

DEPARTMENT OF BASIC EDUCATION

The Department of Basic Education is committed to providing equal opportunities and practicing affirmative action employment. It is our intention to promote equity through the filling of all numeric targets as contained in the Employment Equity Plan. To facilitate this process successfully, an indication of race, gender and disability status is required. Preference will be given to underrepresented groups as per the DBE Employment Equity Targets. Women and people with disabilities are encouraged to apply.

- 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 H Nemabaka/Mr A Tsamai
- CLOSING DATE** : 24 February 2023
- NOTE** : Applications must be submitted on the most recently approved Z83 Application for Employment Form, obtainable from the DBE Website or any Public Service Department/Webpage. Use of the old Z83 Form will result in disqualification. The Z83 must be completed in full and page 2 duly signed. A clear indication of the post and reference number that is being applied for must be indicated on your Z.83. Applicants are not required to submit copies of qualifications and other relevant documents on application but must submit the Z83 with a detailed Curriculum Vitae (only). Certified copies of qualifications and other relevant documents will be requested from shortlisted candidates on or before the day of the interview. Successful candidates will be subjected to Personnel Suitability Checks (criminal record, citizenship & financial/asset record checks, qualification and employment verification including social media profiles). Appointment is subject to positive results of the security clearance process. The successful candidate will be required to sign an annual performance agreement and, where applicable, annually disclose his/her financial interests. All applicants are required to declare any conflict or perceived conflict of interest, to disclose memberships of Boards and directorships that they may be associated with. Applicants who do not comply with the requirements outlined above, will not be considered. Applications received after the closing date and e-mailed or faxed applications will not be considered.

OTHER POSTS

- POST 05/30** : **DEPUTY DIRECTOR (SCHOOL IMPROVEMENT SUPPORT) REF NO: DBE/02/2023**
Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
Directorate: School-Level Planning and Implementation Support
(One-year renewable contract)
Re-advertisement, applicants who applied previously are encouraged to re-apply.
- SALARY** : R766 584 per annum (Level 11)
- CENTRE** : Mpumalanga Province
- REQUIREMENTS** : The applicant must be in possession of an appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification with four years relevant experience at supervisory level; A post graduate degree will be an added advantage; At least five years' experience in management and leadership at school level as Deputy Principal or Principal, or other relevant managerial experience; Three years' experience in the implementation and management of school improvement support initiatives; A sound understanding of the basic education sector, basic education policy initiatives, as well as legislation in the sector; Knowledge of research methodology and keep up with changing trends in education; Knowledge of matrix and project management; Sound analytical skills; Excellent people management skills to manage a diverse team of school improvement support officials as well as professionally manage the challenges of working with circuit managers; Report writing and presentation skills; Computer skills in MS Office (Word, PowerPoint, Excel, Access and Outlook); Ability to work under pressure and meet deadlines; Ability to meet targets and work independently without

		supervision; Willingness to work extensive hours and be prepared to travel. A valid driver's license.
<u>DUTIES</u>	:	The successful candidate will liaise with district officials, especially district Directors and Circuit Managers to support struggling circuits and schools; Identify conceptual, capacity and operational challenges to effective delivery of quality education in schools; Lead and support a team of provincial based officials to strengthen capacity of circuits and schools to effectively use data in supporting schools and individual teachers; Implement and manage targeted programmes aimed at the improved utilization of assessment data for improved performance; Implement and manage various interventions aimed at improving the quality of education in the underperforming circuits; Provide mentoring and coaching to circuit managers of poor performing circuits and circuit managers working in extraordinarily challenging contexts; Develop a plan for addressing the identified weaknesses in order to improve teaching, management, leadership and collegiality; Oversee the implementation of the turnaround strategy for each underperforming circuit; Undertake follow-up work to ensure sustainability of expertise; Maintain a database of specialists and interventions working in schools; Compile and present progress, quarterly and annual reports on programmes undertaken; Identify conceptual, analyse reports to identify emerging trends within districts and circuits; Write, edit, consolidate and analyse reports; Make recommendations for further improvement and development; Plan and conduct meetings with provincial teams; Provide feedback and support where necessary; Perform any other functions as deemed appropriate from time to time by the Director.
<u>ENQUIRIES</u>	:	Ms H Nemabaka Tel No: (012) 357 3289 or Mr A Tsamai Tel No: (012) 357 3321
<u>NOTE</u>	:	All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance.
<u>POST 05/31</u>	:	<u>PROGRAM OFFICER (ASSISTANT DIRECTOR) REF NO: DBE/04/2023</u> (12 Month Contract with an option to renew) G2G Project implemented by the Department of Basic Education
<u>SALARY CENTRE REQUIREMENTS</u>	:	R491 403 per annum (Level 10) Pretoria
	:	Applicants must be in possession of a three-year relevant (NQF level 6) post matric qualification or equivalent in education (a relevant postgraduate qualification will be an added advantage) 3 years relevant experience in supporting the implementation of training activities; Experience in facilitating and leading key capacity building sessions; An understanding of the interface between the South African Government operations and NGO environment; An understanding of current education and school health policies and the various child protection legislation; Training and facilitation skills; Good communication skills (verbal and writing), Inter-personal, networking and computer skills; Ability to implement a monitoring framework; Ability to take initiative and solve problems; Ability to co-ordinate stakeholder groups; Ability to liaise with officials at Circuit and/ or district levels of government and key stakeholders in the field; Ability to work independently and as a part of a team; Ability to work beyond regular core business hours; Creativity and energy are essential; A valid driver's license and willingness to travel extensively.
<u>DUTIES</u>	:	The successful candidate will support the Johannesburg South District with the coordination and implementation of the Government to Government (G2G) activities in the selected schools; Lead relevant engagements with school management, School Governing Body (SGB) members, parents, provincial, district officials, and help to create strong service referrals between health, education and social welfare services to advocate for the strong implementation of CSE in the Johannesburg Region schools; Provide support and monitoring the achievement of results at the school level; Coordinate training for educators and Learner Support Attainment (LSAs); Coordinate and support the implementation of health and social services in schools; Support the strengthening of the functionality of SBST; Support the implementation of the Peer Education activities in the Johannesburg Region; Compile program and monitor reports; Work in collaboration with the other G2G team members at National, province, district and school level structures including the learner

support agents and reporting expertise; capture data from the school level; Work in collaboration with the school leadership, the life orientation educators and the learner support agents; Represent the Department in meetings with District officials and local stakeholders; Develop periodic reports in line with the Department's requirements include support the reporting of LSA related work Report to the Provincial Office and the Department of Basic Education (DBE) Pretoria.

ENQUIRIES : Ms H Nemabaka Tel No: (012) 357 3289 or Mr A Tsamai Tel No: (012) 357 3321

POST 05/32 : **ASSISTANT DIRECTORS (PROVINCIAL SCHOOL IMPROVEMENT SUPPORT COORDINATORS) REF NO: DBE/03/2023 (X3 POSTS)**

Branch: Delivery and Support

Chief Directorate: Planning and Implementation Support

Directorate: School-Level Planning and Implementation Support

(One-year renewable contract)

Re-advertisement, applicants who applied previously are encouraged to re-apply.

SALARY CENTRE : R393 711 per annum (Level 09)

: Eastern Cape (X2 Posts)

Northern Cape (X1 Posts)

Limpopo (X1 Post)

REQUIREMENTS : The applicant must be in possession of an appropriate three-year relevant post matric qualification (NQF level 6) or equivalent qualification in Education, which includes professional teacher education and registration with SACE as a professional Educator; A senior degree will be an added advantage; Academic achievements must be coupled with at least three years' teaching experience; at least two years relevant experience at supervisory level; Good understanding of the education sector in South Africa; Proven experience in managing the implementation of projects; Proven ability to produce quality work under pressure; Ability to manage deadlines; Ability to work with people at different levels; Be a team player and be able to work autonomously; Interpretation and utilisation of performance data to identify and address gaps in performance; A sound knowledge of Curriculum and Assessment Policy Statement (CAPS) and Programme development; Computer literate; Strong analytical and problem-solving skills; Good communication skills (written and verbal); Process management; Willingness to frequently travel; A valid driver's licence; Possession of own transport.

DUTIES : The successful candidate may work with circuit managers to develop a data-driven approach to school improvement support; Participate in specialised multi-disciplinary teams to implement and manage various interventions aimed at improving the quality of education; Develop a plan for addressing identified weaknesses in order to improve teaching; Evaluate circuit priorities, deliverables and calendars (year plans) and work with the identified circuit managers to implement circuit improvement plans so that all deliverables are delivered (met or achieved) within agreed deadlines; Monitor on behalf of the DBE the refinement, implementation and monitoring of responsive improvement plans in order to record lessons for possible replication; Oversee the implementation of the turnaround strategies for each identified circuit; Undertake follow-up work to ensure sustainability of expertise and compile and present progress, quarterly and annual reports on programmes undertaken.

ENQUIRIES : Ms H Nemabaka Tel No: (012) 357 3289 or Mr A Tsamai Tel No: (012) 357 3321

NOTE : All shortlisted candidates may be expected to demonstrate their skills in a short task as part of the interview and will be subjected to a security clearance. Shortlisted candidates may perform competency assessment. The successful candidate will have to sign an annual performance agreement, annually disclose his/ her financial interests and be subjected to a security clearance. The Department of Basic Education (DBE) has put measures in place to support the implementation of school improvement support programmes. Such support often takes the form of assisting with strengthening the utilisation of data to craft data-driven interventions to improve learner performance, so as to bring about an improvement in the overall quality of our education system. As part of this process, the DBE is inviting applications from suitably qualified individuals to be appointed as School Improvement Support Coordinators.