

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: Ms N Sathege/Ms M Mahape

CLOSING DATE: 20 September 2019

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 (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).

OTHER POSTS

POST: Deputy Director (Demand Management and Performance) (One year renewable contract): (Ref no: DBE/48/2019)

BRANCH: Finance and Administration

CHIEF DIRECTORATE: Financial Services Security Asset Management and Logistical Services

DIRECTORATE: Logistical Services

SALARY: All-Inclusive remuneration package of R 869 007 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised degree/National Diploma or equivalent qualification as recognized by SAQA in Financial Management/ Business Management/ Supply Chain Management/ Public Administration. 4 years supervisory experience in the relevant field. A valid driver's license. Computer Literacy; Good communication and interpersonal skills; Knowledge of legal framework governing the public service and LOGIS system.

DUTIES: Manage the demand process effectively, Including but not limited to needs assessment, categorisation of commodities, availability of funds, market assessment and industry analysis, Identify methods of procurement; Identify preferential procurement policy objectives, specifications/terms of reference and life cycle costing; Exercise effective and efficient overall monitoring and control of supply chain management; Ensure and monitor compliance to all relevant laws and prescripts, thereby ensuring audit compliance; Ensure timeous reporting on supply chain management information and performance; Manage and provide advice to project managers in reporting on the performance of contracted service providers; Manage contract and quotation register for all awarded contracts; Provide advice on extensions or expansions and variations of orders or contracts; Attend to queries related to contracted service providers and facilitate in resolving such queries.

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

NOTE: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

CLOSING DATE: 20 September 2019

POST: Assistant Director (Planning, Performance Information Planning Management and Reporting) (One year renewable contract): (Ref no: DBE/49/2019)

BRANCH: Office of the Director-General

CHIEF DIRECTORATE: Strategic Planning, Research and Coordination

DIRECTORATE: Strategic Planning and Reporting

SALARY: R470 040 per annum

CENTRE: Pretoria

REQUIREMENTS: An appropriate recognised degree/National Diploma or equivalent qualification (NQF level 6) with an understanding of the Government planning cycle. The successful candidate will have 3 years

proven experience in planning, reporting and performance information use, assembly, verification and packaging, and documentation in a large organisation of above 600 people; Excellent written and verbal communication skills; Proven ability to produce quality assured work under pressure and manage deadlines; Proven experience of analysing performance information for alignment and verification; Good communication (verbal and written) and interpersonal skills, Ability to work under pressure; Problem-solving skills; Presentation skills; Attention to detail; Excellent organisational and innovation skills; Ability to deliver and perform.

DUTIES: Develop; Manage, coordinate, analyse, verify performance information in the Department of Basic Education; The individual appointed will do the following in discharging their duties in relation to key stakeholders and programme managers: Support performance information reporting; Support the use and ensure quality of performance information reporting in the Department of Basic Education; Write operational, quarterly, annual and medium-term plans, reports, briefings and presentations including those on the outcome and other public sector compliance requirements; Refine and provide advice on improving indicator descriptions for performance information to be used in planning and reporting obligations of the Department of Basic Education and entities where appropriate; Manage branch reviews dealing with Performance Information, and use these in preparation of departmental systems for the audit and for drafting of improved plans and reports; Prepare presentations, plans, reports, updates, analyse documents, briefings and progress reports of basic education sector performance information.

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

NOTE: All shortlisted candidates will be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance.

CLOSING DATE: 20 September 2019