality assurance and moderation of SBA (SBA includes Orals and PATs)
- **Marking Moderator:** Responsible for the moderation of the marking of the NSC and SC examinations
- **Examination Monitor:** Responsible for the monitoring of the entire examination cycle
- **Special Examiner: Braille or Deaf:** Responsible for the adaptation of question papers
- **Editor:** Responsible for the editing of question papers

The duties and requirements to be satisfied to be appointed to each of these part-time posts are included in the table below.

Please indicate the subject that you are applying for and the level in the case of languages.

Note: This is a re-advertisement. Candidates who applied previously need not re-apply

EXAMINER (Ref. 139071/1)

Requirements: • Bachelor's degree or National Diploma, with the specialisation subject at second year level • At least 5 years' teaching experience at the Grade 12 level, and at least 2 years should be in the last 5 years, at the Grade 12 level, in the subject applied for, or at least 5 years' teaching experience at the Grade 12 level, and at least 2 years should be subject advisory experience, in the last 5 years, in the subject applied for • Must have served as an examiner in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school-based educator and outside the circuit or district in the case of a subject advisor • Understanding of all the policies relating to the National Curriculum and the NSC Examinations • Must be prepared to work over weekends and during school holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of Examiner.

Duties: • Set high-quality question papers for the Grade 12 NSC and SC examinations, for approval by Umalusi, in the subject area of your specialisation • Develop the accompanying marking guidelines for Grade 12 NSC and SC examination question papers • Participate in the Marking Standardisation Meeting for the question paper • Develop the diagnostic report for the question paper • Develop exemplar question papers for the subject, as and when the need arises • Review items developed by item writers • Develop a national question paper for the subject in Grade 10 and Grade 11, as and when the need arises • Conduct external moderation of the marking

INTERNAL MODERATOR (Ref. 139071/2)

Requirements: • Bachelor's degree or National Diploma, with the specialisation subject at second year level • At least 5 years' teaching experience at the Grade 12 level, and at least 2 years should be in the last 5 years, at the Grade 12 level, in the subject applied for, or at least 5 years' teaching experience at the Grade 12 level, and at least 2 years should be subject advisory experience, in the last 5 years, in the subject applied for • Must have served as an internal moderator in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school-based educator and outside the circuit or district in the case of a subject advisor • Understanding of all the policies relating to the National Curriculum and the NSC Examinations • Must be prepared to work over weekends and during school holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of internal moderator. In addition, an internal moderator must have served for a minimum of 2 years, as an internal moderator in the setting of national question papers.

Duties: • Be responsible for the independent evaluation of the question paper after it is set, so as to ensure that it is ready for final approval by Umalusi • Convene the Marking Standardisation Meeting where the marking guideline is finalised • Conduct the marker training for the chief markers and provincial internal moderators • Prepare a report on the standard and quality of the question paper, after it is written • Coordinate the finalisation of the Diagnostic Report for the subject.

SBA MODERATOR (Ref. 139071/3)

Requirements: • Bachelor's degree or National Diploma, with the specialisation subject at second year level • At least 5 years' teaching experience at the Grade 12 level, and at least 2 years should be in the last 5 years, at the Grade 12 level, in the subject applied for, or at least 5 years' teaching experience at the Grade 12 level, and at least 2 years should be subject advisory experience, in the last 5 years, in the subject applied for • Must have served as an SBA moderator in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this • Understanding of all the policies relating to National Curriculum and the NSC Examinations • Must be prepared to work over weekends and during school holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of moderator • Valid driver's licence and be willing to travel.

Duties: • Be responsible for the quality assurance of SBA (including PATS and orals), which includes audit of SBA systems, moderation of assessment tasks and teacher files and moderation of learner evidence • Develop exemplar tasks for SBA.

MARKING MODERATOR (Ref. 139071/4)

Requirements: • Bachelor's degree or National Diploma, with the specialisation subject at second year level • At least 5 years' teaching experience at the Grade 12 level, and at least 2 years should be in the last 5 years, at the Grade 12 level, in the subject applied for, or at least 5 years' teaching experience at the Grade 12 level, and at least 2 years should be subject advisory experience, in the last 5 years, in the subject applied for • Must have served as an Internal Moderator, Chief Marker, Deputy Chief Marker or Senior Marker in the subject at the provincial level and documentary evidence must be provided to confirm this • Understanding of all the policies relating to the National Curriculum and NSC Examinations • Must be prepared to work over weekends and during school holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of examiner • Valid driver's licence.

Duties: Be responsible for the moderation of marking at the marking centres during the marking of the SC and NSC.

EXAMINATION MONITORS (Ref. 139071/5)

Requirements: • Bachelor's degree or National Diploma, with specialisation in education • Must have served as a school principal of a secondary school, or a subject advisor or a circuit manager or involved in the management of examinations and assessment processes or other related curriculum processes • Must be available to render their services for the entire day, on selected days of the week • Experience in the management of examinations at the school level.

Duties: • Be responsible for the monitoring of the entire examination cycle which includes an audit of the provincial examination systems, monitoring of the preparations for the NSC and SC examinations • Monitor the writing, marking, capturing and release of the results.

SPECIAL EXAMINER: BRAILLE OR DEAF (Ref. 139071/6)

Requirements: • Bachelor's degree or National Diploma, with the specialisation subject at second year level • At least 5 years' teaching experience at the Grade 12 level, and at least 2 years should be in the last 5 years, at the Grade 12 level, in the subject applied for, or at least 5 years teaching experience at the Grade 12 level, and at least 2 years should be subject advisory experience, in the last 5 years, in the subject applied for • Must have served as a Special Examiner: Braille or Deaf in the subject at cluster, circuit, district or provincial level and documentary evidence must be provided to confirm this. In addition, the applicant must show involvement in the subject outside the school in the case of a school-based educator and outside the circuit or district in the case of a subject advisor • Understanding of all the policies relating to the National Curriculum and the NSC examinations • Must be prepared to work over weekends and during school holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post Special Examiner: Braille or Deaf. In addition, must have a qualification in special needs education, which will assist in adapting papers to be accessible to blind/deaf learners without compromising the standard of the paper.

Duties: • Adapt Grade 12 NSC and SC examinations papers to be accessible to blind/deaf learners • Adapt the accompanying marking guidelines for Grade 12 NSC and SC examinations paper • Participate in the Marking Standardisation Meeting for questions paper • Adapt the exemplar question papers for the subject, as and when the need arises • Adapt national question papers for the subject in Grade 10 and 11 if the need arises • Conduct external moderation of the marking.

EDITORS (Ref. 139071/7)

Requirements: • Bachelor's degree or National Diploma, with majors in English and/or Afrikaans/African Languages • At least 6 years' editing experience in the editing of examination, assessment and curriculum material related to education • At least 2 years of this experience should be in the last 3 years • Recent teaching experience is a strong recommendation • Knowledge of and experience in working in the examinations and assessment environment plus experience in large-scale examinations will serve as an added advantage • Must be prepared to work over weekends and public holidays • Must provide a reference by his/her supervisor, motivating why he/she should be considered for the post of Editor • Good computer skills, including MS Office (Word and Excel) • Knowledge of specialised fields of study (eg the Arts/Sciences/Technologies) is recommended.

Duties: • Editing: Correct language lapses and grammatical errors in draft question paper/assessment material • Correlation: Ensure that exactly the same questions are asked in both languages of assessment; and that the marking guidelines correspond with the question paper • Translate assessment material • Layout and design assessment material, using the in-house style • Proofread the typed, edited document against the original • Quality assurance: Ensure that assessment material meets the prescribed standards.

Additional Criteria: • All applicants for the above posts must be computer literate, have good writing/verbal communication skills, and be able to work in a team and without supervision, and have good leadership skills • All candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces • Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview.

List of Subjects

Subjects for SBA and PAT Moderators	Examiners for Non-Languages		Examiners for: Home Languages, First Additional Languages, Second Additional Languages	Specialists for the Adaptation of Question Papers
<ul style="list-style-type: none"> • Accounting • Business Studies • Economics • English First Additional Language (FAL) • Geography • History • Life Orientation • Life Sciences • Mathematics • Mathematical Literacy • Physical Sciences • Agricultural Technology • Agricultural Management Practices • Dance Studies • Design • Dramatic Arts • Music • Tourism • Visual Arts • Consumer Studies • Hospitality Studies 	<ul style="list-style-type: none"> • Agricultural Technology • Agricultural Sciences • Agricultural Management Practices • Accounting • Business Studies • Computer Applications Technology • Consumer Studies • Civil Technology: Civil Services/Construction/Woodworking • Dance Studies • Design • Dramatic Arts • Electrical Technology: Electrical (Power Systems)/Electronics/Digital Electronics • Economics • Engineering Graphics and Design • Geography 	<ul style="list-style-type: none"> • History • Hospitality Studies • Information Technology • Life Sciences • Mathematics • Mathematical Literacy • Music • Mechanical Technology: Automotive/Fitting & Machining/Welding & Metalwork • Physical Sciences • Religion Studies • Tourism • Visual Arts • Life Orientation • Technical Mathematics • Technical Sciences 	<ul style="list-style-type: none"> • Afrikaans • English • IsiXhosa • IsiZulu • IsiNdebele • Sepedi • Sesotho • Setswana • Tshivenda • Xitsonga • SiSwati 	<ul style="list-style-type: none"> • Adaptation for Braille • Adaptation for the Deaf

Please note that the above posts are on a part-time basis, you need not resign from your current job.

Enquiries: Ms E Nobongoza (Examiners, Internal Moderator and Special Examiners), tel. (012) 357-3598/Ms A Govan (Marking Monitors, SBA and PAT Moderators), tel. (012) 357-3500/Ms K Mantshongo (Examination Monitors), tel. (012) 357-3824.

These posts are based in Pretoria.

Note: Short-listed candidates will be required to write a competency test and undergo an interview. Candidates will be informed of the dates of the competency tests which will take place in the various provinces. Only candidates that have satisfied the minimum requirement in the competency test will be invited to an interview.

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 these posts 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.

Please visit the Department of Basic Education's website at www.education.gov.za or the Department of Public Service and Administration vacancy circulars at www.dpsa.gov.za

Please note that as of 1 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.

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 of ID and applications.

Please forward your application, quoting the reference number, to: Department of Basic Education Private Bag X895, Pretoria 0001 or via hand delivery to: The Department of Basic Education, 222 Struben Street, Pretoria. Correspondence will only be entered into with short-listed applicants

Applications received after the closing date, e-mailed or faxed applications will not be considered.

Closing date: 9 February 2018