

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 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. An indication in this regard will facilitate the processing of applications.

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 Sathège/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 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.

CLOSING DATE: 09 September 2019

OTHER POSTS

POST: Director: (Ref no: DBE/DCIQI/01)

Branch: Curriculum Policy, Support and Monitoring

CHIEF DIRECTORATE: Curriculum Implementation and Monitoring

DIRECTORATE: Curriculum, Implementation and Quality Improvement (GET)

SALARY : All-Inclusive remuneration package of R 1 057 326 per annum

CENTRE: Pretoria

REQUIREMENTS: A Bachelor's degree or equivalent qualification in Education; At least five (5) years' experience at Middle/Senior Managerial level and experience in curriculum implementation and quality improvement in the Basic Education Sector; Knowledge of the key challenges in General Education and Training (GET) and how these can be mediated to improve learner performance in schools; In depth knowledge of the National Curriculum Statement and its implementation in the GET sector; Knowledge of the National Qualifications Framework and Curriculum Development and Management processes; Knowledge of and ability to work with critical stakeholders

within the Sector to strengthen the implementation of GET including Grade R and Grade RR; Ability to ensure the development and implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Ability to provide strategic leadership to the GET sector; Good general management skills; A thorough understanding of and experience in all processes involved in project management; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes; Planning and organising skills; Strong leadership, advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's licence. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills; Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management, and Conflict Management.

DUTIES: Undertaking a process of making Grade R compulsory in the Basic Education Sector; Ensuring the Universalisation of Grade R and its full integration into DBE; Managing and providing Administration of the Directorate; Ensuring the implementation of the National Strategy for Learner Attainment (NSLA); Providing Special Interventions and Supporting Programmes to provinces, districts and schools; Ensuring the implementation of Curriculum, Monitoring and Supporting GET (including Grade R); Developing, implementing and monitoring the GET Improvement Strategy; Coordinating and managing the Reading Sector Plan and related Interventions; Strengthening intra- and inter-sectorial collaboration; Plan for assessment support in schools; Receive and quality assure learning and support material; Providing professional support to provinces/district/schools in curriculum implementation and developing and maintaining policy concerning curriculum qualifications and assessment.

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

NOTE: All shortlisted candidates for SMS posts will be subjected to a technical exercise that intends to test relevant technical element 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.

POST: Director: (Ref no:DBE/DECD/02)

Branch: Curriculum Policy, Support and Monitoring

CHIEF DIRECTORATE: Curriculum Implementation and Monitoring

DIRECTORATE: Early Childhood Development (ECD): Birth – 4 Years Old

SALARY : All-Inclusive remuneration package of R 1 057 326 per annum

CENTRE: Pretoria

REQUIREMENTS: A Bachelor's degree or equivalent qualification coupled with relevant experience preferably within the Early Childhood Education (ECD) Sector; At least five (5) years' experience at Middle/Senior Managerial level with a strong research background; Knowledge of the key challenges in ECD and how these can be mediated to improve the quality of learning outcomes in schools and to contribute to success in later life; In depth knowledge of the National Curriculum Framework and its implementation in birth (0) to 4 year-old range; Knowledge of the National Qualifications Framework and Curriculum Development and Management processes; Knowledge of and ability to work with critical stakeholders within the Sector to strengthen the implementation of Early Child Development programmes; Ability to ensure the development and to monitor the implementation of Norms and Standards in line with section 3 and 8 of the National Education Policy Act; Ability to provide strategic leadership to the ECD sector including the ECD Function Shift from the Department of Social Development to the Department of Basic Education; Good general management skills; A thorough understanding of and experience in all processes involved in project management; Ability to coordinate and manage the finances of the directorate in line with the PFMA and procurement processes; Good and functional knowledge of Government prescripts, knowledge of Monitoring, Evaluation and Reporting systems and processes; Planning and organising skills; Strong leadership qualities; Advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's licence. Process competencies: Knowledge Management; Service Delivery Innovation; Problem solving and analysis; Client orientation and Customer focus; Communication skills; Core Competencies: Strategic capacity and leadership; People Management and Empowerment; Financial Management; Change management, and Conflict Management.

DUTIES: Coordinating and managing the ECD Function Shift from Department of Social Development to Department of Basic Education; Undertaking a process of ensuring that Grade RR is compulsory in the near future; Managing the administration of the Directorate; Implementing the National Strategy for Learner Attainment (NSLA); provide Special Interventions and Support Programmes to provinces, districts and ECD Centres, sites and programmes; Ensuring the implementation of Curriculum, Monitoring and Supporting birth (0) to 4 years; Developing, implementing and monitoring ECD Strategy for early access to education for children with Special Education Needs, including those with disabilities; Coordinating and managing the ECD Integrated Policy and Plan; Strengthening intra-and inter- sectorial collaboration; Managing and monitoring of Capacity Building and Empowerment Programmes for practitioners and parents; and provide professional support to provinces/districts/ECD Centres in curriculum implementation.

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

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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.

POST: Assistant Director: Bids and Contract Administration (Ref no: DBE/44/2019)

Branch: Finance and Administration

CHIEF DIRECTORATE: Financial Services Security Asset Management and Logistical Services

DIRECTORATE: Logistical Services

SALARY: R 470 040 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicants must be in possession of a Bachelor's Degree or National Diploma in Public Administration; Supply Chain Management, Procurement, Logistics and /or a finance-related qualification; 3 years' experience related to Supply Chain (Bids and Acquisition) and 3 years' experience at supervisory level; Knowledge of PFMA, PPPFA, BBB-EE Act, Treasury Regulations, BAS, SCM prescripts and other applicable legislations; Knowledge of procurement policies and relevant legislation prior to awarding contracts. Skills and Competencies: Communication skills (verbal and written); Computer literacy (MS. Office, MS. Power Point, MS. Word, MS. Excel); Technical and project management skills; Functional ability and working as a team; Good interpersonal relations; Strategic and conceptual orientation; Attention to detail and thorough knowledge and have numeric skills; Good leadership, organisational and problem solving skills.

DUTIES: Administer Contracts Compliance; facilitate the scrutiny of finalised contract/SLA in consultation with Legal Services; Notify stakeholders regularly on the expiry of their contracts; Update the commitment register of approved contracts when payments are processed; Co-ordinate and monitor long term contracts for the provision of cell phones, photo copiers, consulting, communication and technology contracts; Monitor supplier performance and make recommendations for improvement to circumvent unnecessary delays; Responsible for Contracts Review and Updates: Review modifications, extensions and contract close-out documents for further action; Prepare and distribute reports and statistical data to facilitate planning and maintenance of contract records; Attend Bids Evaluation Session and take minutes; Provide assistance to secretariat of the bid adjudication committee; Draft correspondence to bidders on the outcome of the bid adjudication; production of monthly reports.

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.

POST: Chief Provisioning Administration Clerk: (Ref no: DBE/45/2019)

BRANCH: Finance and Administration

CHIEF DIRECTORATE: Financial Services, Security Asset Management and Logistical Services

DIRECTORATE: Logistical Services

SALARY: R 257 508 per annum

CENTRE: Pretoria

REQUIREMENTS: Applicant must be in a possession of a Senior Certificate or equivalent qualification; Applicant must have at least 2 years' experience in the travel and accommodation environment; Applicant must be competent in BAS (Basic Accounting System) and certificates must be provided to that effect; Ability to manage a travel and accommodation account for the Department; Knowledge of travel and accommodation; knowledge of guidelines and prescripts regarding travel and accommodation; Knowledge of PFMA, Supply Chain procedures and accounting will be an added advantage. Applicants must have excellent communication skills (both written and verbal); applicants must be computer literate and must be able to compile and present reports.

DUTIES: Managing and supervising staff; Managing a big travel and accommodation account; Determining daily reconciliations on the travel account and monitoring payments to the appointed travel agent; sorting out queries on the account; Handling all queries regarding travel and accommodation approvals and payments; Capturing payments, checking and verifying payments on BAS, Generating reports on BAS; Be responsible for the administration of no shows, accidents and damages pertaining to travel and accommodation in the Department and present that to the Department's Loss and Disposal Committee; Liaising with the Departments' appointed travel agent on issues regarding the financial account frequently.

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.