

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.
- FOR ATTENTION** : Ms N Monyela/Ms M Mahape
- CLOSING DATE** : 21 July 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 Z83. 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.

MANAGEMENT ECHELON

- POST 22/27** : **DIRECTOR (REF NO: DBE/18/2023)**
Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
Directorate: Education Management and Governance Development
- SALARY** : R1 162 200.per annum
- CENTRE** : Pretoria
- REQUIREMENTS** : Applicants must be in possession of an appropriate recognised Senior Certificate or equivalent and a Bachelor's degree or equivalent (NQF Level 7) qualification; A relevant post-graduate qualification will serve as an advantage; Extensive experience in the field of school management and governance; Five years' experience at Middle/Senior Managerial level in the Education sector; Experience as school Principal or Circuit Manager. Valid driver's license and be willing to travel extensively. Process Competencies: Knowledge Management; Service Delivery Innovation; Client Orientation; Customer Focus; Communication Skills; Problem Solving and Analysis. Core Competencies: Strategic Capacity; Leadership; People Management; Empowerment; Financial Management; Change Management; Trustworthy; Accurate; Adaptable and Diplomatic.
- DUTIES** : The successful candidate will be responsible for providing strategic leadership, management and guidance to schools, Districts and Provincial Education Departments on all school management and governance matters; Managing professional and School Governing Body Associations; Managing the identification and sharing of best practice in planning and effective implementation and monitoring of plans; Managing the finances of the Directorate in line with the Public Finance Management Act; Identifying key blockages to effective and timeous planning and implementation of key sector mandates and priorities; Creating and maintaining a database of expertise in identified priority areas; Compiling quarterly analytic reports for HEDCOM and CEM to guide sector improvement practice; Strengthening the capacity of

schools to effectively use data in supporting school management practices; Maintaining a database of specialists to be used to support struggling school managers; Facilitating the sharing of best practice; Establishing and maintaining an interactive web-platform for school managers to share best practice and learn from each other; Providing strategic leadership to staff and develop annual plans; Developing strategies to improve and support school leadership, management and governance; Overseeing regular needs analysis to guide the development of appropriate professional development programmes for school managers and governing bodies; Overseeing the Rationalisation, Merger and Closure of Small and Non-Viable Schools; Overseeing the management of Independent Schools in provinces; Monitoring and evaluating the impact and efficacy of leadership development initiatives; Collaborating with relevant entities (SACE) and stakeholders (Teacher unions, NGOs, Business, Teacher, principals and SGB associations) in the Management & Governance landscape to ensure the achievement of common objectives; Ensuring that annual management processes such as learner admissions, SGB elections, RCL elections, development of school policies and codes of conduct, Annual General Meetings take place across all schools.

**ENQUIRIES
NOTE**

Ms N Monyela Tel No: (012) 357 3294/ Ms M Mahape (012) 357 3291

: A Certificate for SMS pre-entry programme is required for all SMS appointments, the full details of the outlined requirements and course information can be sourced by following the link <https://www.thensg.gov.za/training-course/sms-pre-entry-programme/>. 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 22/28

DIRECTOR (REF NO: DBE/19/2023)

Branch: Finance and Administration
Chief Directorate: Financial Services
Directorate: Security and Assets Management

**SALARY
CENTRE
REQUIREMENTS**

: R1 162 200.per annum
: Pretoria
: Applicants must be in possession of an appropriate recognised Senior Certificate or equivalent and a Bachelor's degree or equivalent (NQF Level 7) qualification recognized by SAQA with at least 5 years' experience at Middle/Senior Managerial level with relevant experience preferably within corporate services; Knowledge in the Management of Public Private Partnership Concession Agreements and procurement processes in Government via National Treasury Regulation 16; Knowledge of asset management in Government; Knowledge of Security policy development and implementation of security, both physical and document security; Knowledge of monitoring, evaluation and reporting systems and processes; Management and coordination of conferences, workshops and meetings; Good and functional knowledge of government prescripts; Understanding 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; Strong leadership qualities; Planning and organising skills; Good general management skills; Advanced computer skills; Good interpersonal relations and the ability to handle pressure; A valid driver's license. 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

: The successful candidate will be responsible for monitoring the correctness of the monthly unitary fee as stipulated in the Public Private Partnership (PPP) agreement; Monitoring the implementation of the service delivery performance,

service specifications on part of the Private Party and up keeping of the approved house rules on part of the officials occupying DBE premises; Monitoring the progress and implementation of the Security management strategy in accordance with the applicable plan; Monitoring through formal assessments compliance with security standards and practices; Paying the unitary, additional and pass through cost within 20 working days after receiving the invoices; Managing the partnership relationships; Managing all assets in the DBE; Managing the contract between the DBE and the Professional Conference Organiser (PCO); Ensuring that reasonable accommodation is provided to employees with disabilities and employees with small children; Ensuring the classification of sensitive information in accordance with the MISS; Capturing practical and final completed projects as received from infrastructure Branch; Drafting, maintaining and upgrading asset related policies, strategy and maintenance plans; Drafting, upgrading, maintaining approved and monitored internal security policies and procedures such as Document security, Information security, Physical security; Providing notes in relation with the PPP and assets to the financial statements; Maintaining an accurate, complete and valid asset register; Establishing a Loss and Disposal Committee; Establishing and managing a Security Co-ordination Committee; Identifying all security risks and appropriate security requirements, processes, systems, policies and procedures and advise the Department to counter these and the implications of management decisions pertaining to Document security, Information security, Physical security; Communicating security practices and standards to all employees and other appropriate internal and external stakeholders; Reporting all security breaches or behaviour posing a security risk; Liaising, coordinating and cooperating with, and report to, the controlling institutions; Developing and maintaining an event management policy in the DBE; Co-ordinating workshops and conferences in the DBE; Coordinating all invoices to be paid within 30 days after a correct invoice has been received from the PCO.

**ENQUIRIES
NOTE**

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OTHER POSTS

POST 22/29

: **DEPUTY DIRECTOR (SCHOOL IMPROVEMENT SUPPORT) REF: DBE/20/2023**
 (One-year renewable contract)
 Branch: Delivery and Support
 Chief Directorate: Planning and Implementation Support
 Directorate: School-Level Planning and Implementation Support

**SALARY
CENTRE
REQUIREMENTS**

: R811 560.per annum (Level 11)
 : KwaZulu-Natal
 : The applicant must be in possession of an appropriate three year relevant (NQF level 6) post matric qualification or equivalent qualification with four (4) years relevant experience at supervisory level; A post graduate degree will be an added advantage; At least five (5) years' experience in management and leadership at school level as Deputy Principal or Principal, or other relevant managerial experience; Three (3) years' experience in the implementation and management of school improvement support initiatives; Knowledge of matrix and project management; Analytical skills; Excellent people management skills; 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 passion to making a positive contribution to South African education; A valid driver's license.

DUTIES

: 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 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; Manage a diverse team of school improvement support officials as well as professionally manage the challenges of working with circuit managers; Oversee the implementation of the turnaround strategy for each underperforming circuit; Undertake follow-up work to ensure sustainability of expertise; Develop a plan for addressing the identified weaknesses in order to improve teaching, management, leadership and collegiality; 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.

ENQUIRIES

: Ms N Monyela Tel No: (012) 357 3294/ Ms M Mahape (012) 357 3291

POST 22/30

: **ASSISTANT DIRECTORS (PROVINCIAL SCHOOL IMPROVEMENT SUPPORT COORDINATORS) X6 POSTS REF: DBE/21/2023**
(One-year renewable contract)
Branch: Delivery and Support
Chief Directorate: Planning and Implementation Support
Directorate: School-Level Planning and Implementation Support

**SALARY
CENTRE
REQUIREMENTS**

: R424 104.per annum (Level 9)
: KwaZulu-Natal (2) and Limpopo (4)
: The applicant must be in possession of an appropriate three (3) years 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 post degree will be an added advantage; Academic achievements must be coupled with at least six (6) years teaching experience; at least two (2) years relevant experience at supervisory level; Good understanding of the education sector in South Africa; Experience in managing the implementation of projects; Ability to produce quality work under pressure; Ability to manage deadlines; Ability to work with people at different levels; Ability to Interpret and utilise performance data to identify and address gaps in performance; Be a team player and be able to work autonomously; 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 travel frequently; A valid driver's licence; Possession of own transport.

DUTIES

: The successful candidate will 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 to achieve deliverables 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

ENQUIRIES
NOTE

ensure sustainability of expertise and compile and present progress, quarterly and annual reports on programmes undertaken.

Ms N Monyela Tel no: (012) 357 3294/ Ms M Mahape (012) 357 3291

: 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. The support is informed by the analysis of learner performance and it often takes the form of assisting with strengthening the utilisation of data to craft data-driven interventions to improve learner performance. Such interventions are intended to provide support to the identified targets. As such, the post is not fixed to the identified province but will be used in any province where the need arises. This is done 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.