

DEPARTMENT OF BASIC EDUCATION

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 this post 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.

- APPLICATIONS** : Submitted via post to: Private Bag X895, Pretoria, 0001 or via hand-delivery 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 J Masipa/Ms N Monyela
- CLOSING DATE** : 17 February 2017
- 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 qualifications. 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 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.

OTHER POSTS

- POST 04/03** : **DEPUTY DIRECTOR: RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/01/2017**
Branch: Strategy, Research and Communication
Directorate: Research Coordination, Monitoring and Evaluation
- SALARY** : All-inclusive remuneration package of R726 276 per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : An appropriate Bachelor's Degree or equivalent qualification; a relevant post-graduate qualification will be an advantage; at least four (4) years relevant experience; at least proven experience in managing evaluations in the basic education sector; knowledge of basic education regulations and policies; ability and experience in writing research reports (specify such reports in Curriculum Vitae); ability to make presentations to stakeholders; ability to analyse, interpret and report on quantitative as well as qualitative data; working experience of statistical software such as SPSS or STATA; experience in working with large education datasets or household survey data; understanding and experience of various evaluation and research methodologies applied to the education sector; demonstrated understanding of the strategic planning, research and education policy relationship; ability to develop monitoring tools and high level skills in the use of MS Office Suite.
- DUTIES** : Monitor and evaluate the policy outputs of the education system and to co-ordinate research. Coordinating and supporting the national evaluations in the basic education sector; manage and support research studies commissioned by the Department; developing specifications for research projects, research and service provider contracts; facilitating capacity building on planning, monitoring and evaluation, accountability and performance information; liaise and network with research organisations; writing research reports and developing monitoring tools for basic education sector.
- ENQUIRIES** : Ms J Masipa Tel no: (012) 357 3295/Ms N Monyela (012) 357 3294
- CLOSING DATE** : 17 February 2017
- NOTE** : Short-listed candidates will be subjected to a competency-based assessment.
- POST 04/04** : **ASSISTANT DIRECTOR: RESEARCH COORDINATION, MONITORING AND EVALUATION REF NO: DBE/02/2017**
Branch: Strategy, Research and Communication
Directorate: Research Coordination, Monitoring and Evaluation
- SALARY** : R389 145 per annum

CENTRE REQUIREMENTS : Pretoria
: Applicants must be in possession of a Bachelor's Degree or equivalent qualification; at least three (3) years relevant experience; thorough knowledge of data analysis skills; working experience of statistical packages such as SPSS or STATA; proven experience in report writing; interpretation and presentation of information in monitoring and evaluation environment; knowledge of the basic education sector Action Plan; policy development process; Considerable experience in using computer applications including knowledge of MS Office software (Word, Excel, Outlook, PowerPoint and thorough knowledge of MS Access); Good interpersonal and communication (verbal and written) skills.

DUTIES : Develop, monitor and evaluate reports; compile national and international reports on basic education; Quality assurance of monitoring reports and indicator values; Provide data analysis and administrative functions to the Directorate in the area of Research, Monitoring and Evaluation; Quality assure sector monitoring and reporting outputs, both quantitative and qualitative reports; manage a databases of key data sources such as Education Management Information Systems (EMIS), Statistics South Africa (STATS SA); Deal with queries relating to information and statistics in the Department; quality assure and support the provision of analysis for sectoral planning, reporting in relation to Action Plan; information to internal and external stakeholders; provide secretarial services to the inter-provincial forum on planning, monitoring and evaluation; Perform any other duties delegated by the Director and the Chief Director.

ENQUIRIES NOTE : Ms J Masipa Tel no: (012) 357 3295/Ms N Monyela (012) 357 3294
: Short-listed candidates will be subjected to a competency-based assessment.

POST 04/05 : **ASSISTANT DIRECTOR REF NO: DBE/03/2017**
Branch: Teachers, Education Human Resources and Institutional Development
Directorate: Education HR Planning, Provisioning and Monitoring

SALARY CENTRE REQUIREMENTS : R389 145 per annum
: Pretoria
: A Bachelor's Degree or equivalent qualification with a minimum of three (3) years' experience in Administration. Strong writing skills, Strong attention to detail. Strong computer and quantitative skills. Knowledge of data management and analysis. Ability to work with large databases. Knowledge of PERSAL. A valid driver's licence. Willingness to travel.

DUTIES : This position focuses mainly on the management of data and systems which inform policy on recruitment and retention of teachers in the sector. Ensure data integrity with regard to the main data source for human resource management in the Sector which is PERSAL. Collect and report on data depicting employment trends; staff turnover and demographics. Collate reports from Provincial Departments of Education (PEDs) on implementation of human resource policies, plans and strategy. Report on the recruitment rate from the National Recruitment Database of qualified teachers. Report on the utilisation of the Business Intelligence System on HR. Develop and maintain a human resource strategy for the sector. Co-ordinate meetings with nine Provincial Departments of Education. Conduct audits on organizational structures of schools in PEDs. Assist in analyzing the implementation of the Post Provisioning Norms for schools.

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

POST 04/06 : **ASSISTANT DIRECTOR: SENIOR SYSTEM SUPPORT SPECIALIST REF NO: DBE/05/2017**
(12 Months Renewable Contract)
Branch: Planning, Information and Assessments
Directorate: Education Management Information Systems (EMIS)

SALARY CENTRE REQUIREMENTS : R389 145 per annum
: Pretoria
: A Bachelor's Degree or equivalent qualification in Computer Science or a related field is preferred. Three (3) years of software development and/or testing experience required. Extensive experience in Microsoft Development Environment (VB.net, VB6, ADO, CHM, MS Access, and SQL). Advanced knowledge of Microsoft Office products – Word, Excel, Outlook, PowerPoint. Experience with

reviewing requirements, developing and automating test cases based on those requirements. White and Black box testing experience at the unit, integration and system levels. Extensive knowledge of SA-SAMS. Strong written and verbal communication skills, ability to multitask and meet deadlines in a fast-paced start-up environment, attention to details and strong problem-solving skills are critical. Initiative and the ability to work as a team player is essential with minimal guidance. Recommendation to have a Code 8 driver's license.

DUTIES : Lead a team of support specialists on testing and support of DBE programs in particular SA-SAMS and in-house developed software. Evaluate and test new or modified software programs and software development procedures used to verify that programs function according to user requirements and conform to established guidelines. Write, revise and verify quality standards and test procedures for program design, product evaluation and quality assurance. Plan, design and author effective test cases and develop automated tests for your test cases and integrate your automations into test suites. Design and develop tools for test management, execution and reporting to enhance the overall software testing process. Monitors program performance after implementation to prevent reoccurrence of program operating problems and ensure efficiency of operation. Writes documentation to describe program evaluation, testing, and correction. Facilitate problem-solving between end user and SA-SAMS developers. Write monthly reports on the status and progress on the support, testing and ad hoc development.

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

POST 04/07 : **SENIOR ADMINISTRATIVE OFFICER REF NO: DBE/04/2017**
Branch: Teachers, Education Human Resources and Institutional Development
Directorate: Education HR Planning, Provisioning and Monitoring

SALARY : R262 272 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree or equivalent qualification with two (2) years experience in Administration or Grade 12 with a minimum of five (5) years' experience in Administration. Computer Literacy. Good interpersonal relations. Excellent communication and organising skills. Ability to work with confidential information. Multi-task and work independently.

DUTIES : Provide administrative support to the Directorate on Funza Lushaka related activities, respond to incoming calls efficiently and effectively. Attend to queries and customer complaint promptly. Provide administrative and technical support on: Distribution of placement lists and results notifications to all PEDs. Support the implementation of recruitment of Foreign educators. Supporting the Provincial Department of Education (PEDs) in the placement of Funza Lushaka graduates, ETDP bursars, PED bursars, self-funded graduates. Monitor the placement of all graduates through provincial reports. Track the appointment and retention of all graduates on PERSAL system. Ensuring a proper management and updating of the placement database, including the interprovincial movements as well as the integration of graduates not appearing on the list. Management of all placement queries from both graduates and placement coordinators. Coordinating central placement process to ensure the matching and placing of all unplaced graduates in PEDs other than the initially preferred. Provide general administrative support to the officials in the Directorate with regard to: Filing of documents, Co-ordinate and organise internal and external meetings, Drafting of minutes of meetings and Logistical arrangements for travelling for officials.

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

POST 04/08 : **SENIOR ADMINISTRATIVE OFFICER (SUPPORT SPECIALIST) REF NO: DBE/06/2017**
(12 Months Renewable Contract)
Branch: Planning, Information and Assessments
Directorate: Education Management Information Systems (EMIS)

SALARY : R262 272 per annum
CENTRE : Pretoria
REQUIREMENTS : A Bachelor's Degree or equivalent qualification in Computer Science or a related field. Two (2) years equivalent work experience is required. Knowledge of SA-

SAMS is essential. Proven experience in working with SA-SAMS and supporting users. Experience with online assistance is highly preferred. Ability to anticipate areas of difficulty and/or questions and quickly adapt training to meet the needs of users. Experience in diagnosing problems with software products. Experience in developing training and videos materials and conduct training on software. Extensive experience in Microsoft Development Environment (VB.net , VB6, ADO, CHM, MS Access, and SQL) or Extensive Adobe Publishing Suite (Premier Pro, After effects, In design and Illustrator). Advanced knowledge of Microsoft Office products – Word, Excel, Outlook, PowerPoint. Strong written and verbal communication skills, ability to communicate professionally by phone and email and ability to cultivate positive working relationships with clients, ability to effectively communicate technical information in non-technical terms. Administration skills to effectively organise and maintain customer data are required. Recommendation to have a Code 8 driver's license.

DUTIES

: Provide end-user application support via phone, email and remote access utilities (Team Viewer, Microsoft remote Access), troubleshoot issues reported by clients and provide solutions, correct corrupt databases, log calls and maintain track record of user assistance, maintain a user group support site. Participate with software application training using a variety of delivery methods, including web-based and onsite training. Participate in testing new releases of SA-SAMS and internal software. Maintain SA-SAMS information on Thutong Website and or SA-SAMS website. Develop and maintain communication materials for SA-SAMS. Assist with training materials and Videos for SA-SAMS

ENQUIRIES

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