



GAUTENG DEPARTMENT OF EDUCATION
Vacancy Circular 01 of 2023
Publication Date: 12 February 2023
Closing date: 03 March 2023

CHIEF DIRECTOR: EXAMINATION AND ASSESSMENT
(5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)

BRANCH: Curriculum Management & Delivery

REF NO: HO2023/02/01

SALARY: R 1 308 051 per annum (an all-inclusive package)

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education with at least a minimum of 5 years senior management experience within Education environment. Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts and Labour Relations Act. **COMPETENCIES:** Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential.

DUTIES: Oversee the management and coordination of Examination Financial Administration and support services. Manage and coordinate procurement of goods and services within the Chief Directorate and ensure compliance thereof. Oversee and guide the provision of financial services including payment of examiners, markers and service providers. Oversee the management and coordination of the provision of examinations services. Manage the development of examination policies. Manage marking process and script archival system. Manage and monitor the production, security and distribution of examination question papers and other examinations and assessment materials. Oversee the management and coordination of the provision of assessment services. Develop, mediate and monitor assessment policy compliance. Conduct qualitative and quantitative analysis of learner/system performance data at all levels and provide effective feedback. Manage and coordinate teacher development programmes focusing on the strengthening of assessment and moderation processes. Manage the provision, marking and analysis of learner performance in provincial baseline assessments. Oversee the management and coordination of the systems administration and certification services. Develop, maintain, and enhance the examinations and assessment IT system (i.e. Integrated Examination Computer System (IECS)). Provide credible statistical data to management. Build internal and external networks with Business Unit partners, line managers and service providers to ensure relevance and credibility of the Chief Directorate's services. Ensure the effective management and utilisation of all resources within the Chief Directorate. Ensure that policy, systems and procedures to manage performance effectively are implemented and discipline are implemented and maintained. Build capacity through the management of continuous training and development programmes for all categories of staff.

ENQUIRIES: Mr. Hector Tsosane

Tel. No: (011) 843 6533

**CHIEF DIRECTOR: SCHOOL SUPPORT
(5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)**

BRANCH: Education Support

REF NO: HO2023/02/02

SALARY: R 1 308 051 per annum (an all-inclusive package)

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Education/Public Management/ Public Administration or related equivalent qualification at NQF Level 7 with at least a minimum of 5 years senior management experience within district operations management environment . Proven management skills in education management or equivalent. Knowledge of Public Service Act and Regulations, Public Finance Management Act, SASA, Extensive working knowledge of public sector, particular in Education sphere, Relevant Education Acts and Labour Relations Act. **COMPETENCIES:** Strategic Planning, Computer literacy, Communication Skills, Change Management, Negotiation skills, Report writing skills, Project Management, Good Interpersonal Relations, Problem Solving, Leadership, Facilitation and Consultation, Presentation skills, Financial Management skills, Policy development and Research skills, Innovation and creativity. Valid South African driver's license is essential.

DUTIES: Manage and implement poverty alleviation and nutrition programme. Manage the School Nutrition programme in line with the national feeding scheme. Ensure the nutritional value of good provided through the programme. Liaise with relevant stakeholders. Develop the strategy for the manifestation of a "Single window package" for the poor youth of the province. Oversee the provision and implementation of security and safe school management services to all schools. Oversee the implementation of the approved School Safety Policy Exemplar of 2012 by all schools within the province. Oversee the implementation of the Rehabilitation programme for learners that conflict with the law. Oversee the administration of the Safety and Security Unit in head office and districts. Ensure that an effective scholar transport scheme is implemented in Gauteng Department of Education (GDE). Develop policy and strategy for scholar transport. Ensure the implementation of the scholar transport scheme in eligible schools. Develop monitoring and evaluation systems to ensure the effective implementation of the scholar transport scheme. Establish effective systems for the management of the budget. Manage personnel performance against key responsible areas and targets. Oversee the development and implementation of Education Support policies, procedure, and guidelines. Oversee the Planning, Budgeting and Financial management of the Chief Directorate. Oversee the Monitoring and Reporting to various structures. Develop and manage Risk Management in the Chief Directorate. Oversee the promotion of internal and external stakeholder relationships. Oversee the development and management of Procurement and Contract Management for Service Providers and ensure enforcement agreed upon Service Level Agreements (SLA).

ENQUIRIES: Mr. Hector Tsosane

Tel. No: (011) 843 6533

DIRECTOR: LTSM AND LIBRARY SERVICES (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)

CHIEF DIRECTORATE: School Management

REF NO: HO2023/02/03

SALARY: R 1 105 383 per annum (an all-inclusive package)

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification with at least a minimum of 5 years middle/senior management experience within Learner Teacher Support Material or Curriculum Management environment and Library Services. Experience in the education sector will be an added advantage. Proven management skills in education management or equivalent. Knowledge of advance analytical skills. Extensive knowledge of the prescripts of the Public Service Act and Regulations, Employment of Educator's Act, South Africa School Act, extensive, relevant, and appropriate experience in Education and relevant legislation pertaining to Curriculum and Assessments processes, in-depth knowledge and understanding of all major education legislation policies and other governmental policies. Working experience in project management.

COMPETENCIES: Strategic capability and leadership Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment Client Orientation and Customer focus Communication, Computer literate, Facilitation and Presentation Skills. Valid South African driver's license.

DUTIES: Manage the provision of LTSM and the Universal LTSM coverage to all public ordinary schools. Monitor, guide, support the implementation of LTSM and reporting on the requisition, delivery, retrieval, and inventory process. Oversee the dispatching of the departmental learning material and information services. Provide support to learners, educators, and end-user in implementation of curriculum delivery. Manage the Learner Teacher Support Material Central Procurement Contract/Service Level Agreement between GDE and Service provider. Co-ordinate the procurement of LTSM, Grade R, GET and FET Bands with Curriculum Resources for learners, educators, and end-user in the implementation of curriculum delivery. Manage the requisitioning, ordering and delivery of LTSM (including Library books and DBE workbooks) to schools and distribution to learners. Manage the effective and efficient provision of library services. Manage, develop, maintain, and implement acquisition and procurement of library material processes. Manage library systems, and ensure processes are updated in line with new technologies. Manage effective support and development to school/community libraries. Oversee and promote usage of digital e-Library. Promote awareness of research resources, library services and learning opportunities. Promote Young Writers' Programme and evaluate titles submitted to develop the Young Writers Catalogue, the procurement and distribution of Young Writers' books to School Libraries. Oversee and coordinate the provisions of Multi-Media Resources in schools. Manage and support Read to Lead Campaigns in schools. Promote Reading Clubs in schools and ensure that registration processes of club members and full participation of SMS managers takes place. Manage the development and implementation of policies. Manage Directorate's budget and expenditure. Manage the Directorate's performance.

ENQUIRIES: Ms Ntendeleni Radzilani Tel No: 011 843 6540

NB: Please note this is a re-advertisement, candidates who applied previously are encouraged to re-apply.

DIRECTOR: OFFICE OF THE DDG (5 YEARS FIXED TERM CONTRACT PERFORMANCE BASED)

BRANCH: Corporate Management

REF NO: HO2023/02/04

SALARY: R 1 105 383 per annum (an all-inclusive package)

CENTRE: Head Office, Johannesburg

REQUIREMENTS: An appropriate Advanced Diploma/B-Tech /Degree (NQF Level 7) qualification in Public Administration/Human Resource Management/ Financial Management/ Accounting or equivalent qualification at NQF level 7, with at least a minimum of 5 years middle/senior management experience. Proven management skills in corporate management services or related fields. Advanced analytical skills and extensive knowledge of the prescripts of the Public Service, Education Policies and HR strategies. **COMPETENCIES:** Strategic capability and Leadership, Programme and Project Management, Financial Management, Change Management, Service Delivery Innovation, People Management and Empowerment, Client Orientation and Customer focus, Advanced Communication, Competence in key computer software packages, ability to work manage multiple and complex projects under pressure. Valid South African drivers' licence is a requirement.

DUTIES: Oversee the provision of the management/corporate secretarial support services. Ensure that documents of meetings are prepared, recorded, quality assured and communicated/disseminated to relevant role-players. Ensure that all reports from different chief directorates and other branches are coordinated, analysed, consolidated, and reported on. Ensure the compliant safekeeping of all documentation in the Office in line with appropriate legislation and prescripts. Oversee the provision of administration support services. Support and monitor implementation of key branch programmes implemented in Branch Corporate Management Services. Compile reports, presentations and speeches on behalf of the Deputy Director-General. Monitor compliance with relevant committees and legislature bodies to which the Department accounts. Manage and oversee the provisioning of general administration, assets, human and financial support. Develop, implement, and maintain an effective and efficient stakeholder and office management systems. Implement and maintain effective processes/ procedures for information and documents flow to and from the Office. Provide oversight and advisory support services to Branch: Corporate Management Services. Routinely monitor the implementation of selected, identify departmental service delivery programmes. Attend to all queries and ensure that they are resolved within the stipulated time. Manage resources within the Branch. Coordinate contracts and performance reviews of Chief Directors reporting to DDG. Manage the human resource aspects related to the staff in the Office including performance, leave register, telephone accounts etc. Oversee responses drafted by the staff in the office and managers reporting to the DDG on enquiries received from internal and external stakeholders. Manage and monitor the office budget and COE spending plus trends analysis in terms of keeping record of expenditure commitments and advise the office regarding possible over- and under spending. Coordinate the DDG's performance contract and review reports. Determine and collate information regarding the budget needs of the Office. Ensure the implementation and maintenance of risk management plan and mitigate risks threatening the attainment of objectives and the optimisation of opportunities that would enhance the Branch's performance.

ENQUIRIES: Ms Tlaleng Ngubeni

Tel No: 011 843 6544

PERSONAL ASSISTANT

BRANCH: Corporate Management

REF NO: HO2023/02/05

SALARY: R 269 214 per annum

CENTRE: Head Office, Johannesburg

REQUIREMENTS: Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy packages such as Microsoft Excel, Power-point, MS Word, Group Wise Internet etc.). Good research and analytical skills. Ability to work in a team and independently. Willingness to occasionally work after hours when needed.

DUTIES: Provide a secretarial/receptionist support service to the Deputy Director General. Record the engagements of the DDG. Ensure that office equipment is in working good order. Provide administrative support services in the Office of the DDG. Ensure the effective flow of information and documents to and from the office of the DDG. Ensure the safekeeping of all documentation in the office of the DDG in line with relevant legislation and policies. Respond to enquiries received from internal and external stakeholders. File documents for DDG and the unit where required. Provide support to DDG regarding meetings. Record minutes and communicates to relevant role-players. Coordinate logistical arrangements for meetings when required. Support the DDG with the administration of the office budget. Keep a record of expenditure commitments for the Office of the DDG. Remain up to date with regard to the policies and procedures applicable to his/her work terrain to ensure efficient and effective support to the DDG. Remain abreast with the procedures and processes that apply in the office of the DDG.

ENQUIRIES: Ms Rirhandzu Mabasa Tel No. 011 843 6524

NB: Please note this is a re-advertisement, candidates who applied previously are encouraged to re-apply.

PERSONAL ASSISTANT

CHIEF DIRECTOR: Coordination of Curriculum Implementation

REF NO: HO2023/02/06

SALARY: R 269 214 per annum

CENTRE: Head Office, Johannesburg

REQUIREMENTS: Secretarial Diploma or equivalent qualification plus 3-5 years' experience in rendering secretarial/administrative support service. Knowledge of procurement policy and processes. Good interpersonal and organizational skills. Good communication skills (written and verbal). Advanced Computer literacy in packages such as Microsoft Excel, PowerPoint, MS Word, Group Wise Internet etc.). Good problem-solving and analytical skills. Ability to work in a team and independently. Ability to organise/prioritise tasks and effectively manage time. Willingness to occasionally work after hours when needed.

DUTIES: Overall management of the office administration functions. Provide a secretarial/receptionist support service to the Senior Manager. Compile realistic schedules of appointments. Provide administrative support services in the Office of the Senior Manager. Manage the diary and coordinate meetings for the Senior Manager. Ensure the effective flow, filing and safekeeping of all information and documents to and from the office of the Senior Manager. Type documentation delegated by Senior Manager. Procure and manage office supplies and equipment. Process claims for the Senior Manager. Provide support to the senior manager regarding meetings. Record minutes and communicate to relevant role-players. Coordinate logistical arrangements and documentation for meetings and procure bookings when required. Support the manager with the administration of the Office Budget. Collect and coordinate all the documents that relate to the Chief Director's budget. Remain up to date with regard to the policies and procedures applicable to the senior manager area

of work to ensure efficient and effective support to the Senior Manager. Remain abreast with the procedures and processes that apply in the office of the Chief Directorate.

ENQUIRIES: Ms Rene Joel

Tel No. 011 355 0105

CLOSING DATE: 03 March 2023

It is our intention to promote representatively (Race, Gender and Disability) in the Public Service through the filling of this posts. Applications must be submitted on form Z83, obtainable from any public service department or on internet at [www.dpsa.gov.za /documents](http://www.dpsa.gov.za/documents). Received applications using the incorrect application for employment (old Z83) will not be considered. Each application for employment form must be fully completed, duly signed and initialled by the applicant. Failure to fully complete, initial and sign this form may lead to disqualification of the application during the selection process. A fully completed, initialled, and signed new form Z83 (Section A, B, C and D compulsory and (Section E, F and G ignore if CV attached) and a detailed CV is required. Applicants are not required to submit copies of qualifications and other relevant documents on the application but must submit the Z83 with a detailed Curriculum Vitae. Only shortlisted candidates will be required to submit certified documents on or before the day of the interview following communication from Human Resources. It is the applicant's responsibility to have foreign qualifications evaluated by the South African Qualifications Authority (SAQA). Suitable candidates will be subjected to personnel suitability checks (positive Identity, qualification, fraud listing, employment reference, and criminal record verification as well as the required level of security clearance process). Where applicable, candidate will be subjected to a skills/ knowledge or computer assessment test. Please note that all applicants for Senior Management positions are required to complete the SMS Pre- Entry Programme administered by the National School of Government (NSG) and attach certificate or proof of completion. The Course is available at NSG under the name Certificate for entry into the SMS and the full details can be sourced by the following link: <https://www.thensg.gov.za/trainingcourse/sms-pre-entry-programme/>. For more information regarding the course please visit the NSG website: www.thensg.gov.za. Shortlisted candidates will be subjected to a technical exercise that intends to test relevant technical elements of the job. Following the interview process, recommended candidate (s) to attend to generic SMS competency assessment as mandated by DPSA. The logistics of which will be communicated by the Department. Short-listed candidates will be subjected to a security clearance. Department reserves the right not to make appointment(s) to the advertised post(s). Women and people with disabilities are encouraged to apply and preference will be given to the underrepresented groups as per the GDE Employment Equity Targets. Applications received after the closing date will not be considered. The specific reference number of the post must be quoted. Due to the large number of applications we envisage to receive, applications will not be acknowledged. If you do not receive any response within 3 months, please accept that your application was unsuccessful. No faxed, emailed and late applications will be considered. **Applications must be delivered or posted to: Physical address: 26th Loveday Street, Kuyasa Building, Johannesburg, 2001. Postal address: P.O. Box 7710, Johannesburg, 2000.**